



# Grants *and* Resources

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET, PO BOX 800  
TRENTON, NJ 08625-0800

*A Partner in Your Community*

[WWW.NJ.GOV/DCA](http://WWW.NJ.GOV/DCA)

**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.

THIS PUBLICATION MAY BE VIEWED AND PRINTED

ON THE INTERNET:

<http://www.nj.gov/dca>

## New Jersey Department of Community Affairs Grants and Resources

The **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (DCA)** is a State agency created by statute 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 and Units:**

- [Division of Codes and Standards](#)
- [Division of Fire Safety](#)
- [Division of Housing and Community Resources](#)
- [Division of Local Government Services](#)
- [Local Planning Services](#)

### **DCA is closely affiliated with the following agencies:**

- [Government Records Council](#)
- [New Jersey Historic Trust](#)
- [New Jersey Housing and Mortgage Finance Agency](#)
- [New Jersey Redevelopment Authority](#)
- [New Jersey Urban Enterprise Zone Authority](#)

DCA operates a grant management system in which people can view available grant opportunities and submit grant applications, among other items. The system can be accessed by clicking on the following link:

[System for Administering Grants Electronically \(SAGE\)](#)

**Please note that all DCA grants and resources for non-profit organizations are highlighted in green text.**

## DIVISIONS AND UNITS

### 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 <http://www.nj.gov/dca/divisions/codes>.

The mailing address is:

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

### MONETARY RESOURCES

#### **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

**NON-MONETARY RESOURCES**

**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:

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Carnival and Amusement Ride Safety  
PO Box 808  
Trenton, NJ 08625-0808

**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. 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

**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, association boards and board members, and attorneys representing association boards.

**Contact:** (609) 984-7574

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### **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

### **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

### **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. Supplies forms and information on procedures to be followed in applying for Protected Tenancy. Receives forms from tenants seeking this protection. 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

## New Jersey Department of Community Affairs Grants and Resources

### **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

### **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.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 984-7860

### **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

### **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.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 324-1455

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### **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 members of the public with an interest in the Elevator Safety Subcode.

**Contact:** (609) 984-7833

### **Healthcare Facilities Plan Review**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides technical review of plans for hospitals, nursing homes and other healthcare facilities to ensure compliance with the Uniform Construction Code and federally mandated criteria.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-8151

### **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 Superior Court of New Jersey 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).



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**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

### **Industrialized Building Program**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Ensures that pre-manufactured 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

### **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

### **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

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### **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 that are seeking code technical or advisory assistance.

**Contact:** (609) 324-1152

### **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 Jersey School Construction Corporation 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 (NJSCC). 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 Department of Community Affairs  
Division of Codes and Standards  
Office of Local Code Enforcement  
PO Box 821  
Trenton, NJ, 08625-0821

## New Jersey Department of Community Affairs Grants and Resources

### **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

### **Office of Regulatory Affairs**

**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.

**Contact:** (609) 984-7672, or write to:

New Jersey Department of Community Affairs

Division of Codes and Standards

Office of Regulatory Affairs

PO Box 818

Trenton, NJ, 08625-0818

### **PermitsNJ and UCCARS Technical Support**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides technical assistance to users of PermitsNJ, which is an Internet-based construction code enforcement management system. Provides technical support to users of UCCARS, which is the Division's Uniform Construction Code Administrative Records System software. Also oversees the monthly collection of New Jersey construction activity data.

**Assistance Provided To:** Construction officials and staff of municipal construction code enforcement offices.

**Contact:** (609) 292-7899

### **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.

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**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 interest communities.

**Contact:** (609) 984-7574

### **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

### **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 Health Care Facilities.

**Contact:** (609) 984-1704

### **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 establishes standards to ensure that all rooming and boarding homes in the State are constructed, maintained and operated in such a manner as will protect the health, safety and welfare of its residents and at the same time preserve and promote a home-like atmosphere appropriate to such facilities. Upon satisfactory compliance with the Act, the Bureau issues licenses to owners and/or operators of these facilities.

