

State of New Jersey  
Department of Community Affairs  
Division of Housing and Community Resources

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State of New Jersey

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State of New Jersey

Richard E. Constable, III  
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NJ Department of Community Affairs

# **NJRTC**

## **Neighborhood Revitalization Tax Credit Program**

### **Neighborhood Plan Solicitation**

THE DUE DATE FOR THIS PLAN SUBMISSION IS NO LATER THAN **4:00 P.M. JULY 15, 2013**

(Please see page 12 for Application Submission Instructions)

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## INTRODUCTION

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This is a request for a community-based non-profit organization to submit a plan to revitalize a neighborhood. A successful submission will include a comprehensive neighborhood revitalization plan that presents goals developed through a community planning process, and outcomes that can be achieved within a 10-year period. The Department will conduct a site visit to the target neighborhood to discuss the plan's contents and view existing neighborhood conditions. If the Department approves a neighborhood plan, the non-profit organization will become eligible to submit project pre-applications for entrance to the NRTC Qualified Projects Pool. The purpose of the pre-application is to bring the applicant and the Department together in order to determine the eligibility and feasibility of a proposed Neighborhood Revitalization Tax Credit (NRTC) project. It is designed to begin a discussion that may lead to the submission of a full application (via SAGE, the Department's on-line portal for applications and grants) and funding approval or to determine that the proposal as structured does not meet NRTC Program requirements.

- 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 (N.J.S.A.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, (1) to encourage community-based neighborhood planning; (2) to provide flexible resources for community-based organizations to carry out strategies established in neighborhood plans; (3) to build the capacity of local and community-based organizations to carry out neighborhood revitalization activities; (4) to attract private investment into New Jersey's low and moderate-income neighborhoods; and (5) to 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](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.
  - 
  - Eligible neighborhoods are located in municipalities listed below that are eligible to receive aid under the "Special Municipal Aid Act," P.L. 1987, c.75 (C.52:27D-118.24 et seq.) or coextensive with a school district that qualifies for designation as a Special Needs district pursuant to the "Comprehensive Educational Improvement and Financing Act of 1996," P.L. 1996, c. 138 (C. 18A:7F-1 et seq).
- D. **ELIGIBLE MUNICIPALITIES:** Asbury Park, Bayonne City, Belleville Township, Bloomfield Township, Brick Township, Bridgeton City, Burlington City, Camden City, Carteret Borough, Clifton City, East Orange City, Elizabeth City, Garfield City, Glassboro Borough, Gloucester City, Gloucester Township, Guttenberg Town, Hackensack City, Harrison Town, Hillside Township, Hoboken City, Irvington Township, Jersey City, Keansburg Borough, Kearny Town, Lakewood Township, Lindenwold Township, Lodi Borough, Long Branch City, Millville City, Monroe Township (Gloucester), Montclair Township, Mount Holly Township, Neptune City, Neptune Township, New Brunswick City, Newark City, North Bergen Township, Old Bridge Township, Orange City Township, Passaic City, Paterson City, Pemberton Township, Penns Grove Borough, Pennsauken Township, Perth Amboy City, Phillipsburg Town, Plainfield City, Pleasantville City, Rahway City, Ridgefield Borough, Roselle Borough, Salem City, Trenton City, Union City, Vineland City, Weehawken Township, West New York Town, Willingboro Township, Winslow Township, Woodbridge Township, Woodbury City.

E. **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 P.L.2001, c.415 (C.52:27D-490 et seq.).

“Eligible neighborhood” means 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, are all either eligible to receive aid under the "Special Municipal Aid Act," P.L. 1987, c.75 (C.52:27D118.24 et seq.) or coextensive with a school district which qualified for designation as a Special Needs district pursuant to the "Comprehensive Educational Improvement and Financing Act of 1996," P.L. 1996, c. 13 8 (C. 18A:7F-1 et seq.). (note: an eligible neighborhood should contain a variety of revitalization needs and activities, and not a singular need or activity)

“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 P.L.2001, c.415 (C.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 these 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 these 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.s.501(c)(3).

“Organizational capacity” means the ability and capacity 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 these 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.

