# GRANTEE ORIENTATION

NRTC PROJECT 2025

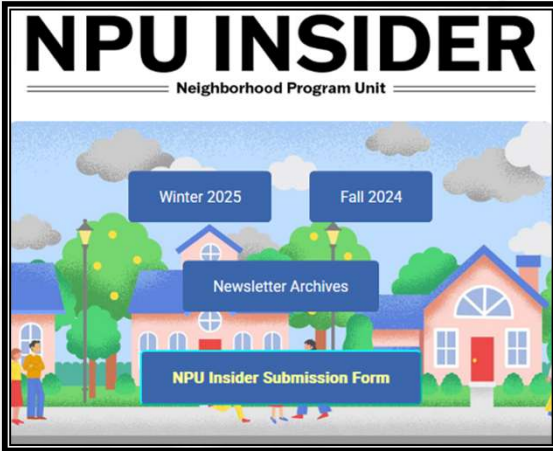**March 26th, 2025**
10:30 am

NPU
Neighborhood Programs Unit

NRTC Project Grantee Orientation for state fiscal year 2025 was presented live on March 26th. For questions about this presentation contact your grant manager and copy NRTC@dca.nj.gov. It's always a good practice to copy the program email to help us stay on top of your inquiries.
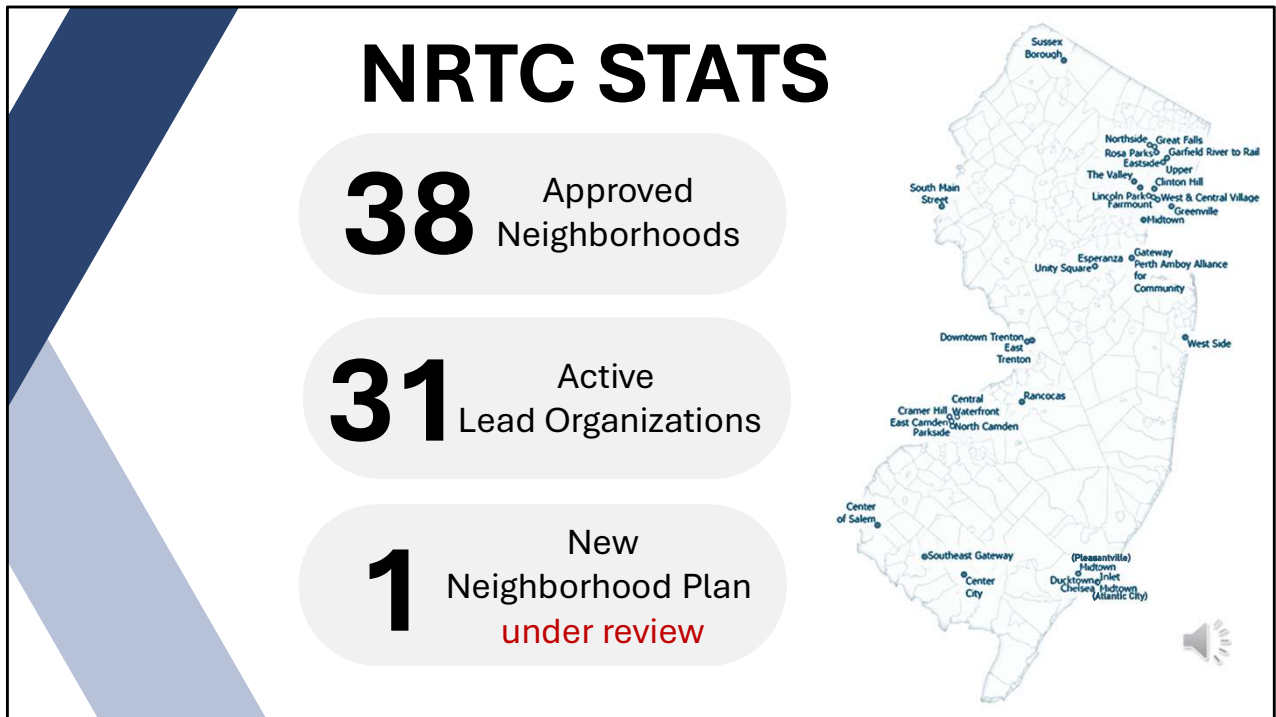
There are 38 neighborhoods under the NRTC umbrella, managed by 31 organizations. Some changes this year include Habitat for Humanity of Paterson and Passaic assuming responsibility for the Eastside Neighborhood in Paterson, new to NRTC, Caring Inc. will be the lead organization for the Midtown neighborhood in Pleasantville, and Atlantic County Economic Alliance has submitted a plan for the Somers Point neighborhood which is now under review. We anticipate submission of several Neighborhood Plans from existing groups and a few new to NRTC.

