



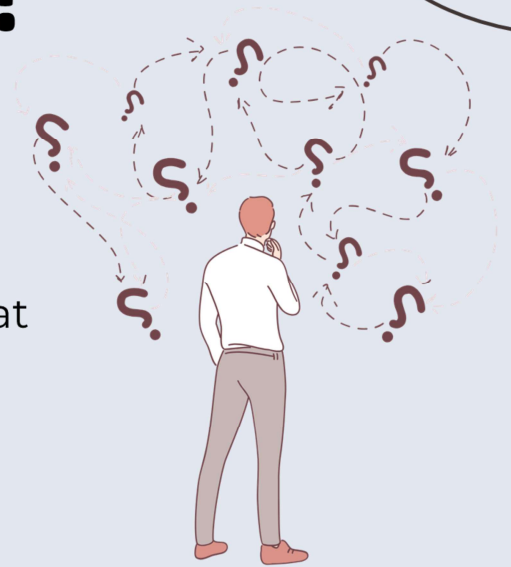
# **NRTC PROJECT 2026**

## **Technical Assistance Workshop** **8/7/25**

Good morning and thank you for joining us for the NRTC Project Technical Assistance Workshop for state fiscal year 2026. I'm Susan Catlett, here with Brad Harrington and the rest of the team – Chris, Suvi, Diamond, Shahadat, Vlad and Juan. Juan will be managing questions for this presentation. We've noticed a lot of attendees are using AI notetakers. We have not yet established a policy about them, but this is under review. For now, I just want to mention we have concerns about the accuracy of those meeting notes. And now, Juan.

# Questions?

- Submit your questions in the chat
- Chat will be monitored
- You will be called by order in the chat



Juan – Questions...

1. Ask everyone to submit their questions in the chat.
2. Let them know that I will monitor the questions and call on the person to ask their question at the end of the presentation.
3. Let them know that they will be able to ask additional questions (during their turn) related to their original question until they are satisfied with the answer.

# 2026 NRTC Project

RFP LAUNCH	TECHNICAL ASSISTANCE WORKSHOP	APPLICATION INITIATION DEADLINE	APPLICATION SUBMISSION DEADLINE
Thursday	Thursday	Monday	Wednesday
July 31 <sup>st</sup> , 2025	August 7 <sup>th</sup> , 2025	September 22 <sup>nd</sup> , 2025	September 24 <sup>th</sup> , 2025
<b>12:00 NOON</b>	<b>10:30 AM</b>	<b>12:00 NOON</b>	<b>END OF DAY</b>



The application was made available as promised, during the “long month” of July. Now that you’ve had a few days to look over the guidelines and application, we’ll review them together. If you have not yet initiated an application, the last day to do so is Monday, September 22<sup>nd</sup>. The application is due on Wednesday, September 24<sup>th</sup>.

# Overview & Guidelines



# Technical Assistance


- Fewer SAGE application pages
- NRTC Project Information Workbook
- Project Description Template or DIY
- Housing Construction Workbook
- Upload files named with letters and numerals only
- Test your uploads!
- Forms we cannot access will be considered missing.
  - A one-point penalty will be assessed per missing form.



The 2026 Project application focuses more on the project and less on your organization which has been vetted through the Neighborhood Plan review process. You'll find less information entered in SAGE and a new tab for Financial information in the Project Information Workbook. You are welcome to use your own format for part One of the Project Description, but please keep it to 3 pages in length and be sure to include all the elements on our template. The Housing Construction Workbook which is used to calculate sale and rental unit pricing has been moved from the web page to the Attachments page in SAGE where you will download and upload it like our other forms. When uploading all forms in SAGE, use only letters and numerals in your file names. Special characters may prevent access. Forms we cannot access will be considered missing. A one-point penalty will be assessed per missing form.

# Board Resolutions

This is a fillable form  
(Click and type)



**Neighborhood Programs Unit  
Funding Request Information**

This form may be used to provide the information necessary to obtain a fully executed board resolution in support of a funding request.

**Fully executed board resolution will be:**

1. Signed by the applicant organization's executive director listed in SAGE AND
2. Signed by the applicant organization's board secretary listed in SAGE OR notarized OR signed by an attorney at law.

Applicant Organization: \_\_\_\_\_

Grant Type: \_\_\_\_\_

Grantee: New Jersey Department of Community Affairs (NJ DCA)

NJ State Fiscal Year: \_\_\_\_\_ Amount of Funding Request: \_\_\_\_\_ Anticipated Application Deadline: \_\_\_\_\_

**Funding Request Details:**

Grant Activity	Budget Request	Other Sources	Funding Amount	Total Activity Cost

**Additional Information:**

\_\_\_\_\_

**RESOLUTION**

Whereas, the \_\_\_\_\_ (formal name of organization) desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$ \_\_\_\_\_ (dollar amount of request) to carry out a project to \_\_\_\_\_ (briefly describe the project),

**Be it therefore RESOLVED,**

1) that the \_\_\_\_\_ (formal name of organization) does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between \_\_\_\_\_ (formal name of organization) and the New Jersey Department of Community Affairs.

