

Neighborhood Preservation Program

NPP Coordinator Quarterly
Meeting

October 23, 2024



Good Afternoon NPP Coordinators. Welcome to the first Neighborhood Programs Unit NPP Coordinator Quarterly Meeting. A former NPU colleague has moved on to the Department of the Treasury to work on an exciting new project. He has graciously agreed to join us today to share some information about that project, the Federal Grants Finder.

Speaker

Jacahri Smith, *Senior Program Specialist*

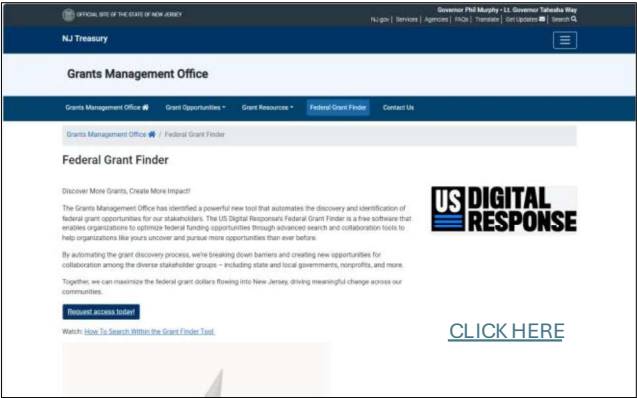


*NJ Department of the Treasury,
Office of the State Treasurer,
Grants Management Office*

FEDERAL GRANTS FINDER

It is my pleasure to introduce Jacahri Smith, Senior Program Specialist from the Grants Management Office, NJ Department of the Treasury, Office of the State Treasurer.

Questions?



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

Quarterly Meetings have been scheduled for the next 12 months– we hope to maintain this predictable schedule of meeting in January, April, July and October going forward.

NPU INSIDER

- **ANNOUNCE**

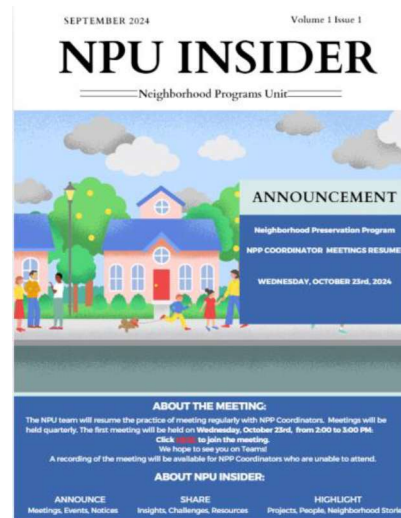
Meetings, Events, Notices

- **SHARE**

Insights, Challenges, Resources

- **HIGHLIGHT**

Projects, People, Neighborhood Stories



Our invitation to today’s meeting was sent by newsletter– the NPU Insider mini edition. The first full edition will be published in early November. We’ll use the newsletter to make announcements, share resources and highlight the NPP activities in your neighborhoods.

Grantee Events

NPU Gives Millville a “Lift”

The Neighborhood Preservation Program (NPP) provided funds for the installation of an elevator in the Millville Public Library. The elevator is part of a renovation project that created a bright, open, beautiful new space for the youngest readers in Millville.

The renovation was unveiled in conjunction with the Millville Public Library's 100th anniversary celebration on Saturday, September 28th. Brad and Susan were on hand for the ribbon-cutting ceremony, along with Senator Michael Testa, Jr., Benjamin Romanik, mayor of the City of Millville, Holly City Development Corporation's Executive Director, Heather Santoro, NPP Coordinator Kyle Ruffin and many others. It was as especially lovely early autumn afternoon; a robust crowd gathered around the entrance as the ribbon was cut with scissors fit for giants. The ribbon-cutting was followed by a choral performance of patriotic standards by the Millville Women's Club Chorus and heart-felt remarks about this renovation project that was years in the making. The Neighborhood Revitalization Tax Credit Program also administered by NPU, funded part of the renovation project.



