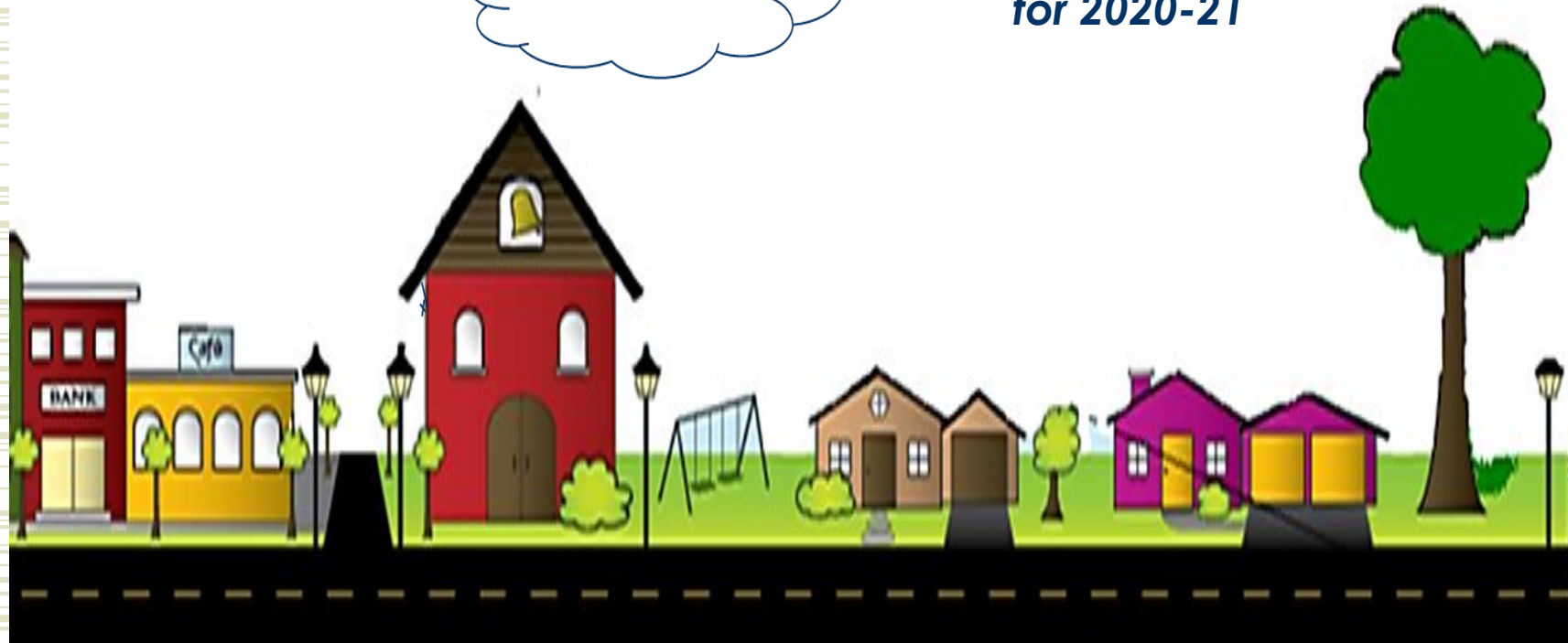# New Jersey's Neighborhood Revitalization Tax Credit

Application Workshop for 2020-21

Your Presenter

Brad Harrington
Supervisor, NRTC Program

Today…

- Handouts (2), while webinar is active

- Slides

- Q&A via Questions

For 2020-21

- ➢ Tax credit percentage is 100%

- ➢ Available tax credits, $12 million

- ➢ Available funds for awards, $11.4 million

For 2020-21

<u>Eligibility to Participate</u>

- Org. with old (lapsed) NRTC Plan that showed progress by Jul 1, 2020 toward creating a new NRTC plan, including:
  - Application for an NRTC Planning Grant
  - Steering committee formed toward plan creation, minimum of 5 members
- Org. new to NRTC that submitted a plan document (by Jul 15, 2020), which is NRTC-approved by Sept 2020.

NRTC Project Application can be found on SAGE

https://dcasage.intelligrants.com/portal.asp

Project Application

- SAGE log-in required

- SAGE "Agency Information" must be up-to-date

- Annual organization audit must be submitted, via SAGE (if applicable)

Project Application

◆ Also, Copy Forward permitted

Project Application

After you initiate the application –

Please read:

- Application Instructions
- NRTC Program Overview and Guidelines
- "Help" button also useful!

