



New Jersey Department of Community Affairs
Division of Housing & Community Resources

Neighborhood Plan Application Guidelines



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INTRODUCTION

The Neighborhood Revitalization Tax Credit (NRTC) Program implements the revised 2001 statute P.L. 2001. c.415 (C.52:27D-490 et seq.), that provides a tax credit to businesses in New Jersey as a financial incentive to invest in community-based projects designed to revitalize low and moderate-income neighborhoods. Business entity investments are used to fund projects that achieve goals and outcomes set forth in a comprehensive Neighborhood Revitalization Plan (“Neighborhood Plan” or “Plan”) that has been prepared by a qualified community-based non-profit organization (“Applicant Organization”) and approved by the New Jersey Department of Community Affairs (DCA).

DCA has prepared this Application Guidelines document to assist qualified Applicant Organizations with the preparation of Neighborhood Plans that will be favorably considered when submitted to DCA for review and potential approval. These Guidelines highlight updated approaches that DCA encourages to improve Plan content, in what is anticipated to become increasingly competitive rounds of requests for NRTC project funding. This includes a comprehensive approach to neighborhood revitalization and careful coordination of various State and local programs that target the needs evaluated in the Neighborhood Plan. The implementation strategies, specific activities and potential projects to be submitted for NRTC funding must directly address factors that have precipitated the need for revitalization. Therefore, the Plan must carefully consider and quantify anticipated outcomes with a focus on measurable results that can inform an evaluation of Plan success.

In addition to materials submitted as part of an application for Plan approval, the Department will analyze neighborhood housing value trends based on a 15-year percent change in neighborhood median home value; and a neighborhood distress index that consists of median home value, median household income, unemployment rate, and labor force participation to ensure that the neighborhood is sufficiently distressed to require NRTC investment.

The vision, strategies, activities and outcomes included in the Plan are to be developed through a community planning process that focuses on measurable outcomes to be achieved during the term of the Plan. With a focus on the comprehensive nature of neighborhood revitalization planning, DCA encourages applicants to develop the Neighborhood Plan to reflect an implementation schedule covering a 10-year period. The initial plan approval would be for a five-year period, with the potential for a 5-year renewal period based upon a mid-point review. The comprehensive planning approach must also include the extent to which existing neighborhood and regional assets play a role in attracting NRTC investments and how those assets contribute to the long-term stability of the neighborhood defined in the Plan.

The comprehensive planning process must also identify other housing, economic development, redevelopment, revitalization and/or community services initiatives that are either currently in place in the targeted neighborhood or are potentially available to enhance and leverage the achievement of Plan strategies, activities and outcomes (e.g. Areas in Need of Redevelopment/Rehabilitation, Urban Enterprise Zones, Main Street New Jersey Program, Opportunity Zones, Low-Income Housing Tax Credit developments, CDBG, CSBG, etc.) NJDCA’s Community Asset map can be a very useful tool in identifying the aforementioned initiatives in place:

<https://njdca.maps.arcgis.com/apps/webappviewer/index.html?id=96ec274c50a34890b23263f101e4ad9b>

Information regarding the capacity and experience of an Applicant Organization is required to ensure that it and any involved partner organization(s) has sufficient staffing, experience with the proposed activities and fiscal strength to successfully implement the proposed Neighborhood Plan.

DCA staff will also conduct a site visit to interview the Applicant Organization and any involved partner organization(s), discuss the Neighborhood Plan Application and observe existing neighborhood conditions. If the Department approves a Plan Application, the Applicant Organization will become eligible to submit applications for NRTC funding to implement the Plan through specific projects/activities referenced therein.

A. NAME OF PROGRAM

Neighborhood Revitalization Tax Credit Program (NRTC)

B. PURPOSE OF THE PROGRAM

The Neighborhood Revitalization State Tax Credit Act, P.L. 2001. c.415 (C.52:27D-490 et seq.), was enacted to foster the revitalization of New Jersey’s low and moderate-income neighborhoods through comprehensive strategies driven by residents and other public and private stakeholders within the neighborhood. Specifically, the program is designed to: (1) encourage community-based neighborhood planning; (2) provide flexible resources for community-based organizations to carry out strategies established in neighborhood plans; (3) build the capacity of local and community-based organizations to carry out neighborhood revitalization activities; (4) attract private investment into New Jersey’s low and moderate-income neighborhoods; and (5) foster ongoing partnerships between private corporations and community-based development organizations.

