



NPP Coordinator Quarterly Meeting



January 29, 2025

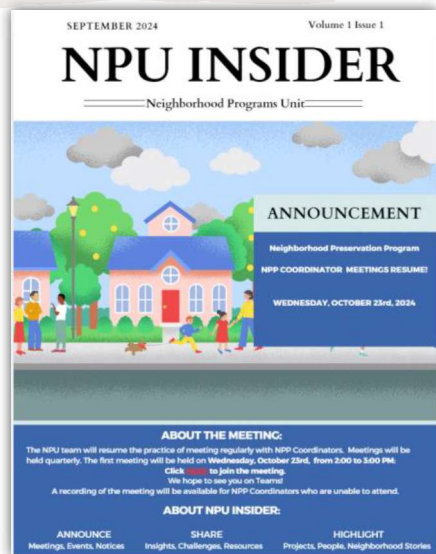
Good Afternoon NPP Coordinators. Welcome to the second Neighborhood Programs Unit NPP Coordinator Quarterly Meeting. I'm Susan Catlett. NPU staff here today are Diamond Glosson, Chris Hibbs, and Suvi Shah. We hope that Brad Harrington will join us for Question and Answers following this presentation. We are happy you could join us today. We'll post the slides and the recording from today's meeting on the NPP web page in a couple of days. Our future meetings for 2025 have been scheduled.

NPP Coordinator Meeting Schedule



DAY	DATE	TIME
Wednesday	10/23/2024	2:00 – 3:00 pm
Wednesday	1/29/2025	2:00 – 3:00 pm
Wednesday	4/30/2025	2:00 – 3:00 pm
Wednesday	7/23/2025	2:00 – 3:00 pm
Wednesday	10/22/2025	2:00 – 3:00 pm

We hope to maintain this predictable schedule of meeting in January, April, July and October going forward. The meeting dates for 2025 are here on the slide. We hope you will be able to join us, but if not, we will post the slides and recording on the NPP web page following each meeting for those who cannot attend or for those who wish to review. Save these dates to your calendar! Expect a Teams invitation about 2 weeks prior to each meeting and a reminder a few days before.



NPU Insider

ANNOUNCE

Meetings, Events, Notices

SHARE

Insights, Challenges, Resources

HIGHLIGHT

Projects, People, Neighborhood Stories

We published first full edition of the NPU Insider this Fall. We are hoping you will use the newsletter to make announcements, share resources and highlight the NPP activities in your neighborhoods. You may do that with an NPU Insider submission form, which is found on the NPP web page. We plan to follow up each Quarterly Meeting with a new edition of the NPU Insider.

NPU Insider Submission Form

ANNOUNCE

Meetings, Events, Notices

SHARE

Insights, Challenges, Resources

HIGHLIGHT

Projects, People, Neighborhood Stories

This is a fillable form
(Click and type)

NPU
Neighborhood Partnership Unit

NPU INSIDER SUBMISSION

Enter submission information below.
Email to: NPP@dca.nj.gov or NRTC@dca.nj.gov, and Sandy.Sleiman@dca.nj.gov
Subject line: "NPU Insider Submission"

Neighborhood: _____ Coordinator: _____
Email Address: _____ Phone #: _____

Event, Meeting or Announcement:
Share your event, meeting or announcement with the NPU Community!
A flyer or other document may be attached to the submission email.

Title		Date	Time
Location	Street	City, State	
Event, Meeting or Announcement Details			

Resources:
Share or request community development and grant management resources.
Related documents may be attached to the submission email.

Resources to share	Resources requested

Photo-Narrative Articles:
Share stories from your NRTC or NPP Neighborhood!
Attach a document or picture to the submission email.

Article Title	Notes (if needed)

Feedback:
Share your thoughts and suggestions about the NPU Insider with the NPU Team!

This is the fillable form you'll find on the NPP web page to give us submissions for the NPU Insider. We'd love to include your events, resources and especially stories about what is happening in your NPP neighborhood.



Often, it can be difficult to navigate government websites to find programs and services. I frequently receive emails from people who are looking for help with rent, eviction or other issues that don't fall under the Neighborhood Programs umbrella. I used to spend a considerable amount of time researching to resolve those inquiries. Now, I have someone to refer those people to rather than doing the research myself. She has graciously agreed to join our meeting today to share a resource that will help you more easily identify the programs and services available through DCA.

Rita Weber



Constituent Relations Manager
Communications Department
Office of the Commissioner
NJ Department of Community Affairs

DCA PROGRAMS BOOK



Available in Spanish


It is my pleasure to introduce Rita Weber, Constituent Relations Manager from the Communications Department here at DCA. She is here to share with you the DCA Programs Book, which will help you more easily locate our programs and services.