Project Application

Application Information section:

- Application Program Description
- Project Objectives
  - Short Description
  - Detailed Description
  - Methods
  - Performance Measure(s)
- Scope of Services (*type in "N.A."*)

Project Application

<u>Components</u> section:

- ➢ Program Components
  - ❖ Needs to match the Project Objectives
  - ❖ A budget for each Component
  - ❖ Administration/Personnel *is allowed* as a Component (one per application)
- ➢ Service Areas
  - ❖ Enter the appropriate <u>municipality</u>

Project Application

Application Forms section

- ➢ **Project Description**
  - ❖ Narrative form (15,000 characters limit)
  - ❖ Include each proposed activity
    - ❖ "Microenterprise" (if relevant – next slide)
  - ❖ Furthering the outcomes of NRTC plan

Project Application

Application Forms section

➢ **Project Description**

❖ Microenterprise

❑ Defined as a commercial enterprise with 5 or fewer employees, including the owner(s)

❑ Bonus review points for inclusion as a proposed activity – development or expansion

❑ Could involve job training and workforce development, targeted to neighborhood residents

❑ Could involve strategic economic sectors, such as: clean energy, advanced transportation logistics, non-retail food and beverage, technology

Project Application

Application Forms section

- **Organizational Information**
  - Regarding agency, its board of directors, personnel and financial information
  - Includes text boxes and uploads

Project Application

Application Forms section

- **Community Development Experience**
  - Narrative form (9,000 characters limit)
  - Track record of completing NRTC-funded activities within past 5 years
    - *Brief description; original performance measures; actual performance outcomes*
  - Info about similar completed activities by applicant (not NRTC-funded) – same timeframe and place

Project Application

Application Forms section

- **Development Information**
  - Form can be completed multiple times
  - Includes text boxes and uploads
  - See "Application Instructions" for guidance, especially for Part C (text box) which requires detailed information

Project Application

Application Forms section

- **Non-Development Information**
  - Form can be completed multiple times
  - Includes text boxes and tables
  - For a continued activity – accomplishments, impact, rationale for continuing – covering 2 most recent NRTC grants where it was included

Project Application

Application Forms section

- **Timeline**
  - A form for each Program Component and its activities

Project Application

Application Forms section

> **Neighborhood Assets**

- ❖ Community Assets (medical facilities; transportation; educational facilities; parks/recreation; community facilities; celebrations/events – list provided)

- ❖ Regional Assets (list provided)

- ❖ Municipal Revitalization Priority (an area of focus)

**Assets must be located within NRTC area, except for medical facilities (within ½ mile)

Project Application

Application Forms section

➢ **Neighborhood Involvement**

❖ Number of years applicant has been active in neighborhood

❖ Completed development projects by applicant over past 5 years

- o Must include address (or street intersection)
- o Not restricted to being housing and/or economic development
- o Completed with or without NRTC funds
- o 6,000 characters limit

Project Application

Application Forms section

➢ **Neighborhood Involvement (cont.)**

❖ Community (development) meetings and community improvement events in past 12 months, with active resident participation

- o (Development) Meeting: featured discussion of efforts to improve/revitalize neighborhood, incl development
- o Event examples: clean-ups/trash removal, house exterior beautifications, community garden development/ maintenance
- o Provide dates that meeting/event occurred
- o 6,000 characters limit

Project Application

Application Forms section

- **Addressing Distress**
  - Proposed activities that are intended to address poverty, unemployment, incomes – what is anticipated (measurable) impact?
  - 6,000 character limit

- **Attracting Investment, Past 5 Years**
  - Listing of non-NRTC funding in past 5 years, for NRTC-funded activities and for similar, non-NRTC activities (capital and program costs only)
  - 6,000 character limit

Project Application

Application Forms section

 ➢ **Other Sources of Funding**

   ❖ Listing of committed/anticipated sources (not including NRTC)

Project Application

Application Forms section

- ➢ **Attachments**
  - A. <u>Neighborhood Map</u> - location of each project activity clearly marked
  - B. <u>Digital Photos</u> - showing each project activity location – consolidated upload
  - C. <u>Funding Commitment Letters</u> (related to "Other Sources of Funding" form) - consolidated upload
  - D. *<u>Additional Upload Slots (if needed)</u>*

Project Application

Application Forms section

➢ **Personnel**
- ❖ Use for agency staff who would be NRTC-funded if application is successful – implementing an activity
- ❖ Also for agency staff who would be NRTC-involved (management, admin. staff), even if not NRTC-funded
- ❖ Form can be completed multiple times
- ❖ Weekly time commitment; years of experience; upload resume(s)

