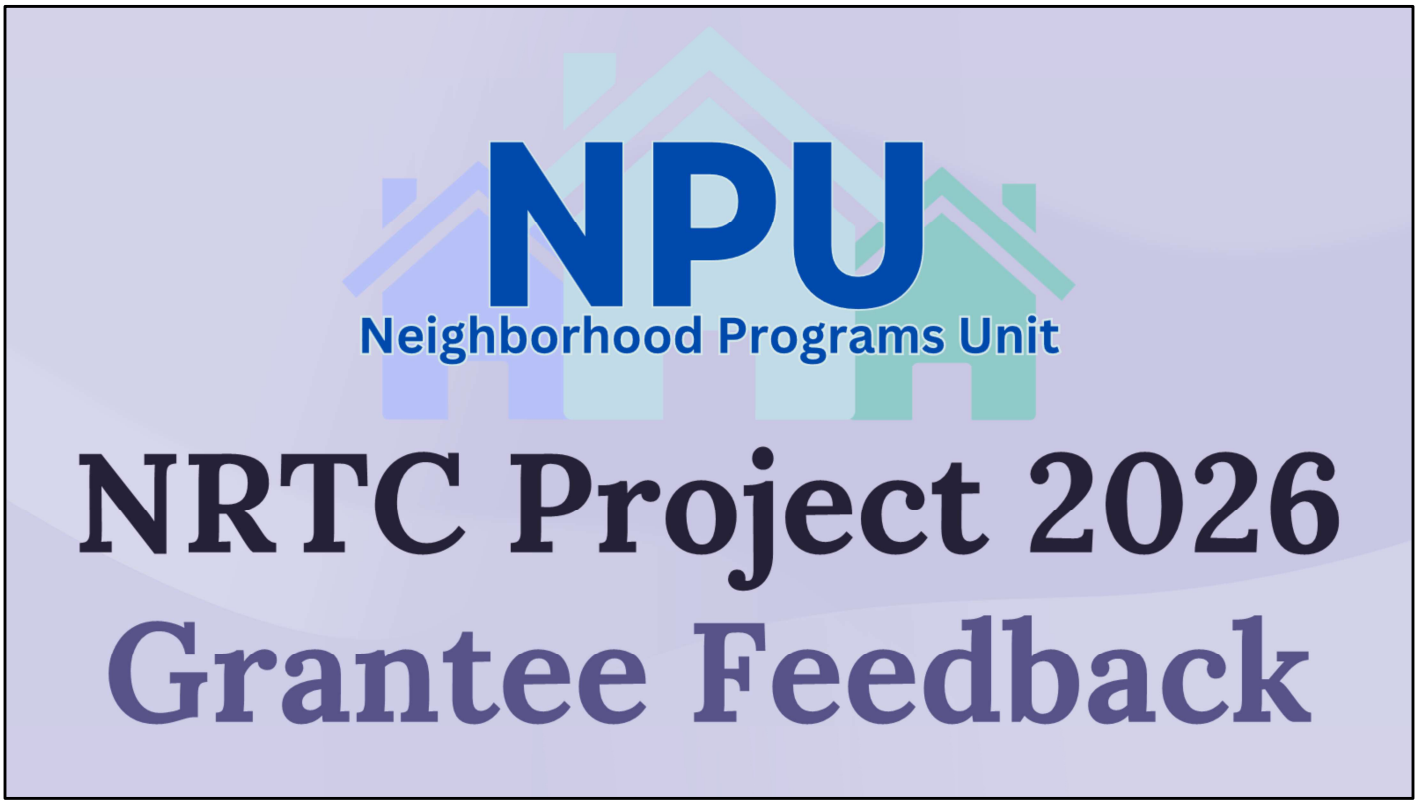


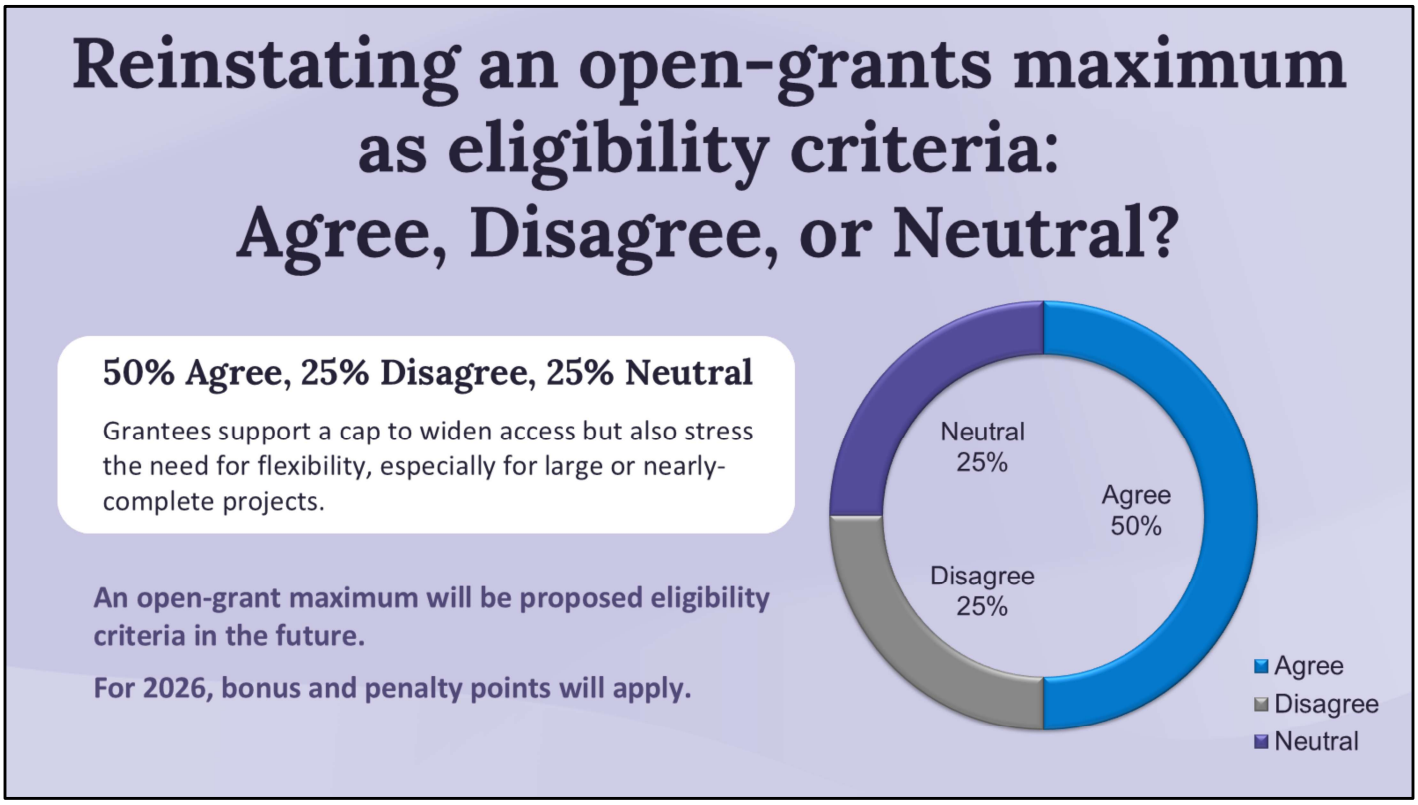
Good morning and thank you for joining us. I'm Susan Catlett, here with Brad Harrington the Administrator of Neighborhood Programs and the NRTC team, Chris, Suvi, Diamond, Shahadat, Vlad, Juan and Kazi. After the meeting Assistant Commissioner Janel Winter held in May to discuss proposed changes to the project application, we conducted a survey to get your feedback. We'll review the results of the survey many of you took in June and the program changes we've made based on those results. Please enter your questions about the survey and changes into the chat so that we can answer them quickly and move on to our next topic,

The launch of the 2026 Project RFP, which was promised during the “long month” of July..

Survey Stats:

- Multiple contacts for potential FY2026 NRTC Project applicant organizations (& HCDNNJ) were given the opportunity to participate.
- The survey garnered 33 responses from 28 NRTC organizations (& HCDNNJ).
- Of the 33 respondents, 30 attended the meeting on May 27th; 3 did not.