We strive to administer our programs with efficiency, integrity, transparency, flexibility and creativity. Our team lives in a perpetual state of process improvement. Our web page is a work in progress. If you have visited the NRTC web page recently, you may have noticed some changes. One recent addition to the web page is the NPU Insider; a newsletter we created initially for The Neighborhood Preservation Program or NPP and is now extended to NRTC.

Take a look at the newsletters and consider making a submission. We created it to give our grantees a space to make announcements, share resources, and highlight neighborhood projects and people. You'll find the NPU Insider Submission form on the web page.

WEB PAGE UPDATES

GRANTEE RESOURCES

Guidelines

- About Advances
- About Grant Agreement Changes
- FSR Walkthrough
- Grantee Events Guide
- Neighborhood Plan Application Guidelines

Forms

- Advance Request Form [pdf]
- Grant Agreement Change Request Form [pdf]
- NP Update Request [pdf]
- NPU Insider Submission Form [pdf]
- NRTC FSR Summary [xlsx]
- NRTC Funding Request Form [pdf]
- NRTC Quarterly Report [xlsx]

Also new on the NRTC web page is the Grantee Resources section. Here you'll find forms for requesting Advances, making changes to grant agreements and updates to the approved Neighborhood Plan. We've created reference guides to walk you through various processes. The most updated forms and resources for grant management activities will always be found here rather than sent to you by email. This is where you'll find the standardized form for Quarterly Progress Reports and the FSR Summary you'll use for grant reporting. The updated Clearinghouse document listing the Qualified Projects and funders is posted on the web page.

STANDARDIZED FORMS & PROCESS GUIDES
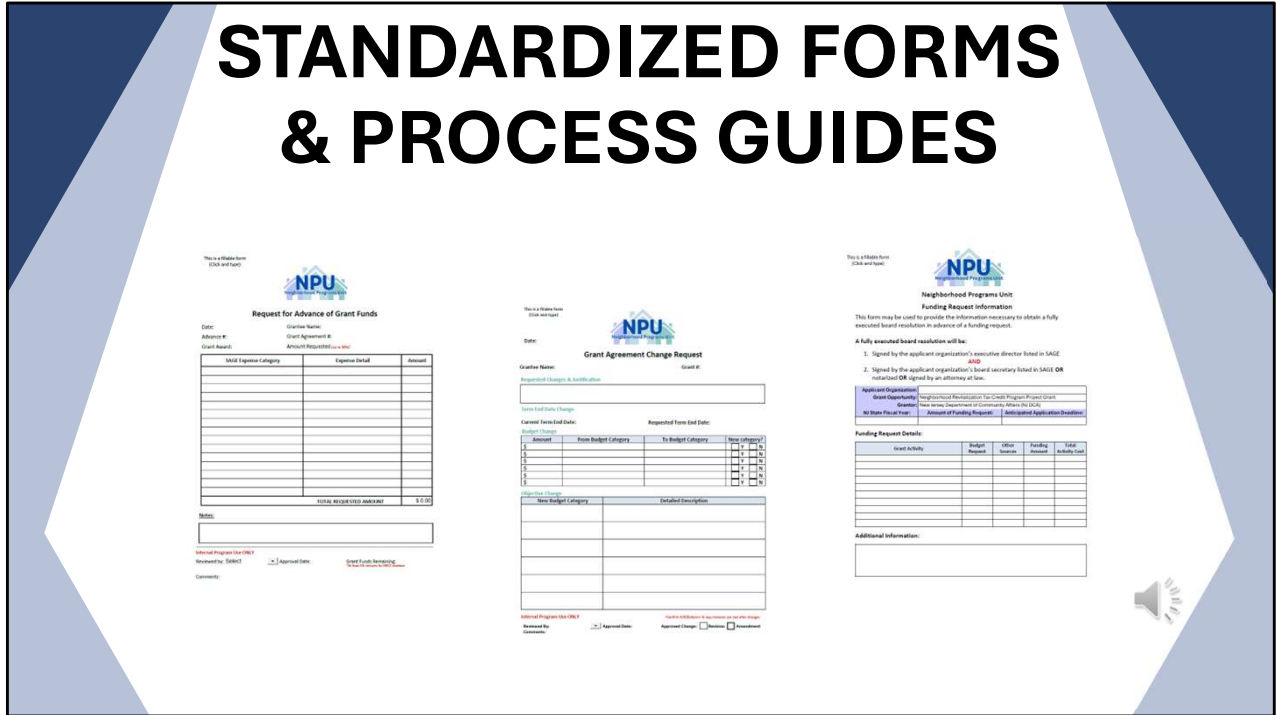
One of the newer forms is the Funding Request Information form which may be used to provide the information necessary to obtain a board resolution in advance of completing a grant application. This form resulted from a conversation with a grantee who anticipated the timing of the application deadline and the next board meeting would not align. Our practice has been to accept fully executed board resolutions after application submission if requested, but this slows down and add steps to the grant agreement process. For all future grant applications, please make every attempt to upload the fully-executed board resolution at the time of application. If additional information from us can help in that effort, please let us know.

