

HFA Name: NJHMFA

Entry Title: Multifamily and Supportive Housing Lending Developer Portal

Category: Management Innovation

Subcategory: Internal Operations

SUMMARY

To modernize and streamline the development loan application process through a fully integrated digital platform, NJHMFA developed and launched the Multifamily and Supportive Housing Lending Developer Portal. The portal automates application intake, standardizes submission documentation, improves communication between developers and agency staff, and enables real-time tracking of project status.

INNOVATIVE AND REPLICABLE

Innovative: The system integrates workflow management, automated validation, document management, and real-time communication into a single platform. This integrated approach creates a transparent, streamlined environment that improves collaboration between agency staff and applicants while significantly reducing manual administrative processes.

Replicable: Implemented through a contracted technology solution and customized to meet NJHMFA's workflow, the platform can be readily replicated by other agencies seeking to modernize application intake, document management, and internal workflows, while improving communication with developers.

RESPONDS TO AN IMPORTANT MANAGEMENT NEED

The lending portal addresses a significant operational need by improving efficiency, transparency, and interdepartmental coordination throughout the development financing process. Automation reduces the time and staff resources required to manage project applications, while enhanced communication tools accelerate internal review and processing efficiency. Developers can monitor application status in real time, increasing transparency and reducing manual status inquiries.

Each project is tracked using a unique system-generated NJHMA project identifier. Project checklists and approvals are managed directly through the Developer Portal, streamlining the review process. Documents submitted through the portal can be accessed simultaneously by multiple divisions, eliminating the need to redistribute files via email or other channels. Developers and agency staff upload documents and required forms to a secure repository within the Developer module, ensuring all project materials are stored and accessible in one centralized location. The system also tracks agency notifications and financial data—such as funding pipelines and payment activity—while maintaining all project information within an encrypted database in the agency's secure environment.

DEMONSTRATES MEASURABLE BENEFITS

Since its launch, 26 developers are actively using the lending portal to create, complete, submit and track financing applications electronically. Agency staff from multiple divisions—including Multifamily, Loan Closings, and Technical Services—have actively processed 90 project applications within the Development module, completing workflow tasks while reviewing submitted documentation and associated checklist items.

The web-based platform operates through a standard browser and connects to a single centralized database, allowing agency staff to securely access all project information from one location. Multifamily and Information Technology teams provide ongoing assistance to developers and address any issues related to lending portal access and system usage. Throughout the application, approval, construction, and project closeout phases, agency staff can communicate with developers in real time through secure channels. These

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communications may include document exchanges, status updates, and system notifications, ensuring a more efficient and transparent development process.

STRATEGIC OBJECTIVES

Developer Portal Access and Application

Registration: Prior to accessing the Developer Portal, the developer must complete a one-time registration process during which relevant contact information is collected. Once registration is approved by NJHMFA, developers are assigned credentials to access the system. After logging in, developers are presented with a welcome screen containing instructions and guidance for navigating the system (see Figures A1 and A2.).

Creating a New Application: When a developer begins a new application, the system automatically generates a unique NJHMFA project identifier, which serves as the official project number used by NJHMFA to track and identify the project throughout the application and review process.

The developer must select the appropriate project type, after which the system displays all available subsidy loan programs applicable to that project type, allowing the developer to select the financing programs for which they are applying (see Figure A3). Developers may also download the Form 10 template, complete it offline, and import it for data to be captured in the system (see Figure A4). Once the imported document passes automated validation checks, the application status changes to “App Submission in Progress,” and the required application fees are displayed (see Figure A5). The portal also lists all required documents, which can be uploaded directly through the application interface (see Figure A6).

Fee Processing and Application Submission: After the required application fees are wired to NJHMFA, the developer confirms payment within the portal and uploads proof of transfer. The Finance Division is notified to verify receipt of the funds. Once the payment is confirmed by NJHMFA, the developer is notified through the portal and may proceed with submitting the application. Applications cannot be formally submitted until the required fees have been verified and processed by the Finance Division. Once verification is complete, the developer finalizes the submission by selecting “Submit Application.”