**Other Information:** 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

**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

**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, which is 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

**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

**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

## 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/divisions/dfs/](http://www.nj.gov/dca/divisions/dfs/).

The mailing address is:

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

### MONETARY RESOURCES

#### **Volunteer Emergency Service Organization Loan Program**

**Type of Assistance:** Financial Loans.

**Description:** Provides low interest loans to volunteer fire service and emergency medical organizations for the purpose of purchasing apparatus and equipment; constructing or refurbishing buildings and facilities; and refurbishing apparatus and equipment. Funding comes from state budget appropriation and a revolving special account.

**Assistance Provided To:** Volunteer and combination (career and volunteer) fire companies, fire departments, first aid squads, and rescue squads.

**Other Information:** Maximum loan based on project. Program information available on the Division of Fire Safety website at [www.state.nj.us/dca/divisions/dfs/pdf/veso.pdf](http://www.state.nj.us/dca/divisions/dfs/pdf/veso.pdf).

**Contact:** (609) 633-6070

**NON-MONETARY RESOURCES**

**Cigarettes Certification Program**

**Type of Assistance:** Technical and Advisory.

**Description:** Administers the Reduced Cigarette Ignition Propensity and Firefighter Protection Act. This program requires that all manufacturers of cigarettes to be offered for sale in the State of New Jersey submit an application, which includes test data showing that the cigarettes meet a minimum fire safety standard and that the test laboratory meets a minimum standard as required by the statute. Works closely with the New Jersey Attorney General's Office and the New Jersey Department of Treasury to ensure compliance with the Act. Utilizes the K-9s assigned to the Fire Investigation Unit to detect tobacco products when requested by the New Jersey Department of Treasury and/or ATF.

**Assistance Provided To:** Fire officials, cigarette industry, New Jersey Attorney General's Office, New Jersey Department of Treasury, law enforcement.

**Contact:** (609) 633-6070

**College Fire Safety Program**

**Type of Assistance:** Advisory.

**Description:** Statutorily required to work with the New Jersey Commission on Higher Education to develop and deliver training programs for college employees and students regarding fire safety equipment and procedures for each campus.

**Assistance Provided To:** Fire service, college safety officers, New Jersey Commission on Higher Education, college students, parents, and the general public.

**Contact:** (609) 633-9722

**Cooperative Purchasing Program**

**Type of Assistance:** Technical and Advisory.

**Description:** Works with the New Jersey Department of Treasury to develop specifications for firefighter protective clothing and equipment for inclusion on the State's Cooperative Purchasing Contract. This ensures that protective clothing meets the standards established in the New Jersey Public Employees Occupational Safety and Health Act (PEOSHA).

**Assistance Provided To:** Fire service, municipalities and fire districts, elected and appointed officials, New Jersey Department of Treasury, firefighters and fire officers, fire equipment manufacturers and distributors.

**Contact:** (609) 633-6125

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### **Disabilities/Oxygen Emblem Program**

**Type of Assistance:** Technical.

**Description:** Issues an identification emblem to persons with a disability or persons who use oxygen. This emblem is affixed to the main entrance of a residential dwelling unit in order to alert firefighters, medical, rescue or law enforcement personnel when responding to an emergency situation that a person with a disability or a person who uses oxygen may be present in that dwelling.

**Assistance Provided To:** Disabled persons, fire service, emergency medical service, and law enforcement.

**Contact:** (609) 633-6121

### **Division of Fire Safety Administration**

**Type of Assistance:** Advisory and Technical.

**Description:** Administers the operation of the Division of Fire Safety. The Division director serves as the State Fire Marshal and the State Fire Coordinator. In addition, the Division has a dual reporting relationship with the New Jersey Office of Homeland Security and Preparedness. Division administration coordinates with local, county, state and federal agencies on any issues regarding fire safety, fire code enforcement, preparedness and response. Division administration also interacts with the New Jersey Fire Safety Commission.

**Assistance Provided To:** Fire and Emergency Services; New Jersey Fire Safety Commission; federal, state, county, and local elected and appointed officials; and the general public.

**Contact:** (609) 633-6106

### **Fire Code Services**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides technical assistance and interpretations of the New Jersey Uniform Fire Safety Act and fire code regulations. Interacts with the New Jersey Fire Safety Commission's Fire Code Advisory Council.