For more information and the complete NRTC rules please visit:

http://www.nj.gov/dca/divisions/dhcr/offices/docs/nrtc/nrtc_rules.pdf

C. ELIGIBLE ENTITIES:

A private nonprofit corporation that has been determined by the Internal Revenue Service of the United States Department of the Treasury to be exempt from income taxation under 26 U.S.C.501(c)(3) and is registered with the N.J. Division of Consumer Affairs as a charitable organization in the State of New Jersey.

D. ELIGIBLE MUNICIPALITIES:

The current list can be viewed on the NRTC webpage, at “*NRTC Eligible Municipalities*”:

<https://www.nj.gov/dca/divisions/dhcr/offices/nrtc.html>

E. NEW AND LAPSED PLANS:

Applicant Organizations submitting a new Plan must fully complete the application described in these Guidelines. Applicant Organizations with a Neighborhood Plan that was previously approved by DCA, but has since lapsed, will be required to submit information on whether and how the outcomes in the lapsed Plan were fulfilled during the time period covered by the lapsed Plan, whether with NRTC funds or with other resources.

F. PROGRAM DEFINITIONS:

The following words and terms are from the NRTC rules, at N.J.A.C. 5:47-1.2, unless noted otherwise:

“Assistance” means the contribution of moneys to aid in the provision of neighborhood preservation and revitalization services or community services.

“Business entity” means any business firm or individual which is authorized to conduct or operate a trade or business in the State and is subject to taxes on business related income.

“Certificate for neighborhood revitalization State tax credits” means the certificate in the form prescribed by the Treasurer and issued by the Commissioner to a business entity that specifies the dollar amount of neighborhood preservation and revitalization State tax credits that that business entity may take as an annual credit against certain state taxes pursuant to N.J.S.A. 52:27D-490 et seq.

“Eligible neighborhood” means a) a contiguous area located in one or more municipalities that, at the time of the application to the Department for approval of a neighborhood preservation and revitalization plan, shall be designated by the commissioner based on factors including, but not limited to, population change, non-seasonal housing vacancy rates, total household and child recipients of the Temporary Assistance for Needy Families or a successor program, poverty levels, unemployment rates, high school completion rates, median household income, property tax rates, and equalized property valuation per capita; or b) an area that (1) is adjacent to a neighborhood that fulfills the requirements of subsection “a” of this definition and has received approval of a neighborhood preservation and revitalization plan pursuant to N.J.S.A. 52:27D-494; (2) increases the area of the adjacent eligible neighborhood by no more than 25 percent; and (3) shares similar characteristics as determined by the commissioner or commissioner’s designee.

“Housing and economic development activities” means those activities carried out in furtherance of a neighborhood preservation and revitalization plan in an eligible neighborhood approved pursuant to N.J.S.A. 52:27D-490 et seq., to improve the housing and economic conditions of the neighborhood; and shall include, without limitation, measures to foster the rehabilitation and construction of housing affordable to low and moderate income households within the neighborhood, including planning, design, rehabilitation, construction, and management of low and moderate income housing, home buyer counseling, and related activities needed to effectuate the rehabilitation and construction of housing affordable to low and moderate income households; measures to increase business activity within the neighborhood, including the rehabilitation and construction of commercial facilities and the provision of assistance to small business entities; measures to increase the income and labor force participation of neighborhood residents, including provision of education, training, child care and transportation assistance to enable low income neighborhood residents to obtain or retain employment; and measures to foster the creation of sustainable and economically integrated neighborhoods and communities, as further defined in subchapter 4 of the program regulations.

“Low income household” means a household whose gross household income is not more than 50 percent of the median gross household income for the region in which the neighborhood is located for households of similar size as determined by the Department.

“Moderate income household” means a household whose gross household income is greater than 50 percent but less than 80 percent of the median gross household income of the region in which the neighborhood is located for households of similar size as determined by the Department.

“Neighborhood preservation and revitalization activities” means housing and economic development activities and other neighborhood preservation and revitalization activities.

“Neighborhood Revitalization Plan” means a plan for the preservation or revitalization of an eligible neighborhood., as further defined in subchapter 5 of the program regulations.

“Nonprofit organization” means a private nonprofit corporation that has been determined by the Internal Revenue Service of the United States Department of the Treasury to be exempt from income taxation under 26 U.S.C. § 501(c)(3).

