

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Neighborhood Revitalization Tax Credit Program (NRTC)
OVERVIEW AND GUIDELINES FOR FY 2026 PROJECT APPLICATION

The following guidelines outline the available funding, eligibility requirements, application requirements, and evaluation criteria for FY 2026 NRTC Projects. This document also serves as a guide for completing a project application in SAGE. Each item listed under the “Application Content” section of this document corresponds directly to a required form in the SAGE application and/or a spreadsheet in the NRTC Project Information Workbook.

AVAILABLE FUNDING:

For SFY 2026 up to \$15,000,000 in state tax credits may be allocated; with a 100% tax credit, up to \$15,000,000 may be received from business entities. 5% of total revenue (up to \$750,000) will be used for program administration; the remainder (up to \$14,250,000) will be available for funding awards.

MAXIMUM AMOUNT OF AWARD:

Up to **\$800,000** per successful application; one (1) application may be submitted per approved NRTC neighborhood.

ELIGIBLE APPLICANTS:

This application cycle is open to non-profit community-based organizations with approved NRTC Neighborhood Plans (NP) for applicant neighborhoods which (at the time of NP approval) are comprised of U.S. Census Tracts designated “eligible” in the Neighborhood Trends Database found on the [NRTC WEB PAGE](#).

NRTC eligibility is based on multiple distress factors using ACS/HUD data including resident income level:

- At least 50% of the households must be of low and moderate income (below 80% of area median income, as determined by US Department of Housing & Urban Development).
- At least 25% of the households must be of low-income (50% of area median income or below, as determined by US Department of Housing & Urban Development).

ELIGIBLE ACTIVITIES:

NRTC funds must be used for “neighborhood preservation and revitalization activities,” consisting of housing and economic development activities and other neighborhood preservation and revitalization activities. These are further defined as follows:

1. Housing and Economic Development Activities: a minimum of 60% of the requested NRTC funds must be used for activities that shall include, without limitation, measures to foster the rehabilitation and construction of housing affordable to low and moderate income households within the neighborhood, including planning, design, rehabilitation, construction, and management of low and moderate income housing, housing counseling, and related activities needed to effectuate the rehabilitation and construction of housing affordable to low and moderate income households; measures to increase business activity within the neighborhood, including the rehabilitation and construction of commercial facilities and the provision of assistance to small business entities, micro-

enterprises and business incubators; measures to increase the income and labor force participation of neighborhood residents, including provision of education, training, child care and transportation assistance to enable low-income neighborhood residents to obtain or retain employment; and measures to foster the creation of sustainable and economically integrated neighborhoods and communities.

2. **Other Neighborhood Revitalization Activities:** a maximum of 40% of the requested NRTC funds may be used for activities that may include, without limitation, improvements to infrastructure, streetscape, public open space, and transportation systems; provision of social and community services, health care, crime prevention, recreation activities, community and environmental health services; nutrition and healthy food; and community outreach and organizing activities.
3. An activity proposed by an applicant that is not among those listed in 1 and 2 above may be determined to be eligible after staff review.
4. Funds may be used for **administrative and personnel costs:** up to 20% (of requested funds) for program expenses that are directly related to delivering NRTC activities (e.g. salary and benefits for a project manager to implement an activity) and general administrative expenses (related to NRTC).

APPLICATION REVIEW AND FUNDING PROCESSES:

1. **Threshold Review:** a submitted application must meet the criteria listed below, scored as “pass” or “fail”. A submitted application failing to meet the criteria listed below will not undergo **Evaluative Review**.

Compliance with NRTC’s 60/40 rule – At least 60% of the requested funds must be intended for housing and/or economic development activities.

2. **Evaluative Review:** a submitted application passing threshold review will be further evaluated, using the **Application Rating Criteria**.
3. **Qualified Projects Pool:** Applications scoring a minimum of 65.0 points based on the evaluative review will be recommended for inclusion in the Qualified Projects Pool (QPP). The applications listed in the QPP will be publicized to business entities. Business entities may elect to designate funds to one or more projects listed in the QPP.

APPLICATION CONTENT:

The application will contain the following application forms, submitted electronically via **SAGE** (the Department's online grant management and grant application system).

1. Organizational Information

- a. **Part One:** Provide information about the organization, its board of directors, personnel and financial matters in **SAGE**.
- b. **Part Two:** Provide information about the organization's most recent audit and current year operating budget on the **Financial Info** spreadsheet of the **NRTC Project Information Workbook**.