Most, but not all NRTC organizations weighed in on the survey questions. We received a total of 33 responses. And now, the results:



About reinstating an open-grants maximum as eligibility criteria, a respondent offered the comment: "For the 3 open grants, I don't think that newly opened grants should fall into this category." Neither do we. Let me clarify. When we have discussed reinstating the former open-grants maximum, the number of open-grants was "two". We proposed "three" for 2026 rather than "two" because of the timing of the 2025 grant agreements. Another opinion expressed in the comments, "...I don't think organizations should be limited in the number of open projects they have, as long as those projects are updated and following a schedule. "

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.

Open-Grants Maximum Phase One

Open-Grants Maximum (Bonus/Penalty)

a. Two or fewer open NRTC Project grants on the date of application submission, one of which is 50% or more expensed. (2-point Bonus)

b. Four or more open NRTC Project grants on the date of application submission (2-point Penalty).

A grant is considered "closed" after closeout documentation has been submitted to and accepted by the NRTC Grant Manager

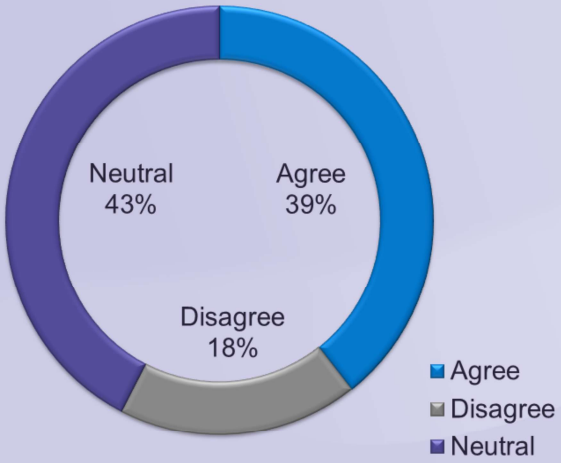
We plan to phase in the open-grants maximum with Bonus and Penalty points for 2026. Applicants with two or fewer open project grants will earn 2 bonus points, Four or more open project grants, 2 penalty points will be deducted. For 2027, we'll propose reinstating an open project grants maximum as eligibility criteria.

Increasing the passing application score from 60 to 65 points: Agree, Disagree or Neutral?

39% Agree, 18% Disagree, 43% Neutral

Most respondents support a passing score increase.

This proposed change was implemented.



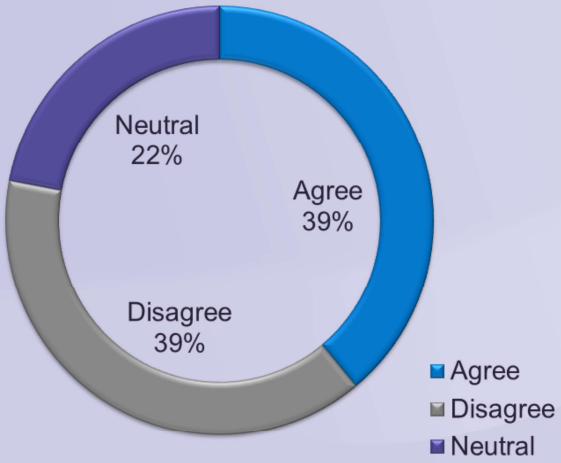
The passing score increase was supported with little comment.

Reducing the maximum request from $1,000,000 to $800,000: Agree, Disagree or Neutral?

39% Agree, 39% Disagree, 22% Neutral

Some want smaller caps to spread funding further, while others fear it would undercut large-scale projects, especially in high-cost areas.

This proposed change was implemented for 2026.



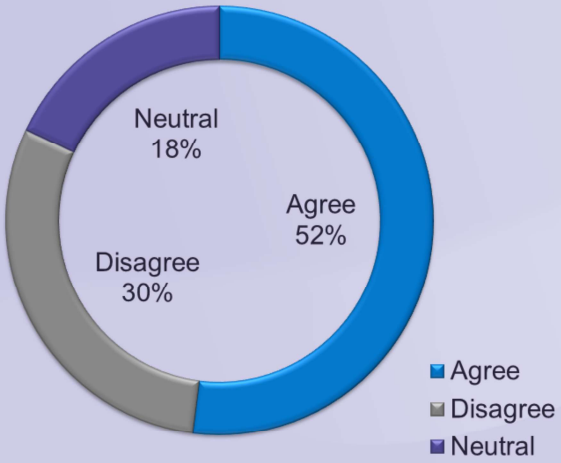
Comments about reducing the maximum request to $800,000 included “reducing project maximums to $800k while also limiting the program to housing and economic development projects doesn't make sense as those projects are expensive” and “I think that the max grant could even be smaller ($500,000 to $600,000) with the contingency that projects could span multiple years (to allow for larger scale projects). This would go against the current requirement of not funding the same project in subsequent years.” To clarify, there is no such requirement. We do ask applicants to provide justification for carrying over activities. Some respondents supported the reduction on the contingency it’s returned to $1,000,000 if program funding is increased.