This is a sneak peak of one of the articles that will appear in the first full edition of the NPU Insider. Brad and I recently attended an event at the Millville Public Library that was funded in part by NPP and NRTC. When the NPU team attends an event, we'll feature it in the newsletter and we'll invite you to submit articles as well. We are also working on standardizing program forms and creating resources for grantees that will eventually appear on the NPP web page. One of those resources is a guide to grantee events. When it appears on the web page, it will be in video form, but for now, let's review the slides.



GRANTEE EVENTS

The Neighborhood Programs Unit welcomes every opportunity to connect with our communities and celebrate the successes of our grantees.

The Neighborhood Programs Unit welcomes invitations to ribbon-cutting and ground-breaking ceremonies, mural dedications, and other events held by our grantees. The more lead time we're given before an event, the more likely it is we will be able to attend. 30 days is adequate; 60 days is even better. Even on shorter notice, we'll make every attempt to accept your invitations.

EMAIL EVENT INVITATIONS TO:

- your grant manager
- AND
- commissioner@dca.nj.gov
- AND
- NPU program email
- NRTC@dca.nj.gov or
NPP@dca.nj.gov



When inviting us to attend an event, please email the invitation to your grant manager, the office of the dca commissioner and the NPU program email. This will ensure the invitation will be acted upon right away. If you'd like us to make remarks, please let us know, but keep in mind NPU staff could be preempted by the DCA Commissioner or someone from her office. We will coordinate those details with the office of the commissioner and confirm with you.

THE TAKEAWAY

- The more lead time, the better.
- 30 days in advance is good; 60 days is better.
- Always invite the DCA Commissioner.
- NPU staff may make remarks, if requested.
- NPU staff want to celebrate with you!



Having an event? We'd love to attend. Remember to also invite the DCA Commissioner and give us as much notice as possible.

About Advances

Neighborhood Programs Unit

About Advances

All grants administered by the Neighborhood programs unit are subject to the current policy concerning advanced funds:

Advance Policy:

- **Up to 90% of the grant award may be advanced, in increments of up to 30%.**
- Five percent (5%) of the award is reserved for reimbursement upon approval of close-out documentation.
- The remaining 5%, if not reimbursed as overage for advanced funds is included in the final payment.


How to Request an Advance:

- The grantee provides the details of the advance request (how much will be spent and on what) to the grant manager, copying the program general email: SGC@cityofatlanta.org or SGC@cityofatlanta.ga.us.
- Upon approval, the grant manager will initiate, submit and approve the advance request in iMAG.

GRANTEES: Please do not initiate an advance in iMAG. Email your grant manager, who will initiate, submit and approve your advance.

About FSRs for Advanced Funds:

- The grantee submits an FSR:
 - for the full amount of the advanced funds **within 3 months**, or
 - for a portion of the advanced funds **within 3 months**, or
 - exceeding the full amount of the advanced funds **within 3 months**, coverage will be reimbursed.
- The amount of the advanced funds expended must be entered as "Misc Cash on Hand to Spend Down" on the FSR.
- Upon approval of the FSR that fully expends the advanced funds, the grantee may request a subsequent advance.

		
Request for Advance of Grant Funds		
Date:		
Advance #: _____	Grantee Name: _____	
Grant Award: _____	Grant Agreement #: _____	
	Amount Requested: \$ to \$ XXXX	

SAGE Expense Category	Expense Detail	Amount
TOTAL REQUESTED AMOUNT		\$ 0.00

Notes:

Internal Program Use ONLY

Reviewed by: Select	Approval Date: _____	Grant Funds Remaining: <small>(If less than \$10,000, enter "N/A")</small>
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Comments: _____

Some of you have used this form already – it is available from your grant manager now and will eventually be available on the NPP web page. We’ve standardized the process for Advances.

