

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
**NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM (NRTC)**  
***CHECKLIST OF REQUIRED DOCUMENTS (UPLOADS) FOR NRTC PROJECT APPLICATION***  
*(Do not submit/upload this document with your NRTC application)*

Organizational Information form:

- Certificate of Good Standing for agency, current year
- Board of Directors list, current year
- Organization budget, current year
- Minutes of board meeting at which the organization budget was approved
- Corrective action plan to address audit findings (if applicable)

Development Information form:

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

Neighborhood Assets form:

- Evidence of municipal revitalization priority

Attachments form:

- Neighborhood map
- Digital photos
- Funding commitments letters, for each source identified on "Other Sources of Funds" form
- Report from applicant with a Lapsed NRTC Plan (if applicable)

Partner Information:

- Resume(s) for partner staff to be involved with NRTC-funded activity (if applicable)

Schedule A: Personnel:

Resume(s) of each agency staff to be involved with NRTC-funded activity & to be paid with NRTC funds; also, of management/administrative staff to be involved with NRTC-funded activity, even if not to be paid with NRTC funds

Schedule B: Consultants:

- Resume(s) of each consultant to be NRTC-funded (if applicable)

Certification Sheets form:

- Resolution
- Organizational Chart
- Application Cover Page
- Fidelity Bond insurance certificate (uploaded under "Please upload any third party agreements...")