“Organizational capacity” means the ability of an organization expressed in terms of its (1) Human resources: their number, quality, skills, and experience, (2) Physical and material resources: machines, land, buildings, (3) Financial resources: money and credit, (4) Information resources: pool of knowledge. Read more: <http://www.businessdictionary.com/definition/organizational-capability.html#ixzz2K3PJK7DD> (*this is not a program rule*)

“Other Neighborhood Revitalization Activities” means those activities, other than housing and economic development activities, carried out in furtherance of a State-approved neighborhood preservation and revitalization plan in a qualified low and moderate income neighborhood, and may include, without limitation, improvements to infrastructure, streetscape, public open space, and transportation systems; provision of social and community services, health care, crime prevention, recreation activities, community and environmental health services; and community outreach and organizing activities, as further defined in subchapter 4 of these regulations.

“Qualified nonprofit organization” means a nonprofit organization that has demonstrated a commitment to the neighborhood for which it is submitting a plan or project, as reflected in its past activities or proposed activities in a preservation and revitalization plan, and which has the capacity to carry out activities in furtherance of such a plan, consistent with the provisions of section 4 of subchapter 4 of the program regulations.

“Qualified project” means one or more housing and economic development activities and/or other neighborhood revitalization activities to be carried out in accordance with a neighborhood revitalization plan as approved by the Commissioner with funds provided by a business entity eligible to receive a certificate for neighborhood revitalization State tax credits.

“Similar characteristics” means comparable socioeconomic qualities as determined by the commissioner or his/her designee, using the smallest Census unit for which data are available.

DESIGN OF NRTC NEIGHBORHOOD PLAN:

The rules for creation of an NRTC neighborhood plan are located at N.J.A.C. 5:47, Subchapter 3 (see "Purpose of the Program" section of this document for a link to the NRTC rules). The following rule provisions are specifically cited for their important content:

- (a) An eligible neighborhood shall be located within an eligible municipality, or in parts of two or more municipalities, all of which shall be eligible municipalities, and shall have boundaries that are, to the extent reasonably feasible, recognized by the municipality and/or by the residents of the neighborhood, and incorporate to the extent reasonably feasible clearly defined lines of demarcation such as railroad lines, streams, major streets, or industrial areas (N.J.A.C. 5:47-3.2b).
- (b) The process by which the plan is developed must be one in which residents, property owners, and businesspersons within the neighborhood, other nonprofit organizations within the neighborhood or providing services to neighborhood residents, and the municipal government, are fully informed and all given a meaningful opportunity to participate in the development of the plan (N.J.A.C. 5:47-3.3a).
- (c) The nonprofit organization responsible for developing the plan shall notify the municipal government of its intention to develop a neighborhood plan prior to, or simultaneously with the initial written notice to neighborhood residents, property owners and businesspersons. Notice shall be provided in writing to the municipal clerk, with copies to the municipal business administrator and the municipal official responsible for planning activities. The nonprofit organization responsible for developing the plan shall provide the municipal official responsible for planning activities with copies of materials prepared by the entity on an ongoing basis during the development of the plan and shall provide the municipality with the opportunity to comment upon said materials. Wherever reasonably feasible, the nonprofit organization responsible for developing the plan shall obtain a letter from the municipality indicating its support for the plan or, in lieu of a letter, shall submit any comments provided by the municipality on the plan, which shall be attached to the plan submitted to the Department (N.J.A.C. 5:47-3.3b).
- (d) Upon completion of a draft plan, the nonprofit organization responsible for developing the plan shall submit a copy of the draft plan to the municipal clerk, with copies to the municipal business administrator and the municipal official responsible for planning activities (N.J.A.C. 5:47-3.3f).
- (e) The nonprofit organization responsible for developing the plan shall provide an opportunity for residents, property owners and businesspersons in the neighborhood to comment on the draft plan, by making copies available at convenient locations within and close to the neighborhood, and by scheduling one or more public meetings or workshops in order to solicit comment on the draft plan. The nonprofit organization shall also provide convenient means for submission of written comments, including a mailing address, fax number and e-mail address (N.J.A.C. 5:47-3.3g).
- (f) The plan shall not be finalized until 30 days after the draft plan has been submitted to the municipality (N.J.A.C. 5:47-3.3h).
- (g) DCA will prefer a Plan that covers a 10-year period. If approved, the Plan would have an initial five-year approval period, with the potential for Plan continuance covering an additional five-year period subject to a midpoint review. In the mid-point review, DCA will conduct an evaluation of the organization's progress in achieving the NRTC Plan's outcomes. DCA will approve an additional five-year Plan approval period if it is satisfied that meaningful progress has occurred and is occurring with respect to Plan outcomes.