2. Development Information

- a. **Part One:** Provide information about each proposed development activity in the application on a separate page. Include site control documentation, market demand, the status of land-use approvals, environmental factors (e.g. floodplain location, historic preservation), and development budget in **SAGE**.
- b. **Part Two:** For housing units only, enter information in the **Housing Construction Workbook** (used to determine affordable sale/rental pricing), which is downloaded from and uploaded to the Attachments page in **SAGE**.

3. Non-Development Information

Provide information about each proposed activity in the application that does not include development on a separate page. Include proposed staffing incorporating qualifications and experience, budget and funding sources, and supplemental information if the activity was included in the applicant's two most recent NRTC grants (accomplishments, impact, rationale for continuing) in **SAGE**.

4. Timeline

Provide a list of proposed activities with the time periods during which the activities will occur and be completed in **SAGE**.

5. Project Description

- a. **Part One:** Provide information about each proposed activity according to the instructions on the **Project Description** spreadsheet of the **NRTC Project Information Workbook**.
- b. **Part Two:** Download the **Project Description Template** from the **Attachments** page in **SAGE** or create an original Word document photo-narrative description of the proposed project.
 - Include the neighborhood name, municipality, lead organization, organization contact person, organization contact information, narrative description of project activities, photos, graphics, and/or renderings, and the amount of funding requested.
 - Upload the completed Word document (maximum 3 pages) to the **Attachments** page in **SAGE**.
 - This photo-narrative description will present the proposed project of a successful application to potential investors through the Qualified Projects Pool (QPP).

6. Community Development Experience

Provide information about the organization's track record of completing NRTC-funded activities in the neighborhood in the past 3 years before application submission according to the instructions on the **Community Development Experience** spreadsheet of the **NRTC Project Information Workbook**.

7. **Neighborhood Involvement**

Provide information about the organization's track record of completing NRTC-funded activities in its neighborhood within the past 3 years, according to the instructions on the **Neighborhood Involvement** spreadsheet of the **NRTC Project Information Workbook**.

8. **Attracting Investment**

Provide information about outside funding received within the past 3 years, according to the instructions found on the **Attracting Investment** spreadsheet of the **NRTC Project Information Workbook**.

9. **Other Sources of Funding**

- a. **Part One:** Provide information about all sources and amounts of funding committed to, or anticipated for, this project according to the instructions found on the **Other Sources of Funding** spreadsheet of the **NRTC Project Information Workbook**.
- b. **Part Two:** Provide copies of commitment letters for each funding source *in the order listed* in Part One, in a single upload to the **Attachments** page in **SAGE**. Include committed funding from private grants, private donors, lending institutions, and other State agencies such as NJRA, HMFA, and NJEDA.

10. **Attachments**

- a. **Neighborhood Map:** showing the clearly marked location of each project activity, the legible neighborhood street names and the neighborhood boundaries.
- b. **Copy of Funding Commitment Letters:** for each source listed on the **Other Sources of Funding** spreadsheet of the **NRTC Project Information Workbook**, provide commitment letters in a single upload, in the order listed.
- c. **NRTC Project Information Workbook (MS Excel):** completed according to the instructions found on each spreadsheet.
- d. **Project Description Template or original document (MS Word):** for presentation to potential investors; photos, renderings, and/or graphics, and a narrative description of the project, (maximum 3 pages).
- e. **Housing Construction Workbook (If applicable)**
- f. **Municipal Revitalization Priority:** Provide evidence the municipality views the neighborhood as an area of focus for revitalization. Upload one or multiple pieces of evidence of various types. Examples of evidence include:
 - A letter from the mayor or business administrator:
 - declaring the neighborhood an area of focus
 - specifying the impact of municipal revitalization efforts in the neighborhood within the past 3 years
 - specifying planned municipal revitalization efforts that will impact the neighborhood during the next 3 years
 - "Area in Need of Development or Rehabilitation" designation(s)
 - Evidence of municipally sponsored infrastructure work in-progress or completed in the neighborhood within the last 3 years.
 - An active municipal neighborhood development plan. (Upload evidence, but NOT the entire plan).

g. **Insurance Certificate/Fidelity Bond:** coverage of at least **\$50,000**.

h. **Additional Items:** miscellaneous documents if needed.

(Uploaded document file names may contain letters and numbers only, NO SPECIAL CHARACTERS.)

11. **Personnel**

Provide information about the organization's Executive Director, Chief Financial Officer and all staff members who will implement NRTC activities and be paid with NRTC funding in **SAGE**.