2025 NRTC PROJECT RFP STATS

Program Tax Credits available:
$15,000,000

**2025 NRTC
Project Funds Awarded:**
$15, 416,375

- Project Applications submitted: **33**
- Funds Requested: **$27,636,426**

- Business Entity Applications submitted: **32**
- Tax Credits Requested: **$18,040,000**

- Tax Credits Awarded: **$15,000,000**
- Funds Designated via QPP: **$14,250,000**
- NRTC Program Administration: **$750,000**
- NRTC Program Funds Awarded: **$1,166,375**

We're still working with just $15,000,000 in available tax credits, with requests this year totaling nearly twice that at over 27,000,000. We received 32 Business Entity applications for those tax credits, which totaled just over $18,000,000. Two of the Business Entity applicants were new to NRTC.

After designating $15,000,000 in business entity contributions through the QPP process, some projects were fully funded, some were partially funded and some received no funds at all. In previous years, our practice was to shift designated funds away from projects that received less than 40% of the request towards projects viewed as more viable. This year all funds remained where designated. 33 Project applications were submitted. All 33 made the Qualified Projects Pool. Every application received an award of at least $100,000. NRTC Program funds were tapped to supplement the 2025 Project awards.

We imagine you might have some questions....The program funds used to supplement the 2025 awards were deobligated from inactive grants. We distributed them amongst the grantees who garnered less than 40% of their funding request, awarding a minimum of $100,000 to each grantee. We DO NOT expect that supplementing awards with NRTC program funds will become a regular practice for future project rounds. The 40% viability cut off was suspended for 2025 and is under review with respect to future project grant cycles.

2025 NRTC PROJECT RFP STATS

Grant Term Start Date: **03/01/2025**
(Grant Term End Dates will vary)

March 1st will be the general contract start date, but we are able to backdate to the first of the year to accommodate grantees who've gotten a jump on activities. This year, because of the large variance in the amount of grant awards, we'll work with you to establish the contract end date. For those of you who have made or are making budget modifications to reflect awards that were less than requested, your grant managers will work with you to complete a second modification to align other parts of the application with the modified budget. Once all the modifications are completed, we will move on to creating the agreements for all the 2025 grants. Up next, Suvi will talk about the required documentation for NRTC Project grants.

REQUIRED DOCUMENTATION UPDATE

- QUARTERLY PROGRESS REPORT
  - Please label your pics

  NO DUPLICATES!

  D. Neighborhood Beautification

- FINANCIAL STATUS REPORT

DETAIL BACKUP FOR ADMIN IS NO LONGER NEEDED!
  - Grantees must still maintain admin expense records.

Going forward, The NPU team has established some updates to the required grant documentation. For progress reports, we ask that you continue to submit labeled pictures of your projects whenever possible, but please do not submit pictures that are duplicates of those submitted in previous reports. For Financial Status Reports, we are no longer requiring you to upload proof of expenses for your grant's administrative costs, only for project costs. Grantees are still expected to maintain admin expense records, which must be available to the NPU Team upon request- when we conduct site visits, we may ask to see this documentation.

FSR DOCUMENTATION POLICY

- FSR to be submitted every 3 months.
- Detail Upload:
  - For 15+ individual expenses, first page must be a summary list of the individual expenses.
  - If detail documentation includes expenses **NOT** included in the FSR, please highlight the reported expenses.
  - Provide invoice **AND** proof of payment for each expense.

FSRs will continue to be due every 3 months, This is so that we can see and document that your projects are active. For your expense detail documents, please provide a summary of expenses if you are submitting more than 15 individual expenses, and in documents that contain expenses not included in the FSR, please indicate which expenses are being reported on. Be sure to provide both invoices and proof of payment for each expense.