NEIGHBORHOOD PLAN APPLICATION INSTRUCTIONS

Section 1. Cover Page (Use Form NP-1)

Section 2. Executive Summary (Please limit narrative to 2 pages.)

This narrative is intended to give an overview of the most significant components of the Neighborhood Plan. Include a description of the Applicant Organization and examples of its recent activities.

Section 3. Organization Information (Please limit narrative to 4 pages)

The Applicant Organization must demonstrate that it, along with any partners, has the ability to administer the proposed Neighborhood Plan based on the following:

- (a) Organizational Profile. Using Form NP-2, provide information regarding: board of directors; personnel; and financial matters. The form must be completed by the Applicant Organization and for all partner organizations to the Plan Application.
- (b) Financial Resources. Describe the Applicant Organization's financial resources, including the names of funding sources. Also, provide information about grant funds received from DCA in the past five years – for each grant award, the DCA program name, the award amount, and the status of the grant.
- (c) Community Involvement. Describe the relationship between the Applicant Organization's services and the needs of the neighborhood. Explain how the Applicant Organization accomplishes its community building initiatives, how community residents are involved and how the organization's work is communicated to the constituency. Provide evidence of involvement with the community, including examples of both formal and informal relationships and other community organizing activities.

Section 4. Organizational Capacity and Experience (Please limit narrative to 10 pages.)

The Applicant Organization must demonstrate that it, along with any partners, has the capacity and experience to carry out the activities set forth in the Neighborhood Plan in a timely and responsible fashion based on the following:

- (a) Organizational capacity. Demonstrate that the Applicant Organization has the institutional ability to manage the programs and activities for which it will be responsible. Include descriptions of the financial management and administrative systems in place.
- (b) Current Activities. Provide a description of all current programs and activities carried out by the Applicant Organization, whether with NRTC funds or with other resources.
- (c) Development and service delivery capacity. Demonstrate that the Applicant Organization has a track record of successfully carrying out activities of similar type and scope as those outlined in the Neighborhood Plan. If the organization has a track record of successfully carrying out activities of a different type, but of similar scope, show that the skills and experience are transferable between the activities. If the organization does not have a track record of successfully carrying out activities of a similar type or scope, but it has demonstrated strong organizational capacity, show that it has identified and is capable of recruiting the staff and consultants necessary to carry out the activities.

- (d) Capacity of partner(s). Where an activity will be carried out by one or more partner entities, describe the capacity of each partner to carry out the activity consistent with (a) and (c) above. Also, provide evidence that the Applicant Organization has adequate capacity to supervise and monitor the activities being carried out by partner entities.
- (e) Lapsed Neighborhood Plans. In addition to the other requirements set forth in these Guidelines, a Neighborhood Plan that was approved by DCA but has since lapsed (pursuant to N.J.A.C. 5:47-3.9) must include information on whether and how the outcomes in the lapsed Plan were fulfilled during the time period covered by the lapsed Plan, whether with NRTC funds or with other resources.

Section 5. Neighborhood Description and Statement of Need (Please limit narrative/content to 10 pages.)

- (a) Describe the neighborhood, including delineation of its boundaries, and list pertinent census tracts and block groups. Include one or more legible maps of the municipality and of the neighborhood that identify features in the neighborhood and surrounding area relevant to the neighborhood revitalization effort. One of these maps must be “plain,” showing the streets and street names within the proposed neighborhood. Indicate neighborhood boundaries, census tracts, and zoning designations on the maps. Please present maps at a reasonable scale (i.e.: 1”=200’ or 1”=100’). Organizations with Geographic Information System (GIS) capabilities are encouraged to submit their maps in both paper and electronic (digital) formats.
- (b) Describe conditions to establish the need for neighborhood revitalization. Support this description with statistical information. American FactFinder, at the US Census Bureau, is recommended as a data source and can help determine census tracts and block groups; data from the most recent *American Community Survey, 5-year estimate* should be obtained. You may access American FactFinder at: <http://factfinder.census.gov>. At a minimum, the following statistics should be obtained for the involved census tracts and block groups (for partial tracts, interpolation of data will be accepted):
 1. People: population; % white; % African-American; % Asian; % other minority; % two or more races; % Hispanic/Latino; median age; % age 18 or less; % age 60 or more; % of households headed by single women
 2. Income: median income; % of population with income below poverty level; unemployment rate
 3. Education (adults, age 25 or more): % with a college degree (bachelor’s or higher); % with a high school diploma or equivalent; % that have not completed high school
 4. Housing: number of housing units; % of units owner-occupied; % of units renter-occupied; % of units vacant; % of units built prior to 1960
- (c) Include evidence that at least fifty percent (50%) of households in the neighborhood are of low and moderate-income (defined as less than 80% of area median income) and at least twenty-five percent (25%) of households in the neighborhood are of low-income (defined as 50% or less of area median income).
- (d) Include photographs that are descriptive of existing neighborhood conditions (e.g. streetscapes, key buildings, key features). This can be done as a separate page or embedded with the text of this section.