Boundary Change

NPP NEIGHBORHOOD BOUNDARY CHANGE REQUEST

INSTRUCTIONS:

1. Email this completed form, with ATTACHMENTS (below), to NPP@dca.nj.gov.
2. Await a determination email. (If not received within 1 month of submission, email NPP@dca.nj.gov.)
3. Approval of the Boundary Change Request is final once a municipal resolution approving both the new neighborhood boundary change and the update to the implementation plan has been requested by and received by DCA.

NPP MUNICIPALITY and NEIGHBORHOOD	CURRENT	REQUESTED CHANGE	INFORMATION
NPP NEIGHBORHOOD AREA in square miles			The size of an NPP neighborhood may be between .5 and 2 square miles.
% of NPP NEIGHBORHOOD AREA in an NPP-eligible Census Tract or Block Group*			At least 50% of the NPP neighborhood must be within an NPP-eligible Census Tract or Block Group.

*Resource: DCA Asset Map:
<https://www.arcgis.com/apps/webappviewer/index.html?id=96c274c50a4880b232d5f021e6d89b>
 On the Asset Map, under "Layers" on the left hand side, scroll down to "Neighborhood Preservation Program Eligible Census Tracts" to see all eligible areas.

BRIEF JUSTIFICATION FOR THE BOUNDARY CHANGE:

BRIEF SUMMARY STATEMENT OF REVISIONS (NEW ACTIVITIES) MADE TO THE APPROVED IP:

ATTACHMENTS:

1. Map (with legible street names and US Census Tracts) of the current NPP neighborhood area, showing the requested boundary change.
2. The most recent approved Implementation Plan Update, revised as follows:
 - o **Reinstate** the current information the boundary change impacts.
 - o Enter and **highlight** the new information.
3. A Word document with labeled photos of the boundary change area.
4. Letter from the Mayor, supporting the boundary change request and its impact on the approved Implementation Plan.
5. Letters of support for the boundary change from a minimum of 2 residents, business owners/operators, or other NPP neighborhood stakeholders.

DCA STAFF:

REQUEST SUBMISSION DATE:	DETERMINATION DATE:
RECOMMENDATION AND COMMENTS:	
GRANT MANAGER:	
PROGRAM MANAGER:	

Notes to the City Manager of the municipality: 1. If the municipality does not approve, request a technical revision or approval. 2. If the NPP staff member change and the update to the implementation plan for the boundary change are approved, email NPP@dca.nj.gov with the final approved boundary change and the updated implementation plan. 3. If the municipality does not approve, request a technical revision or approval. 4. If the NPP staff member change and the update to the implementation plan for the boundary change are approved, email NPP@dca.nj.gov with the final approved boundary change and the updated implementation plan.

We've also created a standardized form for requesting a change to the boundaries of the NPP neighborhood., which a couple of groups have already used. We are working on a standard request form for requesting a change to a grant agreement that will be available soon. Standardized forms and clear processes will help us administer the program more efficiently going forward.

State Fiscal Year 2025 Funding

- Implementation Plan Updates due Wednesday, January 15th 2025.
- For those with 2024 funds fully expensed, grant amendments anticipated for February 2025.
- For those with unexpended funds from previous years, we'll meet to discuss the status and extend your end dates if necessary.



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

For those who are not on track, and still spending funds from previous years, we'll meet to figure out where things stand.

Implementation Plan Update for 2025

Your 2025 Implementation Plan (IP) Update should inform us:

- ❖ What you've achieved thus far
- ❖ What you are going to do in the next 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.



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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.



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For Boundary changes, we'll be using the Boundary Change Request form. No other changes to the IP update for 2025.

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, which is a topic we'll discuss at our NPP Coordinator Quarterly Meeting in January.

NPP Coordinators



Questions?



Comments?

Thank you!

Expect the first full edition of the NPU Insider in early November

Implementation Plan updates are due January 15th

Next NPP Coordinator Quarterly Meeting January 29th

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