NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

people.

places.

progress.

PROGRAMS BOOK

NEW JERSEY DEPARTMENT OF
COMMUNITY AFFAIRS
PROGRAMS BOOK

We are pleased to bring you the Department of Community Affairs Programs Book.

At the Department of Community Affairs, we are dedicated to investing in New Jersey's communities. Our programs – our investments – create neighborhoods where people want to raise families and build businesses.

DCA offers a wide range of programs that impact New Jersey's hardworking individuals and families – from housing production and community development, to local government management and building code and fire safety. We help plan, inspect and protect New Jersey towns. We advocate for people from all walks of life including women and minorities, low-income residents and individuals with special needs.

Enclosed is information describing the services offered by DCA. We look forward to working with you.

NOTICE ON AVAILABILITY OF FUNDS

Programs in this publication are subject to particular programmatic requirements, appropriation by State and Federal statutes and general availability of funds.

Some programs provide funds based on formula criteria, while others are competitive in nature. Some have funds available periodically, depending on appropriations and release of Federal funding.

Please contact the designated office to obtain specific information regarding current availability of funds.

The Department reserves the right to limit the number of copies distributed to a single agency or individual. For additional copies at no charge, please call (609) 292-6222, or write to:

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF FISCAL AND GRANT SERVICES
101 South Broad Street
Post Office Box 800
Trenton, New Jersey 08625-0800

THIS PUBLICATION MAY BE VIEWED AND PRINTED ON THE INTERNET:

http://www.nj.gov/dca

Spring 2007

NEW JERSEY DEPARTMENT OF

COMMUNITY AFFAIRS

The **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (DCA)** *is a State agency created to provide administrative guidance, financial support and technical assistance to local governments, community development organizations, businesses and individuals to improve the quality of life in New Jersey.*

DCA offers a wide range of programs and services that respond to issues of public concern including fire and building safety, housing production, community planning and development, and local government management and finance.

DCA's programs and services are provided through the following Divisions:

- Center for Hispanic Policy, Research and Development
- Division of Codes and Standards
- Division of Community Resources
- Division of Fire Safety
- Division of Housing
- Division of Local Government Services
- Division on Women
- Office of Smart Growth

DCA is closely affiliated with the following agencies:

- Council on Affordable Housing
- Government Records Council
- New Jersey Historic Trust
- New Jersey Housing and Mortgage Finance Agency
- New Jersey Meadowlands Commission
- New Jersey Redevelopment Authority

Center For Hispanic Policy, Research and Development

The **Center for Hispanic Policy, Research and Development (CHPRD)** *works to empower the Hispanic Community in New Jersey by participating in policy development and by ensuring access to services and programs. The Center facilitates the professional and leadership development of Latinos, emphasizes the richness and diversity of Latino culture, and supports programs through funding collaborations with private and public entities.*

For information regarding CHPRD programs, please call the main telephone number at (609) 984-3223.
You may also visit our website at www.nj.gov/dca/chprd.

The mailing address is:

New Jersey Department of Community Affairs *Center for Hispanic Policy, Research and Development*
PO Box 800
Trenton, NJ 08625-0800

Annual Hispanic Heritage Month Celebration

Description: An annual celebration commemorating the social, cultural and economic contributions of the Latino community of New Jersey. CHPRD recognizes the contributions provided by Latino individuals and organizations through its "Excellence in Hispanic Leadership" Award.
Funding source: Corporate and private contributions.
Other Information: A cultural reception is held from September 15 through October 15 every year. Nomination forms are available during the summer for the "Excellence in Hispanic Leadership" Award.
Contact: (609) 984-3223

Hispanic Policy–Grants

Type of Assistance: Financial–Grants.
Description: Provides grant funding to Hispanic community-based and nonprofit organizations whose primary focus is the implementation of programs that address the needs of the Hispanic community.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: Varies.
Assistance Provided To: Hispanic community-based and nonprofit organizations providing services to the Hispanic population. Qualifying organizations must be located within a neighborhood or community with a significant Hispanic population. All nonprofit, private organizations must have 501(c)(3) Federal Nonprofit Status for at least one year prior to submitting application and valid Articles of Incorporation. Please check online at www.nj.gov/dca/chprd for other qualifying criteria.

Procedure for Applying: Notice of Grant Fund Opportunities available online at https://njdcasage.state.nj.us/Portal.asp
Application Deadline: May 11
Date of Notification: July 1
Contact: (609) 984-3223

Hispanic Affairs–Technical Assistance and Training

Type of Assistance: Technical and Training.
Description: Increases Hispanic community-based organizations' capacity to deliver and serve New Jersey's Hispanic residents. Referral services are provided to appropriate State, local and private agencies. Qualifying organizations must be located within a neighborhood or community with a significant Hispanic population.
Other Information: This program operates on limited funding and encourages utilization of community or local resources.
Assistance Provided To: Hispanic community- based organizations or Hispanic individuals.
Contact: (609) 984-3223

Hispanic Interns in Community Service/Latino Leaders Fellowship Institute

Type of Assistance: Stipend for Summer Internship.
Description: Provides Hispanic college students with exposure to career opportunities in State government or other areas of public service, while allowing them to develop and strengthen professional and leadership skills through employment placement. Students selected for participation are required to attend weekly leadership training sessions.
Funding Source: State Appropriation, Grants-in-Aid, and Private Funding.
Assistance Provided To: Eligible State, local and nonprofit agencies, private sector partners willing to sponsor a summer intern; and eligible Hispanic college students attending higher education institutions in New Jersey or residents of New Jersey enrolled in an outside institution of higher education.
Procedure for Applying: Student and employer applications are available online at www.nj.gov/dca/chprd as of January 1 of the current year. Please refer to online program brochure for information on eligibility criteria for Latino college students and prospective employers.
Student Application Deadline: February 28
Employment Placement or Sponsor Deadline: February 28
Date of Notification: May 1
Contact: (609) 984-3223

Hispanic Resource Library/Data Bank

Type of Assistance: Technical, Informational and Advocacy.
Description: Provides information on the status of Latinos. CHPRD has established a resource library and central repository for Latino data for the primary purpose of advocacy and policy recommendations, as well as to provide public education.
Funding Source: State Appropriation.
Assistance Provided To: Public and private agencies and the general public.
Contact: (609) 984-3223

Research and Advocacy

Description: CHPRD conducts and supports research on Latino issues. A research fellowship program has been established in cooperation with Rutgers University's Center for Strategic Urban Community Leadership. CHPRD's goal is to play an active role in policy development regarding the fastest growing minority group in the State of New Jersey by recruiting the best and brightest young Latino scholars to assist in identifying trends and issues to address.
Contact: (609) 984-3223

Division of Codes and Standards

The **Division of Codes and Standards** *establishes and enforces building codes, in partnership with the State's municipalities, to protect the health and safety of residents. The Division houses the Bureau of Housing Inspection; implements construction codes including building, plumbing, fire protection, radon codes, asbestos and lead abatement; and oversees carnival/amusement ride inspections, LP gas installations, rooming and boarding house licenses, and the State's New Home Warranty program.*

For further information, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-7899. You may also visit our website at www.nj.gov/dca/codes.

The mailing address is:

New Jersey Department of Community Affairs
Division of Codes and Standards
PO Box 802
Trenton, NJ 08625 - 0802

Building Security for Commercial Buildings

Type of Assistance: Technical and Advisory.
Description: Provides technical assistance to owners of commercial buildings to improve the security of their buildings by reducing the vulnerabilities associated with possible terrorist acts. Technical assistance includes performing a review of the security features of the building and responding to questions about the Best Practices for Commercial Buildings, which were approved by the Domestic Security Preparedness Task Force.
Assistance Provided To: Building owners, business owners, directors of security and emergency management personnel.
Contact: (609) 984-7609

Code Assistance Unit

Type of Assistance: Technical and Advisory.
Description: Responds to inquiries regarding the Uniform Construction Code, including all of the model codes adopted by reference.
Assistance Provided To: Local code officials, architects, engineers, builders, homeowners and any member of the public seeking assistance in understanding or interpreting the Uniform Construction Code.
Contact: (609) 984-7609

PermitsNJ and UCCARS Technical Support

Type of Assistance: Technical and Advisory.
Description: Provides technical assistance to PermitsNJ users; PermitsNJ is an Internet-based construction code enforcement management system. Provides technical support to UCCARS users; UCCARS is the division's Uniform Construction Code Administrative Records System software. Also oversees the monthly collection of NJ construction activity data.

Assistance Provided To: Construction officials and staff of municipal construction code enforcement offices.
Contact: (609) 292-7899

Publications

Type of Assistance: Administrative.
Description: Provides, for a fee, various publications, including the New Jersey Uniform Construction Code yearly update service, Lead Hazard Evaluation and Abatement Code, Municipal Procedures Manual and the Residential Site Improvement Standards.
Assistance Provided To: Municipalities, code officials, attorneys, architects, engineers and the general public.
Contact: (609) 984-0040

Residential Site Improvement Standards

Type of Assistance: Technical and Advisory.
Description: Responds to inquiries regarding the Residential Site
Improvement Standards.
Assistance Provided To: Local officials, engineers, planners, builders, and any member of the public seeking assistance in understanding or interpreting the Residential Site Improvement Standards.
Contact: (609) 292-7899

Uniform Construction Code State Permit Surcharge Fee Program

Type of Assistance: Administrative, Technical and Advisory.
Description: Reviews quarterly State Permit Surcharge Fee reports and provides technical advice to ensure compliance.
Assistance Provided To: Municipal officials, local code officials and technical assistants.
Contact: (609) 292-7898

Bureau of Code Services

The Bureau of Code Services consists of several varied units: Asbestos/Lead Safety Unit, Carnival Amusement Ride Safety Unit, Code Officials Continuing Education Unit, Elevator Safety Unit, Industrialized Buildings Unit, Code Officials Licensing Unit and Liquefied Petroleum Gas Unit.

Asbestos Hazard Abatement Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Enforces the Asbestos Hazard Abatement Subcode in all educational facilities, public buildings and buildings housing a daycare center or nursery. The unit authorizes asbestos safety control monitoring firms, oversees the training and certification of asbestos safety technicians, conducts monitoring inspections and assesses fees and penalties.
Assistance Provided To: Contractors, public officials, asbestos safety control monitoring firms and anyone needing asbestos removal information.
Contact: (609) 633-6224

Amusement Ride Safety Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Administers ongoing inspection programs related to public safety for carnival and amusement ride safety and ski lifts: registers all rides and ski lifts; performs maintenance inspections annually; reviews all new installations prior to going into operation; tracks all incidents and investigates when necessary to ensure code compliance prior to reopening.
Assistance Provided To: Carnival and amusement ride owners/operators, sponsors of fairs and carnivals, ski resort owners and anyone with public safety concerns in these program areas.
Contact: (609) 292-2097 or write to:
NJ Dept. of Community Affairs
Division of Codes and Standards
Carnival and Amusement Ride Safety
PO Box 808, Trenton, NJ 08625-0808

Code Officials Continuing Education Program

Type of Assistance: Advisory and Training.
Description: Furthers the professional development of code enforcement personnel by providing quality educational offerings through a continuing education program.
Assistance Provided To: Licensed construction code officials, technical assistants and design professionals.
Contact: (609) 984-7820

Construction Code Officials Licensing

Type of Assistance: Technical and Advisory.
Description: Licenses individuals as construction officials, subcode officials or inspectors. Coordinates training programs and distributes information concerning requirements to be a licensed code official in the State of New Jersey. Courses required for licensure are provided through the county college system. Tuition reimbursement is available to code officials successfully completing required courses.
Assistance Provided To: Persons seeking licenses to enforce the Uniform Construction Code.
Contact: (609) 984-7834

Elevator Safety Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Administers the Elevator Safety Subcode including acting as Subcode Authority for municipalities; conducts elevator inspections and maintains a State registry of elevator devices.
Assistance Provided To: Building owners, public officials and anyone with an interest in the Elevator Safety Subcode.
Contact: (609) 984-7833

Industrialized Building Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Ensures that premanufactured building units purchased for installation in New Jersey comply with the Uniform Construction Code.
Assistance Provided To: Owners, manufacturers and sellers of manufactured housing (mobile homes) and modular buildings through third-party agencies and interstate inspection agreements.
Contact: (609) 984-7974

Lead Hazard Abatement Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Enforces Lead Hazard Abatement rules in all buildings and structures undergoing lead hazard abatement; licenses lead evaluation and abatement contractors; conducts monitoring inspections; and supports local building departments in the enforcement of lead hazard abatement rules.
Assistance Provided To: Private contractors, public officials and any resident with an interest in lead hazard abatement.
Contact: (609) 633-6224

Liquefied Petroleum Gas Safety Program

Type of Assistance: Regulatory, Technical and Advisory.
Description: Performs plan review and inspection of new liquefied petroleum gas (LPG) installations and performs regular inspections of existing LPG systems.
Assistance Provided To: Engineers, LPG owners or operators, and consumers interested in LPG system safety.
Contact: (609) 633-6835

Bureau of Construction Project Review

The Bureau of Construction Project Review provides plan review where the review and release of plans by the Department of Community Affairs is required, pursuant to N.J.A.C. 5:23-3.11 or where requested, for prototype plans intended for use Statewide.

Construction Project Review

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides plan review for large and complex structures for all municipalities whose local code officials are not licensed at the highest technical level, and for all projects reserved to the State, including health care facilities, state buildings and casinos.
Kinds of Assistance: Technical review of plans.
Assistance Provided To: Architects, engineers and developers of such projects.
Contact: (609) 984-7860

Healthcare Facilities Plan Review

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides plan review for hospitals, nursing homes and other healthcare facilities to ensure compliance with the Uniform Construction Code and federally mandated criteria.
Kinds of Assistance: Technical review of plans.
Assistance Provided To: Architects, engineers and developers of such projects.
Contact: (609) 633-8151

State Buildings

Type of Assistance: Regulatory, Technical and Advisory. **Description:** Ensures that the construction or alteration of state-owned buildings complies with the Uniform Construction Code.
Assistance Provided To: Private contractors and public officials regarding the issuance of construction permits and certificates of occupancy, and the inspection of buildings.
Contact: (609) 984-7865

Bureau of Homeowner Protection

The Bureau of Homeowner Protection administers programs concerned with the purchase of new homes, as well as units in retirement communities, condominiums and cooperatives, and provides information on the rights and responsibilities of residential landlords and tenants in New Jersey.