- (e) Provide a description of any municipal or officially adopted plans governing the neighborhood. Note in particular: any redevelopment plans adopted pursuant to the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 et seq.); or any economic development activities, projects or programs of State or other public agencies that are in operation, are approved for operation or are likely to be approved for operation in the neighborhood. Describe the relationship between such plans/activities and the proposed Neighborhood Plan.
- (f) Provide a letter from the municipality, signed by the Chief Elected Official, indicating its support for the Plan. This letter must state that the proposed Neighborhood Plan is consistent with plans adopted by the municipality. If a letter from the municipality cannot be obtained, include written comments provided by the municipality regarding the proposed Plan.

Section 6. Neighborhood Assets & Involvement

(a) Neighborhood Assets. Provide a description of the Neighborhood’s potential for future revitalization based on its assets and municipal revitalization activity, based on the following:

- 1. *Community assets*: Provide a list of the eligible facilities that currently exist within the NRTC neighborhood, by name and address/street intersection, including, but not limited to, the facility types below. (NOTE: medical facilities may be located within 1/2 mile of the proposed neighborhood boundaries)

MEDICAL: medical clinic; urgent care center; behavioral health center, family planning center
TRANSPORTATION: regularly-scheduled service, whether bus, rail or subway (identify by route number/name)
EDUCATIONAL: public school; charter school; college/university (2-year); job training facility
PARKS/RECREATION: park; playground; ballfield; swimming pool
COMMUNITY: library; recreation center; community center; social services center; community garden
CELEBRATIONS/EVENTS: regularly-scheduled fair, festival and/or public Celebration
FIRE/POLICE STATIONS: can be staffed by municipal employees or by volunteers; sub-stations included
RETAIL/COMMERCIAL CORRIDOR: must be at least one block in size/length, containing businesses whose existence and possible growth will benefit the neighborhood; may not include corner grocery stores/bodegas

- 2. *Regional assets*: Provide a list of the eligible facilities that currently exist within the NRTC neighborhood, by name and address/street intersection, including, but not limited to, the facility types below. (NOTE: medical facilities may be located within 1/2 mile of the proposed neighborhood boundaries).

Amphitheater	Arena	Art Gallery
Beach, publicly accessible	Boardwalk	College/university (4-year)
Hospital (whether acute care or specialty)	Museum	Performance Space
Stadium (excluding high school)	Theater	Waterfront

3. *Municipal Revitalization priorities*: Provide evidence that the municipality views the neighborhood as an area of focus. Examples: designation of an “Area in Need of Redevelopment” or “Area in Need of Rehabilitation”; completion of a municipal neighborhood plan; completion of municipally-sponsored or county-sponsored infrastructure work; planned capital improvements; a city or county-owned facility made available to non-profit organizations for meetings and provision of services.
 4. *Recent Investment*: Provide evidence that there has been recent investment by other parties in the neighborhood over the past five years. Examples: an increase in building permits; private redevelopment, rehabilitation or renovation of properties; the opening of businesses and entertainment venues.
- (b) Neighborhood Involvement. Provide a description of the Neighborhood’s potential for future revitalization based on the strength of its community organization and resident participation and engagement based on the following:
1. *Community organization effectiveness*: Provide a list of fully completed projects, by name and address/street intersection, completed by the Applicant Organization that involved physical development, within the NRTC neighborhood (from any funding source) over the past five years. A completed project is not restricted to being housing and/or economic development. Also include the number of years that the organization has been active in the proposed neighborhood.
 2. *Community support and engagement*: Provide a list of community development meetings and community improvement events (i.e. clean-ups and trash removal, home renovation or construction, community garden development, leadership development, neighborhood/block engagement by residents, public spaces “activation”, social cohesion activities) with active resident participation that occurred in the NRTC neighborhood within the past 12 months. For each listing, provide the date the meeting/event occurred.
- (c) In addition, the Department will analyze neighborhood housing value trends based on a 15-year percent change in neighborhood median home value; and a neighborhood distress index that consists of median home value, median household income, unemployment rate, and labor force participation to ensure that the neighborhood is sufficiently distressed to require NRTC investment. Input from the organization is not requested.