12. **Partner Information**

Provide information, if applicable, about any other organization that will partner to implement a proposed activity

Upload

1. A brief statement explaining why this partner was chosen to implement the proposed activity.

AND EITHER

1. a draft of the MOU detailing the planned partnership, or

2. a letter of intent detailing the proposed partnership

Should grant funds to support the partnership be awarded, upload a fully executed MOU to "Expected Attachments" once the application becomes a grant in SAGE.

13. **Consultants**

Provide information, if applicable, about each person or entity that the organization would hire to implement a proposed activity, who would be paid with NRTC funding and provide a brief statement explaining why this consultant was chosen for the activity in **SAGE**.

14. **Budget**

Each proposed activity will be entered as a program component, each of which will have a corresponding budget in **SAGE**. The NRTC program components are: *housing; economic development; supportive services; and other*. A minimum of 60% of the NRTC funds requested must be intended for housing and/or economic development activities. If funds will be requested for administration/personnel costs they must be included in a separate component labeled "Administration/Personnel". The diagram in **Appendix A**, at the end of this document, outlines the necessary components and how they relate to your application in **SAGE**.

15. **Documents** to be uploaded to the "Certification Sheets" form in **SAGE**:

a. ~~Certification Regarding Debarment and Suspension~~ - **NOT NEEDED**

b. ~~Certification Regarding Lobbying~~ - **NOT NEEDED**

c. **Resolution** - A FULLY EXECUTED BOARD RESOLUTION WILL BE:

- Signed by the Executive Director listed in SAGE **AND**
- Signed by the Board Secretary listed in SAGE **OR** notarized **OR** signed by an Attorney-at-Law

d. **IRS Determination Letter – FIRST-TIME APPLICANTS ONLY**

e. **Organizational Chart**

f. ~~Application Cover Page~~ – **NOT NEEDED.**

(Uploaded document file names may contain letters and numbers only, NO SPECIAL CHARACTERS.)

APPLICATION RATING CRITERIA:

Applications meeting threshold criteria will be reviewed by NPU staff and evaluated based on a 100-point system (with an additional possible 6 bonus points) in the following areas:

1. Non-Profit Capacity (36 points) – evaluation to occur as follows:
 - a. *Project track record* (18 points overall):
 - i. Completion of NRTC-funded activities within the past 3 years (9 points).
 - ii. Information regarding the applicant's progress with its active NRTC grants. (9 points). (Based on grant management system data.)
 - b. *Financial health* (6 points) – net assets, debt, cash on hand, current year operating budget showing revenue and expenses and plan for addressing a budget deficit (if applicable).
 - c. *Funds attracted from other sources* (5 points) – outside funding within the past 3 years, for NRTC-funded activities and similar, non-NRTC activities (not for administrative or general purposes).
 - d. *Staff Expertise and Experience* (7 points) *evaluation of applicant staff, partners and consultants' expertise and experience with proposed activities.*
2. Neighborhood Plan; Feasibility of Activities (46 points):
 - a. NP Evaluation of the correlation of the proposed activities to the objectives (outcomes) of the approved NRTC neighborhood plan (12 points).
 - b. Evaluation of evidence to support the organization's plan ensures the proposed activities will commence in accordance with the application timeline, be operated/sustained using the identified resources, and be completed within the proposed timelines if funding is awarded. (34 points)
3. Neighborhood Assets (13 points):
 - a. *Housing value trend* (1 point) – 15 year % change in neighborhood median home value (*Based on NJDCA-sourced data*).
 - b. *Municipal revitalization priority* (2 points) – evidence the municipality views the neighborhood as an area of focus. Evidence may include:
 - A letter from the mayor or business administrator:
 - declaring the neighborhood an area of focus
 - specifying the impact of municipal revitalization efforts in the neighborhood within the past 3 years
 - specifying planned municipal revitalization efforts that will impact the neighborhood during the next 3 years
 - "Area in Need of Development or Rehabilitation" designation(s)
 - Evidence of municipally sponsored infrastructure work in-progress or completed in the neighborhood within the last 3 years.
 - An active municipal neighborhood development plan. (Upload evidence, but NOT the entire plan).
 - c. *Effective community organization* (4 points) – a listing of fully completed projects

involving physical development (from any funding source) executed by the applicant organization within the boundaries of the NRTC neighborhood over the past three years. Applicants must also report the number of years they have been active in that neighborhood. Applicants will be scored by the average number of successfully completed projects per year for the period that they have been active in the neighborhood. An applicant's final score will be based on its position relative to the average score for all applicants.