## **DESIGN OF NRTC NEIGHBORHOOD PLAN:**

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The rules for creation of an NRTC neighborhood plan are located at NJAC 5:47, Subchapter 3 (see page 1 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 (NJAC 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 (NJAC 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 (NJAC 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 (NJAC 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 (NJAC 5:47-3.3g).
- (f) The plan shall not be finalized until 30 days after the draft plan has been submitted to the municipality (NJAC 5:47-3.3h).

- (g) The plan shall cover a two to ten year period. Plans that cover a minimum of five years are encouraged (NJAC 5:47-3.4a).

Following is a list of factors that the Department will consider in evaluating an NRTC neighborhood submission (note: these are not cited from the NRTC rules):

- (h) The overall strategy for implementation of projects to revitalize the neighborhood
- (i) Addressing of economic and social challenges
- (j) Opportunities for housing, both affordable and market-rate
- (k) Opportunities for mixed-use projects (containing both housing and retail/commercial uses)
- (l) Opportunities for job creation
- (m) Economic development opportunities can be initiated and become self-sustaining
- (n) Educational opportunities and proximity to schools
- (o) Proximity of mass transit to residents
- (p) Creation of a new park or improvements to an existing park
- (q) How well the plan reflects the needs of the community with input and support of all of the stakeholders, including community groups, the public sector, and the private sector
- (r) Whether the plan offers a holistic approach, not only for projects to be developed, but for overall land use in the neighborhood

## 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 your organization and examples of recent activities.

### **Section 3. Organization Information**

#### **Profile** (Please limit the narrative to 4 pages.)

- a) Using Form NP-2, provide a profile of the lead organization, including its history, current programs, and structure. This information will be used in determining the organization's ability to administer the proposed Neighborhood Plan.
- b) Describe the organization's financial resources, including the names of funding sources. Also, indicate whether or not the organization has received funds from the Department of Community Affairs in the past five years. Indicate the award amount, the DCA program name and the status of the grant.
- c) Describe the relationship between the organization's services and the needs of the neighborhood. Explain how your organization accomplishes its community building initiatives, how community residents are involved and how your 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.

#### **Capacity and Experience** (Please limit narrative to 5 pages.)

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

- d) Organizational capacity. Demonstrate that the nonprofit has the organizational capacity to manage the programs and activities for which it will be responsible. Include descriptions of the financial management and administrative systems in place.
- e) Development and service delivery capacity. Demonstrate that the nonprofit has a track record of successfully carrying out activities of similar type and scope as those outlined in the Neighborhood Plan. If the nonprofit 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 nonprofit 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.
- f) Capacity of partners. Where an activity will be carried out by a partner entity, describe the capacity of the partner to carry out the activity consistent with (a) and (b) above. This will include completion of Form NP-2 by the partner entity and submittal of documents that are specified by Form NP-2 for same. Also, provide evidence that the nonprofit organization has adequate capacity to supervise and monitor the activities being carried out by partner entities.



**Section 4. 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 form and on compact disc.
- 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 *2010 Census* and 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

NOTE: The *2010 Census* will likely not include data about “income”, “education” and “housing”; the *American Community Survey, 5-year estimate* will instead be the source for this data.

- 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.

**Section 5. Proposed Strategies and Activities** (Please limit narrative/content to 15 pages)

- a) Provide a vision statement of the revitalized neighborhood for the time period covered by the Plan. Include the overall goals of the proposed revitalization effort as well as specific outcomes; such as improvement of housing conditions, increased number of jobs, participation rates in pre-school education.

- b) Provide a description of the projected outcomes that will occur if the Plan is implemented.
- c) Provide a description of the strategies to foster preservation and revitalization of the neighborhood. Include the rationale for each strategy.
- d) Provide a description of the activities or methods to be undertaken as part of each strategy that is identified under (c) above. Include measurable targets associated with each activity.
- e) Provide a description of any municipal or officially adopted plans governing the neighborhood. Note redevelopment plans adopted pursuant to the Local Redevelopment and Housing Law, P.L.1992, c.79 (C.40A:12A-1 et seq.) and currently being implemented; or any State-approved neighborhood empowerment plan pursuant to section 49 of P.L.1996, c.62 (C.55:19-64). Describe the relationship between such plans 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. Projected Outcomes

Using Form NP-3, outline the anticipated outcomes of the Neighborhood Plan and describe how they will be measured and evaluated using the following example as a guideline.