Internal Portal Audits: During the application submission process, the system performs internal automated audits that identify missing information or deficiencies before the application can be submitted. If the application does not pass these audits, the developer must correct the identified issues before submission is permitted (see Figure A7). These automated checks ensure that required documentation and information are provided in advance, reducing delays during the agency’s review process. The portal also provides developers with a centralized dashboard displaying all submitted applications, allowing them to monitor application status and remain informed throughout the agency’s review process.

Workflow And Task Management

Once an application is submitted through the Developer Portal, a workflow is automatically initiated within the Development module for that project (see Figure A8). The workflow consists of a series of tasks assigned to various agency divisions as the application progresses through defined milestones during the review process.

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The first task is assigned to the Multifamily Division, which performs an initial review to determine whether the application is complete. If the application is deemed complete, the task closed and the workflow automatically advances to the next stage. If the application is incomplete, the reviewer may assign a 10-day cure period and to notify the developer through a system-generated push notification.

Throughout the process, a Multifamily credit officer, Loan Closing staff, and Technical Services staff are assigned to the project and receive system notifications when workflow tasks require their action. The system also tracks key project dates, including task due dates, submission dates, developer notification dates, and application milestones. Once all required application documents have been received and reviewed and all workflow tasks have been completed, the assigned credit officer may designate a “target board meeting date” for the project.

Secure Document Requests and Document Storage

The system allows agency staff to request documents and developers to upload them through the same secure, encrypted environment. When documentation is requested, developers receive a push notification email linking directly to the webpage listing the requested materials, allowing developers to quickly respond to requests without navigating through multiple system pages (see Figures A9 and A10).

Each project is assigned a unique electronic file within the system where all uploaded documents are stored. Documents are categorized by type to improve searchability and clearly labeled within the project file. Authorized users can access the full list of project documents through a project toolkit workspace, where files can be easily viewed and downloaded (see Figure A11).

Project Pipeline

The Development module includes a dashboard with search and filter capabilities, enabling staff to quickly locate and review projects within the system. Search parameters include NJHMFA project number, project name, project status, project city, project county, project address, and assigned credit officer. These features enable staff to efficiently monitor the agency’s development financing pipeline and track projects throughout the approval and closing process (see Figure A12).

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APPENDIX

Figure A1

Welcome Screen and Information

Project Type	Template Name	Ver #	
101-MF UNLAP PERM	MF PERM ONLY FORM 10	1	Download Template
102-MF UNLAP CONST PERM	MF CONST & PERM FORM 10	7	Download Template
103-MF CONDUIT PERM	MF CONDUIT PERM FORM 10	1	Download Template
104-MF CONDUIT CONST PERM	MF CONDUIT CONST & PERM FORM 10	1	Download Template
105-SN PERM ONLY	SN PERM ONLY FORM 10	1	Download Template
106-SN CONST PERM	SN CONST & PERM FORM 10	1	Download Template

Project No.	Project Name	Project Status
07976		App Submission In Progress
07979		App Submission In Progress
07980	ShootingStar Luxury Apartments	App Submission In Progress
07982	Hanna Montana Housing Scheme	Inducement
07983	Parkside Apartments	App Submission In Progress
07984		App Submission In Progress
07985		App Submission In Progress
07986		App Submission In Progress
07987		App Submission In Progress
07988		App Submission In Progress

Note: View of the Welcome Screen message and option to download required Form 10 templates. This screen also shows the status of all applications submitted by the developer and offers a drop-down menu.

Figure A2

Application Instructions

***** NEW APPLICATION *****

Please write down the HMFA "Project #" associated to your application. This number is required for any correspondence with HMFA and also for managing your application from the portal.

FORM 10: For a new application, clicking on the "Continue" button will display a screen where you can download the Form 10 related to your application. The Form 10 screen can also be accessed by clicking "Project Import" in the left navigation. Instructions for completing Form 10 can be found here: [Instructions](#)

PROJECT DETAILS: After downloading Form 10, click on the "Continue" button to go to the application information screen. Here, please provide detailed information related to the project. Required fields are marked with "*". This screen can also be accessed by clicking "Modify Project" in the left navigation. Once completed click "Continue" to move to the next screen.