NO MORE ANNUAL REPORTS!

The NPU team is no longer requiring Annual Reports! Or, At least not for grantees. Annual grant reports are a program requirement, but we will no longer ask grantees to gather this information. We'll use your Quarterly Reports, FSRs and grant Close Out reports to compile the annual information ourselves, so please be sure to upload those labeled photos in your progress reports so that we can better highlight your work in our annual reports.

AGENCY INFORMATION

- SAGE ANNUAL AGENCY INFORMATION UPDATES
  - Walkthrough can be found on NRTC webpage.
- GRANTEE CONTACT INFORMATION
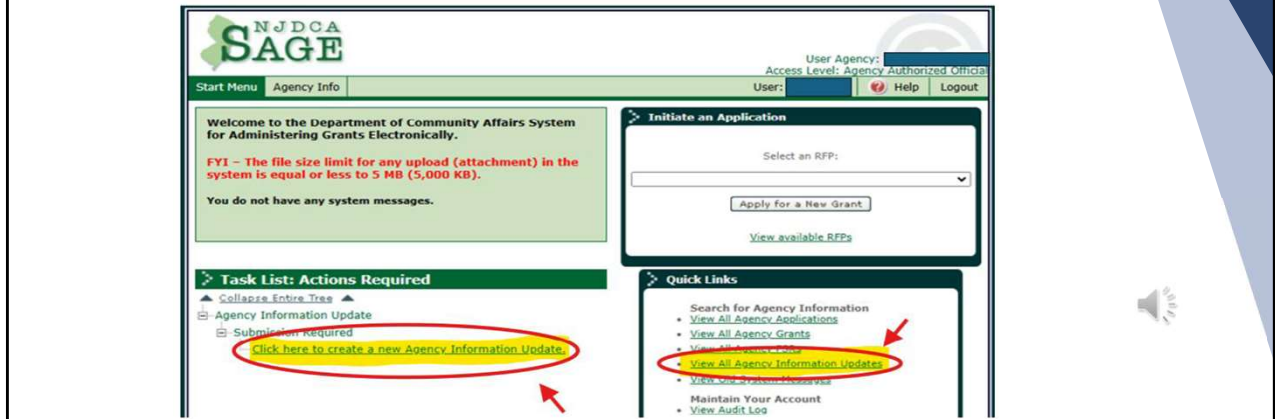
Two types of information must always be kept current: the Agency Information in Sage and our unit's contact information. Neglecting to update agency information annually, even if the agency information has not changed will prevent the submission of an application and other SAGE actions. We had a few grantees rushing to submit updates during this current RFP process. Avoid the rush! Make note of your Agency's Information update expiration and be sure to take care of it before it expires. It might be helpful to schedule an email to be sent to yourself a few days before the expiration date or put a reminder on your calendar. Under the Grantee Resources ribbon on our web page, you'll find step-by-step instructions for completing the update. The contact information for your agency that our unit keeps outside of SAGE is equally important to keep updated. Please notify your grant manager of any changes and copy NRTC@dca.nj.gov. This will ensure you receive all communications from our program.

PROJECT APPLICATION FY 2026

Good morning-

I hope that you are all doing well.

I just wanted to let you know that we are in the process of revising the Neighborhood Revitalization Tax Credit RFP for Fiscal Year 2026. As part of this process, we will be gathering information to help us determine the timeline for the announcement of the RFP, application due date, commitment from investors, date of awards etc.. The draft RFP and timeline will be shared with you for comment before it is finalized.

Thank you for your continued partnership and have a nice weekend.

Sheri R. Malnak, Assistant Division Director
NJ Department of Community Affairs
Division of Housing and Community Resources

When this group met last, we discussed possible changes to our program. For 2026, we've submitted a draft Overview and Guidelines that addresses parts of the application that were duplicative or could be retrieved by our team from your Neighborhood Plan, such as neighborhood assets. You all received an email from Assistant Director Sheri Malnak about this RFP. We have no details at this time, but an effort is being made to launch the RFP earlier than in previous years. As Sheri's email informs, you'll have the opportunity to comment on our draft before it is finalized. Speaking of comments, if at any time a question or concern about anything related to NRTC arises please reach out to me, Susan Catlett, your grant manager or Brad Harrington. We will always be your best resource to answer your questions or clear up any confusion.