Tiered funding: Agree, Disagree or Neutral?

52% Agree, 30% Disagree, 18% Neutral

Most grantees support tiered funding to make the program more accessible for smaller or newer organizations. But a significant number disagreed.

This proposed change was not implemented for 2026 but will be considered in the future.



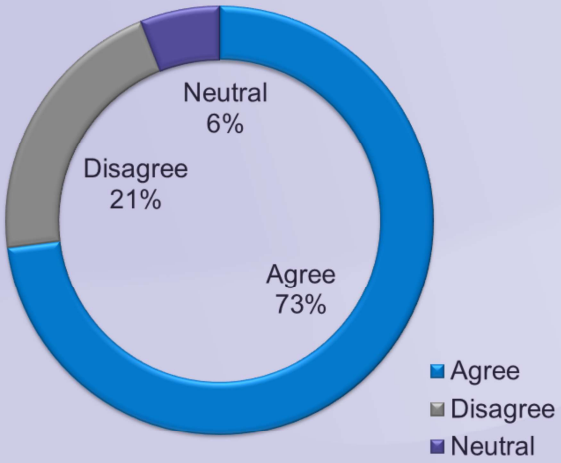
While supported by the majority of respondents, not all favor tiered funding. Comments from respondents who disagreed included “We feel very strongly about #8- as a new entity to the program, working in a town that just became eligible, we feel limiting investment in the first few years will prevent buy in from residents and the community. “ A respondent who supported this proposed change commented, “We recommend capping maximum awards at $800,000 and implementing a tiered funding structure for less seasoned organizations. This approach ensures broader participation while reinforcing long-term, place-based investment strategies for sustained impact.”. We did not implement tiered funding for 2026. A proposed program change of such magnitude would be a process.

Limiting eligible NRTC activities to housing, economic development, & admin: Agree, Disagree or Neutral?

73% Agree, 21% Disagree, 6% Neutral

Grantees overwhelmingly reject this idea. They see NRTC's flexibility as essential to meeting real community needs, like youth programs, public safety, and health. Cutting those out would weaken impact.

This proposed change was not implemented for 2026.



Several comments focused on the proposal to limit eligible activities, including: "The program structure of the 60/40 split between economic development and affordable housing is one of the strong characteristics of the program because it prioritizes redevelopment while still allowing for community revitalization projects that are necessary to support the sustainability of the brick and mortar redevelopment." and "Regarding question 9, I think supportive services are a key part of NRTC funding because implementing a neighborhood plan entails such a wide range of activities, both property development and human development alike.