UNLAP: From this screen you can download the UNLAP, HMFA's Unified Application for Multifamily Housing Production Programs. Please carefully complete the UNLAP in its entirety. In addition to the completion of the UNLAP, PLEASE UPLOAD the documents required for application submission. The required application submission documents are listed within the UNLAP according to the programs you have selected. Incomplete UNLAP or failing to upload required documents will delay the processing your loan application. UNLAP screen can also be accessed by clicking "Modify Project" in the left navigation. Instructions for completing UNLAP can be found here: [Instructions](#)

DOCUMENT CHECKLIST: The next screen after UNLAP is the Initial Document Checklist. The documents in this checklist are required and must be uploaded before the application can be successfully submitted. Additional documents will appear on this page as the loan application is advancing through the underwriting process and reaches "Inducement", "Commitment" and "Loan Closing" milestones. It is the developer's responsibility to upload all the required documents at every project milestone for timely advancement of your project. The document checklist can also be accessed by clicking "Project Documents" in the left navigation.

Note: View of application instructions that are displayed based on project type that was chosen with the Form 10 template. The project ID number has already been generated by the system.

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Figure A3

Available Subsidy Options

The screenshot shows the 'Multifamily and Supportive Housing Lending Portal' interface. At the top, there's a navigation bar with 'Home' and 'New Application' links. Below this, the 'Project Information' section displays 'Project Type: MF USAR PERM' and 'Ownership Tax ID: 99-9908887'. A green arrow points to the 'Continue' button. The main section is titled 'Available Programs' and lists various subsidy options with checkboxes and estimated fees. A green arrow points to the 'Affordable Housing' checkbox.

Program	Ad	Estimated Fees	Estimated Fees(%)
MF Traditional Financing(150)	☒	\$5,000.00	0
SH Housing Trust Fund(152)	☐	\$1,000.00	0
SH Hag Subsidy Loan Program(153)	☐	\$1,000.00	0
Aff Hag Prod Fund AnP 4%(154)	☐	\$1,000.00	0
Aff Hag Prod Fund Set Aside Pnc(155)	☐	\$1,000.00	0
Workforce Housing Program WHR(156)	☐	\$1,000.00	0
Urban Preservation Program UPR(157)	☐	\$1,000.00	0
Money Moves the Person(158)	☐	\$0.00	0
Housing Partnership Subsidy(159)	☐	\$0.00	0
9% Rate Lock Program(160)	☐	\$0.00	0

Note: View of available subsidy that is available for the project type chosen. Developer is required to choose from these options.

Figure A4

Example of Information Imported from Form 10

The screenshot shows the 'Multifamily and Supportive Housing Lending Portal' interface. At the top, there's a navigation bar with 'Home', 'Wizards', 'Maintenance', and 'SSRS Reports' links. Below this, the 'Projects' section displays '7976 Moon Landings Phase X'. The 'Budget' section shows a table of budget items with columns for 'Budget Dates', 'Version', 'Description', and 'Historical Budget'. A green arrow points to the '9/11/2024 45-Permanent - Commitment' row. The 'Sources' section shows a table of sources with columns for 'Source', 'Seq #', 'Taxable', 'External', 'Amount', and 'Disbursed'. A green arrow points to the 'HONE FUNDS(60)' row. The 'Uses' section shows a table of uses with columns for 'Use Description', 'Seq', 'Amount', 'Disbursed', 'Available', 'Pending', and 'Net Default Ret %'. A green arrow points to the 'USE OF FUNDS FOR PERM CLOSING(700)' row. The 'Use Detail' section shows a table of use details with columns for 'Use Description', 'Use Seq #', 'Use Detail', 'Amount', 'Disbursed', 'Available', 'Pending', and 'Net Contractor'. A green arrow points to the 'USE OF FUNDS FOR PERM CLOSING(700)' row.

