

STEP BY STEP

NRTC Process



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1 Agency Process

- Agencies Submit Their Project Applications for Their Approved Neighborhoods to the DCA NRTC Team Usually During August or September Every Year.
- DCA NRTC Scores Our Applications and Determines What Neighborhood Projects Will Be Included in the Qualified Projects Pool (QPP)

2 Investor Preparation

- Email the DCA NRTC Staff at NRTC@dca.nj.gov With Your Contact Information
- Determine Your Estimated NJ Current Year Tax Liability
- Some Agencies Will Reach Out to Investors Early To Present Application Projects
- Review Project Information
- Make Preliminary Ranking Decisions With Funding Allocations So You Are Ready (You Can Dedicate More \$)

3 Qualified Project Pool (QPP) Announced

- As Long as the NRTC Staff Has Your Contact Information, You Will Be Notified When the QPP is Announced (Usually In December) and Sent the Link to the Current Investor Form for Use
- We Will Also Send Out an Announcement With the Necessary Information

4 Submit Investor Application

- Submit Your Electronic Application Found on the NJ DCA Website OR a PDF Version Of the NRTC Investor Application via Email to the [NRTC Email](mailto:NRTC@dca.nj.gov) and Susan.Catlett-Oxendine@dca.nj.gov
- If Necessary Fedex or Overnight the Original Signed Form to: NJ DCA, NRTC Program, 101 S. Broad St., Trenton, NJ 08625-0811

5 Receive Tax Credit Certificate

- After the Approval Process, NRTC Will Notify You if Your Investment Was Successful Along With the Amount to Remit and the ACH Instructions
- Once Your Payment is Received and Processed You will be Given Your Tax Credit Certificates to Include With Your NJ Tax Return.