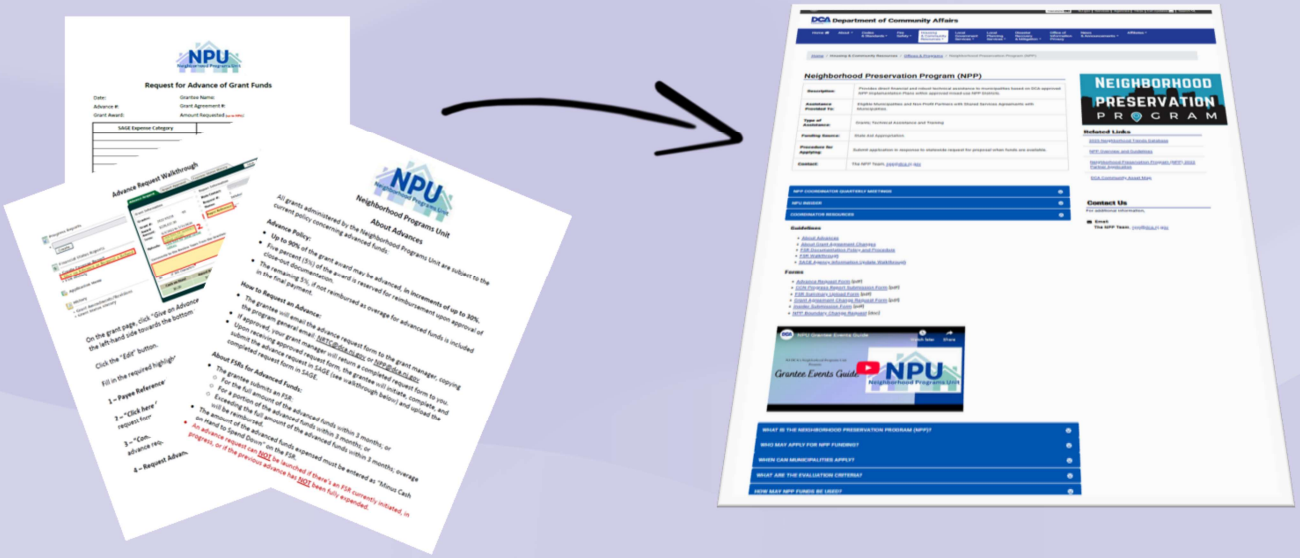
Suggestions from the NRTC Community

Some suggestions offered to address the supply vs. demand issues conflict with NRTC rules or DCA policy, as explained in the meeting minutes.

Working with the program's current tax credit allocation, what suggestions do you have that could result in NRTC funds reaching more neighborhoods?

Many suggestions mentioned increasing the available tax credits and increasing efforts towards that end. Other suggestions offered are under consideration.

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.

2026 NRTC Project

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

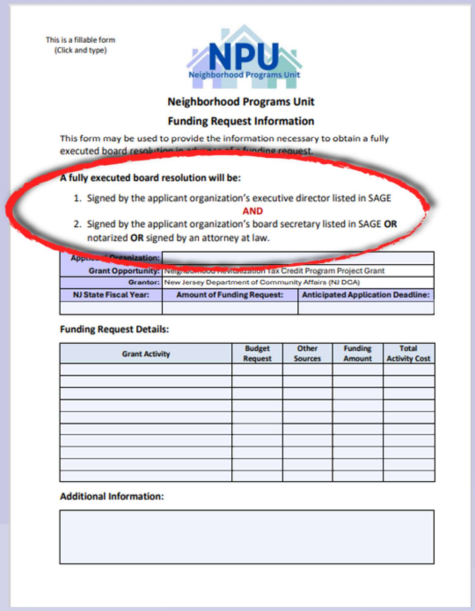
And moving on to the 2026 RFP launch. The application will be available today at noon. We'll give you a few days to look over the guidelines and application and then review them with you at the Technical Assistance Workshop on August 7th. Applications must be initiated at least two days before the submission deadline. You'll have just about 8 weeks to complete the application.

Technical Assistance Tips

- 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)

NPU
Neighborhood Programs Unit

Neighborhood Programs Unit

Funding Request Information

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

A 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.

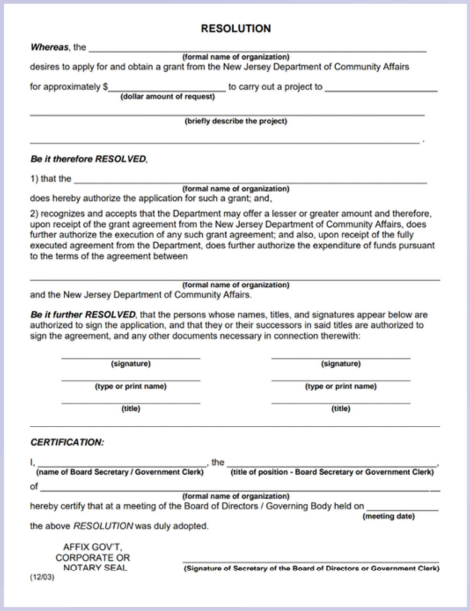
Applicant Organization:	
Grant Opportunity:	Neighborhood Revitalization Tax Credit Program Project Grant
Grantor:	New Jersey Department of Community Affairs (NJ DCA)

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) _____ (signature)
_____ (type or print name) _____ (type or print name)
_____ (title) _____ (title)

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

_____
(Signature of Secretary of the Board of Directors or Government Clerk)

(12/03)

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.

Thanks for joining us!

Email us at:
NRTC@dca.nj.gov