Section 7. Proposed Vision, Strategies, Activities & Outcomes (Please limit narrative/content to 10 pages)

- (a) Provide a vision statement, or overall concept of the future, of the revitalized neighborhood for the time period covered by the Plan. Include the overall goals of the proposed revitalization effort.
- (b) Provide a description of the strategies to foster preservation and revitalization of the neighborhood. The strategies must be directly related to the vision statement and to at least one of the overall revitalization goals. Include the rationale for each strategy.
- (c) Explain how NRTC investment will spur measurable change and help maximize opportunity in the proposed neighborhood. Explain how the capacity of the Applicant Organization (and partner organizations if relevant) described in Section 4. and the existing neighborhood assets described in Section 6. will serve as a foundation for revitalization and will assist in accomplishing the vision, strategies, activities and outcomes of the Plan.

(d) Using Form NP-3 (“Projected Strategies, Activities and Outcomes”), provide the following information:

1. For *each strategy* listed in (b) above, the activities to be undertaken to implement it, concisely described.
2. For *each activity* listed in (d1) above:
 - i. Outcome (expected results, observable and measurable)
 - ii. Evaluation (methodology for assessing progress)
 - iii. Data Source(s) related to Evaluation of Outcome achievement

(e) Using Form NP-4 (“Projected Activities Budget & Timetable”), provide the following information:

1. The estimated financial requirements projected to carry out the specific activities proposed in the Neighborhood Plan. Also, identify the potential sources and uses of funding, whether with NRTC funds or with other resources.
2. A timetable for the specific activities to be undertaken, categorized in the short term (1-2 years to implement), medium term (3-4 years to implement) or long-term (5 or more years to implement) .

Section 8. Participatory Planning Requirements (Please limit narrative to 5 pages)

Describe the process by which the Plan was developed. Include in the description how the following constituents were fully informed and given a meaningful opportunity to participate in the development of the Plan. Constituents include those residing in the neighborhood and those who provide services to the neighborhood -- residents, property owners, businesspersons, other non-profit organizations, and the municipal government.

In support of your description of the process submit:

- a) Evidence of community outreach efforts; including copies of flyers, posters, text of announcements made at community meetings, mailings, direct outreach and development of a website.
- b) Evidence of community input; including meeting agendas, attendance sign-in sheets, minutes of meetings, and copies of survey forms and tabulated results.
- c) Written notice to the local government of the intent to develop a Neighborhood Plan. Include evidence that this letter was sent to the municipal clerk, the municipal business administrator, and the municipal official responsible for planning activities.
- d) Copies of letters of support from other nonprofit organizations indicating their involvement in and support of the Plan.
- e) Evidence that a draft of the Neighborhood Plan was made available to the public for review and comment. List locations where copies were made available to the public and include evidence that one or more public meetings or workshops were held to solicit comment.
- f) Evidence that the final Plan was submitted to the municipality for a 30-day review period prior to its submission to the Department.

Section 9. Attachments

Note: Both the Applicant Organization and Partner Organization(s) must provide the documentation listed below, except where "Applicant Organization only" is noted

- a. Signed certification on Form NP-1 (Applicant Organization only)
- b. "Certificate of Good Standing" from State of NJ
- c. Copy of current NJ Charitable Registration and Investigation Act (CRI – 300R) form
- d. List of current members of the Board of Directors, as January 1, 2019
- e. Resume for Executive Director
- f. Organizational Chart
- g. Organization's total budget for the current year, with funding sources listed (Applicant Organization only)
- h. Copy of the minutes of the Board of Directors meeting at which the organization's current year total budget was approved (Applicant Organization only)
- i. Copy of the three (3) most recent annual audit reports for the organization (Applicant Organization only)
- j. Copy of the corrective action plan related to internal control or compliance findings from the organization's most recent annual audit report, if applicable (Applicant Organization only)
- k. Incorporation Documents
- l. Neighborhood maps (At least one of the maps must be "plain," showing streets and street names.) (Applicant Organization only)