Budget Dates	Version	Description	Historical Budget
9/11/2024	45-Permanent	Commitment	Historical Budget
9/11/2024	40-Construction	Commitment	Historical Budget
9/4/2024	35-Permanent	DOI	Historical Budget
9/4/2024	30-Construction	DOI	Historical Budget
8/20/2024	25-Permanent	Application	Historical Budget

Source	Seq #	Taxable	External	Amount	Disbursed
HONE FUNDS(60)	1	N/A		\$100,000.00	\$0.00
MUN AFFORDABLE HSING TRUST FUND(110)	1	N/A		\$35,524.00	\$0.00
LIHTC EQUITY(170)	1	N/A		\$55,480.00	\$0.00
LIHTC EQUITY(170)	2	N/A		\$24,453.00	\$0.00

Use Description	Seq	Amount	Disbursed	Available	Pending	Net Default Ret %
USE OF FUNDS FOR PERM CLOSING(700)	1	\$215,457.00	\$0.00	\$0.00	\$0.00	0.000

Use Description	Use Seq #	Use Detail	Amount	Disbursed	Available	Pending	Net Contractor
USE OF FUNDS FOR PERM CLOSING(700)	1	LOAN PAY-OFF(710)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 (0)
USE OF FUNDS FOR PERM CLOSING(700)	1	DEVELOPER FEE(730)	\$78,010.00	\$0.00	\$78,010.00	\$0.00	\$0.00 (0)
USE OF FUNDS FOR PERM CLOSING(700)	1	TAX CREDIT FEE(740)	\$87,447.00	\$0.00	\$87,447.00	\$0.00	\$0.00 (0)
USE OF FUNDS FOR PERM CLOSING(700)	1	NEGATIVE ARBITRGE PAID AT PERM(741)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 (0)
USE OF FUNDS FOR PERM CLOSING(700)	1	Cost Of Issuance(763)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 (0)
USE OF FUNDS FOR PERM CLOSING(700)	1	775(775)	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00 (0)

Note: The view shows some of the information that is captured in the system from a successful import of a Form 10 through the Developer Portal.

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Figure A5

Application status screen

Back Instructions Project #: 260 Project Name: Princeton Arms SHD Address: 732 Arms Drive Princeton, NJ 09765

Project Team [Help](#)
Owner:

Application Status [Help](#)
App Submission in Progress

Provider Actions
[I have paid my Application Fees.](#)

Fees

Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
DUE FROM AFFILIATES(1303)	Fee for project: 260	Fee for MF Traditional Financi	Billed	\$5,000.00	\$0.00	\$5,000.00

Finance Layers

Finance Layer	Program	Active
1	150-MF Traditional Financing	☒

Submit Application *Click this button once you have finished making changes to your application document and are ready to notify the agency that an application has been submitted.*

Note: Developer Portal view of application status, actions taken, fees, and type of financing included with this application.

Figure A6

Required Documents

Home > Manage Applications > Project Details > Project Documents

Back Continue Project #: 7958 Project Name: Address: ,

Upload the finished document by clicking the 'Select' button.

Document Name	Download	Upload
UNMAP Part 1 Application	[No Documents]	Upload
Project Narrative & Scope of Work	[No Documents]	Upload
General Site Location Map	[No Documents]	Upload
Resume for Sponsor	[No Documents]	Upload
Evidence of Site Control - Deed	[No Documents]	Upload
Evidence of Site Control - Option Agreement (if applicable)	[No Documents]	Upload
Evidence of Site Control - Contract of Sale (if applicable)	[No Documents]	Upload
Site Control - Redevelopment Agreement (if applicable)	[No Documents]	Upload
Site Control - Ground Lease (if applicable)	[No Documents]	Upload
Preliminary Drawings	[No Documents]	Upload
Financing Commitments	[No Documents]	Upload
Resolution of Need	[No Documents]	Upload
Site Control - Condominium Association By-laws	[No Documents]	Upload
Site Control - Master Deed	[No Documents]	Upload
Site Control - Certificate of Formation for Condominium Association	[No Documents]	Upload
Site Control - Other	[No Documents]	Upload
Wiring Confirmation Receipt for Application Fees	[No Documents]	Upload

Note: Developer Portal view of documents that are required to be uploaded for review and processing

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Figure A7

Form 10 Import Notifications

Project #: 260 Project Name: Princeton Arms SHD Address

Download

Template Name	Ver #
MF UNIAP PERM	34

[Download Template](#)

Upload

Upload your submission.