**Be it further RESOLVED,** that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

\_\_\_\_\_  
(signature)  
(type or print name)  
(date)

\_\_\_\_\_  
(signature)  
(type or print name)  
(date)

**CERTIFICATION:**

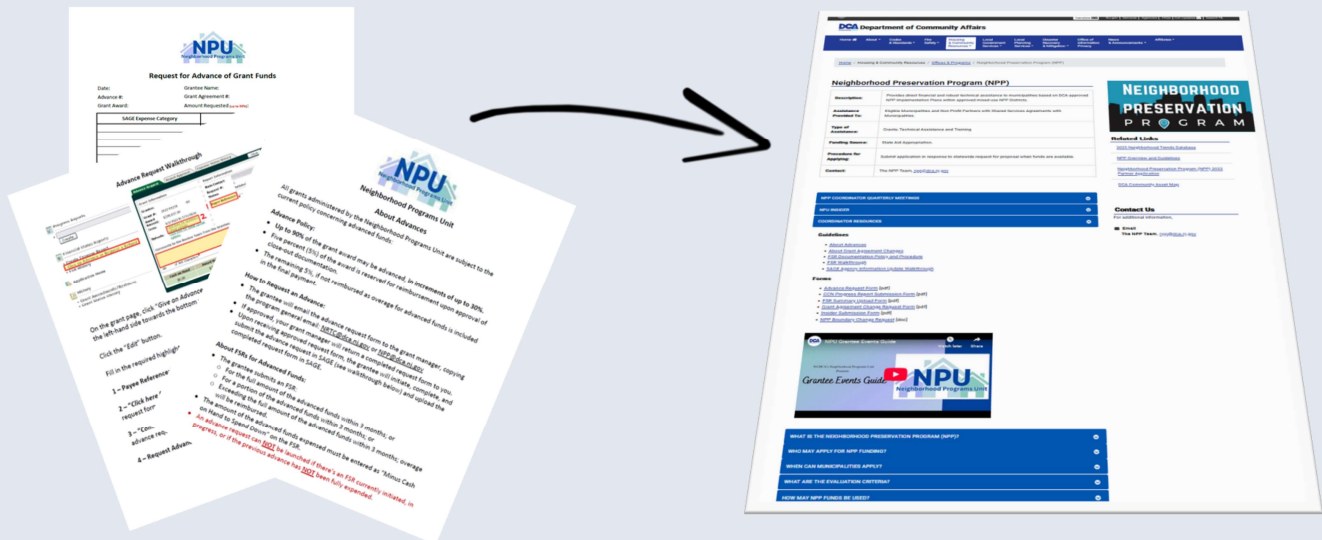
I, \_\_\_\_\_ (name of Board Secretary / Government Clerk) the \_\_\_\_\_ (title of position - Board Secretary or Government Clerk) of \_\_\_\_\_ (formal name of organization) hereby certify that at a meeting of the Board of Directors / Governing Body held on \_\_\_\_\_ (meeting date) the above RESOLUTION was duly adopted.

\_\_\_\_\_  
AFFIX GOVT.  
CORPORATE OR  
NOTARY SEAL. (12/03)

\_\_\_\_\_  
(Signature of Secretary of the Board of Directors or Government Clerk)

In every application cycle we seem to experience hiccups related to Board Resolutions. In addition to file naming issues, we've had resolutions that were missing a signature or were signed by the wrong person that created delays in the grant agreement process. To prevent these delays we've provided more detail about exactly what a fully executed board resolution is, and you might recall we introduced a Grantee Resource form organizations can use to obtain a resolution in advance of a grant application.

# About Advances



Find updated resources on the NRTC webpage

The Neighborhood Programs Unit has made some changes to our Advance Policy – While grantees will still need to submit the advance request form by email and have it approved, they will now also be responsible for creating and submitting the advance request in SAGE, attaching the approved request form to the SAGE request. More details about the policy, as well as a walkthrough of how to complete an advance request in SAGE, will be made available on the NRTC website.

# Clarification

- We understand that each NRTC organization is a champion for their neighborhood(s) and appreciate the work every organization has done, is doing and will do in the future to revitalize the most distressed areas of our state with NRTC funds. Because funding requests for NRTC projects far exceed the program's tax credit allocation, we must work to find ways to administer the program as equitably as possible. Some organizations have several open grants while others struggle to get even one project funded through the QPP process; reinstating open-grants criteria seemed a logical measure.
- Grants will be considered "open" once awarded and the application is in "Application Awarded" status in SAGE.
- Grants will be considered "closed" once closeout documentation has been submitted to and accepted by the NRTC Grant Manager.
- A grant will be considered "50% or more expended" based on FSRs submitted in SAGE and approved by the NRTC Program Manager.
- The date of application submission is the date used to determine the status of open grants.



**THANK  
YOU!**



Email us at:  
[NRTC@dca.nj.gov](mailto:NRTC@dca.nj.gov)