Association Regulations Unit

Type of Assistance: Technical and Advisory.
Description: Provides information to owners of planned residential real estate including condominiums, cooperatives, single-family homes or townhouses with owner-controlled associations, about their rights concerning access to financial records, open public meetings and alternate dispute resolution.
Other Information: Technical assistance is offered to attorneys and members of boards to establish alternate dispute resolution procedures. Information is also provided regarding sample model bylaws for associations.
Assistance Provided To: Unit owners, attorneys representing association boards and board members.
Contact: (609) 984-7574

Condominium and Cooperative Conversion Senior Citizens and Disabled Protected Tenancy

Type of Assistance: Regulatory, Technical and Advisory.
Description: Monitors procedures established by law and protects eligible senior citizens and disabled persons from eviction when their buildings are converted to condominium or cooperative forms of ownership. Receives forms from tenants seeking Protected Tenancy.
Kinds of Assistance: Supplies forms and information on procedures to be followed in applying for Protected Tenancy. Assists municipalities and counties in developing their administrative processes.

Assistance Provided To: Landlords, tenants, counties, municipalities, attorneys, and purchasers and sponsors of condominium and cooperative housing.
Contact: (609) 633-6606

Continuing Care Retirement Communities

Type of Assistance: Regulatory.
Description: Protects residents of continuing care retirement communities from a provider becoming insolvent or unable to provide responsible care.
Other Information: The provider is required to obtain a Certificate of Authority to operate the facility by filing an application for certification that contains a number of affidavits, legal description of the facility, the condition of title, extensive financial information, health program disclosure, proof of compliance with applicable governmental regulations, and brochures used for advertising and promotional purposes.
Assistance Provided To: Providers and current/potential residents of continuing care retirement communities.
Contact: (609) 633-3888

Landlord/Tenant Information Service

Type of Assistance: Advisory.
Description: Provides information concerning the established rights and responsibilities of residential landlords and tenants. Provides information to administrative agencies dealing with cooperative and condominium conversions in the area of senior citizens and disabled tenant protection.
Description: Prepares and distributes the "Truth-in-Renting" booklet as a guide to responsibilities of residential landlords and tenants. An automated voice messaging system, available in English and Spanish, provides information on topics related to landlord-tenant issues.
Assistance Provided To: Landlords, tenants, county officials, municipal administrators and the general public.
Contact: (609) 292-4174

Limited Dividend and Nonprofit Housing Corporations and Associations

Type of Assistance: Regulatory, Technical and Advisory.
Description: Helps maintain the supply of low- and moderate-income housing in the State.
Assistance Provided To: Existing limited dividend and nonprofit housing corporations and associations.
Contact: (609) 633-6606

Long Term Tax Exemption/Urban Renewal Entities

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides review, as required by statute, of certificates of incorporation or other certificates of formation for urban renewal entities formed under the Long Term Tax Exemption Law. Approval by DCA is required before such documents can be filed with the State Treasurer or county clerk.
Assistance Provided To: Urban renewal entities (corporations, partnerships, limited partnerships, nonprofits, limited liability companies, etc.).
Contact: (609) 633-6606

New Home Warranty Program

Type of Assistance: Regulatory, Technical, Advisory and Financial.
Description: Requires all builders of new homes in New Jersey to be registered with the Department. Registration is renewable every two years and a warranty is required for every new residential unit that is sold within the state.
Other Information: Builders must enroll in one of several Warranty Insurance Plans. A number of private plans, as well as one offered by the State, are currently available.
Assistance Provided To: All home building entities engaged in the construction of new single family, duplex, condominium or cooperative units and all purchasers of new units seeking assistance.
Contact: (609) 984-7910

Planned Real Estate Development

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides consumer protection by requiring disclosure of pertinent information regarding retirement communities, condominiums, cooperatives and other developments in which common elements are shared.
Other Information: The developer is required to register with the Division and file an application for registration containing a variety of exhibits concerning the legal status of the property, condition of title and financial information, as well as brochures used for advertising and promotional purposes. Developers must apply and become registered before offering units for sale.
Assistance Provided To: Developers and purchasers of units in common interst communities.
Contact: (609) 984-7574

Bureau of Housing Inspection

The Bureau of Housing Inspection oversees the registration and inspection of hotels, motels and multiple dwellings to verify their compliance with the Hotel and Multiple Dwelling Law. It ensures the health, safety and welfare of residents, guests and the general public.

Housing Code Administration

Type of Assistance: Regulatory and Technical.
Description: Issues Certificates of Registration and Certificates of Inspection, and provides technical assistance related to the inspection process. The unit also oversees violation abatement matters concerning time extensions; collects all fees; and answers inquiries regarding the Hotel and Multiple Dwelling Law and regulations. Certain types of building owners such as owner-occupied three and four unit buildings, fee simple ownership and retirement communities, may qualify for reduced inspection fees or fee exemptions.
Assistance Provided To: Landlords, owners, tenants and other interested parties.
Contact: (609) 633-6225

Housing Code Compliance

Type of Assistance: Regulatory and Technical.
Description: Enforces penalty action against owners who, upon reinspection of their properties, have failed to abate cited violations. Cases not settled are brought to court for final resolution.
Assistance Provided To: Landlords, owners and tenants.
Contact: (609) 633-6229

Housing Code Enforcement

Type of Assistance: Regulatory and Technical.
Description: Enforces the Hotel and Multiple Dwelling Law, which requires that all hotels, motels and multiple dwellings are inspected at least once every five years by the Bureau of Housing Inspection's Code Enforcement inspectors or by local inspectors in those municipalities participating in the Bureau's State Local Cooperative Housing Inspection Program (see below).
Other Information: Inspections are conducted to ensure compliance with the Bureau's regulations for the Maintenance of Hotels and Multiple Dwellings. If upon reinspection, cited violations have not been corrected, hotel, motel and multiple dwelling owners are referred to the Bureau's Code Compliance section for penalty enforcement action.
Assistance Provided To: Any party interested in the abatement of cited violations.
Contact: (609) 633-6241

State/Local Cooperative Housing Inspection

Type of Assistance: Financial–Reimbursement.
Description: Allows a municipality or county the opportunity to enforce the Hotel and Multiple Dwelling regulations using its own inspection staff.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Municipalities and counties.
Other Information: The municipality or county signs an agreement with DCA, called the "Conditions of Authorization," outlining the responsibilities of the participant and DCA.
Procedure for Applying: Contact program coordinator.
Contact: (609) 633-6240

Office of Local Code Enforcement

The Office of Local Code Enforcement provides mandated State Uniform Construction Code coverage to municipalities that have requested that DCA handle their administrative and enforcement authority of the Uniform Construction Code.

Educational Facilities Plan Review

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides plan review for all public schools to ensure compliance with the Uniform Construction Code.
Kinds of Assistance: Technical review of plans.
Assistance Provided To: Architects, engineers and developers of such projects.
Contact: (609) 324-1455

Local Enforcing Agency

Type of Assistance: Regulatory, Administrative, Technical and Advisory.
Description: Serves as the construction code enforcement agency for municipalities that have requested this service. Processes construction permit applications, reviews plans, issues construction permits, performs inspections, issues certificates and orders, and performs other construction code enforcement duties for construction projects occurring within these municipalities. The agency has three regional offices.
Assistance Provided To: Any municipality that has not established enforcement powers for the State Uniform Construction Code, architects, engineers, builders, homeowners and persons involved in construction in those municipalities who are seeking code technical or advisory assistance.
Contact: (609) 324-1152

NJSCC Managed School Projects

Type of Assistance: Regulatory, Technical and Advisory.
Description: Serves as the construction code enforcement agency for school projects managed by the New Jersey School Construction Corporation. Processes construction permit applications, reviews plans, issues permits, performs inspections, issues certificates and orders, and performs other construction code enforcement duties for construction projects managed by the NJSCC.
Assistance Provided To: NJSCC, architects, engineers, and persons involved with NJSCC-managed projects seeking code technical or advisory assistance.
Contact: (609) 324-1360 or write to:
New Jersey Dept. of Community Affairs
Division of Codes and Standards
Office of Local Code Enforcement
PO Box 821, Trenton, NJ, 08625-0821

Office of Regulatory Affairs

The Office of Regulatory Affairs is responsible for monitoring theenforcement of the Uniform Construction Code Act and implementing regulations.

Type of Assistance: Regulatory, Technical and Advisory.
Description: Investigates allegations of violations of the Uniform Construction Code allegedly committed by construction officials, subcode officials and inspectors.
Assistance Provided To: Municipal officials, local code officials, engineers, architects, contractors and homeowners.
For further information, please call (609) 984-7672, or write to:
New Jersey Dept. of Community Affairs
Division of Codes and Standards
Office of Regulatory Affairs
PO Box 818, Trenton, NJ, 08625-0818

Bureau of Rooming and Boarding House Standards

The Bureau of Rooming and Boarding House Standards is responsible for the implementationand enforcement of the Rooming and Boarding House Act of 1979, the inspection and licensure of emergency shelters for the homeless pursuant to Rules Governing Shelters for the Homeless, and the provisions of the Standards for Licensure of Residential Health Care Facilities.

Regulations Governing Rooming and Boarding Houses and Related Statutes

Type of Assistance: Regulatory, Technical and Advisory.
Description: Implements and enforces the provisions of the Rooming and Boarding House Act of 1979, which mandates social and safety requirements for all rooming and boarding homes in the State. Upon satisfactory compliance with the Act, the Bureau issues licenses to owners and/or operators of these facilities.
Kinds of Assistance: All rooming and boarding homes in the State are evaluated yearly by the Bureau for the physical safety and social well-being of the resident population as a prerequisite to licensing. Municipalities wishing to conduct physical inspections should contact the Bureau. Only the Bureau can conduct social evaluations. Owners and operators must apply to the Bureau for a license to own and/or operate a rooming or boarding home.
Assistance Provided To: All owners and operators of rooming and boarding homes.
Contact: (609) 633-6251 for Standards;
(609) 984-1706 for Licensing

Rules Governing Emergency Shelters for the Homeless

Type of Assistance: Regulatory, Technical and Advisory.
Description: Implements and enforces the provisions of the Rules Governing Emergency Shelters for the Homeless Act, which mandates that emergency shelters in the State are constructed, maintained and operated to protect the health, safety and welfare of their occupants. Owners must apply to the Bureau for licensure, issued upon compliance with the Act.
Other Information: Municipalities wishing to conduct inspections should contact the Bureau.
Assistance Provided To: Owners of emergency shelters and municipal officials.
Contact: (609) 633-6251

Regulations Governing Residential Health Care Facilities and Related Statutes

Type of Assistance: Regulatory, Technical and Advisory.
Description: Implements and enforces the provisions of the Standards for Licensure of Residential Health Care Facilities, which mandates social and safety requirements for Residential Health Care Facilities. Upon satisfactory compliance with the regulations, the Bureau issues licenses to these facilities.
Other Information: All Residential Health Care Facilities in the State are evaluated on a regular basis by the Bureau for the physical safety and social well being of the resident population as a prerequisite to licensing. Facilities must apply to the Bureau for a license to operation a Residential Health Care Facility.
Assistance Provided To: All Residential Heath Care Facilities.
Contact: (609) 984-1704

Division of Community Resources

The **Division of Community Resources** *provides financial and technical assistance to municipalities, community action agencies and other nonprofit organizations, focusing on community and economic development. The Division also provides assistance to community-based nonprofit and local government agencies to improve the quality of life for low-income, disabled and disadvantaged residents.*

For further information, please call the telephone number listed for each program or write to:

New Jersey Department of Community Affairs
Division of Community Resources
PO Box 806
Trenton, NJ 08625-0806

Wachovia/Department of Community Affairs Housing Scholars Program

Type of Assistance: Internships.
Description: Provides nonprofit organizations actively involved in the development of affordable housing with a full-time summer intern from either an undergraduate or graduate program at one of five New Jersey colleges and universities.
Funding Source: Department of Community Affairs, Wachovia and nonprofit match.
Award Period: Summer
Assistance Provided To: Nonprofit organizations, housing authorities and municipalities.
Procedure for Applying: Contact program coordinator for details.
Application Deadline: February 2007
Date of Notification: April 2007
Contact: (609) 984-1614

Community Development

Community Services Block Grant

Type of Assistance: Financial - Grants.
Description: Awards funds to agencies for the provision of health, education, employment, housing and other services to federally New Jersey's low-income population. Ninety percent of the annual allocation must go to federally designated community action agencies.
Funding Source: U.S. Department of Health and Human Services.
Award Period: October 1 to September 30.
Assistance Provided To: Public and private nonprofit agencies.
Procedure for Applying: Submission of an application via SAGE at https://njdcasage.state.nj.us/Portal.asp. Contact program coordinator for details.
Contact: (609) 633-6286

Small Cities Community Development Block Grant

Type of Assistance: Financial - Grants.
Description: Provides funds for economic development, housing rehabilitation, community revitalization and public facilities designed to benefit people of low- and moderate-income or to address recent local needs for which no other source of funding is available.
Funding Source: U.S. Department of Housing and Urban Development.
Assistance Provided To: Non-entitlement counties and municipalities (list available on request).
Procedure for Applying: Submission of an application via SAGE at https://njdcasage.state.nj.us/Portal.asp.
Application Deadline: Circulated to all eligible governments.
Contact: (609) 633-6276

Low-Income Assistance

Home Energy Assistance

Type of Assistance: Financial - Grants.
Description: Assists very low-income persons with their heating and cooling bills, and makes provisions for emergency heating systems services and emergency fuel assistance within the Home Energy Assistance Program.
Funding Source: U.S. Department of Health and Human Services.
Procedure for Applying: Submission of an application to a designated community-based organization.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (800) 510-3102

Emergency Lead Poisoning Relocation (ELPR) Program

Type of Assistance: Financial - ELPR will pay up to 100% of the cost of eligible, reasonable relocation costs or a flat fee of $1,400. Eligible costs include permanent or temporary relocation such as hotel, motel, transportation, moving and storage of household goods/personal belongings as well as security deposit, rent and rental subsidies.
Assistance Provided To: Payments are made on behalf of eligible households directly to providers of services except in cases where applicant elects to receive a flat fee. Flat fees are paid directly to applicants.
Procedure for Applying: Head of household makes application through their local health department as soon as possible after being notified that they must relocate.
Contact: 1 (877) DCA-LEAD or visit www.leadsafenj.org.