Select

Import Results

Your submission has been imported successfully.

Continue Project #: 261 Project Name: Address

Download

Template Name	Ver #
MF UNIAP CONST PERM	16

[Download Template](#)

Upload

Upload your submission.

Select

Import Results

The Spreadsheet did not upload. Correct errors and try again.

- The cell 'FORM-10 (A-F)'!E173 has had its contents altered.
- The cell 'FORM-10 (A-F)'!E174 has had its contents altered.
- D142 Not more than 15% of Total Project Costs

Note: The first figure is displayed to the developer when the Form 10 document has been successfully imported and passed the automated internal audit. The second figure is displayed when the document does not import correctly, indicating the sections of the document that did not pass the automated internal audit.

Figure A8

Workflow Task Management

Release Version: 38.094

Modules Reports Processes Wizards Maintenance SSRS Reports

Refresh Refresh

TASKS

New Task My Views

Include: Filter: Sort: Created

Project: ShootingStar Affordable Luxury Housing Phase

- ☐ Close: UNIAP Approval
- ☐ Close: Project Narrative
- ☐ Close: Underwriting Spreadsheet Approval
- ☐ Close: Site Location Map Approved
- ☐ Close: Sponsor Resumes Approved
- ☐ Close: Special Needs Service Provider Approval
- ☐ Close: Financing Commitments Approval
- ☐ Yes: MF Notification to Developer of 10 Day Cure Period
- ☐ Close: MF Doc Approvals END

End 'Close', 'Satisfied' and 'Yes/No' Tasks

Cancel All Tasks for Current Object

Projects 284 ShootingStar Affordable Luxury Housing Phase

Project No	Project Name	Project Status	Project Type
284	ShootingStar Affordable Luxury Housing Phase	Application Completed	MF UNIAP
03284	Decatur Urban Renewal	UNKNOWN	
2840	Winterburn Gardens	UNKNOWN	
2842	Roseville	UNKNOWN	
2843	NCC Manor	Loan Closing	UNKNOWN
2844	Heritage Village at Bloomfield	UNKNOWN	
2845	Freedom Village at Toms River	UNKNOWN	
2846	Freedom Village at Westampton	UNKNOWN	
2847	Ridgefield Senior Housing	UNKNOWN	
2848	Harvard Printing Project	UNKNOWN	

Project Details

Project Information

Project Type: MF UNIAP PERM
Ownership Tax ID: 609906096
Housing Provider/Developer: 6 - NJHMFA TEST DEVELOPER
Construction Type: New Existing: *
Tenant Type: SENIOR
Multi-Family Loan Type: Permanent Only Financing
City Code: 0 - *
Municipality: Cape May City
Acres: 0.00
Paperless Delivery: *

Budget and Cost

Live Budget Date: *
Version: 0 -
Construction Style: New
No of Parking Spaces: 175
General Contractor: (None) (0)
Community Program: 0 -
Name: *
Total Project Cost: \$32,463,333.00
Over/Short Amount: (\$0.38)
Maximum Loan Amount: \$11,879,962.00

Project Address

ShootingStar Affordable Luxury
300 Cape May Drive
Cape May, NJ 08240
ssah@gmail.com

Project Owner

Shooting Star
Universal Blvd
Burlington, NJ 08900
ssah@gmail.com

Housing Provider/Developer

NJHMFA TEST DEVELOPER
1234 Main Street
Suite 501
Trenton, NJ 08601

Budget

Budget Dates	Version	Description	Status
12/31/9999	25-Permanent - Application	Working Budget	
12/31/9999	15-Construction - Application	Working Budget	

Create Working Budget Request budget approval.