Mission Standardization

The image displays two standardized forms from the NPP (Neighborhood Partnership Program). The left form is titled 'NPP CHARTER BOUNDARY CHANGE REQUEST' and includes sections for 'DESCRIPTION', 'BUDGET', and 'ATTACHMENTS'. The right form is titled 'Request for Advance of Grant Funds' and includes a table for 'Request for Advance of Grant Funds' with columns for 'Request for Advance of Grant Funds', 'Request for Advance of Grant Funds', and 'Request for Advance of Grant Funds'.

NPP is on a mission to establish clear processes and create standardized request forms for our grantees. We introduced our standardized processes and forms for requesting advances and neighborhood boundary changes and shared our procedure for inviting NPP to your events at our last meeting. We hope we are bringing a bit more structure to the program that will help us process your requests more efficiently and quickly. Next on our list is Requesting changes to the grant agreement. Some of you may have given this form a trial run; it is now ready for prime time. You will find it on the NPP web page. We have also updated the FSR Summary Upload form which you will find on the web page as well.

This is a fillable form
(Click and type)



NPP Financial Status Report Summary for Uploading to SAGE

Date: _____ Grantee Name: _____
 Grant Agreement #: _____ Grant Period: _____
 FSR #: _____ FSR Report Period: _____

Summary of Local NPP Program Documented Expenses for this FSR

SAGE Expense Category	NPP Amount	Other Sources Amount	Total Amount
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00

Notes:

Grantee Certification

 (NPP Coordinator or Municipal Representative)

*By submitting this form and all accompanying documentation, the coordinator, non-profit partner if applicable, and municipality certify the information contained in this submission is true in all respects and in accordance with the provisions of the contract.

FSR Summary Upload

The FSR Summary has been neatened up and is now a fillable form. Please use this updated form for FSRs going forward.

This is afillable form
(Click and type)

NPU
Neighborhood Programs Unit

Date: _____

Grant Agreement Change Request

Grantee Name: _____ Grant #: _____

Requested Changes & Justification

Term End Date Change

Current Term End Date: _____ Requested Term End Date: _____

Budget Change

Amount	From Budget Category	To Budget Category	New category?
\$			<input type="checkbox"/> Y <input type="checkbox"/> N
\$			<input type="checkbox"/> Y <input type="checkbox"/> N
\$			<input type="checkbox"/> Y <input type="checkbox"/> N
\$			<input type="checkbox"/> Y <input type="checkbox"/> N
\$			<input type="checkbox"/> Y <input type="checkbox"/> N
\$			<input type="checkbox"/> Y <input type="checkbox"/> N

Objective Change

New Budget Category	Detailed Description

Internal Program Use ONLY

Reviewed By: _____ Approved Date: _____

Approved Change: ☐ Revision ☐ Amendment

*Revisions which become the new document are not after changes

Grant Agreement Change Request

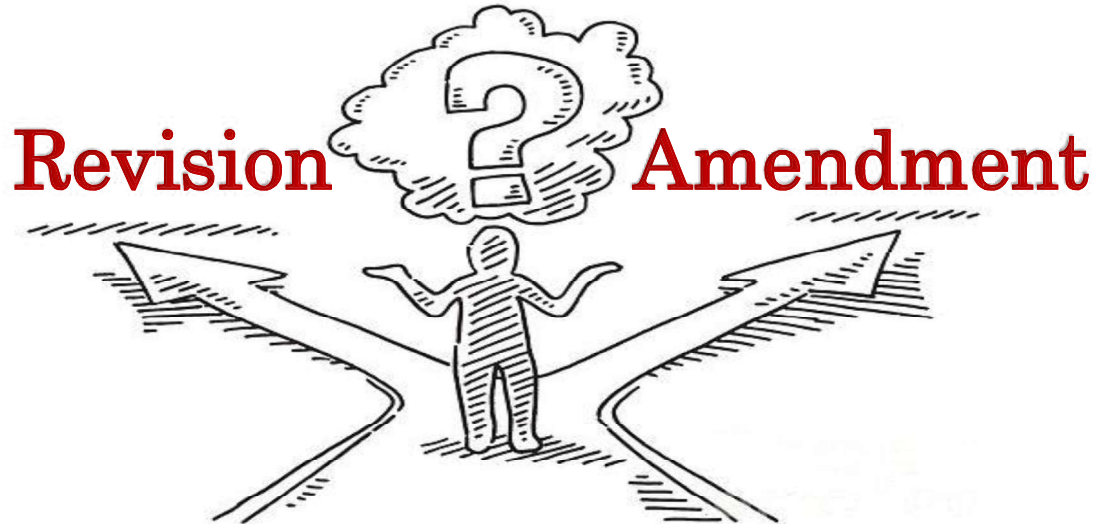
- Extending term end date
- Budget changes between existing categories
- New budget categories
- Changes to objectives

This form is to be used to make changes during the expenditure period **ONLY!**

DO NOT use this form to add annual funds!