Lead Hazard Control Assistance Fund (LHCAF)

Type of Assistance: Financial – low interest loans and forgivable loans.
Description: Provides funds to homeowners and rental property owners to reduce or eliminate lead-based paint hazards in housing, and to address the underlying conditions that contribute to paint failure. Forgivable loans are available only to very low-income (below 50% of median) owner-occupants of one- to four-family properties.
Funding Source: State of New Jersey
Assistance Provided To: The owner of the property to pay the cost of lead work, related testing and developing a lead-safe maintenance plan to be followed upon completion of the lead work.
Procedure for Applying: submits an application directly to DCA. Open application intake.
Contact: 1 (877) DCA-LEAD or visit www.leadsafenj.org.

Universal Services Fund (USF) Program

Type of Assistance: Assistance with utility bills.
Description: Assists very low-income persons that have high natural gas and/or electric bills by providing a monthly credit.
Funding Source: New Jersey Board of Public Utilities.
Application Deadline: None.
Contact: (866) 240-1347

Weatherization Assistance

Type of Assistance: Installing energy saving materials in the homes of eligible applicants.
Description: Assists elderly, disabled and low-income persons in weatherizing their homes, improving their heating system efficiency and conserving energy. The program also provides emergency heating assistance.
Funding Source: U.S. Department of Health and Human Services and U.S. Department of Energy.
Award Period: October 1 to September 30; April 1 to March 31.
Assistance Provided To: Low-income occupants; community-based agencies assisting low-income occupied dwelling units.
Procedure for Applying: Submission of an application to a designated community-based agency.
Contact: (800) 510-3102

Recreation

Recreation Opportunities for Individuals with Disabilities

Type of Assistance: Financial–Grants.
Description: Provides funding assistance to local units of government for both short-term special events and comprehensive recreational services for individuals with disabilities.
Assistance Provided To: Municipalities and counties.
Type of Assistance: Financial-Grants
Funding Source: State Appropriation.
Award Period: January 1 to December 31.
Procedure for Applying: Application postmarked by May 31, and a resolution authorizing the match requirement. Submission of an application to SAGE via https://njdcasage.state.nj.us/Portal.asp.
Other Information: Match of $1 local to $5 state.
Date of Notification: August 31.
Contact: (609) 984-6654

Revitalization

Individual Development Account

Type of Assistance: Matching Savings.
Description: IDAs are matched savings accounts to help low-income families accumulate funds specifically for high-return investments in homeownership, education or small-business ownership.
Assistance Provided To: Income-eligible working individuals and families, through grants to nonprofit organizations.
Procedure for Applying: Submission of an application to SAGE via https://njdcasage.state.nj.us/Portal.asp.
Contact: (609) 633-6272

Neighborhood Preservation

Type of Assistance: Financial–Grants and Loans.
Description: Provides direct financial and technical assistance to municipalities over a three to five-year period to conduct activities associated with the preservation of designated neighborhoods, based on strategic revitalization plans within those municipalities.
Funding Source: State Aid Appropriation.
Assistance Provided To: Municipalities when funds are available.
Procedure for Applying: Submission of an application to SAGE via https://njdcasage.state.nj.us/Portal.asp.
Contact: (609) 633-6283

Neighborhood Revitalization Tax Credit Program

Description: The Neighborhood Revitalization Tax Credit Program (NRTC) provides business entities a 50% tax credit for funds provided to nonprofit entities carrying out comprehensive revitalization plans. Nonprofit entities must use at least 60% of the tax credit funds for housing and economic development; the remaining funds may be used for supportive services.
Assistance Provided To: Nonprofit organizations located in municipalities that are eligible to receive aid under the "Special Municipal Aid Act" or "Abbott Districts."
Type of Assistance: Financial-Grants.
Funding Source: Corporate Funds.
Award Period: Rolling.
Procedure for Applying: Submission of a Neighborhood Planning Grant or Project Application to SAGE via https://njdcasage.state.nj.us/Portal.asp. Neighborhood Planning Applications are available at http:/www.nj.gov/dca/dcr/nrtc.
Application Deadline: N/A.
Date of Notification: Varies.
Contact: (609) 292-6831

Division of Fire Safety

The **Division of Fire Safety** *serves as the central fire service agency in the State. The Division is responsible for the development and enforcement of the State Uniform Fire Code, as well as for implementing public education and firefighter training programs.*

For further information regarding the Division of Fire Safety's programs or services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 633-6106. You may also visit our website at www.nj.gov/dca/dfs.

The mailing address is:

New Jersey Department of Community Affairs
Division of Fire Safety
PO Box 809
Trenton, NJ 08625-0809

Fire Safety Commission

Type of Assistance: Advisory.
Description: Works closely with the Division of Fire Safety to promote fire safety in the state. The commission comprises 23 members, including State legislators and citizens with expertise or interest in fire safety. It was created by law to assist and advise the Commissioner of the Department of Community Affairs on all matters of fire safety.
Assistance Provided To: State government, the fire service and the general public.
Other Information: Meets five times each year to consider fire safety issues, amendments to the Uniform Fire Code, new fire safety programs and to hear comments from the public on matters of fire safety.
Contact: (609) 633-6139

Legislative and Regulatory Services

Type of Assistance: Technical and Advisory.
Description: Provides guidance regarding local enforcement of the Uniform Fire Safety Act and State Fire Prevention Code; oversees local agency operations and conducts routine monitoring; develops and amends program rules; provides assistance to Peer Review Committee to assess sanctions against certified officials; undertakes appropriate corrective or enforcement action for violations of the Act and Code; maintains quarterly registry of agencies having jurisdiction within each municipality in the State.
Assistance Provided To: Municipalities, fire services or private individuals.
Contact: (609) 984-1947

Volunteer Emergency Service Organization Loan Program

Type of Assistance: Financial–Loans.
Description: Provides loans to fire departments and ambulance/rescue squads.
Funding Source: State Appropriation, Special Revenue.
Award Period: July 1 to June 30.
Assistance Provided To: Volunteer and partially-paid fire companies, first aid squads and rescue squads.
Other Information: Two percent interest, 10-year repayment, maximum loan: $50,000.
Procedure for Applying: Request for proposals mailed annually.
Contact: (609) 984-1903

Volunteer Recruitment and Retention Program

Type of Assistance: Advisory and Programmatic.
Description: Provides guidance, visual aids and assistance to local volunteer fire departments and first aid, ambulance and rescue squads trying to recruit new members and retain current members.
Other Information: A toll-free telephone line answers calls from the public regarding recruitment. Callers are referred to their local volunteer organization's recruitment officer by Division staff.
Assistance Provided To: Volunteer fire departments, first aid, ambulance and rescue squads.
Contact: (609) 633-6121, (800) FIRE-LINE

Bureau of Fire Code Enforcement

Fire Code Services

Type of Assistance: Technical and Advisory.
Description: Provides technical assistance to fire officials/fire inspectors involved in the enforcement of the Uniform Fire Code and Regulations for Fire Code Enforcement.
Assistance Provide To: Local enforcing agencies and private individuals.
Contact: (609) 633-6132

Inspections

Type of Assistance: Technical.
Description: Enforces the Uniform Fire Code in municipalities that do not elect to establish local enforcement agencies; responsible for the inspection of high-rise and life hazard use buildings/structures when the Department has retained direct enforcement authority.
Assistance Provided To: Any municipality that has not established an enforcement agency for the Uniform Fire Code.
Contact: (609) 633-6132

Life Hazard Use Registration

Type of Assistance: Technical and Advisory.
Description: Life hazard use is defined as the use of a building or structure that may constitute a potential risk to human life, public welfare or firefighters. The program registers high-rise and life hazard use buildings/businesses to inspect and enforce the Uniform Fire Safety Act. Records of these structures are maintained and lists are distributed to local enforcement agencies. The program collects fees from life hazard use owners and establishes criteria to disburse funds to local agencies enforcing the Uniform Fire Code and Regulations.
Assistance Provided To: Any fire service, local enforcement agency or individual.
Contact: (609) 633-6144

Local Assistance

Type of Assistance: Technical.
Description: Assists municipalities to establish local enforcing agencies in accordance with the Uniform Fire Safety Act; makes recommendations to the local enforcing agencies regarding daily operations; provides interpretations of the Uniform Fire Code.
Assistance Provided To: Municipalities and local enforcing agencies.
Contact: (609) 341-3258

State Building Fire Safety Inspections

Type of Assistance: Technical.
Description: Supervises fire prevention and protection programs in all State-owned, State-leased and State-occupied structures.
Assistance Provided To: Mandatory for all State-owned or State-leased properties.
Contact: (609) 633-6132

Bureau of Fire Department Services

Fire Coordinator's Program

Type of Assistance: Technical.
Description: Administers the New Jersey Fire Coordinator System. This system is part of the State's emergency management system and manages the deployment of fire service resources requested beyond contiguous municipalities. There is a County Fire Coordinator assigned to each of the State's 21 counties. The system is designed to deploy Division staff the Emergency Operations Center at State Police Headquarters in West Trenton. From there, Division staff coordinate the deployment of fire service resources. County fire coordinators are responsible for maintaining resource lists including apparatus, specialized equipment, and available manpower, and working with the Division staff to have them readily available.
Contact: (609) 633-6071 during a declared state of emergency.

Fire Department Programs

Type of Assistance: Technical and Advisory.
Description: Investigates serious injuries or deaths of firefighters in the line of duty and publishes the findings in a formal report. Additionally, this unit works with the Juvenile Firesetter Committee to research and develop a statewide policy for preventing juveniles from setting fires, and for educating the public and the fire service about the problem.
Other Information: In cooperation with the Department of Treasury, the program develops specifications for firefighters' protective clothing and equipment for inclusion on the State Cooperative Purchasing Contract. This ensures that protective clothing meets the standards established in the Public Employees Occupational Safety and Health Act.
Assistance Provided To: Fire service organizations, emergency medical services, and state, county or municipal governments and anyone dealing with the problems of a juvenile firesetter.
Contact: (609) 633-6071; (800) 357-5230

Fire Incident Reporting System

Type of Assistance: Technical.
Description: Administers a statewide fire incident reporting system that also serves as a central depository for the National Fire Incident Reporting System. Participating fire departments report emergency incidents in a standardized format that is passed on to the U.S. Fire Administration to be included in national statistics and analyses. The unit also analyzes statewide data to identify trends and publishes an annual report titled "Fire in New Jersey."
Assistance Provided To: Any fire service organization or interested individual.
Contact: (609) 633-6324

Fire Protection Installers/Maintenance Certification Program

Type of Assistance: Technical and Advisory.
Description: Establishes a comprehensive, mandatory licensing procedure for contractors who sell, install, repair, inspect and maintain fire protection equipment. Determines whether an application is complete and if all requirements have been met. The appropriate license is issued to the applicant in each field for which the qualifications are met.
Other Information: Currently, there are six license classifications established within this program: Fire Protection Equipment; Fire Sprinkler System; Special Hazard Fire Suppression System; Fire Alarm Equipment; Portable Fire Extinguisher; and Kitchen Fire Suppression System. Businesses that provide any type of service on fire safety equipment must obtain an annual business permit.
Contact: (609) 633-6121

Office of Training and Certification

Type of Assistance: Technical, Advisory and Training.
Description: Provides statewide educational and training programs relating to fire protection, fire prevention, fire safety inspection, and to certify fire officials/fire inspectors who enforce the Uniform Fire Code. The office also develops training standards for various positions within the fire service and provides training programs leading to certification in those positions. Continuing education programs are also available to individuals holding certain certifications. This program also offers National Fire Academy Training courses covering all aspects of firefighting.
Assistance Provided To: Fire service training academies, fire service organizations or private individuals.
Contact: (609) 633-6117

Persons with Disabilities or Oxygen Use Emblem Program

Type of Assistance: Technical.
Description: Issues a person with a disability or who uses oxygen one of two identification emblems. The disability emblem is affixed to a window of a residential dwelling and alerts firefighters, medical, rescue or law enforcement personnel, when responding to an emergency situation, that a person with a disability may be present therein and may require special assistance. The oxygen emblem is also affixed to a window of a residential dwelling to warn firefighters that oxygen is in use within that dwelling. A person with a disability or who uses oxygen may apply for an emblem by contacting the Division.
Contact: (609) 633-6121

Public Education

Type of Assistance: Technical and Advisory.
Description: Increases public awareness of fire safety by developing educational fire safety materials such as brochures, flyers, posters and booklets for distribution to schools, fire departments and the general public; develops specific fire safety programs for schools, preschools and senior citizens; publishes a newsletter for members of the fire service and other individuals and organizations interested in fire safety; and helps coordinate an annual fire safety poster contest for school children throughout the state.
Assistance Provided To: Municipalities, schools, fire departments and the general public.
Contact: (609) 633-6071

Division of Housing

The **Division of Housing** *is committed to building neighborhoods. Working with nonprofit organizations, municipalities, private developers and the NJ Housing and Mortgage Finance Agency, the Division is responsible for grant and loan programs that promote economic and community development through housing and other support services.*

For further information, please call the telephone number listed for each particular program, or call the main telephone numbers at (609) 292-4080. You may also visit our website at www.nj.gov/dca/housing.

The mailing address is:

New Jersey Department of Community Affairs
Division of Housing
PO Box 806
Trenton, NJ 08625-0806

Housing Assistance and Production Programs

This component administers programs that address the housing needs of homeless and potentially homeless individuals and families by providing housing assistance payments. This element also provides financial assistance to municipalities, for-profit and nonprofit developers producing affordable housing, and manages long-term affordability controls.

Balanced Housing Deep Subsidy Program

Description: This initiative is intended to increase the number of rental housing units affordable to very low-income families. The Department of Community Affairs (DCA) is allocating $5 million annually to reduce the cost of constructing those units produced under this program. Funding is limited to capital investments and is funded from the Neighborhood Preservation Balanced Housing Program.
Procedure for Applying: Contact program manager for details.
Contact: (609) 633-6302

Community Housing Development Organizations Seed Money Loans

Type of Assistance: Financial–Loans.
Description: Provides pre-development/seed money loans to nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing. Loans may only be used for project-specific costs.
Funding Source: U.S. Department of Housing and Urban Development.
Award Period: Maximum of 18 months.