APPLICATION SUBMISSION INSTRUCTIONS

Using standard letter size paper (8 ½ x 11), prepare and submit your NRTC Neighborhood Plan as follows:

- One (1) original application, containing all sections and forms. A three-ring binder must be used. All pages must be numbered and organized with sections separated by tabs. Form NP-1 must have an original signature from the applicant's Board Chairperson.
- Three (3) copies of the application, containing sections 1-8 and all forms. A three-ring binder should not be used; application copies may be spiral-bound or fastened with a binder clip. All pages must be numbered and organized with sections separated by tabs.
- One (1) electronic copy of the application should be submitted (sections 1-8 and all forms), in addition to the original application and three copies.
- Faxed copies of the application will not be accepted.

All documents must be mailed (by overnight delivery; or by certified mail with return receipt requested) or delivered directly to:

New Jersey Department of Community Affairs
Division of Housing & Community Resources
Neighborhood Revitalization Tax Credit Program
101 South Broad Street, P.O. Box 811 – 5th floor
Trenton, New Jersey 08625-0811
ATTN: Bradley Harrington

(E-mail: bradley.harrington@dca.nj.gov)

Note: *NRTC Neighborhood Plan Applications will be accepted on a continuous basis. However, a Plan Application must be approved by start of the FY 2021 NRTC Project Application RFP in order for the applicant to be eligible for that Project Application RFP. NRTC Neighborhood Plan applicants will receive an initial response within 90 days from receipt of the Neighborhood Plan application. NJDCA will separately announce the start date of the FY 2021 NRTC Project Application RFP.*

FORM NP-1, page 1: COVER PAGE FOR SUBMISSION OF A NEIGHBORHOOD PLAN

Neighborhood: _____ NJ Legislative District: _____

Eligible Municipality: _____ Mayor: _____

Name of Applicant Organization: _____

Name of CEO/Executive Director: _____

Address: _____

City: _____ State: _____ Zip Code: _____

NJ Charities Registration Number: _____

Contact Person for this Application: _____

Phone: _____ E-Mail: _____

Cellphone
(optional): _____

What is the time period for this Neighborhood Plan?
(*may not exceed Ten (10) years*) _____

Did you partner with another organization to develop
the Neighborhood Plan?

YES

(if YES, complete NP-1 Page 2)

NO

Certification: To the best of my knowledge and belief, the data in this application are true and correct. The governing body of the applicant has duly authorized the document.

Name

Title

Signature of Board Chairperson

Date

FORM NP-1, page 2: PARTNERING ORGANIZATION INFORMATION

Please provide the following information for each organization with which you partnered in developing the Neighborhood Plan. Copy and attach additional sheets if necessary.

Name of Partnering Organization: _____

Contact Person (including title): _____

Contact Person's Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Cellphone (optional): _____

E-Mail: _____

Briefly describe the role of the partnering organization in developing the Neighborhood Plan:



Name of Partnering Organization: _____

Contact Person (including title): _____

Contact Person's Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Cellphone (optional): _____

E-Mail: _____

Briefly describe the role of the partnering organization in developing the Neighborhood Plan:

FORM NP-2: ORGANIZATION PROFILE (page 1)

A. AGENCY INFORMATION

What was the organization's date of incorporation?

What was the original purpose for which the organization was formed?

What is the organization's current mission statement?

Is the organization in "Good Standing" with the NJ Department of State?

YES NO

When did the organization file its current N.J. Charitable Registration and Investigation Act Report (CRI-300R)?

Date:

Documents to be submitted as Attachment(s):

- *"Certificate of Good Standing" certificate from State of New Jersey*
- *Copy of current NJ CRI-300R form*

B. BOARD OF DIRECTORS INFORMATION

Board Chairperson:

Date Elected:

Term Expiration Date:

Number of Authorized Board Members:

Number of Current Board Members:

How frequently does the Board meet?

Is the Board involved with fundraising activities? YES NO

If YES, when was the last activity conducted, for what purpose, and how much was raised?

Documents to be submitted as Attachment(s):

- *List of current members of the Board of Directors, as of January 1 of this year*

FORM NP-2: ORGANIZATION PROFILE (page 2)

C. PERSONNEL – TOTAL AGENCY

What is the current agency staffing level?