**Assistance Provided To:** Fire code enforcement officials, business/building owners, appointed and elected officials, and the general public.

**Contact:** (609) 633-6132

### **Fire Incident Reporting**

**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 responses in a standardized format that is reviewed and submitted to the United States Fire Administration to be included in national statistics and analyses. These data are used by a number of federal agencies included the Consumer Product Safety Commission to identify defects that cause fire or injury and to recall products when warranted. This unit analyses statewide data to identify trends in New Jersey and publishes an annual report titled *Fire in New Jersey*. Within this report is a statutorily mandated section on school fires which is submitted to the



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Commissioner of the New Jersey Department of Education. Interacts with the Statistics and Information Advisory Council of the New Jersey Fire Safety Commission.

**Assistance Provided To:** Fire service, fire code officials, elected and appointed officials, media, and interested individuals/entities.

**Contact:** (609) 984-3476

### **Fire Inspections**

**Type of Assistance:** Technical.

**Description:** Enforces New Jersey fire codes in municipalities that elect not to do so locally, as well as in or on any properties owned by the State of New Jersey or by an interstate authority.

**Assistance Provided To:** Elected and appointed officials, fire service, business/building owners, and the general public.

**Contact:** (609) 633-6132

### **Fire Investigation**

**Type of Assistance:** Advisory, Technical, On-Scene, Accelerant Detection K-9s.

**Description:** Conducts cause and origin fire investigations in municipalities where the Division of Fire Safety is the primary fire code enforcing agency. In addition, this unit has primary responsibility for fires in any owned, leased, or occupied state facility. This unit is comprised of five certified fire investigators and three accelerant detection dogs. The unit works closely with the New Jersey State Police, county prosecutors' offices, local law enforcement agencies and the fire service. Also, this unit conducts investigations into the serious injury or death of a firefighter in the line of duty.

**Assistance Provided To:** State, county and local law enforcement agencies, state agencies, fire officials and the fire service.

**Contact:** Emergency 1-877-NJFIRES, Non-Emergency (609) 633-6125

### **Fire Protection Equipment Contractors Certification**

**Type of Assistance:** Technical and Advisory.

**Description:** Administers a comprehensive and mandatory licensing program for contractors who sell, install, service, repair, maintain and/or inspect fire protection equipment. Also, certifies individuals in one of six categories specific to certain types of fire protection equipment. Currently there are six licenses available in the following classifications: Fire Sprinkler Systems; Special Hazard Fire Suppression Systems; Fire Alarm Systems; Portable Fire Extinguishers; Kitchen Fire Suppression Systems; All Fire Protection Systems. Issues business permits that verify the business is permitted to work on such equipment in the State of New Jersey. Interacts with a statutorily created Fire Protection Contractors Advisory Committee.

**Assistance Provided To:** Fire protection contractors, individuals working for fire protection contractors, fire service, fire code officials, trade organizations and construction code officials.

**Contact:** (609) 633-6121

**Juvenile Firesetter Prevention**

**Type of Assistance:** Technical, Advisory and Educational.

**Description:** Administers a statewide system on reporting incidents involving juvenile firesetting behavior. Provides training to the fire service, law enforcement, juvenile justice, and mental health professionals on identifying, counseling and/or referring juveniles exhibiting such behavior for appropriate treatment. Submits collected statistics to a national database for inclusion in national statistics and analyses. Also, maintains a toll free, statewide phone number for reporting incidents or requesting assistance. Interacts with the New Jersey Fire Safety Commission's Juvenile Firesetter Prevention Advisory Council.

**Assistance Provided To:** Fire service, fire code officials, law enforcement, juvenile justice, court system, mental health organizations, and parents and guardians.

**Contact:** (609) 633-6432 or (800) 327-5230

**Life Hazard Use Registration**

**Type of Assistance:** Technical and Advisory.

**Description:** Life Hazard Use (LHU) is defined as the use of a building or structure that may constitute a potential risk to human life, public welfare or firefighters. This program annual registers LHUs, assesses a fee and requires that they be inspected at least annually. This program collects these fees and remits a percentage to local fire code enforcing agencies to offset the costs of enforcing the fire codes in those municipalities. The remaining percentage is retained by the Division of Fire Safety to cover the costs of administering the program.