5 YEAR NP REVIEW

Neighborhood Plans require periodic review and potentially an update. For organizations with plans approaching the 5-year mark, please review your Neighborhood Plans and consider any updates that should be made. Complete the NP Update Request form you'll find on our web page if the plan needs updating. Your grant manager will be in touch to discuss the Five Year Review of your neighborhood Plan as the date approaches.

PLANNING GRANTS

- The current RFP has been extended to June 30th, 2025.
- Anticipated launch in July:

2026 Planning Grant RFP

The current 2024 RFP was extended to June 30th, 2025. We plan to launch a new Planning Grant RFP for 2026 in July and to do so each fiscal year we are able to offer them going forward.
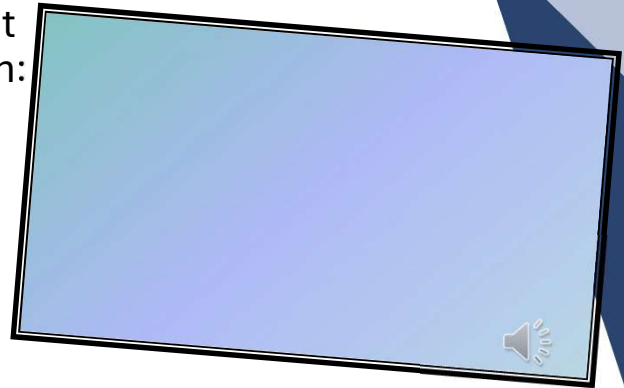
NPU IN YOUR NEIGHBORHOOD

Events

Send your invitation to your Grant Manager and copy the NRTC team:
NRTC@dca.nj.gov

The NPU team will make every effort to attend!

Site Visits:

Your Grant Manager will contact you to schedule.

In the past, site visits were a regular part of NRTC grant management. Recently, our team has visited several neighborhoods to close out Community Capital Needs grants and for some truly wonderful events that showcased and celebrated what our grantees have accomplished with NRTC funds. We welcome your invitations and will make every effort to attend. We posted a Guide to Grantee Events video on the NRTC web page some months ago. That video has been updated. We are no longer required to invite the Commissioner to every event because time simply doesn't permit for her to attend them all. (Play Video)
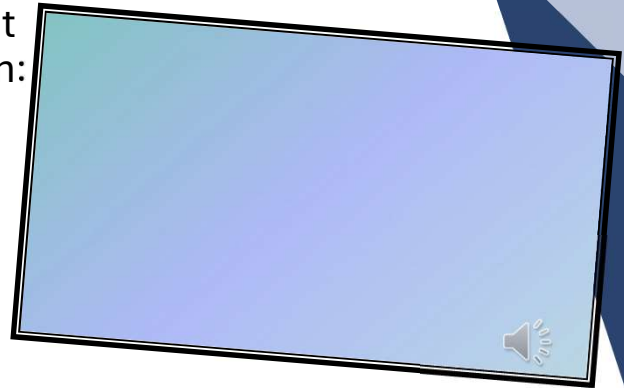
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GRANTEE QUESTIONS	NRTC TEAM ANSWERS
When you say FSRs every three months, does that mean a specific quarterly date? Same as a quarterly report or just three months from whenever we submitted our last if it's fine, the second one, since it's retro to January 1st, Are you expecting the FSR for in April for the first quarter?	No. The first Quarterly Progress Report due date will be adjusted (likely to cover more than a quarter) to coincide with the date funds are available. We'll process your request for an Advance (up to 30% of the award). The first FSR will be due 3 months after the Advance was received. FSR "due dates" are flexible; submitting a few *days* or so beyond the 3-month mark is no problem. Submitting a few *weeks* late should prompt communication with your grant manager.
Do you anticipate the application window for state fiscal year 2026 will be the same as last year, approximately 1 month or longer?	Because the Overview and Guidelines have not yet been finalized and there is an effort to launch the RFP earlier than usual, this is not a question we can answer at this time.
For the annual reports for the grants that we still have open from previous years. Do we still submit annual reports for those? Are we done with them?	No and yes. Grantees are NO LONGER REQUIRED to compile or submit information for ANY NRTC grants. NRTC staff will use the information in quarterly reports, FSRs and grant closeout reports to compile the Annual Grant Reports. Any grantee is welcome to send any information already compiled but this is NO LONGER a grant management responsibility.
Do you know when the 2025 grant agreement will be finalized?	We do not have an exact date. The process is as follows: We are working with groups who received partial funding to modify their budgets. Once those are complete, we'll modify the applications a second time to align the rest of the application with the reduced budget. When all modifications are done, we'll begin grant agreements for all grantees. We will update grantees as we move through this process.
Can you share the list of funders?	Each grantee received the name, contact information and funding designated from each contributor to their project. We provided each contributor with the details of their designated funds. The Clearinghouse Document which lists all funders and contributors will be updated and posted to the NRTC web page.
What is the decision process for QPP funds?	The Business Entities decide which projects they want to support and at what level by listing projects in order of preference. Some designate a portion to a number of groups, some designate the entire contribution to several groups, in order of preference and choose to list preferences a different way. We process Business Entity applications in the order received, designating funds to projects in the order listed.
Is a Neighborhood Plan submitted through SAGE?	No. Neighborhood Plan submissions are made by email to NRTC@dca.nj.gov. The Neighborhood Plan Application Guidelines found under Grantee Resources on the NRTC web page detail each section of the plan. Email all sections; DO NOT deliver a physical copy to DCA as instructed in the Guidelines, which are overdue for an update.