Assistance Provided To: Nonprofit organizations certified as State CHDOs.
Procedure for Applying: Contact program coordinator for details.
Contact: (609) 633-6302

Family Self-Sufficiency

Type of Assistance: Financial–Subsidies.
Description: Assists families who are participants in the Section 8 Housing Choice Voucher Program toward becoming self-sufficient and self-reliant through the implementation of an individualized action plan.
Funding Source: U.S. Department of Housing and Urban Development.
Assistance Provided To: Families must be participants in DCA's Section 8 Housing Choice Voucher Program to be eligible.
Contact: (609) 633-6284

Green Homes Office

Type of Assistance: Technical and Financial–Grants.
Description: Improves the environmental performance, energy efficiency, quality and affordability of housing in New Jersey through advocacy, education and technical assistance. Accelerates the use of innovative green design and building technologies, raises building standards and creates a consumer demand for healthy, efficient and environmentally responsible, high-performance homes.
Assistance Provided To: For-profit and nonprofit developers and municipalities.
Contact: (609) 292-3931

HOME–Housing Production Investment Fund

Type of Assistance: Financial–Grants and loans.
Description: Provides non-interest and interest bearing deferred loans and grants to for-profit and nonprofit developers for the purpose of creating affordable housing throughout the State.
Funding Source: U.S. Department of Housing and Urban Development.
Assistance Provided To: Funds are targeted to:

- Applications to the Balanced Housing Program that are feasible, but for which state funds are not available;
- Applications from developers in municipalities where there is a demonstrated need for
- Areas where there is demonstrated need for affordable housing and where other sources of federal funds, such as HOME and when Community Development Block Grants, are not available from the local jurisdiction.

The program is administered in accordance with the Balanced Housing Program rules and regulations and the federal HOME regulations.
Application Deadline: Accepted continuously.
Date of Notification: January, April, July and October.
Contact: (609) 633-6258

Homelessness Prevention

Type of Assistance: Financial–Grants and Subsidies.
Description: Provides limited financial assistance to low- and moderate-income tenants and homeowners in imminent danger of eviction or foreclosure due to temporary financial problems beyond their control. Funds are used to disburse payments in the forms of loans and grants to landlords and mortgage companies on behalf of eligible households in danger of homelessness.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Procedure for Applying: Contact program coordinator.
Contact: (866) 889-6270

HOME–Tenant-Based Rental Assistance

Type of Assistance: Financial–Subsidies.
Description: Provides tenant-based rental assistance to families with special needs and, in some cases, to eligible, in-place residents of a rental project being rehabilitated under the HOME Program.
Funding Source: U.S. Department of Housing and Urban Development.
Award Period: July 1 to June 30.

Assistance Provided To: Households who have graduated from transitional housing programs that meet the Division's guidelines for such programs, and households where the head of household is elderly or disabled.
Procedure for Applying: Current waiting list.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 292-4080

HOME–Community Housing Development Organizations Operating Grants

Type of Assistance: Financial–Grants.
Description: Provides operating support for nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing.
Funding Source: U.S. Department of Housing and Urban Development.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit organizations certified as State CHDOs.
Procedure for Applying: Contact program coordinator for details.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 633-6302

Housing Opportunities for Persons With HIV/AIDS (HOPWA)

Type of Assistance: Financial–Subsidies.
Description: Authorized by the AIDS Housing Opportunity Act, this program provides state and localities with resources and incentives to develop long-term comprehensive strategies for meeting the housing needs of people with AIDS and their families.
Funding Source: U.S. Department of Housing and Urban Development.
Kinds of Assistance: The program provides annual funds for rental subsidies to a limited number of very low-income applicants.
Other information: The three areas serviced by DCA are: *New Jersey Department of Health and Senior Services* - Atlantic, Burlington, Cape May, Camden, Cumberland, Gloucester, Mercer, Salem and Warren Counties; *City of Paterson:* Bergen and Passaic Counties; and *Woodbridge Township:* Middlesex and Somerset Counties.
Assistance Provided To: Very low-income families with a household member living with AIDS. Voucher Program to be eligible.
Contact: (609) 292-4080

Neighborhood Preservation Balanced Housing

Type of Assistance: Financial–Grants and Loans.
Description: Provides direct financial and technical assistance to municipalities over a three to five year period to conduct activities associated with the preservation of designated neighborhoods based on strategic revitalization's plans within those municipalities.
Funding Source: State Aid Appropriation
Award Period: Four times per year.
Assistance Provided To: Municipalities.
Other Information: Municipalities must fall into one of the following categories:

- It has received substantive certification from the Council on Affordable Housing;
- It has entered into a judicially-approved compliance agreement to settle its fair share housing obligation;
- It is subject to a court-ordered builder's remedy;
- It has been designated as a receiving municipality under a regional contribution agreement and the project plan has been approved by the Council on
- It has, at any time since Fiscal Year 1988, been eligible to receive State aid.

Application Deadline: Applications accepted continuously.
Date of Notification: January, April, July and October.
Contact: (609) 943-6258

Performance Grants to Nonprofits

Type of Assistance: Financial–Grants.
Description: Provides operating support for nonprofit organizations developing affordable housing. Continuation grants are based on grantee agencies' performance.
Funding Source: State Appropriation–Fair Housing Revenue (NJ Realty Transfer Tax).
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit organizations.
Procedure for Applying: Contact program coordinator for details.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 633-2129

Pre-Development Loan Partnership

Type of Assistance: Financial–Loans.
Description: Provides pre-development/seed money loans to nonprofit organizations actively involved with the development of affordable housing. Loans may only be used for project- specific costs.
Funding Source: Revolving Housing Demonstration Program and seven financial institutions.
Award Period: Maximum of 18 months.
Assistance Provided To: Nonprofit organizations.
Procedure for Applying: Contact program coordinator for details.
Application Deadline: Open.
Date of Notification: Varies.
Contact: (609) 633-2129

Section 8 Housing Choice Voucher Program

Type of Assistance: Financial–Subsidies.
Description: Assists in making safe and quality housing in the private rental market affordable to very low-income families by reducing housing costs through direct rent subsidy payments to landlords.
Funding Source: U.S. Department of Housing and Urban Development.
Kinds of Assistance: Based on the premise that housing costs (rents and utilities) should not exceed 30 percent of a family's income, the program provides annual funds for rental subsidies to a limited number of very low-income applicants (special emphasis is placed on assisting special needs residents in their efforts to live independently in the community).
Other Information: The statewide program is available to residents of all New Jersey counties. Additional Section 8 Existing Housing programs are administered throughout the state by a number of municipal and county authorities.
Assistance Provided To: Very low-income families; single individuals over 62 years of age; or individuals with special needs.
Contact: (609) 292-9025

Section 8 Single Room Occupancy–Moderate Rehabilitation

Type of Assistance: Technical.
Description: Assists in rehabilitating privately owned, substandard, single-room occupancy rental units providing housing for individuals eligible for Section 8 Rental Assistance. Technical assistance is provided to property owners during all phases of rehabilitation including preparing work write-ups, evaluating contractor bids, applying for financing, and construction and quality control. Upon completing the rehabilitation work, the project sponsor receives financial assistance, administered by the Housing Assistance
Element over a 10-year period, in the form of Section 8 Rental Assistance. Assistance is paid on behalf of eligible tenants.
Funding Source: U.S. Department of Housing and Urban Development.
Assistance Provided To: Owners of substandard rental properties that require rehabilitation costing at least $3,000 per unit to bring them up to standard condition and eligibility for rent subsidy.
Procedure for Applying: Submission of an application in response to Request for Proposal.
Contact: (609) 292-4080

Shelter Housing Exit (SHE) Program

Description: The SHE Program provides housing assistance to women and children who are homeless because of domestic violence. The purpose of the SHE Program is to provide limited financial assistance to victims of domestic violence and their children to find safe housing. The program provides short-term and long-term housing assistance to eligible applicants.
Procedure for Applying: Eligible applicants must be referred to the program by the county's lead domestic violence shelter. Contact program manager for details.
Contact: (609) 984-8453

Shelter Support

Type of Assistance: Financial–Grants.
Description: Provides funds to renovate and improve existing homeless shelters and transitional housing, construct new homeless shelters and transitional housing, and pay certain social services and operating costs.
Funding Source: State Appropriation and U.S. Department of Housing and Urban Development.
Award Period: July 1 to June 30.
Assistance Provided To: Local governmental units and nonprofit organizations.
Other Information: Federally funded projects must adhere to Emergency Shelter Grant Program regulations.
Procedure for Applying: Submission of an application.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 943-5849

State Rental Assistance Program (SRAP)

Type of Assistance: Financial–Subsidies.
Description: Assists in making safe and quality housing in the private rental market affordable to very low-income families by reducing housing costs through direct rent subsidy payments to landlords.
Funding Source: State Aid Appropriation
Kinds of Assistance: Provides tenant-based and project-based assistance. Preferences have been set aside for the elderly aged 65 and above and for NJ Department of Human Services homeless referrals.
Other Information: The statewide program is available to residents in all New Jersey counties.
Assistance Provided To: Very low-income households.
Contact: (609) 292-4080

Division of Local Government Services

The **Division of Local Government Services** *works with local governments to ensure their financial integrity and solvency, and to support their efforts to comply with State laws and regulations.*

For further information on the Division of Local Government Services' programs and services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-6613. You may also visit our website at www.nj.gov/dca/lgs or e-mail us at dlgs@dca.state.nj.us.

The mailing address is:

New Jersey Department of Community Affairs
Division of Local Government Services
PO Box 803
Trenton, NJ 08625-0803

Municipal Government Financial Assistance Programs

www.nj.gov/dca/lgs/muniaid/aidmenu.htm

Consolidated Municipal Property Tax Relief Aid

Type of Assistance: Financial–Grants.
Description: Provides all municipalities with property tax relief, pursuant to various state funding formulas.
Aid is distributed in set amounts between July and December.
Funding Source: State Appropriation, Property Tax Relief Fund.
Award Period: July 1 to June 30.
Assistance Provided To: Municipalities.
Procedure for Applying: Aid distributed by formula at times set in State budget.
Date of Notification: Preliminary: February 1. Final: July 15.
Contact: (609) 292-6110

Extraordinary Aid–Supplemental Municipal Property Tax Relief

Type of Assistance: Financial.
Description: Allocates funds to municipalities experiencing extraordinary circumstances that would cause increases in local property taxes or reduction in services.
Funding Source: State Appropriation, Property Tax Relief Fund–State Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Municipalities.
Procedure for Applying: Submit application form with municipal budget.
Contact: (609) 292-4806

Legislative Initiative Municipal Block Grant

Type of Assistance: Financial–Grants.
Description: Reduces the amount the municipality is required to raise by local property tax levy for municipal purposes.
Funding Source: State Appropriation, State Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Municipalities.
Other Information: All municipalities are eligible in proportion to the number of residents pursuant to the federal census.
Application Deadline: Varies.
Date of Notification: Calendar Year–February 1 and State Fiscal Year–July 15.
Contact: (609) 292-7842

Special Municipal Aid Act–Distressed Cities Program

Type of Assistance: Technical and Financial–Grants.
Description: Assists municipalities facing the most severe fiscal conditions in recovering from fiscal distress and improving management and financial practices.
Funding Source: State Appropriation, State Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Municipal governments identified by the Division and Local Finance Board to be in need of substantial financial aid and technical assistance to resolve ongoing fiscal problems.
Other Information: Grants and technical assistance are contingent on the municipality executing a Memorandum of Understanding committing them to making management and operational improvements recommended by the Local Finance Board.
Procedure for Applying: None; based on determination of the Division director.
Contact: (609) 292-4806

Bureau of Authority Regulation

The Bureau of Authority Regulation is responsible for regulating and providing managerial, operational and technical assistance in financial matters relating to budgeting, accounting, financial reporting, and auditing and financial applications for local entities (authorities and fire districts). The Bureau reviews and comments on project applications for financial capabilities, risk allocation and amendments to county solid waste management plans, and other specific items as assigned.

Authority Audit, Financing and Accounting Assistance

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides information and advice to local entities, their representatives and the general public on auditing, project financing, financial reporting and accounting matters.
Assistance Provided To: Citizens, officials of local governments and their respective representatives.
Contact: (609) 984-0132

Authority and Fire District Budget Assistance

Type of Assistance: Regulatory, Technical and Advisory.
Description: Provides assistance in the preparation, submission, amendment and adoption of authority and fire district budgets. Promulgates rules and regulations pertaining to preparation of local public authority and special district budgets and capital budgets for the review and approval by the Division director.
Assistance Provided To: Citizens, officials of local governments and their representatives.
Contact: (609) 984-0132

Liaison with Local Finance Board

Type of Assistance: Technical and Advisory.
Description: Reviews, prepares analysis and provides testimony on applications submitted to the Local Finance Board.
Assistance Provided To: Citizens, officials of local governments and their representatives.
Contact: (609) 984-0132

Bureau of Financial Regulation and Assistance

The Bureau of Financial Regulation and Assistance is statutorily responsible for ensuring that each of the State's 566 municipalities and 21 county governments complies with laws and regulations related to the finances of local governments. Through its programs, the Bureau provides technical assistance and serves in a regulatory capacity.

Audit and Financial Assistance

Type of Assistance: Technical and Regulatory.
Description: Provides technical assistance as well as accounting and auditing rule promulgations of the Division and Local Finance Board.
Assistance Provided To: Municipal and county financial officers, registered municipal accountants, public officials and interested residents.
Contact: (609) 292-4806

Budget and Cap Law Assistance

Type of Assistance: Technical and Regulatory.
Description: Assists municipalities and counties in complying with New Jersey's Cap Law.
Assistance Provided To: Municipalities or counties.
Contact: (609) 292-4806

Emergency Resolutions

Type of Assistance: Technical.
Description: Assists municipalities and counties in filing emergency budget resolutions when necessary.
Assistance Provided To: Municipalities or counties.
Contact: (609) 292-4806

Investment of Municipal Funds

Type of Assistance: Technical and Advisory.
Description: Assists each local unit in adopting a cash management plan and in depositing its funds pursuant to that plan as required by the Local Fiscal Affairs Law.
Kinds of Assistance: Local officials are provided assistance with their investment programs. Provides advice regarding cash flow and investments.
Assistance Provided To: All county and municipal governments.
Contact: (609) 292-4806

Single Audit Review

Type of Assistance: Technical and Regulatory.
Description: Reviews single audit reports of local units to ensure compliance with the Single Audit Act of 1984.
Assistance Provided To: Qualified auditors and chief financial officers of local units of government.
Contact: (609) 292-4806

Local Finance Board

The Local Finance Board is a statutorily created body with the overall responsibility for promulgating rules and regulations on the fiscal operations, fiscal reporting and fiscal conditions of all New Jersey municipalities, counties, local authorities and special districts. It has specific statutory authority to approve or make recommendations on various agency financing and debt matters, create or dissolve local authorities or special districts, assume fiscal control over local governments, and assist their governing bodies in financial and operational matters.

