



NRTC APPROVED NEIGHBORHOOD PLAN UPDATE REQUEST

INSTRUCTIONS:

1. Email this completed form, with **ATTACHMENTS** (below) to NRTC@dca.nj.gov.
2. Upon review, NPU staff may request additional information, such as evidence of stakeholder support.
3. Await a determination email. (If not received within 1 month of submission, email NRTC@dca.nj.gov).
4. Approval of the Neighborhood Plan Update is final once a **board resolution** approving the update has been **requested by and received by DCA**. (For NP transfers, a MOU is required for final approval.)

NRTC ORGANIZATION:

NRTC NEIGHBORHOOD:

BRIEF DESCRIPTION OF THE UPDATE REQUEST:

JUSTIFICATION/RATIONALE FOR THE REQUESTED UPDATE:

ATTACHMENTS:

1. After reviewing the entire plan and making updates:
 - a. ~~Strike through~~ all deletions and **highlight** all additions to the approved plan.
 - b. Provide a copy of each page of the plan reflecting these updates, in a single document.
(A meeting to discuss the request may be scheduled; to be determined by the grant manager.)
2. For updates that involve changes to approved NRTC neighborhood boundaries:
 - a. Provide a map showing the current neighborhood boundaries and the requested boundary change with legible street names. (Do not request changes that divide individual tax parcels.)
 - b. In the **BRIEF DESCRIPTION**, include the U.S. Census tracts that the expanded boundaries will encompass with details explaining the inclusion of partial tracts.
 - c. In the **JUSTIFICATION/RATIONALE**, give specific reasons for the boundary change request.
3. For request to transfer a Neighborhood Plan to another lead organization:
 - a. Include the name of the organization, contact name and email address in the **BRIEF DESCRIPTION**. For organizations with no existing approved NRTC neighborhoods, provide all organization information provided in the Neighborhood Plan.
 - b. Schedule a meeting with NPU and both organizations to discuss the transfer.
 - c. A board resolution, (once requested by NPU) and a fully executed MOU between the two organizations, received by NPU finalizes the transfer.

Internal Program Use ONLY

REQUEST SUBMISSION DATE:		RESOLUTION REQUEST DATE:		APPROVAL DATE:	
RECOMMENDATIONS and COMMENTS:					
ADDITIONAL DOCUMENTATION REQUIRED:					
GRANT MANAGER:	<ul style="list-style-type: none">1. Schedule a team meeting to discuss request within 2 weeks of submission date.2. <u>Schedule grantee meetings as needed.</u>3. Notify the Grantee of the determination within 1 month of the submission date.4. For approvals, request a board resolution approving the update to the approved NP.5. For denials, provide detailed, specific feedback.				
PROGRAM MANAGER:	Participate in team and grantee meetings.				
PROGRAM ASSISTANT:	Notify the Chief of Housing Services (Keith Henderson) and the Chief Data Officer (Dr. Chris Wheeler) of boundary changes.				
PROGRAM ASSISTANT:	<ul style="list-style-type: none">1. Ensure the Neighborhood Plan file is updated and includes this completed request form, board resolution and other required documents.2. Update the NP Approval Tracking workbook and other tracking sheets, directories, and contact lists as needed.				