

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
**Neighborhood Revitalization Tax Credit Program (NRTC)**

**OVERVIEW AND GUIDELINES SFY2024 NRTC LBPH APPLICATION**

**REVISED 2/9/2024**

The following guidelines outline the available funding, eligibility requirements, application requirements, and evaluation criteria for **NRTC LBPH (“Lead-Based Paint Hazards”) Projects**. This document also serves as a guide for completing a project application in SAGE. Each item listed under the “Application Content” section of this document corresponds directly to a required form in the SAGE application.

**AVAILABLE FUNDING:** For SFY 2024, up to \$25,000,000 in funding is available.

**MAXIMUM AMOUNT OF AWARD:**

Up to \$1,000,000 per successful application; one (1) application may be submitted per approved NRTC neighborhood.

**ELIGIBLE APPLICANTS:**

This application cycle is open to organizations with approved NRTC Neighborhood Plans.

**ELIGIBLE ACTIVITIES:**

**NRTC LBPH** funds are intended for the remediation and abatement of lead-based paint hazards within an approved NRTC neighborhood, as follows:

- one-to-four family housing units
- constructed before 1978
- household incomes at or below 80% of Area Median Income for the neighborhood’s county
- activities completed by September 30, 2026

Eligible Activities include:

- Physical Unit Costs, at least 65% of requested funds, including:
  - Identification of Lead-Based Paint Hazards
  - Remediation or Abatement of Lead-Based Paint Hazards performed by a certified EPA RRP contractor.
  - Temporary relocation *when necessary* to ensure the health of the household members during completion of grant-funded activities.
  - Moderate repairs required to protect the integrity of the grant-funded lead remediation, performed by or sub-contracted by a certified EPA RRP contractor. (i.e., a minor roof leak that would need to be addressed prior to lead-based paint hazard remediation.)
  - Post-remediation/abatement testing.

- Program Operating Costs, up to 35% of requested funds for program expenses that are directly related to delivering NRTC LBPH activities and general administrative expenses related to **NRTC LBPH**, as described under the “Application Content” section, item number 11, “Budget”.

**MAXIMUM ALLOWABLE COSTS PER UNIT:**

- Remediation - \$20,000 (provided the per unit average of all units remediated does not exceed \$13,000)
- Abatement - \$25,000

**APPLICATION REVIEW AND FUNDING PROCESSES:**

NRTC LBPH applications will be reviewed and evaluated according to the **Application Rating Criteria** – see separate section below.

**APPLICATION CONTENT:**

The **NRTC LBPH** application will contain the following application forms. An applicant must complete and submit this application electronically via SAGE (the Department’s online applications and grants system).

Download the **NRTC LBPH Project Information Workbook** from the Attachments Page in SAGE. The completed workbook will be uploaded to the Attachments Page. Provide information in the workbook and directly in SAGE as described below:

1. **Project Description** (**All** applicants) Provide the estimated number of housing units anticipated for remediation and/or abatement on the Project Description tab of the **NRTC LBPH Project Information Workbook**.
2. **Organizational Information** (**Only** if this Information has changed since the last NRTC Project application was submitted in August 2023) (in **SAGE**)
3. **Timeline** (**All** applicants) **NRTC LBPH** grant activities must be completed by September 30, 2026. . Provide a list of proposed activities with the time periods during which the activities will occur and be completed. (in **SAGE**)
4. **Neighborhood Housing Stock** (**All** applicants) Provide information about the neighborhood’s housing stock on the Housing Stock tab of the **NRTC LBPH Project Information Workbook**.
5. **Reported Lead-Based Paint Exposure** Provide information about Lead-Based Paint exposures reported to the municipal department of health. Provide information about the neighborhood’s lead-based paint exposure on the Exposure tab of the **NRTC LBPH Project Information Workbook**, **ONLY IF AVAILABLE; WILL NOT BE SCORED**.
6. **Attachments**
  - a. **Neighborhood Map** – (*Only applicants that did not submit an SFY2024 NRTC Project Grant Application*) Must show the neighborhood boundaries and legible street names.
  - b. **NRTC LBPH Project Information Workbook** (*MS Excel*): completed according to the instructions found on each spreadsheet.
  - c. Ensure all Insurance **Certificate/Fidelity Bond: (All Applicants)** coverage of at

least \$100,000.

d. **Additional Items:** miscellaneous documents if needed.

7. **Upload the System for Award Management (SAM) (All applicants)**

Visit [SAM.gov | Home](https://sam.gov) to obtain current Entity Information, including the Unique Entity Identifier. Upload PDF (in **SAGE**).