The Board also is responsible for administering the Local Government Ethics Law. The director of the Division serves as the Board's chairman. Other members are nominated by the Governor and confirmed by the State Senate.

Executive Secretary Local Finance Board

Type of Assistance: Regulatory and Technical.
Description: Administers the provisions of the Local Bond Law, Local Fiscal Affairs Law, Local Budget Law, Local Authorities Fiscal Control Law, and other respective statutes. These laws require the filing of applications to appear before the Local Finance Board with subsequent action by the Board.
Assistance Provided To: General public, officials of local government and professionals representing them.
Contact: (609) 292-0479

Local Government Ethics Law

Type of Assistance: Regulatory, Technical and Advisory.
Description: Administers the provisions of the Local Government Ethics Law. This requires a wide range of local government officials to file Board-promulgated Financial Disclosure Statements with the Board and their local governments annually; sets a minimum ethical standard for local government elected officials, appointed officials and employees; empowers the Board to investigate complaints and issue advisory opinions; and serves as the ethics board where no local board has been established.
Assistance Provided To: Citizens, officials of local governments and their respective representatives.
Other Information: The Local Finance Board hears complaints against employees or officers for municipalities who have not appointed their own local ethics board, as well as appeals on decisions by local ethics boards. The Board's staff also works with local government officials to assist in administering the law.
Contact: (609) 292-0479
For More Information:
www.nj.gov/dca/lgs/ethics/ethcmenu.shtml

Qualified Bonds

Type of Assistance: Regulatory and Technical.
Description: Strengthens the credit status of municipalities and school districts by pledging state aid to guarantee debt service payments on qualified bond issues.
Other Information: The municipality or school district files an application with the Local Finance Board. If the findings are favorable, the Board may authorize the issuance of qualified bonds.
Assistance Provided To: Residents, officials of local governments and their respective representatives.
Contact: (609) 292-0479

Bureau of Local Management Services

The Bureau of Local Management Services provides the State's local government units with advisory and technical assistance in general government issues, purchasing, joint insurance funds, certification programs, deferred compensation, and the Length of Service Award Program. The Bureau reinforces the Division's role as advocate for local governments in New Jersey.

Cooperative Purchasing

Type of Assistance: Provides assistance to local contracting units in the planning, development and implementation of cooperative purchasing programs.
Other Information: All cooperative purchasing systems are required to be registered with and approved by the Division director.
Assistance Provided To: Any municipality, county, board of education, or other type of local contracting unit interested in developing or participating in a cooperative purchasing system.
Contact: (609) 292-7842 or lpcl@dca.state.nj.us

Deferred Compensation Program

Type of Assistance: Technical and Regulatory.
Description: Provides technical assistance to counties, municipalities and public authorities to establish deferred compensation programs and to ensure compliance with New Jersey statutes and laws. All local government (county, municipality, public authority) deferred compensation programs are required to be filed with and approved by the Division. Approval is for an indefinite period, but all program amendments and modifications must be filed with and approved by the Division.
Assistance Provided To: Any municipality, county or public authority; vendors of deferred compensation programs.
Contact: (609) 292-7842
For Further Information: www.nj.gov/dca/lgs/defcomp/defcompmenu.shtml

Length of Service Award Program

Type of Assistance: Technical and Regulatory.
Description: Provides tax-deferred income benefits to active members of all volunteer fire and first aid organizations.
Assistance Provided To: Municipalities, fire districts, fire companies, first aid organizations and interested residents.
Contact: (609) 292-7842
For Further Information:
www.nj.gov/dca/lgs/losap/losap.shtml

Local Government Professional Certification Program

Type of Assistance: Technical and Regulatory.
Description: Administers certification and examination programs for local government professionals as provided by law; maintains database of certified individuals; approves continuing education programs; and monitors certification renewals.
Assistance Provided To: Municipal and county officials or interested residents.
Contact: (609) 292-9757
For Further Information:
www.nj.gov/dca/lgs/certunit/certmenu.shtml

Municipal Law and General Assistance

Type of Assistance: Technical and Advisory.
Description: Assists local officials with questions concerning the application of local government law to various public issues.
Assistance Provided To: Local government officials.
Contact: (609) 292-7842

Public Insurance Management Assistance (Joint Insurance Fund Approval)

Type of Assistance: Technical, Advisory and Regulatory.
Description: Provides technical assistance to local governments regarding joint insurance.
Assistance Provided To: Any municipality, county, authority or other interested party.
Contact: (609) 292-7842

Purchasing Assistance

Type of Assistance: Technical, Advisory and Regulatory.
Description: Provides general assistance to municipal, county and authority agencies or school districts in the area of purchasing goods and services and in developing procedures for acquiring and verifying the receipt of goods and services to improve efficiency and coordination of any purchasing system.
Assistance Provided To: Local government and school officials.
Contact: (609) 292-7842
For Further Information:
www.nj.gov/dca/lgs/lpcl

Shared Services

Type of Assistance: Technical and Financial – Grants.
Description: Provides general technical assistance on the joint or shared provision of services by local units of government. Division staff provides guidance on conducting feasibility studies and other issues. The SHARE Program provides limited grant assistance on a reimbursement basis to study or implement new shared services.
Funding Source: State Appropriation
Award Period: 18 months
Assistance Provided To: Municipalities and Counties
Procedure for Applying: Submit application form (available online at www.nj.gov/dca/lgs). Applications are accepted on an ongoing basis.
Other information: Among the services local units can consider for shared services funding are assessment and collection of taxes, public safety services, solid waste collection, code enforcement, public works and recreation.
Contact: (609) 292-7842
For Further Information:
www.nj.gov/dca/lgs/share/index.shtml

Tenant Property Tax Rebate Program

Type of Assistance: Technical and Regulatory.
Description: Requires landlords of qualified residential rental properties to rebate or credit tenants with property tax reductions.
Kinds of Assistance: Personal responses to telephone inquiries and written referrals.
Assistance Provided To: Tax collectors, rent leveling clerks, landlords and tenants.
Contact: (609) 292-4656
For Further Information:
www.nj.gov/dca/lgs/tenreb/tenreb.shtml

Office of Local Government Research

The Office of Local Government Research assists the Division Director in a wide range of policy and technical areas.

Annual Report

Type of Assistance: Technical.
Description: Provides comparative financial statistics and other pertinent data on all municipalities and counties in the State.
Kinds of Assistance: Statistical information on all municipalities and counties on website under Municipal and County Financial Information.
Contact: (609) 292-6110
For Further Information: www.nj.gov/dca/lgs/

Debt Statement Assistance

Type of Assistance: Regulatory and Technical.
Description: Provides assistance to municipalities and counties regarding the filing requirements for Annual Debt Statements and Supplemental Debt Statement Forms; receives and records their filings.
Assistance Provided To: Residents, officials of local governments and their respective representatives.
Contact: (609) 984-6626

Local Finance Notices, Email and DLGS News

Type of Assistance: Regulatory and Technical.
Description: Provides guidance, information and directives to local municipalities, agencies and officials concerning legal and regulatory aspects of various functional areas and programs. Email subscriptions are free and include email copies of all Local Finance Notices.
Assistance Provided To: Municipalities, counties, authorities, fire districts, local officials and interested citizens.
Contact: (609) 943-4724
For further information:
www.nj.gov/dca/lgs/dlgs-newssubscribe.shtml

Mortgage Escrow Transaction Program

Type of Assistance: Technical.
Description: Maintains bank codes for all mortgage lenders, servicers and property tax processors; ensures delivery of tax bills to the proper parties; administers the provisions relating to mortgage escrow accounting transactions.
Assistance Provided To: Tax collectors, mortgage lenders, servicers and tax processors.
Contact: (609) 292-4656
For Further Information:
www.nj.gov/dca/lgs/taxes/taxmenu.shtml#mort

Government Records Council

The **Government Records Council (GRC)** *was established by the Open Public Records Act (OPRA) to guarantee public access to government records. The GRC can assist public agency records custodians and the public by providing guidance and information, as well as resolving denial of access disputes.*

For information regarding the Government Records Council, please call (866) 850-0511, e-mail us at grc@dca.state.nj.us, or access our website at http://www.nj.gov/grc.

The mailing address is:

New Jersey Department of Community Affairs
Government Record Council
PO Box 819
Trenton, NJ 08625-0819

The Council comprises the Departments of Community Affairs and Education Commissioners (or their designees) and three members of the public appointed by the Governor with the advice and consent of the State Senate. The Council:

- Responds to inquiries and complaints about OPRA from the public and public agency records custodians;
- Issues public information about OPRA and services provided by the Council;
- Maintains a toll-free help-line and website to assist the public and records custodians;
- Issues advisory opinions on the accessibility of government records;
- Delivers training on OPRA;
- Provides mediation of disputes about access to government records; and
- Resolves disputes regarding access to government records.

Division on Women

The **Division on Women** *advocates for the rights and opportunities of all women in the State of New Jersey. The Division provides leadership in the formulation of public policy and in the development, coordination and evaluation of programs and services for women.*

For further information regarding any of the programs and services provided by the Division on Women, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-8840 or TTY (609) 777-0799. You may also visit our website at www.nj.gov/dca/dow or e-mail us at dow@dca.state.nj.us.

The mailing address is:

New Jersey Department of Community Affairs
Division on Women
PO Box 801
Trenton, NJ 08625-0801

New Jersey Advisory Commission on the Status of Women

Type of Assistance: Advisory, Technical and Advocacy.
Description: This 11-member commission makes recommendations to the Division regarding policies and programs; provides technical assistance to county and municipal commissions on women; assists in the formation of commissions; and co-sponsors several events with the Division on Women, including the annual celebration of Women's History Month in March and Women's Equality Day (August 26).
Assistance Provided To: Women's organizations and county and local commissions on women.
Contact: (609) 292-8840

Deployed Military Spouses Assistance Program

Type of Assistance: Financial - Grants.
Description: Assistance to spouses of deployed military personnel (Active Duty, Reserve, and National Guard) by providing direct financial assistance payments or referral to existing program services. The unusual circumstances of concurrent and high levels of deployment have contributed to an increased need for services to spouses that are experiencing non-self imposed financial and emotional stress. This program is an emergency measure to alleviate financial and emotional stress due to the deployment.
Funding Source: Grants-in-aid.
Award Period: Varies.
Assistance Provided to: Spouses of deployed military personnel.
Procedure for Applying: Contact program coordinator.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 292-8840

Displaced Homemaker Centers

Type of Assistance: Financial - Grants.
Description: Provides job counseling and other supportive services for women who have been dependent on the income of another household member, but due to death, disablement of spouse or divorce, must now support themselves. The Centers provide job counseling services; job training and placement services; supportive counseling services; educational services; financial management services; health education services; computer literacy; educational services; legal information; and referral services. Centers emphasize activities that provide training and other employment-related services for displaced homemakers to enhance their employability and earnings.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit agencies and higher education institutions.
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Domestic Violence Hotline

Type of Assistance: Financial - Grants.
Description: Provides information to victims of domestic violence through a 24-hour, seven-day-a week, domestic violence hotline to serve victims of domestic violence and others seeking information about domestic violence. The hotline provides a bilingual service and is accessible to the hearing impaired.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit agencies
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Hispanic Women Demonstration Resource Centers

Type of Assistance: Financial - Grants.
Description: Provide services to enhance the employability and earnings of Hispanic women, through outreach to the community; basic English language skills and bilingual and bicultural resources; training in assertiveness, survival and coping skills; education evaluation services; job counseling and placement services; self-help programs and mentoring projects; career information services; internships; computer literacy; information and referral services; health education; and legal and child care referral services.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit agencies.
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Job Training Centers for Urban Women

Type of Assistance: Financial - Grants.
Description: Provides training and resource programs for disadvantaged women in urban areas. Centers work with the urban poor, unemployed and underemployed working women of diverse racial and ethnic backgrounds who are seeking to improve their lives through self-development and economic self-sufficiency. Provides job readiness and life skills training; computer literacy; entrepreneurial training; supportive counseling and support groups; self-help programs; job training and placement; information and referral services. Centers providing these activities, training and other employment related services are designed to enhance employability and earnings of urban women and their families.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit agencies and higher education institutions
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Legislation

Type of Assistance: Technical, Informational, Advocacy and Legislative.
Description: Monitors legislation of concern to women; provides testimony and technical assistance to legislative committees; and periodically sponsors legislative briefing seminars providing legislative updates for women's organizations.
Assistance Provided To: Government agencies and legislative representatives, community organizations and individuals.
Contact: (609) 292-8840

New Jersey Women's Micro-Business Credit Program

Type of Assistance: Financial - Grants.
Description: The program is designed to help women become successful entrepreneurs. Participants learn how to start, market or expand their small business, as well as increase their business skills through training and mentoring opportunities. Any woman that participates in the program must have a personal income of less than 350% of the official poverty line, and must have little or no prior business experience.
Funding Source: State Appropriation, Grants-in-Aid
Award Period: Nov. 1, 2006 to Oct. 30, 2008
Assistance provided to: Statewide agencies and Nonprofit agencies
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Police Domestic Violence Training Reimbursement Program

Type of Assistance: Financial - Reimbursement.
Description: Reimburses municipal police departments for expenses incurred as a result of providing domestic violence training.
Funding Source: State Appropriation.
Award Period: July 1 to May 1.
Assistance Provided To: Municipal police departments.
Procedure for Applying: Submission of application.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 292-8840

Prevention of Violence Against Women

Type of Assistance: Financial - Grants, Technical, Training, Public Awareness, Informational and Advisory.
Description: Funds are used for research and programmatic projects that are involved with prevention of violence against women and to improve delivery of services to domestic violence and sexual violence survivors.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: Varies.
Assistance Provided To: Domestic violence programs and sexual assault programs.
Procedure for Applying: Contact program coordinator.
Application Deadline: Varies.
Date of Notification: Varies.
Contact: (609) 292-8840

Sexual Assault, Abuse and Rape Care Program

Type of Assistance: Financial - Grants, Technical, Informational and Promotional.
Description: Oversees grants and contracts; and provides technical assistance to selected county-based Rape Care Centers in each of the State's 21 counties, as well as regional/statewide sexual assault Prevention Education Programs and the New Jersey Coalition Against Sexual Assault. The program assists grantees to implement victim-centered services, provide risk reduction activities, and develop a strong, positive presence in each county and community. The program contracts with 21 county-based Rape Care Centers that provide free and confidential 24-hour assistance to primary and secondary victims of sexual assault.