### Performance Measurement System - NRTC

Neighborhood Plan		
Category	Description	Example
<b>Neighborhood Outcome</b>	Identify neighborhood outcomes to be achieved within the timeframe of the Neighborhood Plan (e.g. if the Neighborhood Plan is a five-year plan, what outcomes will be achieved by the end of the 5-year period).	<i>Recruit new businesses to fill vacant commercial properties</i>
<b>State Plan Goal</b>	Address the State Plan goal to which each neighborhood outcome is linked	<i>This supports Goal #1, "Revitalize the State's cities and towns" and Goal #3, "Promote beneficial new growth and renewal for all residents"</i>
<b>NRTC Objective</b>	Address NRTC objective to which each neighborhood outcome is linked	<i>This supports Objective #3, "Reduce unemployment, including creating jobs, increasing access to jobs, creating business activities, and strengthening existing neighborhood-based business enterprises"</i>
<b>Indicators</b>	Describe the measurements to be used to track progress toward achieving each neighborhood outcome. (What will be an indicator of whether or not you have achieved your neighborhood goal?)	<i>10 new businesses are recruited, and there is a corresponding decrease in the vacancy rate</i>
<b>Data Source</b>	Identify information sources used to support each indicator described above (e.g. Census 2000 data, survey of residents, neighborhood canvas).	<i>Land survey of property uses Chamber of Commerce data</i>
<b>Evaluation</b>	Describe the methodology for assessing progress during the time-period of the Neighborhood Plan.	<i>Documentation of the decrease in the number of vacant storefronts</i>

## **Section 7. Estimated Financial Requirements**

Using Form NP-4, describe the estimated financial requirements for the activities proposed in the Neighborhood Plan. Also, identify the financial resources other than Neighborhood Revitalization Tax Credit funding that will be directed towards the target neighborhood.

## **Section 8. Participatory Planning Requirements**

### **Description of Process** (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

- a. Signed certification on Form NP-1
- b. Board list that reflects current members as January 1, 2012
- c. Staff Resumes and Job Description
- d. Organizational Chart
- e. Incorporation Documents
- f. By-laws
- g. Copy of current New Jersey Charitable Registration and Investigation Act (CRI – 300R) form
- h. Copy of Certificate of Good Standing (from State of NJ, Office of Commercial Recording)
- i. Copy of Total Agency Budget (with sources and uses)
- j. Copy of 3 years of Agency financial statements
- k. Audit Corrective Action Plan – If applicable
- l. Building approvals for the agency's main site (Certificate of Occupancy, fire, building inspection and health)
- m. Partner agency's building approvals for service delivery sites (if applicable)
- n. Minutes of board meeting at which the agency budget was approved
- o. Neighborhood maps (At least one of the maps must be "plain," showing streets and street names.)

## **Application Submission Instructions**

Using standard letter size paper (8 ½ x 11), submit one original application along with three copies. The original application must be submitted in a three-ring binder with sections separated by tabs. The three copies should not be spiral-bound; fastening with a binder clip will be accepted. All pages must be numbered and organized with sections separated by tabs. One (1) electronic copy of the application and supporting documentation may be submitted, 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 – 5<sup>th</sup> floor  
Trenton, New Jersey 08625-0811  
ATTN: Bradley Harrington

(E-mail: [bradley.harrington@dca.state.nj.us](mailto:bradley.harrington@dca.state.nj.us))

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

Neighborhood: \_\_\_\_\_ Legislative District: \_\_\_\_\_  
Eligible Municipality: \_\_\_\_\_ Mayor: \_\_\_\_\_  
Name of Nonprofit Organization Applying: \_\_\_\_\_  
Name and Title of CEO/Executive Director: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Charity Registration Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Person's Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

What is the time period for this Neighborhood Plan? \_\_\_\_\_  
(The time period must be at least 2 years, and no more than 10 years)

Did you partner with another organization to develop the Neighborhood Plan?  Yes (complete 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.**

_____	_____
<b>Name</b>	<b>Title</b>
_____	_____
<b>Signature of Board Chairperson</b>	<b>Date</b>

**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: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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Name of Partnering Organization: \_\_\_\_\_

Contact Person (including title): \_\_\_\_\_

Contact Person's Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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**FORM NP-2: ORGANIZATION PROFILE**

**A. AGENCY BOARD INFORMATION**

- i. How are the members of the board of directors recruited?
  