**Assistance Provided To:** Fire code officials, fire service, appointed and elected officials, business/building owners, and the general public.

**Contact:** (609) 633-6144

**Local Assistance and Monitoring**

**Type of Assistance:** Technical.

**Description:** Assists municipalities and fire districts to establish and maintain local enforcing agencies in accordance with the New Jersey Uniform Fire Safety Act. Monitors local enforcing agencies to ensure proper enforcement of the fire codes and accounting of funds derived from the Fire Safety Act. Provides interpretations of the codes and regulations. Recommends sanctions against local enforcing agencies and/or certified fire code officials for failure to comply with the Fire Safety Act and regulations.

**Assistance Provided To:** Local enforcing agencies, appointed or elected officials, business owners, and the general public.

**Contact:** (609) 633-6111

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### **New Jersey Fire Safety Commission**

**Type of Assistance:** Advisory.

**Description:** A legislatively created commission comprised of 23 members, including two members of the Assembly, two members of the Senate, and citizens with expertise or interest in fire safety. Seven advisory councils each addressing a specific fire safety/service issue have been created and are comprised of citizens and fire service professionals with expertise in the particular topic assigned to that advisory council. The purpose of the commission and the advisory councils is to provide grassroots recommendations to the DCA Commissioner on all matters concerning fire safety.

**Assistance Provided To:** Department of Community Affairs, Division of Fire Safety, and fire and emergency services.

**Other Information:** The Commission hosts five public meetings per year to discuss matters brought before it by its advisory councils, the fire service and the general public. A schedule of the meeting can be found at the Division of Fire Safety Website ([www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/)).

**Contact:** (609) 633-6070

### **Office of Fire Department Preparedness**

**Type of Assistance:** Advisory, Technical, Emergency Response.

**Description:** Administers the Fire Service Emergency Resource Deployment Act through a series of county fire coordinators appointed from the fire service from each county; regional fire coordinators, who are full-time Division of Fire Safety staff; and the State Fire Coordinator, who is the Director of the Division of Fire Safety. Ensures that every county and municipality has the required fire mutual aid plans and that those plans are reviewed every two years. Works closely with the New Jersey Regional Operations and Intelligence Center. Coordinates the deployment of large-caliber water and firefighting foam delivery systems, as well as firefighting foam tenders statewide. Deploys the Division of Fire Safety's Logistics Support Vehicle on major incidents as requested. Interacts with the Health and Safety Advisory Council of the New Jersey Fire Safety Commission.

**Assistance Provided To:** County fire coordinators, county emergency management coordinators, fire departments, appointed and elected officials.

**Contact:** Emergency – 877-NJFIRES, Non-Emergency (609) 292-4109

### **Office of Training and Certification**

**Type of Assistance:** Advisory and Programmatic.

**Description:** Provides more than 300 training seminars to various facets of the fire service, including fire code enforcement, fire suppression, fire officer, and incident management. In addition, offers 16 fire service certifications including a number with recertification requirements. Inspects all county and local fire academy training and classroom facilities annually to ensure compliance with adopted regulations. Coordinates the delivery of training courses and statewide testing through a contract with Kean University and with all county

## New Jersey Department of Community Affairs Grants and Resources

and local fire academies. Interacts with the Training and Education Advisory Council of the New Jersey Fire Safety Commission.

**Assistance Provided To:** Fire departments, fire service individuals, fire academies, community colleges, and entities interested in firefighter training and certification.

**Contact:** (609) 777-3552

### **Regulatory and Legislative Affairs**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides guidance regarding the enforcement of New Jersey's Fire Codes and related statutes and regulations. Develops and amends Division regulations; administers a Peer Review Committee that proposes sanctions against an individual's fire code enforcement certifications; undertakes corrective actions, including the issuance of penalties and judgments; and maintains a registry of local fire code enforcing agencies.

**Assistance Provided To:** Fire Code enforcing agencies, municipalities, appointed and elected officials, the fire service, and the general public.