During the expenditure period, use this form to request changes to the grant agreement. You may need to extend the end date to give you time to complete the activities, or make change to the budget or the objectives. You do not need to fill out this form to add annual grant funds. When requesting a change, how do you know if the change warrants a revision or an amendment?

HELP! What do I need?



Chris explains the difference between revisions and amendments, explains adding annual funds, and reinforces the grant manager's role.

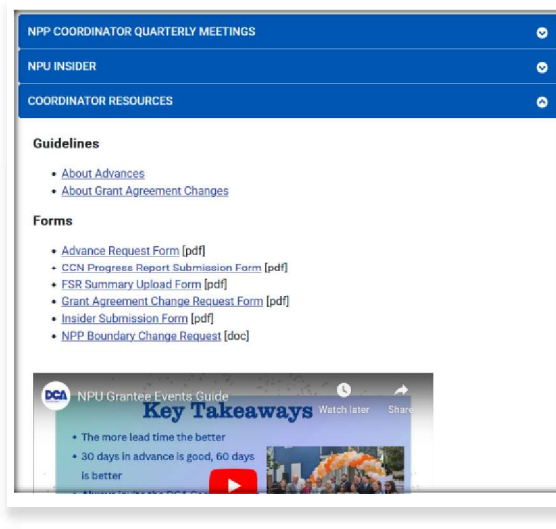
About Grant Agreement Changes

- Email the **Grant Agreement Change Request** to the Grant Manager; copy NPP@dca.nj.gov.
- Await Grant Manager review and direction.
- Initiate, complete, and save the revision or amendment in SAGE.
- Ask your Grant Manager to review in SAGE.
- Submit as directed by the Grant Manager.



You'll find this guide sheet "About Changes to the Grant Agreement" on the NPP web page. Grant Managers may give the "ok" to submit revisions and amendments to experienced Coordinators without a SAGE review.

NPP COORDINATOR RESOURCES



We are working on the NPP web page – we have added a section for NPP Coordinator Resources where all the resources we have discussed today may be found.

State Fiscal Year 2025 Funding

- Implementation Plan Updates were due Wednesday, January 15th 2025.
- We are reviewing IP Updates that have been submitted.
- We'll send award letters upon approval.
- For those with 2024 funds fully expensed, grant amendments are anticipated for February 2025.
- For those with unexpended funds from previous years, your grant manager will be in touch.

Implementation Plan updates were due on Wednesday, January 15th. For those NPP Neighborhoods whose expenses are on track, we anticipate adding new funds by amendment in February/March.

For those who are not on track, and still have unexpended funds from previous years, your grant manager will be in touch. We have received quite a few IP Update drafts and are working to review them. We will send award letters once they are approved. For those who have not yet submitted the 2025 update, please contact your grant manager with your anticipated submission date.

Implementation Plan Update for 2025



Your 2025 IP Update should include:

- What you've achieved thus far
- What you are going to do in the following year
- Explain any changes of significance to the work plan, boundaries, and funding relative to the originally-approved IP.

This can be done in 4-9 pages.

14

The elements of the Implementation Plan have not changed.

Implementation Plan Update Outline

1. Cover page with appropriate NPP (state and local, and partners') logos, etc.
2. List of accomplishments, including charts, photos, press, etc.
3. Any lessons learned or changes made to the program from the originally-approved IP
4. The stakeholder engagement process and outcomes. Include the community, your NPP district team, and any other stakeholders.
5. The needs, goals, and expectations for 2025. Highlight anything new or different, and how you intend to measure success
6. Detailed budget, which will be used in SAGE (be sure to label the budget as "2025")
7. For boundary changes, also submit the Boundary Change Request.

For Boundary changes, we'll be using the Boundary Change Request form. No other changes to the IP update for 2025. Regarding #4 – We realize much of the stakeholder engagement is done for the initial Implementation Plan and not necessarily for updates.

2019 NPP Grants



Neighborhood Preservation Grants are structured to be awarded over a five-year period, contingent upon state budget appropriation. The five-year period is ending soon for 2019 grants. We will meet with 2019 grantees in the Fall to discuss the closeout of the 5-year grant period.

Let's hear from you!



QUESTIONS?



COMMENTS?

Thank you for attending!



Expect the second edition of the NPU Insider in a few days.



Discuss past due IP Updates and unexpended grant balances with your Grant Manager.



Next NPP Coordinator Quarterly Meeting:
April 30th 2pm



Contact the NPU Team at
NPP@dca.nj.gov