Services include, but are not limited to:

- 24 -hour crisis/information hotline;
- 24-hour victim accompaniment to medical procedures, law enforcement interviews, investigative procedures and court proceedings;
- Individual and group counseling for primary and secondary victims;
- Victim advocacy; and
- Referrals and follow-up support.

Regional/statewide education programs provide awareness, risk reduction, and educational prevention presentations and campaigns in an effort to reduce the incidence of sexual assault, abuse and rape. Sensitivity training for professionals and others who interact with victims of sexual assault is also provided. Additionally, the program participates in statewide policy development on issues related to sexual assault and rape care advocacy.
Funding Source: State Appropriation, Federal Rape Prevention Education Grant and Federal Health and Human Services Block Grant.
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Women's Referral Central

Type of Assistance: Financial - Grants.
Description: Provides referrals and information to women in New Jersey through a 24-hour, sevenday-a-week, statewide, toll-free hotline. The hotline provides referrals and basic information in areas of concern, such as counseling, legal services, discrimination, housing, divorce, violence, and financial assistance. The hotline provides a bilingual service and is accessible to the hearing impaired.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Nonprofit agencies.
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Women's Shelters

Type of Assistance: Financial - Grants.
Description: Assists shelters and non-shelter programs to maintain or improve the physical structure of the shelter facilities, or improve or supplement the delivery of direct services to victims of domestic violence. Physical improvements may include, but are not limited to, new construction/ improvement of program site facilities, furnishings, appliances and equipment. Direct services may include counseling, legal advocacy and housing, but are not limited to these areas.
Funding Source: State Appropriation, Grants-in-Aid.
Award Period: July 1 to June 30.
Assistance Provided To: Domestic violence programs.
Procedure for Applying: Contact program coordinator.
Contact: (609) 292-8840

Office of Smart Growth

The **Office of Smart Growth (OSG)***, coordinates planning throughout New Jersey to protect the environment and guide future growth into compact, mixed-use development and redevelopment. The Office implements the goals of the State Development and Redevelopment Plan to achieve comprehensive, long-term planning; and integrates that planning with programmatic and regulatory land-use decisions at all levels of government and the private sector.*

For further information, please call the telephone numbers listed for each particular program, or call the main telephone number at (609) 292-7156. You may also visit our website at www.nj.gov/dca/osg.

The mailing address is:

New Jersey Department of Community Affairs
Office of Smart Growth
PO Box 204
Trenton, NJ 08625-0204

Brownfields Redevelopment

Type of Assistance: Technical and Advisory.
Description: Expedites the process of returning brownfields sites to productive use; supports implementation of the State Plan and the application of smart growth principles; integrates all state brownfields-related programs to facilitate project implementation and improve state support and coordination through the Brownfields Redevelopment Interagency Team; establishes brownfields inventory database; creates marketing strategy for redevelopment; evaluates current public incentives and makes recommendations for state policy on brownfields redevelopment through the Brownfields Redevelopment Task Force.
Assistance Provided To: Anyone
Contact: (609) 292-3096

Community Design and Physical Planning

Type of Assistance: Technical and Advisory.
Description: Assists with physical planning and design efforts related to State Plan implementation and Smart Growth objectives. Areas covered include visioning, design charrettes, master planning, redevelopment planning, design guidelines, zoning and land development codes, technical standards for planning, and request for proposals for consultant and developer selection. Municipal Mayors may also request to participate in the Mayor's Design Institute held twice yearly and/or become part of a graduate level planning and design studio.
Assistance Provided To: Selected local and county governments and planning boards, state agencies, housing authorities, redevelopment authorities, nonprofit agencies and consultants.
Contact: (609) 292-7156

Main Street New Jersey

Type of Assistance: Technical/Assistance.
Description: Provides communities with the skills and knowledge to manage their own business districts. Improves the local economy, as well as the appearance and image of traditional downtowns, through the organization of business people, local residents and resources.
Assistance Provided To: Designated Main Street New Jersey municipalities, downtown revitalization organizations, Economic Development Corporations, Urban Enterprise Zones, Special Improvement Districts, and New Jersey citizens.
Procedure for Applying: Submission of an application to SAGE via https://njdcasage.state.nj.us/Portal.asp.
Contact: (609) 633-9769

Plan Endorsement

Type of Assistance: Technical and Advisory
Description: Plan Endorsement is a mechanism for effective implementation of the State Plan policies. It assists counties and municipalities in having planning documents endorsed by the State Planning Commission and brings state agencies to the table to review submitted master plans and coordinate state resources. An endorsed plan entitles municipalities and counties to a higher priority for available funding, targeted permit reviews and coordinated state agency services.
Assistance Provided To: Municipalities and Counties.
Contact: (609) 292-7156

Planning Assistance Unit

Type of Assistance: Technical and Advisory.
Description: Provides education about the State Plan and its smart growth principles through outreach to local government, the public and other stakeholders. This unit assists counties and municipalities in implementing State Plan policies. The unit also provides technical and interagency coordination assistance to local governments pursuing smart growth initiatives. Finally, the unit provides a high degree of support and guidance to local and regional entities seeking plan endorsement.
Assistance Provided To: Municipalities, counties and regional planning organizations.
Contact: (609) 292-7156

Project Implementation

Type of Assistance: Implementation and Advisory.
Description: Coordinates and aligns state agency activities in the implementation of Smart Growth principles and the State Plan. Partner agencies include: Transportation, Environmental Protection, Agriculture, Treasury, Commerce, NJ Transit, Education, the Board of Public Utilities, the Economic Development Authority, the Housing and Mortgage Finance Agency, and the New Jersey Redevelopment Authority. Facilitates the completion of smart growth redevelopment projects and greyfields projects in appropriate locations. Provides technical assistance on project-related permitting, financing and design issues. Develops and manages databases to support essential internal functions.
Assistance Provided To: Municipalities, counties, developers and nongovernmental organizations.
Contact: (609) 984-3981

Research

Type of Assistance: Administrative, Technical and Advisory
Description: The Research unit is responsible for gathering, analyzing, interpreting and publishing information for the purposes of supporting the Office of Smart Growth, the State Plan, DCA and other parts of New Jersey government. The unit is loosely divided into two parts: Research and Geographic Information Science/Cartography. The unit uses Geographic Information Systems to map the State Plan, to assist in geospatial analysis associated with the State Plan and to do other nonspatial analysis associated with planning for New Jersey.
Assistance Provided To: Anyone. Reproduction fees may apply.
Contact: (609) 292-3160 or (609) 633-7730

Smart Future Planning Grants

Type of Assistance: Financial–Grants.
Description: Provides funds for planning initiatives that meet Smart Growth objectives, including more livable and sustainable communities. This one-of-a-kind program will help to plan for a future that balances development and redevelopment with the preservation of open space and environmental resources, consistent with the State Development and Redevelopment Plan. Encouraged proposals include: those consistent with established statewide and regional planning precepts; and multiple municipality or county partnerships, so as to effectively address issues that transcend local municipal boundaries. The Office of Smart Growth will give additional weight to projects proposed in municipalities with center designations or endorsed master plans. Matching funds are not required, but applicants are encouraged to seek multiple sources of funding including offerings of in-house staff time.
Assistance Provided To: Municipalities, counties and nonprofit agencies.
Contact: (609) 292-7156

Transfer of Development Rights

Type of Assistance: Technical and Advisory.
Description: Assists local government and regional efforts to plan for and implement a Transfer of Development Rights (TDR) program, which is an innovative smart growth tool that helps preserve critical resources while targeting development to areas appropriate for growth. Assistance includes initial outreach and education, continued technical support in creating a viable program, and guidance through plan endorsement. Also coordinates with other Office of Smart Growth and State agency programs to provide additional assistance as needed.
Assistance provided to: Municipalities, counties and regional planning organizations.
Contact: (609) 292-7156

Council on Affordable Housing

The **Council on Affordable Housing (COAH)** *facilitates the production of sound, affordable housing for low and moderate-income households by providing the most effective process to municipalities, housing providers, nonprofit and for profit developers.*

For further information regarding any of the programs and services provided by the Council on Affordable Housing, please call the main telephone number at (609) 292-3000.
You may also visit our website at www.nj.gov/dca/coah or e-mail us at coahmail@dca.state.nj.us.

The mailing address is:

New Jersey Department of Community Affairs
Council on Affordable Housing
PO Box 813
Trenton, NJ 08625-0813

Planning Assistance

Type of Assistance: Technical and Advisory.
Description: Works with municipalities to draft housing elements/fair share plans, regional contribution agreements (RCAs) and ordinances; reviews and recommends approval of housing elements/fair share plans, RCAs, development fee ordinances and spending plans to the Council.
Contact: (609) 292-3000

Community Affairs

Type of Assistance: Public Information.
Description: Provides input on proposed legislation related to the Fair Housing Act and low- and moderate-income housing. Provides information to the media, elected officials and the general public through newsletters, annual reports, handbooks, brochures, status charts, news releases, website, speeches, seminars and workshops.
Contact: (609) 292-3000

NOTE: New Jersey residents seeking affordable housing units should visit the New Jersey Housing Resource Center at www.njhousing.gov or call 211 for housing assistance.

New Jersey Historic Trust

The **New Jersey Historic Trust (NJHT)** *provides financial support and technical assistance to historic preservation projects throughout the state of New Jersey. Funding assistance is available for units of local and county government or qualified nonprofit organizations. Technical assistance and easement advice is available to public and private owners of historic resources.*

For information regarding the following programs administered by the NJHT, please call the main telephone number at (609) 984-0473. You may also visit our website at www.njht.org or e-mail us at njht@dca.state.nj.us.

The mailing address is:

New Jersey Department of Community Affairs
New Jersey Historic Trust
PO Box 457
Trenton, NJ 08625-0457

The Mission of the Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities.

Note: For all the grant and loan programs listed here, the following applies:

Assistance Provided To: Agencies or entities of county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.
Property Qualifications: Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places.
Contact: (609) 984-0473

Garden State Historic Preservation Trust Fund

Type of Assistance: Financial-Grants.
Description: Provides two categories of matching grants for the preservation of historic properties: Capital Preservation Grants are for construction expenses related to the repair, preservation, restoration and rehabilitation of historic properties; and Historic Site Management Grants are for planning exercises that promote effective building and resources management at historic sites.

■ Capital Preservation Grants

Type of Assistance: Related to the preservation, restoration and rehabilitation of historic properties and associated architectural, archeological and engineering expenses.

Funding Source: Garden State Historic Preservation Trust Fund.
Requirement for Matching Funds: Grants of $100,000 or less are eligible for a 3:2 funding match, with the grantee providing at least $2 in funds for every $3 of grant money awarded. Grants of more than $100,000 will require a 1:1 match, with the grantee providing at least $1 in funds for every $1 of grant money awarded.

■ Historic Site Management Grants

Type of Assistance: Related to non-construction expenses for preservation planning, historic register nominations, heritage tourism and fundraising plans, interpretive materials, and media or devices to help disabled visitors.
Funding Source: Garden State Historic Preservation Trust Fund.
Requirement for Matching Funds: Grants are eligible for a 3:1 funding match, with the grantee providing at least $1 in funds for every $3 of grant money awarded.

Cultural Trust Capital Preservation Grants

Type of Assistance: Financial - Grants.
Description: Aids nonprofit history and humanities organizations to construct, expand, renovate, plan for, repair, rehabilitate, restore, adaptively reuse, purchase, replace, relocate, or otherwise improve cultural and historical properties and facilities, including any work relating to providing access for persons with disabilities. Applicants must be certified by the NJ Cultural Trust.
Funding Source: New Jersey Cultural Trust
Requirements: If an organization's project costs more than is being requested, the proposal must clearly demonstrate organization's ability to provide the remaining neccessary funds.

Emergency Grant and Loan Fund

Type of Assistance: Financial - Grants and Loans.
Description: Provides emergency funding for capital preservation projects for historic properties.
Funding Source: New Jersey Historic Trust accounts.

New Jersey Legacies Program

Type of Assistance: Legal and Advisory.
Description: Assists New Jersey owners of historic homes to safeguard their property for future generations, reduce estate taxes and potentially realize immediate tax benefits by making a charitable donation of their property.
Funding Source: Donation.

Preservation Easement Program

Type of Assistance: Legal and Advisory.
Description: Offers permanent legal protection to a wide range of historic properties including residences, commercial structures, farmsteads and historic landscapes. Easement donors may realize significant tax benefits for their charitable donations.
Funding Source: Donation.

Revolving Loan Fund

Type of Assistance: Financial.
Description: Provides financing for the preservation, improvement, restoration, rehabilitation and acquisition of historic properties and certain ancillary non-construction activities.
Funding Source: State General Obligation Bonds.

New Jersey Housing and Mortgage Finance Agency

The **New Jersey Housing and Mortgage Finance Agency (HMFA)** *is dedicated to increasing the availability and accessibility of affordable housing throughout New Jersey. Its financing programs support traditional affordable rental and for-sale housing developments, first-time and urban homebuyers, citizens in senior and assisted living facilities and residents with special needs. HMFA also administers the New Jersey Housing Resource Center, an online searchable registry of affordable and accessible housing located throughout New Jersey.*

For information regarding programs and services provided by the New Jersey Housing and Mortgage Finance Agency, please call the telephone number listed for each particular program, or call the main telephone number at (609) 278-7400 or 1(800) NJ-HOUSE. You may also visit our websites at www.nj-hmfa.com. or www.njhousing.gov

The mailing address is:

New Jersey Housing and Mortgage Finance Agency
637 South Clinton Avenue
PO Box 18550
Trenton, NJ 08650

Single Family Programs Division

This Division provides a variety of residential mortgage financing programs that primarily serve low, middle- and moderate-income first-time and Smart Growth area homebuyers throughout New Jersey. All programs below are subject to change and funding availability.