  
  
  
  
  
  
  
  
  
- ii. What kind of orientation or training occurs for new members on their role and responsibilities?
  
  
  
  
  
  
  
  
  
  
- iii. Does the Board get involved in fundraising activities? If yes, when was the last activity conducted, for what purpose, and how much was raised?
  
  
  
  
  
  
  
  
  
  
- iv. How often does the board meet?
  
  
  
  
  
  
  
  
  
  
- v. **Board of Directors' Information** (*Attach a copy of the Board list that reflects current members as January 1, 2013.*)

Board Chairperson: \_\_\_\_\_

Date Elected: \_\_\_\_\_ Term Expiration Date \_\_\_\_\_

# of Members: \_\_\_\_\_ Date of Last Meeting: \_\_\_\_\_

# of Vacancies: \_\_\_\_\_ Expected date of the next Board Election: \_\_\_\_\_

**B. ORGANIZATION CHARACTERISTICS**

Purpose for which the organization was originally formed:

Current Mission Statement:

**C. POPULATION CHARACTERISTICS**

Geographical area(s) served by the organization:

Clientele served by the organization: Age: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Income Characteristics: \_\_\_\_\_

**D. PROGRAMMING CHARACTERISTICS**

Briefly describe the primary services provided by the organization. Please include the number of clients served and/or number of units produced and/or managed in the last fiscal year.

**E. AGENCY INFORMATION**

**Compliance Statement: Non-profits are required to be incorporated and in compliance with all legal statutes and reporting requirements with the State of New Jersey.**

- i. Please indicate date of Incorporation.
  
- ii. Are you in “Good Standing” with the NJ Department of State? Attach a copy of the agency’s Certificate of Good Standing. Certificate must be current as of 2012.
  
- iii. Has the agency adopted by-laws that are consistent with its articles of incorporation?
  
- iv. Please indicate if the by-laws have been revised within the last two years. If so, what changes have occurred? Attach a revised and adopted copy of the by-laws.
  
- v. Please indicate the date the agency filed the current New Jersey Charitable Registration and Investigation Act (CRI-300R) Report. Attach a copy of the active letter.
  
- vi. Please indicate dates and submit copies of the most current certifications of the following approvals as required by local and state laws, for the agency’s main site:

Certificate of occupancy	<i>Date:</i> <a href="#">Click here to enter a date.</a>	Fire	<i>Date:</i> <a href="#">Click here to enter a date.</a>
Building inspection	<i>Date:</i> <a href="#">Click here to enter a date.</a>	Health	<i>Date:</i> <a href="#">Click here to enter a date.</a>

**F. PERSONNEL – TOTAL AGENCY**

**Compliance Statement: Agency’s personnel procedures must adhere to state and federal requirements governed by grants.**

What is the current staff level, both part time and full time?

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

- i. Please indicate the date current employees underwent a performance evaluation.

Date: [Click here to enter a date.](#) \_\_\_\_\_

- ii. Explain how evaluations are utilized to measure agency’s ability to meet the agency’s contract goals?

- iii. Please indicate if there have been any staff changes within the last 12 months. If yes, what are the changes and the reason for the changes?

- iv. Does the agency have a conflict of interest policy and ethics policy?  Yes  No

- v. If no, explain why?

**G. MONITORING/PERFORMANCE/EVALUATION**

**Compliance Statement: The agency meets compliance with Federal and State requirements in the monitoring of performance goals and objectives being achieved in accordance with the executed grant agreement and all amendments if applicable.**

- i. Please provide a summary of the agency’s process for self-evaluation, (i.e. staff retreats, monthly/weekly staff meetings, etc). Indicate the most recent date the self-evaluation process was conducted, results, and recommendations.