Full Time:

Part Time:

Volunteers:

Provide the following information regarding full-time staff employed by the organization in the past 5 years:

Year	Annual Employee Turnover Percentage	Leadership / Senior Staff Included?	
		YES	NO
2014			
2015			
2016			
2017			
2018			

For any year in which employee turnover percentage exceeded 20%, provide an explanation:

When was the Executive Director hired?

Documents to be submitted as Attachment(s):

- *Resume for the Executive Director*
- *Organization Chart*

FORM NP-2: ORGANIZATION PROFILE (page 3)

D. FINANCIAL INFORMATION

What is the organization's fiscal year?

Start Date:

End Date:

When was the organization's current year total budget approved by its Board of Directors?

Did the organization incur a deficit at the end of its most recent fiscal year? YES NO

If YES, what is the amount, and how will the agency reduce/address the deficit?

When was Form 990 most recently completed and submitted to the IRS?

When was the organization's most recent annual audit report (audited financial statement) completed?

What was the time period covered in the audit report:

Were there any internal control or compliance findings from the organization's most recent annual audit report? YES NO

Documents to be submitted as Attachment(s):

- *Organization's total budget for the current year, with funding sources listed*
- *Copy of the minutes of the Board of Directors meeting at which the organization's current year total budget was approved*
- *Copy of the three (3) most recent annual audit reports for the organization*
- *Copy of the corrective action plan related to internal control or compliance findings from the organization's most recent annual audit report, if applicable*

FORM NP-3: PROJECTED STRATEGIES, ACTIVITIES & OUTCOMES

Use the following format to outline the strategies, activities and outcomes of the Neighborhood Plan and describe how they will be measured and evaluated. Please copy and attach additional sheets as needed. Examples has been provided on the next page.

Strategies	Activities	Projected Outcomes	Evaluation	Data Source
<i>Identify the strategies to foster preservation & revitalization of the neighborhood.</i>	<i>Describe the specific activities to be followed to implement each strategy and achieve the outcome. There may be multiple activities for each strategy.</i>	<i>Identify the projected outcome to be achieved for each activity within the timeframe of the Neighborhood Plan.</i>	<i>Describe the methodology for assessing progress of each activity during the time-period of the Neighborhood Plan. (How will you know whether or not you have achieved the projected outcome? What indicators will you be measuring?)</i>	<i>Identify information sources used to support the progress indicators described above (e.g. Census data, survey of residents, neighborhood canvas).</i>

FORM NP-3 Examples:

Strategies	Activities	Projected Outcomes	Evaluation	Data Source
Recruitment of new businesses to fill vacant commercial properties	Provide a grant program for new businesses to pay for permit and inspection fees	10 new businesses are recruited and there is a corresponding decrease in the vacancy rate	Documentation of the decrease in the number of vacant storefronts	Land survey of property uses Chamber of Commerce data
	Develop a business management course for local business owners			
Provide more recreational activities for residents of all ages	Creation of a recreational plan for the neighborhood	Increase in recreational activities that residents are happy with	Resident satisfaction with recreational opportunities in neighborhood	Resident Satisfaction Survey List of recreational activities from organization's records
	Development of a bike trail connecting the neighborhood to the downtown area			
Development of new or rehabilitated mixed-use housing	Create 10 new rental housing units through the rehabilitation of three currently distressed residential properties	Development of 50 new or rehabilitated mixed-income housing units	Documentation of increase in new or rehabilitated housing units produced with NRTC funds	List of units from organization's records
	Continue existing rehabilitation program for existing low and moderate-income homeowners			

FORM NP-4: PROJECTED ACTIVITIES BUDGET & TIMETABLE

Use the following format to provide a projected budget and timetable for the activities proposed in the Neighborhood Plan. Please copy and attach additional sheets as needed. An example has been provided.

Proposed Activity	Estimated Cost	Sources of Funding	Uses of Funding	Role of Lead Organization and Partners	Timetable Short (1-2 years) Medium (3-5 years) Long (5+ years)
<i>Develop business management course for local business owners.</i>	\$10,000 per week	<ul style="list-style-type: none"> • Area Colleges & Universities • DCA's NRTC • Local employment training programs 	<ul style="list-style-type: none"> • Engagement of partners & stakeholders • Scheduling, oversight & implementation of course • Acquisition of course materials 	<ul style="list-style-type: none"> • Lead: Program development & oversight • Partner: Management & implementation • Partner: Outreach to prospective students (businesses) 	Medium