These questions were asked by grantees during the live presentation. Our live responses have been edited for clarity and in some cases expanded. For answers to any additional questions, email the NRTC Team at NRTC@dca.nj.gov .

THE NRTC TEAM THANKS YOU!
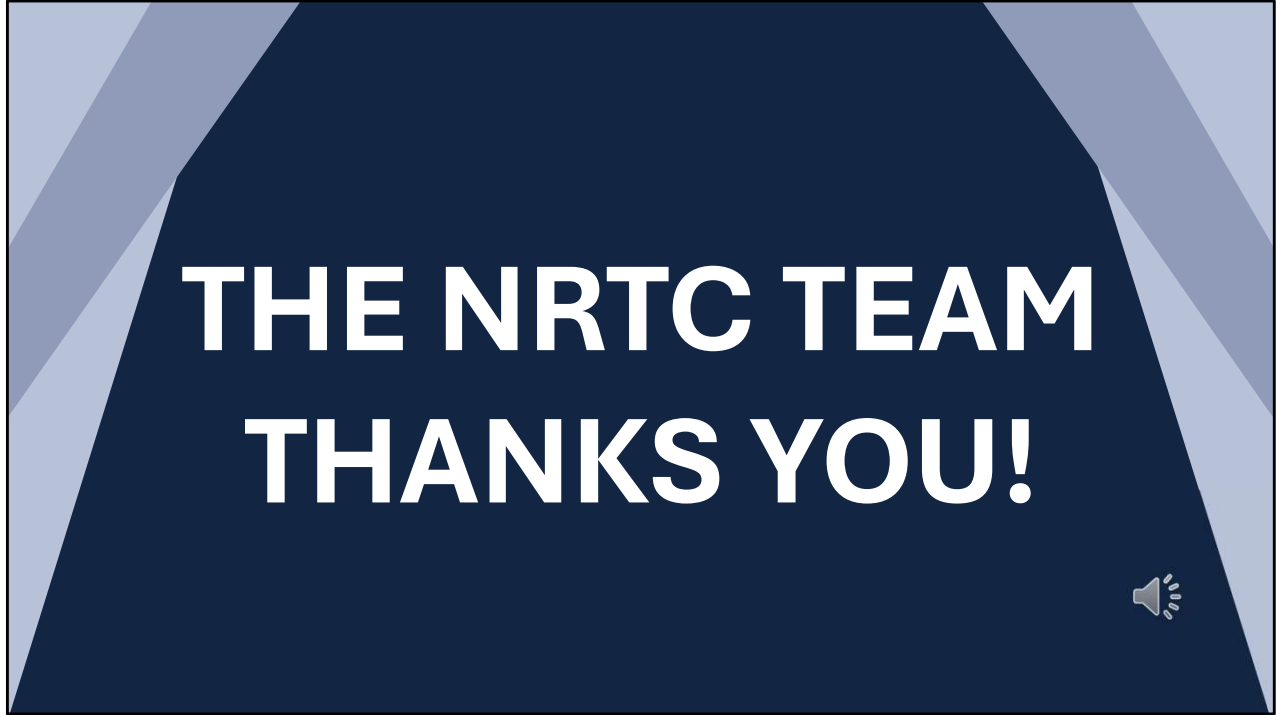
Thank you for your time and attention. We recognize your organization's effort and expertise in utilizing NRTC funds to make the most neighborhood impact, whether the project is fully funded or funded at a lesser amount. We look forward to partnering with you in the administration of your 2025 NRTC Project Grant.