- d. *Community support and engagement* (4 points) – a listing of community development meetings and community improvement events (e.g. clean-ups and trash removal; house exterior beautifications; community garden development or maintenance) with active resident participation within the past 12 months. Applicants will be scored on the average number of community meetings and events with resident participation per 10,000 residents. An applicant's final score will be based on its position relative to the average score for all applicants.
 - e. *Distress level* (2 points) - Evidence that the neighborhood is sufficiently distressed to require NRTC investment. Neighborhoods will be scored on a distress index that consists of median home value, median household income, unemployment rate, and labor force participation. The neighborhoods scoring in the top 10% of applicants will receive a score of 2. The neighborhood in the bottom 10% will receive a score of zero. Other neighborhood scores will be based on where they score relative to the top and bottom 10%. (*Based on NJDCA-sourced data*).
- 4. Leveraging Investment for Proposed Project Activities (5 points) – funding from sources other than NRTC, both public and private, committed or realistically anticipated for the applicant's proposed project; municipal resources to support proposed activities.
 - 5. Microenterprise (BONUS – 4 possible points) – rewards an application with proposed development or expansion of a microenterprise (defined as a commercial enterprise that has 5 or fewer employees, one or more of whom owns the enterprise), as follows:
 - a. Any microenterprise (2 points)
 - b. A microenterprise with job training and workforce development programs targeted at neighborhood residents (1 additional point);
 - c. A microenterprise in the following key strategic sectors targeted in the State's Economic Development Plan – clean energy, life sciences, offshore wind, advanced transportation logistics, non-retail food and beverage, advanced manufacturing, film and digital media, professional and financial services, and technology (1 additional point).
 - 6. Open-Grants Maximum (Bonus/Penalty)
 - a. Two or fewer open NRTC Project grants on the date of application submission, one 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.

7. Additional Bonus and Penalty Points:

- a. Application submitted with incomplete documentation (1-point Penalty per document)
- b. Application submitted with NRTC staff assistance (5-point Penalty)

The overall scores from the reviewers will be combined to obtain an average score for each application. Applications with average scores of 65.0 or greater will be recommended for the Qualified Projects Pool.

TECHNICAL ASSISTANCE

A Technical Assistance webinar will be held on **Thursday, August 7, 2025, at 10:30 am**. Eligible applicant organizations will receive webinar invitations by email.

At least ONE person from each applicant organization is requested to attend the webinar.

DEADLINE FOR SUBMISSION:

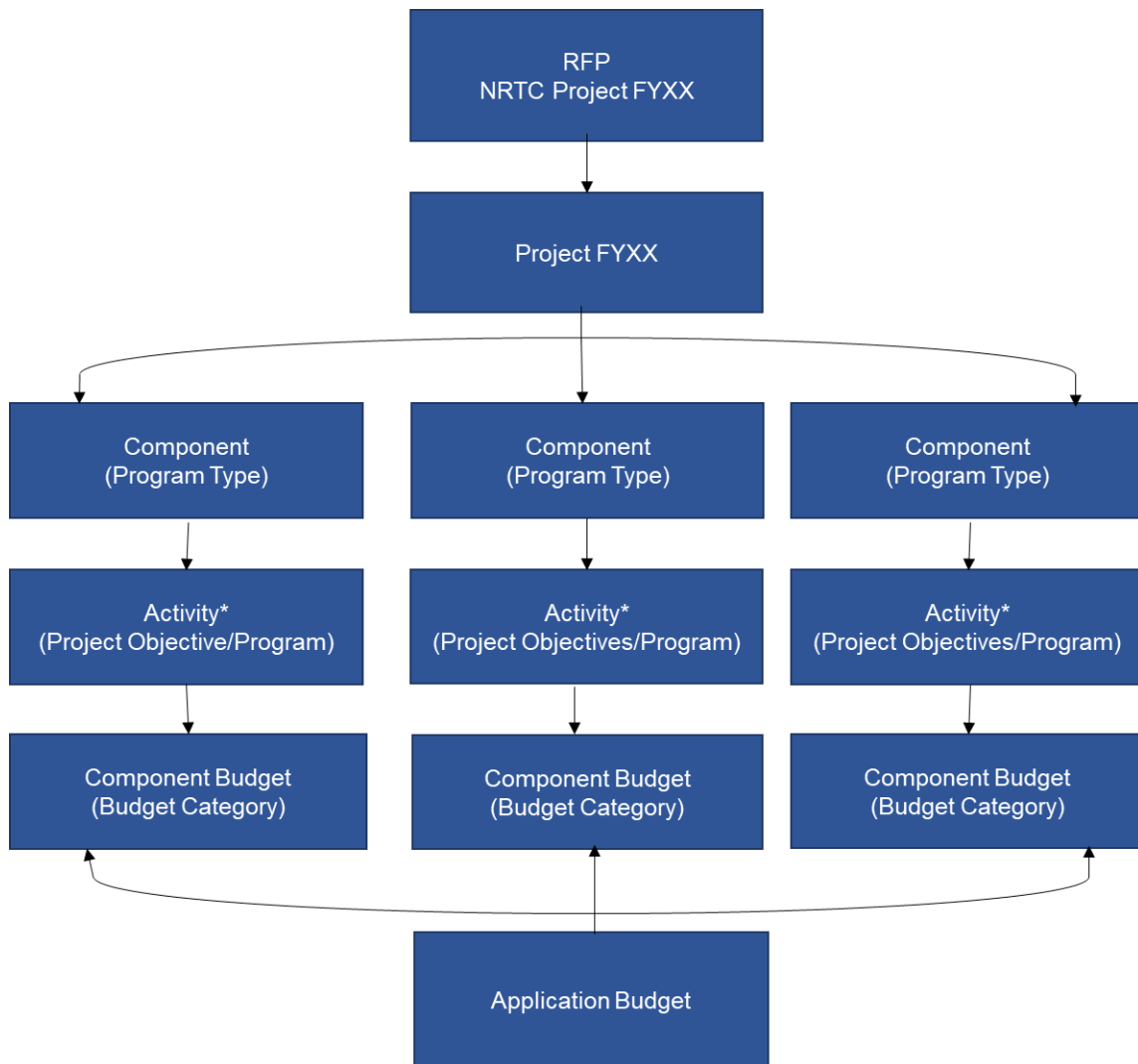
The deadline for submission is **Wednesday, September 24, 2025, at 12:00 noon**.

