

## **NJHOMES LAUNCHPAD PREDEVELOPMENT FUND APPLICATION GUIDE**

The NJHOMES Launchpad Predevelopment Fund is intended to provide access to project-specific assistance on eligible pre-development expenditures for municipalities that are a part of NJHOMES Launchpad that have established partnerships with non-profit developers for affordable housing development within their community.

NJHOMES Launchpad predevelopment fund may be used to provide two (2) types of predevelopment loans:

1. Site-Control Loans (Site Control Loan); and
2. Project-Specific Seed Money Loans (Seed Money Loan).

There are three (3) required parts to the application process:

1. Completed SAGE application with required associated documents.
2. Submission of required supplemental application documents.
3. Completed Rental or Homeownership project proforma.

### **1. SAGE Application**

Please provide as much information that you can for the required SAGE application sections based on the potential affordable housing project you are seeking pre-development funds for. Questions with a red asterisk must be answered to complete that section and submit the application. Please make sure something is in there even if you don't have information for the potential project currently (i.e. NA, zeros, etc.).

There are several required certifications and documents that need to be uploaded under SECTION VIII: OPERATIONS AND ASSET MANAGEMENT- Certifications- for your SAGE application to be complete. This includes:

- Certification Regarding Debarment and Suspension - Schedule G
- Certification Regarding Lobbying - Schedule H
- Resolution - Schedule I
- IRS Determination Letter
- Organizational Chart
- Application Cover Page

You will also be required to fill out a budget. This budget should be reflective of the pre-development funds you are requesting. Please refer to the NJHOMES Launchpad Pre-Development Fund Guide for eligible costs based on the type of pre-development loan you are applying for.

**2. Supplemental Application Documents**

Below is a list of additional documents that are required as part of the application. Please provide as many that you have available at this time. Please note that some documents are required based on the type of pre-development loan you are applying for. All application documents must be submitted electronically through the HPU document portal: [Submit Housing Production Documents](#). This link can also be found on the SAGE RFP page. The form does not have a SAVE function so you must upload and submit all documents at one time.

**NJHOMES Launchpad  
Pre-Development Fund Application Document Checklist**

**1. Municipal Support Documents (Required for both loans)**

Mayor Letter of Support or Township Resolution	
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**2. Developer/Owner Entity Documents (Required for both loans)**

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)	
Certificate of Good Standing (dated with the last 90 days)	
Most Recent Audit or Most Recent Financial Statements (when entity has no audit)	
Non-Profit Only: IRS Determination Letter	

**3. Development Team**

Project Developer/Owner Entity Experience <b>(Required for both loans)</b>	
Development Consultant Resume & Experience (if applicable)	
Engineer Resume & Experience <b>(Required for Seed Money Loan)</b>	
Architect Resume & Experience <b>(Required for Seed Money Loan)</b>	
Property Manager Experience <b>(Required for Seed Money Loan)</b>	
Service Provider Resume & Experience (Supportive Housing project only)	

**4. Site Control Documents (Required for Seed Money Loan)**

<p><b>Must provide one of the following:</b></p> <ul style="list-style-type: none"> <li>• Deed;</li> <li>• Executed Contract for Purchase;</li> <li>• Executed Ground Lease Agreement;</li> <li>• Resolution/Developer Agreement for Purchase of Municipal Property</li> </ul>	
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**5. Project Design Documents (Required for both loans)**

Drawings/Plans (schematic or basic set of project plans with unit layout)	
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**6. Planning & Zoning (Required for both loans)**

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

**7. Financing (Required for Seed Money Loan)**

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.)	

**8. Market Analysis (Required for both loans)**

<p>Market Analysis: narrative market analysis or recent market study that includes information about the number of renters and homeowners, analysis of comparable area rents for both affordable and market rate projects of similar size, and an explanation of how the market analysis supports the need for the proposed project; homeownership projects should include recent sales data.</p>	
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**3. Project Proforma**

A project proforma is also required as part of the application. It can be accessed on the SAGE RFP page. There are separate proformas based on whether it is a rental project or a homeownership project. Please complete as much as you know currently on the potential affordable housing project you are requesting pre-development funds for.

If have questions or need support on the application process please contact Colleen Velez at [colleen.velez@dca.nj.gov](mailto:colleen.velez@dca.nj.gov). If you are having issues with the SAGE system please contact the SAGE helpdesk at [helpdesk@dca.nj.gov](mailto:helpdesk@dca.nj.gov) or (609) 292-8134.