**Contact:** (609) 984-0039

### **Publications**

**Type of Assistance:** Technical and Advisory.

**Description:** Offers for sale New Jersey-specific fire code publications, including statutes that govern Division of Fire Safety programs, Division regulations, the New Jersey Fire Prevention Code, and the New Jersey Fire Code. Also publishes all Division of Fire Safety reports on the Division's website, provides electronic correspondence from the Division to the fire service, and maintains a listing of fire departments and local enforcing agencies on the Division's website.

**Assistance Provided To:** Fire Code enforcing agencies, municipalities, appointed and elected officials, the fire service, and the general public.

**Contact:** (609) 633-7129

### **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 aimed at preschoolers, school age children, babysitters, college students, and senior citizens. These brochures are available for downloading and use at

[www.state.nj.us/dca/divisions/dfs/focus/](http://www.state.nj.us/dca/divisions/dfs/focus/) on the Division's website. Sponsors an annual fire safety poster contest in schools throughout the state. Also sponsors a Fire Bowl trivia competition for high schools throughout the state. Publishes a monthly State Fire Marshal Message and quarterly newsletter that are distributed electronically and available on the Division's website. Interacts with the New Jersey Fire Safety Commission's Public Education Advisory Council.

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**Assistance Provided To:** Fire service, fire code officials, schools, colleges, municipalities, civic organizations and the general public.

**Contact:** (609) 633-9722

### **Smoke Alarm Distribution**

**Type of Assistance:** Advisory.

**Description:** Distributes approximately 13,000 smoke alarms to fire departments and civic organizations throughout Central Jersey and North Jersey through participation in the *Operation 7: Save a Life* program sponsored by WABC-TV, Channel 7 in New York City. The fire departments and civic groups then distribute the alarms to households at or below the poverty level.

**Assistance Provided To:** Fire service, civic organizations, and residents at or below poverty level.

**Contact:** (609) 633-6432

### **Volunteer Recruitment and Retention**

**Type of Assistance:** Advisory and Programmatic.

**Description:** Provides guidance and assistance to local volunteer fire departments and first aid and rescue squads to assist them in the recruitment of new members and retaining existing members. Maintains a toll-free statewide telephone number that accepts calls from the general public. Callers are provided contact information and referred to their local fire department's recruitment and retention officer.

**Assistance Provided To:** Volunteer fire departments, first aid, ambulance and rescue squads.

**Contact:** (609) 633-6432, (800) FIRE-LINE

## Division of Housing and Community Resources

The **Division of Housing and Community Resources** is committed to building neighborhoods and to providing financial and technical assistance to municipalities, community action agencies and other nonprofit organizations for community and economic development projects that 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

### MONETARY RESOURCES

#### **Community Services Block Grant**

**Type of Assistance:** Financial – Grants.

**Description:** Awards funding to community agencies for the provision of health, education, employment, housing and other services to New Jersey's population. Ninety percent of the annual allocation must go to federally-designated Community Action Agencies.

**Other Information:** Award period is October 1 to September 30. Community agencies must submit an application via SAGE at <https://njdcasage.state.nj.us/Portal.asp>. Contact program coordinator for details.

**Funding Source:** U.S. Department of Health and Human Services.

**Assistance Provided To:** Public and private nonprofit agencies.

**Contact:** (609) 633-6286

## New Jersey Department of Community Affairs Grants and Resources

### **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

### **Home Community Housing Development Organization Program – Home CHDO**

**Type of Assistance:** Financial.

**Description:** Administered by the Department in accordance with both the federal HOME program rules, found at 24 CFR Part 92 and the rules of the DCA’s Neighborhood Preservation Balanced Housing Program (N.J.A.C 5:43-1.1 et seq.). When Federal and State program requirements differ, the more stringent will apply. The HOME Production Program subsidy provides a critical source of gap financing for affordable housing projects whose other sources of public subsidy and private financing are not sufficient to sustain economic viability. The Program's subsidy formula is responsive to increases in the cost of land and construction. The Program is established to support the construction and preservation of permanent, high-quality, location-efficient affordable housing that meets the demand for units affordable to low and very low-income families and individuals residing in New Jersey.