- ii. How often are the self-evaluations conducted?
  
- iii. How is the data collected through the self-evaluation process utilized?
  
  
- iv. How are the evaluations used to improve programs?

**H. FISCAL**

**Compliance Statement: The agency maintains an adequate financial management system as required by the terms and conditions of the grant agreement and all applicable amendments in compliance with State and Federal laws and regulations.**

- i. Please submit total agency budget with funding sources.
  
- ii. Please submit 3 years of financial statements.
  
- iii. Please indicate the date of the meeting in which the program or agency budget was approved by the Board of Directors. Attach a copy of the minutes for said meeting.  
 Date: [Click here to enter a date.](#)
  
- iv. When was the last Form 990 filed or submitted to the IRS? Date: [Click here to enter a date.](#)
  
- v. What was the process utilized to select the independent auditor for the current audit.
  
  
- vi. When was the last audit for your agency conducted? FY: \_\_\_\_\_  
 Please indicate the expected date for completion of the next audit.  
 Date: [Click here to enter a date.](#)
  
- vii. Were any internal control or compliance findings stated in the audit? If yes, please describe the findings and indicate the status of the corrective action plan. Attach a copy of said plan.

viii. Did the agency incur a deficit at the end of its fiscal year? If yes, how much and how will the agency reduce the deficit.

ix. Please indicate which accounting system is being used:

Computerized       Manual       Outside Accountant

x. Have there been any enhancements or improvements to your system? If so, what were the changes?

xi. What process does your agency utilize in allocating funds to each program?

**FORM NP-3: PROJECTED OUTCOMES**

Neighborhood Plan Outcome	State Plan Goal	NRTC Objective	Indicator	Data Source	Evaluation
<p><b>State Plan Goals:</b></p> <ul style="list-style-type: none"> <li>(1) Revitalize the State's cities and towns.</li> <li>(2) Conserve the State's natural resources and systems.</li> <li>(3) Promote beneficial economic growth, development, and renewal for all residents of New Jersey.</li> <li>(4) Protect the environment, prevent and clean-up pollution.</li> <li>(5) Provide adequate public facilities and services at a reasonable cost.</li> <li>(6) Provide adequate housing at a reasonable cost.</li> <li>(7) Preserve and enhance areas with historic, cultural, scenic, open space and recreational value.</li> <li>(8) Ensure sound, integrated planning and implementation Statewide.</li> </ul>				<p><b>NRTC Objectives:</b></p> <ul style="list-style-type: none"> <li>(1) Alleviate poverty by increasing total household income;</li> <li>(2) Increase disposable income and purchasing power by increasing access to facilities and services at affordable prices, such as housing and health care;</li> <li>(3) Reduce unemployment, including creating jobs, increasing access to jobs, creating business activities, and strengthening existing neighborhood-based business enterprises;</li> <li>(4) Contribute to enhancing the quality of life in the neighborhood, as reflected in physical and/or programmatic improvements, in ways that have the potential to increase the market competitiveness of the neighborhood, and its attractiveness to potential homebuyers and renters. Such improvements include increased commercial activity, improved open space and recreation facilities, and enhanced community, social and educational services.</li> </ul>	

**FORM NP-4: BUDGET INSTRUCTIONS**

**Projected Activities Budget**

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

<b>Proposed Project</b>	<b>Estimated Cost</b>	<b>Sources of Funding</b>	<b>Uses of Funding</b>	<b>Role of Lead Organization and Partners</b>
<i>Rehabilitation of existing housing stock.</i>	<i>\$100,000 per unit</i>	<ul style="list-style-type: none"> <li>• <i>HUD—Self-Help Homeownership Opportunities Program</i></li> <li>• <i>DCA’s NRTC</i></li> <li>• <i>Robert Wood Johnson Foundation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Acquisition</i></li> <li>• <i>Pre-Development</i></li> <li>• <i>Construction</i></li> <li>• <i>Home Ownership Counseling</i></li> </ul>	<i>XYZ CDC—Developer</i>