

# Teams Meeting with Grantees November 2023



## Agenda

- Welcome & Introductions
- NPP Updates
- Implementation Plan Update
- Q & A



# Introductions

## DCA Staff:

- Wendy Allard
- Susan Catlett
- Chris Hibbs
- Suvi Shah

**E-mail: [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov)**



# NPP Updates

- Funding for current year (State FY 2024) - \$5 million
  - Implementation Plan Update needed – upcoming slides
- Keep moving with your grant activities and reporting
- NPP-ARP grants
- DCA Staffing
- Future Grantee Meetings



# Implementation Plan Update for 2024

Your 2024 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.



# 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 2024. 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 "2024")
7. Any boundary changes that are being made, the new map, and a statement of the rationale for the changes



# Implementation Plan Update - Schedule

- Drafts of your implementation plan for next year will be due **Friday, January 12<sup>th</sup>, 2024**
- Determinations on the plans by DCA Staff will be made and next steps communicated to all grantees by **Friday, February 16<sup>th</sup>**
- Final plans should be complete by **Wednesday, March 6<sup>th</sup>**
- Municipal Resolutions due **Wednesday, April 10<sup>th</sup>** (if you work with a partner to implement NPP, be sure and check to see if your shared services agreement needs to be updated and approved by your municipal council as well)
- Then, grant amendments will be finalized and advances will be made to grantees, who have spent down previous years' funding



# Questions & Answers



# Questions & Answers



**Question:** Is there a continued match requirement in the 2024 budget?

**Answer:** The Other Sources of Fund's requirement has not changed for the 2024 budget year. The \$25,000 municipal match will continue.

**Question:** What is the Grant term for Fiscal Year 2024?

**Answer:** Fiscal Year 2024 officially started on July 1<sup>st</sup> and runs through June 30<sup>th</sup> of 2025. Grant agreements currently have an ending date of December 31, 2023. Preliminarily, grant agreements may have a similar term date ending in December of 2024. However, the department will ensure that grantees have at least 12 months to expend the available funds. Additionally, many grantees may need extensions to expense out the remaining of this year's funds. This will also affect the term date of next year's grant agreements.

**Question:** When will grantees get the last of their 5% funding?

**Answer:** The last 5% is received after the grantee has expended all of their advanced funds and the Implementation Plan update has been received.

# Questions & Answers



**Question:** What is the best way to approve the current year's implementation plan changes? Still through a grant budget amendment?

**Answer:** Grantees that wish to adjust their Implementation Plan in the current year should reach out to their Grant manager (currently through [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov)) regarding any changes. Your email should include the justification (reasoning) for your change. An amendment or revision will then be approved by your Grant Manager. Also, please note that if you are having problems spending down your current year funds, send an email to [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov) and indicate how you plan on spending out the rest of your funds.

**Question:** If we face challenges spending down funds by the current grant term ending 12/31/23, I assume we should formally request an extension. Should we anticipate problems having that approved if we can spend down and complete current deliverables before the FY24 grant term starts?

**Answer:** If you cannot meet the December 2023 deadline to expend your funds but have a plan to spend your funds in the first quarter of 2024, please reach out to your grant manager to extend the term of your grant. We do not anticipate any problems with this type of adjustment.

# Questions & Answers



**Question:** Are we able to make minor budget revisions in the interim? How quickly can that process work?

**Answer:** Yes, minor budget revisions can be requested at any time. The current time frame for approval is 1 - 2 weeks. Holidays may affect this timeline.

**Question:** In your plan update, you are requesting information on "changes to the original-approved IP". By this do you mean the FY23 Plan? There is a plan for every year that the NPP Districts have had funding.

**Answer:** The update should include any changes since the previous year's Implementation Plan update.

**Question:** Most of us will need amendments as we implement final projects - am I wrong to assume that we will be able to do that after December 31st before the final IP for year four is approved?

**Answer:** Amendments will continue to be approved between December 31<sup>st</sup> and the final approval of the Implementation Plan Update for the coming year.

# Questions & Answers



**Question:** Is there a percentage of funding that must be spent on residential improvements?

**Answer:** No such requirement currently exists.

**Question:** The NPP-ARP grant agreement will be provided 30 days from now; what will be the contract time frame, and will it provide the guidelines?

**Answer:** The contract term for NPP-ARP grants is still to be determined but will provide a minimum of 12 months and a possible maximum of 24 months. American Rescue Plan funds are Federal funds that must be fully expended by 2026.

**Question:** Will you allow carryover of this year's budget, and if yes, will it be capped?

**Answer:** A small percentage of funds may be allowed to carry over to the next year's funding. Please reach out to your grant manager at [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov) for additional information.

**Question:** I would like to do line-item transfers; will my program manager be able to help with that?

**Answer:** Yes, your grant manager can provide technical assistance regarding revisions to the budget in SAGE.

# Questions & Answers



**Question:** Our NPP-ARP project is dependent on receiving the funds or at least an agreement immediately in order to process a chapter 159 and be able to spend monies to purchase the land. Could I count on receiving that agreement during this calendar year?

**Answer:** NPP-ARP fund agreements will be prepared and released to grantees within 30 days.

**Question:** Will updated NPP Guidelines be released? Specifically for allowable projects and catalyst projects?

**Answer:** Not at this time.

**Question:** Our Year 4 plan has been prepared since September. If we are ready, can we send it over now?

**Answer:** Yes. After you have confirmed that your Implementation Plan update meets the guidelines provided in this PowerPoint, please email your document to [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov)

**Question:** Is the plan to bring on some NPP-dedicated staff?

**Answer:** Yes. NPP staff will be hired.

# Questions & Answers



**Question:** Regarding NPP ARP, we understand 30 days for agreements. How long is it until the funds are advanced?

**Answer:** Once the agreements are signed and completed, funds will typically be available to be advanced within two weeks. State Holidays may extend this timeline somewhat. Please note that there will be an additional meeting scheduled regarding NPP-ARP fund requirements.

**Question:** What percent of NPP-ARP funds will we receive once the agreement is signed?

**Answer:** While historically NPP funds have been advanced at 90%, similar to NRTC, serial advances could be applied to these funds. This has yet to be determined, and you will receive further communication once a decision has been made.

Thank  
You!!!



E-mail: [NPP@dca.nj.gov](mailto:NPP@dca.nj.gov)