Project Application

Application Forms section

- Partner Information (if applicable)
  - A form for each partner organization
  - Form can be completed multiple times
  - Upload resume(s)

- Consultants (if applicable)
  - Person(s) who would implement an activity
  - Form can be completed multiple times
  - Upload resume(s)

Project Application

Application Forms section

- **Implementation Team Information - Partners and Consultants**

  - Weekly time commitments

  - Experience (in years) implementing proposed activities

Project Application

Application Forms section

- **Certification Sheets** – Required Uploads
  1. Resolution (*must be properly signed and sealed*)
  2. IRS Determination Letter (new applicants only)
  3. Organizational Chart
  4. Application Cover Page
  5. Insurance Certificate for "Fidelity Bonding" (*upload at "Please upload any third party agreement…" (bottom of page)*)

Project Application

Application Forms section

- **Budget Overview**
  - Each Project Objective has a Program Component, which requires a Budget
  - Follow "Application Instructions" to create Budgets
  - One Budget for Administration/Personnel (if applicable)

Project Application

- Administration/Personnel

  - Up to 15% of grant funds may be used by grantee for "program expenses" directly related to delivering NRTC activities (e.g. staff salary/fringe)

    - SAGE coding: PROGRAM - Personnel

  - Up to 5% of grant funds may be used by grantee for general administrative expenses (related to NRTC)

    - SAGE coding: ADM - Personnel

  - Costs incurred by partners and consultants are outside of these limits

Project Application

- ◆ Before you submit, check for errors!

- ◆ Final Product – no changes once submitted

Review Criteria

Threshold Review – ***all must be met***

1. Compliance with 60/40 Rule
2. Neighborhood Plan must be eligible
   ❖ *Refer to earlier slide ("For 2020-21")*

Review Criteria

<u>Evaluative Review</u>

1. Non-Profit Capacity (36 overall points)

   ➢ Project track record (12 pts)

   ➢ Financial health (8 pts)

   ➢ Funds attracted from other sources (7 pts)

   ➢ Staffing level (5 pts)

   ➢ Staff stability and experience (4 pts)

Review Criteria

Evaluative Review

2. Neighborhood Plan; Feasibility of Activities (30 overall points)

   ➢ Neighborhood Plan – relation of proposed activities to outcomes of approved NRTC plan (10 pts)

   ➢ Feasibility – can proposed activities be completed and operated/sustained? (20 pts)

Review Criteria

Evaluative Review

3. Neighborhood Assets & Involvement (17 overall points)

- ➢ Community assets (3 points)
- ➢ Housing value trend (2 points)
- ➢ Regional assets (2 points)
- ➢ Municipal revitalization priority (2 points)
- ➢ Community development projects (3 points)
- ➢ Community meetings & events (3 points)
- ➢ Distress level (2 points)

Review Criteria

Evaluative Review

4. Leveraging Investment for Proposed Project Activities (6 points)

5. Readiness to Proceed (6 points)

6. Addressing Distress (5 points)

Review Criteria

Evaluative Review

7. Microenterprise (up to 5 bonus points):

   - 3 points for any microenterprise
   - 1 point for job training and workforce development program(s) targeted to neighborhood residents
   - 1 point for key strategic sectors in 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 technology

Review Criteria

Evaluative Review Points

Non-Profit Capacity:	36	Leveraging Investment:	6
Neighborhood Plan, Feasibility of Activities:	30	Readiness to Proceed:	6
		Addressing Distress:	5
Neighborhood Assets & Involvement:	17	Microenterprise (Bonus):	5

Total = 105 points (maximum)

Qualified Projects Pool

Applications accepted as "qualified" will enter the *Qualified Projects Pool (Q.P.P.)*

- o "Qualified projects" must receive a minimum 60.0 points from evaluative review.

- o These projects will be publicized to NRTC funding contributors

Qualified Projects Pool

Contributing companies will use the Q.P.P. to determine their funding choices

Contributing companies will submit credit applications to designate funding

Applications with sufficient designated funding will be recommended for approval

> Sufficient = 50% of the requested funding (as listed in the Q.P.P.)

Implementation Time-line

→ SAGE Application available as of Sep. 8, 2020

→ Applications are due to DCA by close of business on October 7, 2020 *(Last day to initiate: Oct 5th)*

→ The "Qualified Projects Pool" is publicized on/about November 30, 2020**

→ Contributing companies make funding choices by December 18, 2020** (and submit funds by year's end)

→ Soon thereafter, Project Applications recommended for approval.

*   **date may be revised*

Q & A...

> I will (try to) answer the questions that have been (or are being) typed into Questions!

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