

HPU Application Document Checklist

The following is the list of documents required to be submitted at the time of application for all HPU funding programs. Please upload the documents via the HPU Document Portal-[HPU Document Submission Portal](#). **Do not email documents or mail/drop off hard copies.**

0. SAGE Application & Project Pro Forma

Completed Rental/Homebuyer Project Pro Forma in Excel format	
Signed Application Cover Page	
Signed Certification Regarding Debarment and Suspension (Schedule G)	
Signed Certification Regarding Lobbying (Schedule H)	
Signed Organization Resolution (Schedule I)	
Owner Entity NJStart Vendor Number	
Owner Entity SAM.gov Number	

1. Municipal Support Documents

Mayor Letter of Support or Municipal Resolution of Support	
Settlement Agreement & Judgment of Repose (if project is part of a Fair Share Plan)	
Municipal AHTF Confirmation & Spending Plan (if project is receiving local AHTF funds)	

2. Developer/Owner Entity Documents

Articles of Incorporation	
Organizational By-Laws	
LLC Formation Documentation (if applicable)	
Partnership Agreement (if applicable)	
Board of Directors List	
Organization Chart (listing full names of all principles in organization/entity & roles)	
Certificate of Good Standing (dated with the last 90 days)	
Most Recent Audit or Most Recent Financial Statements (when entity has no audit)	
Owner Entity EIN Number	
Non-Profit Only: IRS Determination Letter	

3. Development Team

Project Developer/Owner Entity Experience	
Development Consultant Resume & Experience (if applicable)	
Engineer Resume & Experience	
Attorney Resume & Experience	
Accountant Resume & Experience	
Architect Resume & Experience	
Architect License	
Builder/Contractor Resume & Experience	
Builder/Contractor State Residential Builder's License	
Property Manager Experience	
Energy Star Consultant Experience	
Service Provider Resume & Experience (if applicable- required for Supportive Housing)	

4. Site Control Documents

Must provide one of the following: • Deed; • Contract for Purchase- Executed; • Ground Lease- Executed; • Resolution/Developer Agreement for Purchase of Municipal Property	
As-Is Appraisal (if seeking reimbursement for acquisition)	

5. Project Design Documents and Environmental Review

Drawings/Plans (at least a basic set of project plans with unit layout)	
Project Design Requirement Developer Certification Form	
Phase I (Required) and Phase II (if indicated)	

6. Planning & Zoning

Planning Confirmation Letter	
Zoning Confirmation Letter	
Evidence of Planning Board Approval (if available)	
Evidence Zoning Board Approval (if available)	
Zoning Map (with project site marked)	
Community Map (site marked and identified surrounding community resources)	

7. Utilities

Utility Service Availability Letters (for all project utilities)	
Water Rate & Connection Fee Documentation	
Sewer Rate & Connection Fee Documentation	

8. Financing

Construction Loan Documentation (Term Sheet, Commitment Letter, Loan Docs, etc.)	
Permanent Loan Documentation (Term Sheet, Commitment Letter, Loan Docs, etc.)	
Other Funding Sources Documentation (Term Sheet, Commitment Letter, etc.)	
PILOT/Tax Abatement Agreement or Non-Profit Property Tax Exemption	
Property Tax Documentation	

9. Market Analysis, Marketing Plan, Property Management Plan

Market Analysis	
Property Management Plan	
Service Provider MOU (if applicable- required for Supportive Housing)	
Special Needs Service Plan (if applicable- required for Supportive Housing)	