8. **Partner Information (All applicants, if applicable)**

Provide information, if applicable, about any other organization that will partner to implement a proposed activity and give the rationale for choosing this partner for the activity. (**NO RESUME UPLOAD REQUIRED**). (in **SAGE**)

9. **Personnel (All applicants)**

Provide information about each staff member of the organization who would be involved in implementing one or more proposed activities, who would be paid with **NRTC LBPH** funding. Also provide information about the organization's management and administrative staff who would be involved, even if they would not be paid with **NRTC LBPH** funding (**NO RESUME UPLOAD REQUIRED**). (in **SAGE**)

10. **Consultants (All applicants, if applicable)**

Provide information, if applicable, about each person or entity that the organization would hire to implement a proposed activity, who would be paid with **NRTC LBPH** funding, and give the rationale for choosing this consultant for the activity. (**NO RESUME UPLOAD REQUIRED**). (in **SAGE**)

11. **Budget (All applicants)**

The **NRTC LBPH** program components are: **Housing** and **Other**. (in **SAGE**)

- *All **NRTC LBPH** Physical Unit Costs activity budgets will be entered under the **Housing** program component. Remediation and Abatement are separate housing activities and require separate housing activity component budgets, labeled "Remediation" and "Abatement".*
- *Program Operating Costs will be entered as one **Other** program component.*
  - Program-Personnel - Salary and benefits for a project manager or staff member implementing an activity.
  - ADM-Personnel - Ancillary Admin, up to 10% of requested funds for salary and benefits for an executive-level administrator not directly involved with delivering **NRTC LBPH** activities.
  - Program-Operating Costs - Expenses for outreach programs, client application process, general administrative expenses such as office space, office supplies, utilities, etc.
  - Program-Purchased Services - expenses for consultants or partners implementing **NRTC LBPH** activities.

12. **Documents** to be uploaded to the "Certification Sheets" form in SAGE:

- a. *Board Resolution approving the request for **NRTC LBPH** funding, or a "placeholder" document with the date the board resolution will be submitted to [NRTC@dca.nj.gov](mailto:NRTC@dca.nj.gov).*

*(Uploaded document file names may contain letters and numbers only, NO SPECIAL CHARACTERS.)*

## APPLICATION RATING CRITERIA:

For threshold review, NRTC staff will determine which of the submitted applications cannot be further reviewed (using criteria previously listed). For evaluative review, NRTC staff will review and evaluate the applications based on a 50-point system in the following areas:

1. Capacity of the applicant to manage activities as planned – 25 points
2. Neighborhood Need for LBPH Remediation/Abatement – 25 points

The overall scores from the reviewers will be combined to obtain an average score for each application. Applications with average scores of 30.0 or greater will be recommended for funding.

## TECHNICAL ASSISTANCE

- A recorded webinar will be available on **Thursday, February 15, 2024**. This webinar will be emailed to eligible applicants and subsequently posted to the NRTC webpage.
- On **Tuesday, February 20, 2024**, the NRTC Team will be available to answer LBPH questions live on Teams. Applicants may drop in any time between **9 am and 11 am**. A link will be emailed to eligible applicants.
- Email [NRTC@dca.nj.gov](mailto:NRTC@dca.nj.gov)

## DEADLINE FOR SUBMISSION:

The deadline for submission is **Thursday, February 29, 2024**.



The last day to initiate an application is **Wednesday, February 28, 2024**.

**IMPORTANT:**

- *Uploaded document file names may contain letters and numbers only, no special characters.*
- *This Checklist is for use by the applicant only. DO NOT SUBMIT THIS FORM.*

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM (NRTC) PROJECT GRANT APPLICATION  
REQUIRED DOCUMENTS UPLOAD CHECKLIST**

**Organizational Information:**

(Only if **Organizational Information has changed since the last NRTC application submitted.**)

- Certificate of Good Standing for agency, current year
- Board of Directors list, current year
- Organization budget, current year
- Minutes of board meeting at which the organization budget was approved
- Corrective action plan to address audit findings (if applicable)

**Attachments:**

(**Only** applicants who did not submit a SFY2024 NRTC Project Grant Application)

- Neighborhood map (as described)

(**All** applicants)

- NRTC LBPH Project Information Workbook
- Insurance Certificate/Fidelity Bond

**Partner Information:**

(**All** applicants, if applicable)

- For each partner organization planned to assist in carrying out **NRTC LBPH** activities, provide:
  1. Organization name
  2. street address
  3. web address
  4. contact person name
  5. contact person email address
  6. A brief statement (1-2 paragraphs) explaining the partner organization's planned role and reason(s) it was chosen to assist in specific **NRTC LBPH** activities (in **SAGE**).

**Schedule A: Personnel:**

(**All** applicants)

- Name and job title of agency staff to be involved with **NRTC LBPH**-funded activity & to be paid with NRTC funds; also, of management/administrative staff to be involved with **NRTC LBPH**-funded activity, even if not to be paid with **NRTC LBPH** funds.

**Schedule B: Consultants:**

**(All** applicants, if applicable)

For each consultant to be NRTC-funded, please provide:

1. Name of consultant
2. Physical address
3. Web address
4. Contact person name
5. Contact person email address
6. A brief statement (1-2 paragraphs) explaining the role of the consultant and the reason(s) chosen for specific **NRTC-LBPH** activities (in **SAGE**).

**Certification Sheets:**

**(All** applicants)

Resolution or a "placeholder" document with the date the resolution will be submitted to NRTC@dca.nj.gov

**(Only** applicants who have not submitted an NRTC Project Application)

- IRS Determination Letter (First-time applicants only)
- Organizational Chart