Selected Budget Summary

	Sources	Uses	Retention
Amount:	\$20,194,347.00	\$20,194,347.37	\$0.00
Disbursed:	\$0.00	\$0.00	\$0.00
Available:	\$20,194,347.00	\$0.00	\$0.00
Residual:	\$0.00	\$0.00	\$0.00

Sources

Source
CONSTR
NJHMFA SH
NJHMFA AFR
LHMC EQ
LHMC EQ
LHMC EQ
BANK LO

Note: Agency staff view of workflow tasks to be completed for this project. Once these tasks are completed and closed, a new series of workflow tasks will be generated for the project. These tasks are viewed on the left side of the screen.

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Figure A9

Developer Push Notification

The screenshot shows the 'Secure Document Portal' interface. At the top, there's a header with the title 'Secure Document Portal'. Below it, a 'User Information' box displays the email 'azla@njhmfa.gov'. The main content area is titled 'Moon Landings Phase X (7976)' and includes an expiration date 'Expires: 8/28/2024'. A congratulatory message states: 'Congratulations! The Board of the New Jersey Housing and Mortgage Finance Agency has approved loan commitment for your loan application. Please download the commitment letter for detailed notification.' Below this, a section titled 'Financing Commitments' contains the text: 'Commitment Letter attached. Please download, review and sign. Upload the signed commitment letter here on the secure document website. Thank you.' To the right of this text are two buttons: 'Download' and 'Upload'.

Note: View of a push notification in Developer Portal notifying the developer that the loan has received a commitment approval. To complete the commitment process, the developer will need to download the document for signature and then upload the signed document to the Developer Portal. This can all be done from this screen to avoid the need to navigate through different pages in the portal.

Figure A10

Secure Document Center

The screenshot shows the 'Secure Document Center' form. At the top, there's a link 'Back to Secure Document Center Overview' and the title 'Secure Document Center'. Below this is a green instruction: 'Fill out the information below to start a request. Then you will add documents to your request and send it to the recipient.' The form fields include: 'Object' (Project: ShootingStar Affordable Luxury Housing PVI (7968)), 'Request Template' (RT for Sending DOI Letter (11015)), 'Recipient Email' (kmurray@gmail.org), 'Recipient Name' (Project Development Owner - kmurray@gmail.org), 'Recipient Description' (Project Mailing Address - tmurray@yahoo.com), 'Recipient Reminders' (Every 7 Days Default when 0 is 7 Days), 'Expires' (8/21/2024), 'Status Changes' (Notify me by email), 'Header Prefix Form' (*), 'Header Text' (Congratulation! The Board of the New Jersey Housing and Mortgage Finance Agency has approved a declaration of intent ("Declaration of Intent") for your loan application. Please download the DOI letter for detailed notification.), 'Footer Form' (DOI Template New), 'Auto Close' (If all items are completed, Close Request rather than send a reminder/expiration), 'Request Complete' (Insert Status/Task(s) when SDR is completed), and 'Request Expired' (Insert Status/Task(s)/SDR when SDR expires). There is also an 'Insert' link at the bottom left.

Note: View of communication to developer from NJHMFA staff through push notification in the Secure Document Center. Document requests can be pushed to the applicant via email and reminders may be set to automatically push the notification until is complete or expires.