Home Buyer Mortgage Program

Type of Assistance: Mortgages for home purchase.
Description: Provides below market, fixed interest rate 30-year term, conventional and government insured mortgages to first-time homebuyers and homebuyers purchasing properties in urban targeted areas.
Assistance Provided To: First-time homebuyers and urban target area buyers. Income and purchase price limits apply.
Contact: 1(800) NJ-HOUSE

Homes for All Program

Type of Assistance: Downpayment and/or closing cost second mortgage loans.
Description: Helps families accumulate funds that can be applied toward downpayment and closing costs for homes purchased in Smart Growth areas.
Assistance Provided To: Borrowers earning less than 80 percent of HMFA's Home Buyer Program income limits for the family size and the county of purchase.
Procedure for Applying: Contact HMFA for latest income limits and a list of participating lenders.
Contact: 1(800) NJ-HOUSE

At Home Downtown Program

Type of Assistance: Mortgages to fund the construction or rehabilitation of one to three-unit residential structures with a storefront commercial component.
Description: Provides below market-rate mortgage funds to acquire and rehabilitate, refinance and rehabilitate, or construct and finance residential structures with a storefront commercial component. The program objective is to help small business owners revive the mercantile and housing potential of "Main Street" and neighborhood commercial areas. No income limits apply. Mortgage insurance is required.
Assistance Provided To: Owner occupants and investors. Maximum mortgage amounts apply.
Contact: 1(800) NJ-HOUSE

HMFA Reverse Mortgages

Type of Assistance: Mortgages to allow older homeowners access to the equity in their homes.
Description: Allows older homeowners to use the equity in their homes as collateral and obtain money without a monthly repayment schedule. Loan amount is determined by property value and borrower age. No restriction on value of property. No income requirement or verification. This program is Federal Housing Authority insured.
Assistance Provided To: Homeowners 62 years or older. FHA maximum mortgage amounts apply.
Contact: 1 (800) NJ-HOUSE

Choices in Homeownership Incentives Created for Everyone (CHOICE) Program

Type of Assistance: Construction loans, gap subsidy and 100 percent financing for end loan purchases to fund the construction of for-sale housing.
Description: The program provides a menu of homeownership production options that can be mixed and matched to meet local conditions and goals, allowing for a mix of income opportunities within a neighborhood or municipality. The program provides construction financing and, where applicable, subsidy financing. End loans are also available to fund the purchase of the home. For-sale units may be developed as deed restricted low- or moderate-income units, as subsidized emerging market units priced at market, or as middle-income affordable deed restricted units. Unit types are in some cases restricted by location.
Assistance Provided To: Developers.
Contact: 1(800) NJ-HOUSE

Multi-Family Program and Credit Division

This Division provides construction and/or permanent financing for the new construction, rehabilitation or preservation of multiple-unit rental housing.

Multi-Family Rental Housing Program

Type of Assistance: Construction loans and/or permanent mortgage loans.
Description: Provides low-interest financing through the sale of tax-exempt and taxable multi-family housing revenue bonds for construction, rehabilitation and/or permanent financing loans for the creation and/or preservation of multi-unit rental housing for low- and moderate-income families and individuals.
Assistance Provided To: Nonprofit and for-profit developers.
Contact: (609) 278-7519

Housing Preservation Program

Type of Assistance: Construction and/or permanent mortgage loans.
Description: Provides funding for the preservation of affordable housing units in HMFA-financed projects, other affordable units which would be lost to the market, and existing affordable units in need of substantial repair. The program provides for the acquisition, rehabilitation and repair of existing units **including the refinancing of an existing mortgage.**
Assistance Provided To: Nonprofit and for-profit developers.
Contact: (609) 278-7553

Construction Loan Program

Type of Assistance: Construction financing for Public Housing Authority HOPE VI HUD Turnkey Housing or other construction only projects.
Description: Provides financing of up to 90 percent of construction project costs.
Assistance Provided To: Nonprofit and for-profit developers.
Contact: (609) 278-7519

Home Express Program

Type of Assistance: Streamlined approach to developers applying for both federal Low Income Tax Credits and DCA Balanced Housing Program funds.
Description: Prior to the implementation of Home Express, municipalities had to apply to DCA for Balanced Housing funds on behalf of the developer, with the developer applying directly to the HMFA for tax credits and bond financing. Developers can now make one application to HMFA for all three funding sources.
Assistance Provided To: Nonprofit and for-profit developers.
Contact: (609) 278-7519

Small Rental Project Program (5-25 Program)

Type of Assistance: First mortgage and subsidy financing for the acquisition, preservation and rehabilitation of existing or new construction multi-family housing projects.
Description: The 5-25 Program is designed to assist in the preservation and development of small projects by providing financing for rental housing projects between 5 and 25 units. In addition to first mortgage financing, per unit subsidies of up to $50,000 are available.
Assistance Provided To: Nonprofit and for-profit developers.
Contact: (609) 278-7519

80:20 Subsidy Program

Type of Assistance: First mortgage and subsidy financing for mixed-income rental projects.
Description: The program is designed to finance rental housing projects in which 80 percent of the housing units have market rents subject to HMFA guidelines, and the remaining 20 percent of the units are at affordable rents. The affordable units are eligible for up to $50,000 per unit in direct financial subsidy.
Assistance Provided To: Nonprofit and for-profit developers who are developing market-rate rental housing located in a municipality eligible for DCA Balanced Housing funding.
Contact: (609) 278-7519

Downtown Living Program
(Urban Market Rate Rental Housing Subsidy Loan Program)

Type of Assistance: Second mortgage and subsidy financing
Description: A low-interest, secondary subsidy mortgage loan used in conjunction with an HMFA first mortgage. The program provides per unit subsidies of up to $40,000 with a $4 million cap per project. Increased subsidies are permitted when an affordable set aside is elected. The program is designed to
assist in the production of market-rate rental housing in certain designated areas.
Assistance Provided To: For-profit and nonprofit developers.
Contact: (609) 278-7519

Ready to Rent Program

Type of Assistance: Subsidy Financing.
Description: The program allows a rental project to reduce some of its rents, making them affordable to very low-income tenants. Developers are able to provide housing for very low-income families while ensuring that the project stays healthy and viable. The rents must be affordable to households earning 30 percent of area median income.
Assistance Provided To: For-profit and nonprofit developers.
Contact: If applying for HMFA financing and Ready to Rent subsidy financing - (609) 278-7519. If applying for DCA Balanced Housing Program funding - (609) 633-6302.

Tax Credit Services Division

HMFA is the designated tax credit allocating authority for the State of New Jersey, thereby vesting HMFA with the administrative responsibility of allocation and compliance oversight of the federal Low Income Tax Credit Program within the state.

Low-Income Housing Tax Credits

Type of Assistance: A federal tax credit that attracts private investment capital to fund construction and rehabilitation of affordable rental housing.
Description: Federal Low-Income Housing Tax Credits provide a dollar-for-dollar reduction in federal tax liability and act as a catalyst to attract private investment into the affordable housing market. The additional capital mitigates the debt burden incurred in the construction and rehabilitation development process. Per capita tax credits are available through competitive rounds each year (three rounds occur simultaneously between April and June, and a final round is conducted between August and October). State regulations and the Internal Revenue Code impose minimum construction/rehabilitation requirements. Once credits are allocated, the project must maintain continuous compliance with the program for a minimum of 15 years. Affordability restrictions on rent and income are imposed for a minimum of 15 years.
Assistance Provided To: Developers of affordable housing.
Contact: (609) 278-8818

Supported Housing and Special Needs

This Division administers financing and support programs for service-enriched housing developments and housing for people with special needs, and provides technical assistance and coordination within HMFA and with other state agencies. The Division works to improve the housing situation for some of New Jersey's most vulnerable residents, including people with developmental disabilities, mental health consumers, the homeless, elderly, people with HIV/AIDS and other under-served communities.

Special Needs Housing Trust Fund

Type of Assistance: Capital financing in the form of loans and grants.
Description: The Special Needs Housing Trust Fund, pursuant to the Special Needs Housing Trust Fund Act, P.L. 2005, c. 163, provides capital financing to create permanent supportive housing and community residences for individuals with special needs, with priority given to individuals with mental illness. Administered through HMFA, this special, non-lapsing revolving fund is designed to develop special needs housing and residential opportunities as alternatives to institutionalization or homelessness for those who would benefit from these programs and to ensure the long-term viability of such housing. The Trust Fund provides capital financing in the form of loans, grants, and other financial vehicles and investments to eligible nonprofit and for-profit developers as well as government entities at the state, county and municipal levels, for special needs housing projects costs, including the acquisition of land, building(s), rehabilitation, new construction, or conversion of building(s) as permanent or trans-permanent rental apartments/units and community residences for people with special needs. Funding for rent and operating subsidies and supportive services is not available through the Trust Fund.

Assistance provided to: Developers of supportive housing.
Contact: (609) 278-7603

Special Needs Revolving Loan Program

Type of Assistance: First-mortgage loans.
Description: This low-interest financing program is designed to provide financing for projects intended to serve populations eligible for established HMFA special needs programs as well as newly emerging special needs populations identified by State agencies.
Assistance Provided To: For-profit and nonprofit organizations developing housing for individuals and families with special needs.
Contact: (609) 278-7603

New Jersey Community Housing Demonstration Programs

Type of Assistance: Financial and Technical Assistance.
Description: The New Jersey Community Housing Demonstration Programs include an array of programs established in partnership with the Department of Human Services' (DHS) Divisions of Developmental Disabilities, Mental Health Services and Youth and Family Services, and the Commission for the Blind and Visually Impaired. These programs assist project sponsors by providing low-interest financing to develop innovative and flexible housing opportunities with support services for individuals and families.
Contact: (609) 278-7521

Welcome Home Program

Type of Assistance: Homeownership mortgage loans (new and refinance), home-improvement loans and closing cost assistance.
Description: The program is designed to to support family stability and access to safe, permanent housing by maximizing affordable housing opportunities for eligible borrowers formally pursuing adoptions, including permanent placement of children with special needs. The program provides new homeownership loans to purchase or refinance a residence, home-improvement loans for the addition of accessibility improvements and assistance with closing costs.
Assistance Provided To: Families that are newly adopting children through the Department of Human Services' Division of Youth and Family Services or a State-licensed adoption agency.
Contact: (609) 278-7521

Kinship Care Home Loan Program

Type of Assistance: Mortgage loans including refinance of existing debt and downpayment assistance.
Description: This program is designed to assist the housing needs of grandparents, uncles, aunts or other close relatives recognized by the Department of Human Services or the Department of Children and Families as qualified "kin" who are caring for the children of relatives. Program funds can be used to purchase a home, expand an existing residence (including refinance of existing debt), adding handicap accessibility features, and/or for down payment and closing costs assistance.
Assistance Provided To: Qualified "kin" caring for the children of relatives.
Contact: 1(800) NJ-HOUSE

Developmental Disabilities Home Ownership Program

Type of Assistance: First mortgage loans.
Description: Helps individuals with disabilities purchase and modify a home to make it accessible for the prospective homeowner. The program is available to prospective borrowers who have a developmental disability and persons who are at least 18 years of age referred by the Division of Developmental Disabilities.
Contact: (609) 278-7521

Homeless Management Information Systems (HMIS)

Type of Assistance: Technical.
Description: The State coordinates the New Jersey Statewide HMIS Collaborative, which provides a single Homeless Management Information System (HMIS) software solution to homeless housing and service provider agencies to track and manage their client cases. The HMIS Collaborative was created in response to the US Department of Housing and Urban Development's mandate that all local agencies develop and implement sophisticated tracking systems for reporting purposes. HMIS staff works with over 200 local agencies and county-based Continua of Care around the state to install software, train staff and assist in applying for funding.
Contact: (609) 278-7469

Policy and Community Development Division

HMFA's Policy and Community Development Division is responsible for overseeing the New Jersey Housing Resource Center, coordinating the Housing Affordability Service, facilitating HMFA's sustainable development and green building initiatives, setting and implementing statewide housing policy, coordinating housing policy with other state agencies, planning and developing pilot housing projects and programs, and conducting applied and GIS-related research.

Housing Affordability Service (HAS)

Type of Assistance: Administration of Affordable Housing Controls.
Description: The Housing Affordability Service (HAS) provides administrative services to municipalities based on the requirements of the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1), as well as additional services that help municipalities maintain their stock of affordable housing. HAS partners with municipal clients to ensure compliance by offering guidance, training for developers and property managers, monitoring report preparation and foreclosure prevention assistance.
Assistance Provided To: All parties concerned with the sales, rentals, resales and re-rentals of affordable housing.
Contact: (609) 278-7505

NJ Housing Resource Center (HRC)

Type of Assistance: List and Find Affordable Housing.
Description: The HRC is a free, online housing information clearinghouse located at www.njhousing.gov. The HRC has two major components. Part 1 is a searchable registry of affordable for-rent and for-sale housing and housing with accessibility features located throughout NJ. Part 2 is an ever-changing, always improving collection of housing related links for consumers, agencies, and property owners and managers. The HRC was created through a partnership among HMFA, DCA and the Department of Human Services' Division of Disability Services.
Contact: Visit the HRC website at: www.njhousing.gov. If you do not have a computer and need assistance, please call 211 and a live Call Agent will assist you. This is a free service provided by NJ 211, which is a partnership of the United Way of New Jersey.

Sustainable Development and Green Building

Type of Assistance: Technical.
Description: The Sustainable Community Coordinator works with developers to design new projects that meet the goals of green building, and assists developers receiving HMFA financing with access to green building, energy efficiency and renewable energy funding programs. Developers can also apply to HMFA for the SUNLIT Program. The SUNLIT program combines the Low Income Housing Tax Credit Program - administered through HMFA - with solar rebates offered by the Board of Public Utilities to allow affordable rental housing developers to realize financial benefits from installing solar photovoltaic systems. The Coordinator also works with existing building owners to retrofit properties with energy efficient and renewable energy features.
Assistance Provided To: For-profit and nonprofit developers and interested parties.
Contact: (609) 278-7414

New Jersey Meadowlands Commission

The **New Jersey Meadowlands Commission** *is empowered with regional planning and zoning authority to ensure the environmental protection and enhancement of the Meadowlands District. The Commission's objectives include the acquisition of open space for preservation, the enhancement of environmentally sensitive wetland areas, the development of recreational opportunities, the redevelopment of brownfields, the fostering of economic growth and the facilitation of shared services.*

For more information on any of the programs and services provided by the New Jersey Meadowlands Commission, please call the telephone number listed for each particular program, or call the main telephone number at (201) 460-1700. You may also visit our website at www.njmeadowlands.gov or e-mail us at info@njmeadowlands.gov.