(The last day an application may be *initiated* in SAGE is **Monday, September 22, 2025**.)

2026 NRTC PROJECT SCORING				
				Total Points
1	Non-Profit Capacity			
a	Project Track Record			36
i	NRTC	9	18	
ii	Active Grants	9		
b	Financial Health	6		
c	Funds Attracted	5		
d	Staff Expertise and Experience	7		
			36	
2	Neighborhood Plan; Feasibility			
a	Relation to plan	12		46
b	*Feasibility	34		
			46	
3	Neighborhood Assets			
a	Housing Value Trend	1		13
b	Municipal Priority	2		
c	Community Organization	4		
d	Community Support and Engagement	4		
e	Distress Level	2		
			13	
4	Leveraging Investment			5
				100
	BONUS/PENALTY			
5	Microenterprise Bonus			
a	any microenterprise	2		4
b	job training/wfd for residents	1		
c	key sectors	1		
			4	
6	Open Grants Maximum Bonus/Penalty			
a	Three or fewer	2		2
b	Four or more	-2		
7	Additional Bonus/ Penalty Points			
a	per missing document	-1		
b	DCA staff submission required	-5		
				6
				106

* Feasibility now includes Readiness to Proceed.

Appendix A



* Short Description

Component (Program Type):

Housing, Economic Development, Supportive Service, Other Neighborhood Revitalization

Activity* (Project Objective/Program):

Small Business & Microenterprise Training, Housing Rehabilitation, Youth Development Programs, Creation of Public Green Space, etc.

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM (NRTC) PROJECT GRANT APPLICATION
REQUIRED DOCUMENTS UPLOAD CHECKLIST**

Organizational Information:

- ☐ Certificate of Good Standing for agency, current year
- ☐ Board of Directors list, current year
 - ☐ Organization budget, current year
 - ☐ Information from the most current audit/financial statement

Development Information:

- ☐ Site control documentation, for each proposed site (separate form for each site)
Drawing/rendering of proposed building(s)
- ☐ Development and operating budget for the proposed building(s)

Attachments:

- ☐ Neighborhood map
- ☐ Funding commitments letters, for each source identified as "Other Sources of Funds"
- ☐ NRTC Project Information Workbook
 - ☐ Project Description (template or original document)
 - ☐ Housing Construction Workbook (if applicable)
 - ☐ Insurance Certificate/Fidelity Bond
 - ☐ Evidence of Municipal Revitalization Priority

Partner Information:

- ☐ Draft MOU(s) or Letter(s) of Intent for partnership(s) (if applicable)
- ☐ Statement explaining why the partner was chosen for the grant activity.

Schedule B: Consultant(s):

- ☐ Statement explaining why the consultant was chosen for the grant activity.

Certification Sheets:

- ☐ Resolution (fully executed)
- ☐ IRS Determination Letter (First-time applicants only)
- ☐ Organizational Chart