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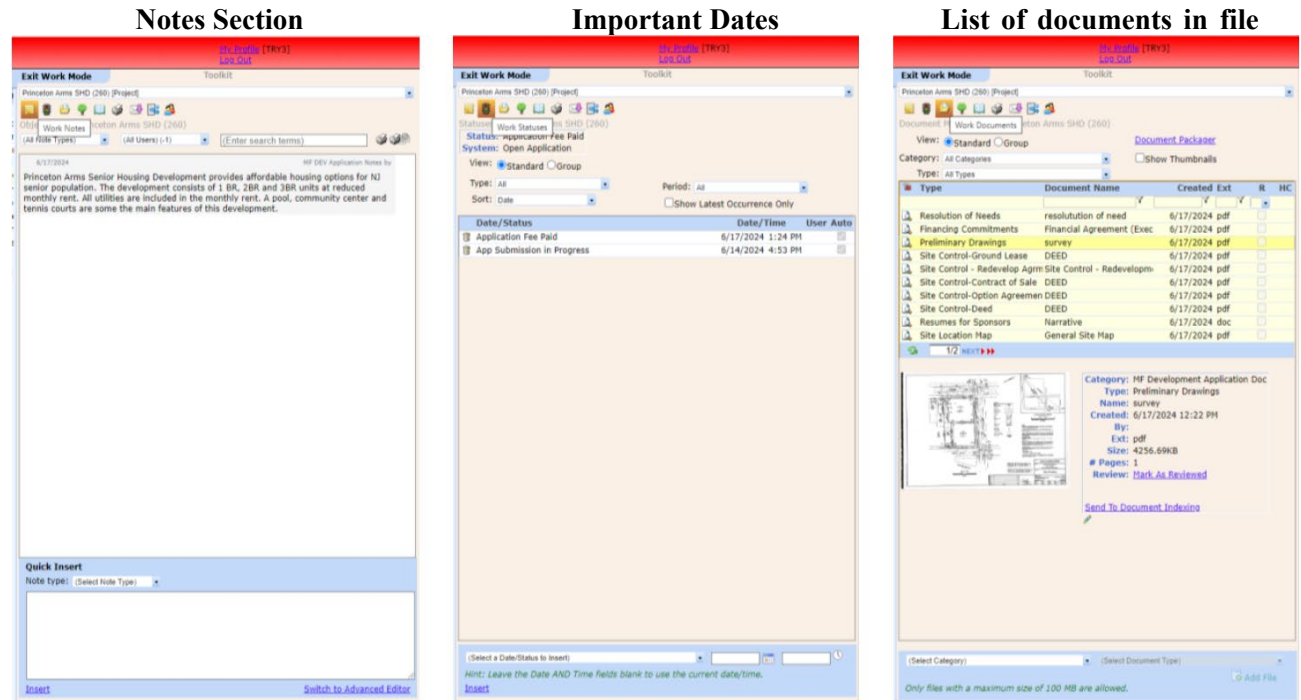
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Figure A11

Toolkit Workspace



Note: View of some options available in the toolkit workspace located on the right side of the screen. The first icon brings up the notes section for recording project information, as well as a drag and drop functionality for images and other correspondence to be easily imbedded within the note without leaving the current screen. The second icon brings up important dates and milestones for the project, including project status and system status. The third icon is the secure file for document management listing all documents in the project folder which can be downloaded for review. This is also where staff can upload documents such as board actions and other communications.

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Figure A12

Project Pipeline Dashboard

Project No	Project Name	Project Status	Project Type	Housing Provider	Project Address	Project City	Project County	Plan Year	Property No
03530	Browns Woods Apartments	Commitment	MF ConduIt/Const/PERM(104)	Silver Street Development Corp.(576)	13 Lawrence Drive	Browns Mills	Burlington(5)	0	
#03361	Clifton Ave Supportive Housing		MF UNLAP/Const/PERM(102)	BCUW/Madeline(699)	300 Clifton Ave	Newark City	Essex(13)	0	
-2	Luftman Towers		Pipeline(10)				<<COUNTY UNKNOWN>>(0)	0	00643
0	L Town		UNKNOWN(0)		L Town		Camden(7)	0	01732
00001	Kingsbury Twin Towers		UNKNOWN(0)				<<COUNTY UNKNOWN>>(0)	0	00001
00002	Zion Towers		UNKNOWN(0)				<<COUNTY UNKNOWN>>(0)	0	00002
00002-2	Zion Towers		Pipeline(10)				<<COUNTY UNKNOWN>>(0)	0	00002
00004	Carnell Towers		UNKNOWN(0)				<<COUNTY UNKNOWN>>(0)	0	00004
00007	Union Plaza		UNKNOWN(0)				<<COUNTY UNKNOWN>>(0)	0	00007
00009	University Court		UNKNOWN(0)				<<COUNTY UNKNOWN>>(0)	0	00009

Note: Agency view of dashboard for all project applications with search features that enable staff to quickly locate and review projects within the system. Search parameters include:

- Project number
- Project name
- Project status
- Project type
- Project address
- Project city
- Project county
- Assigned credit officer