The mailing address is:

New Jersey Meadowlands Commission
One DeKorte Plaza
Lyndhurst, NJ 07071

Land Use Management

Zoning Officer of the Day

Type of Assistance: Technical and Advisory.
Description: Responds to phone and walk-in inquiries regarding permitted land uses, planning, redevelopment procedures and application procedures in the Meadowlands District.
Assistance Provided To: Architects, engineers, developers and residents.
Contact: (201) 460-1700

Pre-Application Consultation

Type of Assistance: Technical and Advisory.
Description: Works with potential development applicants and technical consultants to review concepts and encourage projects that meet the regulatory requirements of the agency. Offers technical assistance to municipalities for identifying areas for development and redevelopment, with an emphasis on brownfields and greyfields sites and New Jersey Smart Growth principles.
Assistance Provided To: Architects, engineers, developers and municipalities.
Contact: (201) 460-1700

Development Applications Review

Type of Assistance: Technical and Advisory.
Description: Reviews completed applications and all requisite plans to ensure consistency with the Meadowlands Master Plan, zoning and subdivision regulations.
Assistance Provided To: Architects, engineers and developers.
Contact: (201) 460-1700

Zoning Inspection

Type of Assistance: Regulatory.
Description: Conducts routine inspections of properties within the Meadowlands District for violations of NJMC land use regulations pertaining to fill operations, work on a site and construction, dumping, signage, property maintenance, occupancy and tenants. Maintains photographic and written records of violations.
Assistance Provided To: Municipal officials, Meadowlands District property owners and residents.
Contact: (201) 460-1700

Plan Review/Construction Code Enforcement

Type of Assistance: Regulatory.
Description: NJMC construction code officials licensed by the New Jersey Department of Community Affairs review construction plans to ensure conformance with the provisions of the New Jersey Uniform Construction Code in the subcodes of building, plumbing, electricity, elevators and fire protection.
Assistance Provided To: Municipal officials, Meadowlands District property owners and residents.
Contact: (201) 460-1700

Records Requests

Type of Assistance: Informational.
Description: Updates and archives files on development and other NJMC actions in the Meadowlands District. Answers Open Public Records Act (OPRA) requests for documents including but not exclusive to development applications, architectural blueprints, project impact assessments including traffic, environmental and other studies and NJMC publications.
Assistance Provided To: General public.
Contact: (201) 460-2004

High Performance Buildings and Green Building Opportunities

Type of Assistance: Technical and Advisory.
Description: Reviews applications to determine eligibility for NJMC Green Building incentives. Projects shall be eligible for incentives provided they are registered with the United State Green Building Council for Leadership in Energy and Environmental Design (LEED) as new construction or existing buildings. LEED scorecards assign credit to projects based on a range of criteria such as site location, energy efficiency, resource conservation and environmental quality. Incentives are based on the level of LEED certification achieved and include refunds of required zoning fees, priority review of applications, and density bonuses and addition where residential units are permitted.
Assistance Provided To: Architects, engineers, and developers.
Contact: (201) 460-4619

Flood Control

Type of Assistance: Technical, Advisory and Financial.
Description: Prioritizes flood control initiatives, develops mitigation strategies, and applies for flood mitigation funding through the New Jersey Office of Emergency Management and the Federal Emergency Management Agency. Participates in the Community Rating System with FEMA to pursue reductions of insurance rates for Meadowlands District property owners. Coordinates emergency response and repair work, oversees compliance with drainage and stormwater regulations, conducts stormwater sewer cleanout, and compiles flood data through a hotline (201) 460-7770.
Assistance Provided To: Meadowlands District property owners, municipalities, businesses and residents.
Contact: (201) 460-1700

Affordable Housing Planning

Type of Assistance: Technical, Advisory and Financial.
Description: Offers assistance to Meadowlands District municipalities with preparing affordable housing plans and preparing ordinances and other documentation necessary to receive substantive certification from COAH or a judgment of compliance from New Jersey Superior Court. Provides technical assistance to municipalities to locate suitable sites to address their fair share housing obligations.
Assistance Provided To: Municipalities.
Contact: (201) 460-1700

Transportation Planning

Type of Assistance: Technical and Advisory.
Description: Prioritizes and recommends transportation improvements and projects. Consults and coordinates with relevant municipal, state, county and private entities to oversee the efforts of the Meadowlands Transportation Planning Board to mitigate traffic congestion and enhance public transportation options in the Meadowlands District.
Assistance Provided To: Municipalities, Meadowlands District property owners and residents.
Contact: (201) 460-1700

Business Assistance and Energy

Special Economic Initiatives

Type of Assistance: Technical, Advisory and Financial.
Description: Provides businesses with information regarding assistance from state and local governments. Provides information on land use regulations, roads, utilities, rail lines and other infrastructure relevant to businesses currently located or seeking to locate in the Meadowlands region. Oversees a number of initiatives aimed at economic growth in the Meadowlands, including marketing the region, educating and training the workforce, increasing government efficiency, and providing economic growth statistics.
Assistance Provided To: Businesses and municipalities.
Contact: (201) 507-3101

Meadowlands Regional Renewable Energy District

Type of Assistance: Technical, Advisory and Implementation.
Description: The NJMC is coordinating the development of a solar energy consortium across properties in the Meadowlands region, including municipal buildings, school buildings, warehouses and other structures with large, unobstructed roof space. The agency will direct research for production of at least 20 Megawatts of solar, geothermal, and tidal renewable energies by the year 2020 and oversee the efforts of the Renewable Energy Task Force to develop a Renewable Energy Master Plan.
Assistance Provided To: Meadowlands District property owners, businesses and municipalities.
Contact: (201) 507-3101

MERI - Meadowlands Enviormental Research Institute

Geographic Information System

Type of Assistance: Technical, Advisory, Implementation, Training and Financial.
Description: Develops and maintain specific digital mapping systems. Geographic Information System maps include data on lot information, owner information, zoning information, building locations and footprints, wetlands locations, flood hazard areas, utility locations, right-to-know and hazardous material information. Provides training in use of technology with customized manuals, tests, fieldwork, and refresher courses. Updates and regionalizes database.
Assistance Provided To: Municipalities.
Contact: (201) 460-4617

Laboratory

Type of Assistance: Technical and Advisory.
Description: Provides initial assessments of the surface quality of water, including dissolved oxygen, pH, turbidity and conductivity. Conducts limited soil and sediment sampling. Is capable of providing data on carbon dioxide, nitrogen oxides and ozone from air quality monitoring, as well as initial fish and wildlife disease assessments.
Assistance Provided To: Municipalities.
Contact: (201) 460-4669

Library
Type of Assistance: Informational.
Description: Provides circulating and reference materials specific to the New Jersey Meadowlands Commission and the Meadowlands District. Reference materials are available for review, copying and scanning by appointment.
Assistant Provided To: General public.
Contact: 1(866) NEW-NJMC

Meadowlands Environment Center

Educational Field Trips
Type of Assistance: Educational.
Description: Teaches students about environmental chemistry and offers a chance to monitor the living laboratory of the Hackensack River.
Assistant Provided To: Educators and school districts.
Contact: (201) 460-4644

Professional Development
Type of Assistance: Educational.
Description: Provides workshops for in-service and pre-service educators are aimed at incorporating wetlands studies and environmental education into classroom curriculum materials.
Assistant Provided To: Educators.
Contact: (201) 460-4644

Accessibility for All Populations
Type of Assistance: Educational.
Description: Provides adaptations to make Meadowlands Environment Center facilities, materials and programs accessible to special education classes and students with disabilities through the use of assistive technologies.
Assistant Provided To: Educators and school districts.
Contact: (201) 460-4644

Senior Citizen Programs
Type of Assistance: Educational.
Description: Coordinates recreational, social and educational programs to increase the interest of seniors in environmental issues. Brings programming to seniors in community centers and assisted living facilities.
Assistant Provided To: Senior citizens.
Contact: (201) 460-4644

Field High School
Type of Assistance: Educational.
Description: Allows Meadowlands District high school students an opportunity to study earth sciences and sciences particular to the urban wetlands ecosystem of the Meadowlands. The school's curriculum is mapped for compatibility with existing science programs, and will include classes in the New Jersey Meadowlands Commission Center for Scientific and Environmental Education.
Assistant Provided To: Educators and school districts.
Contact: (201) 460-4644

Eco-Tourism

Eco-tourism Guide
Type of Assistance: Recreational.
Description: Distributes the free "Birding and Wildlife Trails: Meadowlands and More" guide, a 72-page color booklet with ideas on how to explore the Meadowlands and Hackensack River Watershed Area's parks, trails, birding and catch-and-release fishing sites.
Assistance Provided To: General public.
Contact: (201) 460-2002

Pontoon Boat Cruises and Guided Canoe Tours
Type of Assistance: Recreational.
Description: Offers a seasonal exploration of the lower Hackensack River and narration of its history and continued environmental recovery.
Assistance Provided To: General public and groups.
Contact: (201) 460-4640

Arts

Arts Programming

Type of Assistance: Community and Financial.
Description: Fosters a cultural identity unique to the Meadowlands District by hosting exhibits by local and environmental artists. Encourages public participation in the arts by offering artists space to display their work and facilities to host receptions.
Assistance Provided To: General public.
Contact: (201) 460-2003

Digital Information

Website

Type of Assistance: Technical.
Description: Updates and provides access to public information on www.njmeadowlands.gov or through e-mail correspondence. Information includes, but is not limited to NJMC press releases, NJMC monthly e-newsletter and other publications, public notice of meetings, hearings, meeting agendas and minutes, public contracts and procurement activities, department information and contacts, maps and directions.
Assistance Provided To: General public.
Contact: (201) 460-2002

New Jersey Redevelopment Authority

The **New Jersey Redevelopment Authority (NJRA)** *is an independent state financing authority committed to revitalizing urban New Jersey. NJRA invests financial and technical resources into redevelopment projects to ensure that projects are urban-focused, neighborhood-based and investment-driven.*

For further information regarding the services provided by the New Jersey Redevelopment Authority, please call the main telephone number at (609) 292-3739. You may also visit our website at www.njra.us or e-mail us at njra@njra.state.nj.us.

The mailing address is:

New Jersey Redevelopment Authority
PO Box 790
Trenton, NJ 08625-0790

Committed to revitalizing urban New Jersey, NJRA coordinates efforts, leverages resources and provides financial assistance to viable redevelopment initiatives. NJRA partners with eligible municipalities, developers and businesses to identify and coordinate resources for revitalization. The following programs provide assistance to 69 eligible municipalities, nonprofit entities and for-profit developers.

Technical Assistance

Division of Programs and Services

The Division of Programs and Services provides technical assistance to foster redevelopment efforts, assists NJRA's client base in acquiring information to assist with projects, and administers seminars, workshops and training in the area of community development with a special emphasis on project development.
Contact: (609) 292-3739

Division of Business Development

The Division of Business Development is responsible for marketing NJRA's programs and services. The Division fosters ongoing relationships with potential borrowers, public/private sector organizations, municipalities, developers and other organizations interested in applying for financing through NJRA.
Contact: (609) 292-4557

Financing Programs

New Jersey Redevelopment Investment Fund (RIF)

Type of Assistance: Financial.
Description: Through the Redevelopment Investment Fund, NJRA offers direct loans, real estate equity, loan guarantees and other forms of credit enhancements.
Procedures for Applying: Visit NJRA's web site for specific application guidelines.
Contact: (609) 292-3739

New Jersey Pre-Development Loan Program (NJ-PLP)

Type of Assistance: Financial.
Description: The NJ-PLP is a $2.5 million financing pool that provides funding to cover various pre-development activities, including feasibility studies, architectural costs, environmental and engineering studies, legal and other related soft costs for development to occur. This program offers flexible financing at the early stages of development. The NJ-PLP increases the available resources for community redevelopment projects in the NJRA's eligible municipalities.
Procedures for Applying: NJRA's website offers specific information regarding the application guidelines.
Contact: (609) 292-3739

New Jersey Urban Site Acquisition Program (NJ-USA)

Type of Assistance: Financial.
Description: The NJ-USA Program is a $20 million revolving loan fund that facilitates the acquisition, site preparation and redevelopment of properties. Developers, nonprofits, community development corporations and municipalities are eligible for assistance through the NJ-USA program. Funding through this initiative provides a form of bridge financing to acquire title to property and for other acquisition-related costs.
Procedures for Applying: Visit NJRA's website.
Contact: (609) 292-3739

Bond Program

Type of Assistance: Taxable and Tax-Exempt Bonds.
Description: NJRA sells bonds to raise capital for making long-term loans at attractive, below-market interest rates to a broad range of qualified businesses and not-for-profit organizations. NJRA has the ability to issue $100 million of taxable and tax-exempt bonds annually to stimulate revitalization in New Jersey's urban areas.
Procedures for Applying: The bond application process is outlined on NJRA's website.
Contact: (609) 292-3739

Working in Newark's Neighborhoods (WINN)

Working in Newark's Neighborhoods is a subsidiary of the New Jersey Redevelopment Authority. WINN, a $10 million revolving loan program, focuses on redevelopment efforts in the city of Newark's neighborhoods. WINN funds can be used for:

- Pre-Development
- Site Preparation
- Acquisition
- Demolition
- Permanent Financing
- Loan Guarantees
- Construction Financing

Priority is given to applications that outline a comprehensive approach for redevelopment of a targeted area, demonstrate a strong leveraging of resources, show collaboration and partnerships between local non-profits, developers, private sector entities and various levels of government.
Procedures for Applying: Visit the WINN website at www.njra.us/winn for more information.
Contact: (609) 292-3739

Additional Programs

NJRA Redevelopment Training Institute (NJRA RTI)

The NJRA Redevelopment Training Institute offers intensive intermediate-level training modules that focus on the redevelopment of New Jersey's communities. Because the State of New Jersey's redevelopment law is unique, the NJRA RTI has been designed to provide nonprofit and for-profit developers, professional consultants, entrepreneurs and city/county staff with a body of knowledge of the redevelopment and real estate development process. The goal of the RTI is to provide classroom instruction resulting in enhanced knowledge of New Jersey's redevelopment process and project financing.

Modules offered:
Redevelopment Planning Process
Real Estate Development
Finance
Procedures for Applying: To apply online visit www.njra.us/rti.
Contact: (609) 292-0008

For further information regarding the services provided by the New Jersey Redevelopment Authority, please call the main telephone number at (609) 292-3739.

You may also visit our web site at www.njra.us or e-mail us at njra@njra.state.nj.us.

The mailing address is:

New Jersey Redevelopment Authority
P.O. Box 790
Trenton, NJ 08625