**Other Information:** For further information about CHDO eligibility and certification, call (609) 984-8453.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** State-certified Community Housing Development Organizations

**Application Deadline:** Rolling application.

**Contact Number:** (609) 633-6046

### **HOME–Housing Production Investment Program**

**Type of Assistance:** Financial.

**Description:** Administered by the DCA in accordance with both the federal HOME program rules, found at 24 CFR Part 92 and the rules of the DCA’s Neighborhood Preservation Balanced Housing Program (N.J.A.C 5:43-1.1 et seq.). When Federal and State program requirements differ, the more stringent will apply. The HOME Production Program subsidy provides a critical source of gap financing for affordable housing projects whose other sources of public subsidy and private financing are not sufficient to sustain economic viability. The

## New Jersey Department of Community Affairs Grants and Resources

Program's subsidy formula is responsive to increases in the cost of land and construction. The Program is established to support the construction and preservation of permanent, high-quality, location-efficient affordable housing that meets the demand for units affordable to low and very low-income families and individuals residing in New Jersey.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Eligible non-profit and for-profit affordable housing developers.

**Application Deadline:** Rolling application.

**Date of Notification:** January, April, July and October.

**Contact:** (609) 633-6046

### **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.

**Other Information:** Award period is from July 1 to June 30. For information on application procedures, contact the program coordinator.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Assistance Provided To:** Low- and moderate-income tenants and homeowners.

**Contact:** (866) 889-6270

### **Housing Opportunities for Persons With HIV/AIDS (HOPWA)**

**Type of Assistance:** Financial—Subsidies.

**Description:** Provides tenant-based rental subsidies to eligible applicants living with HIV/AIDS and residing in Atlantic, Burlington, Cape May, Cumberland, Mercer, Salem and Warren counties.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Very low-income families with a household member living with HIV/AIDS.

**Contact:** 609-341-3274

### **Individual Development Account**

**Type of Assistance:** Matching Savings.

**Description:** Matched savings accounts to help low-income families accumulate funds specifically for high-return investments in homeownership, education or small-business ownership.

**Other Information:** Nonprofit organizations operate as sub-grantees in delivering IDA services. Nonprofit agencies must submit an application to SAGE via <https://njdcasage.state.nj.us/Portal.asp>.

**Funding Source:** U.S. Department of Health and Human Services.

**Assistance Provided To:** Income-eligible working individuals and families via grants to nonprofit organizations.

**Contact:** (609) 633-6272



**Low Income Home Energy Assistance Program (LIHEAP)**

**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 Low Income Home Energy Assistance Program. The amount of the LIHEAP heating benefit is determined by income, household size, fuel type, and heating region.

**Other Information:** Households must submit an application to a designated community-based organization. The application deadline varies depending on the year. People can go to [www.energyassistance.nj.gov](http://www.energyassistance.nj.gov) to obtain an application and get a list of community-based organizations accepting applications.

**Funding Source:** U.S. Department of Health and Human Services.

**Assistance Provided To:** Very low-income persons.

**Contact:** (800) 510-3102

**Neighborhood Preservation Balanced Housing Program**

**Type of Assistance:** Financial.

**Description:** Provides municipalities, for-profit and non-profit affordable housing developers with financial assistance needed to spur the development of affordable housing across the state, in conformance with the State Development and Redevelopment Plan and in fulfillment of Section 20 of the Fair Housing Act of 1985, as amended. The Balanced Housing subsidy provides a critical source of gap financing for affordable housing projects whose other sources of public subsidy and private financing are not sufficient to sustain economic viability. The program's subsidy formula is responsive to increases in the cost of land and construction. The program is established to support the construction and preservation of permanent, high-quality, location-

## New Jersey Department of Community Affairs Grants and Resources

efficient affordable housing that meets the demand for units affordable to low- and moderate-income families and individuals residing in New Jersey.

**Other Information:** Applications are accepted on a rolling basis and awards are made four times per year in January, April, July and October.

**Funding Source:** Realty Transfer Fee.

**Assistance Provided To:** Eligible municipalities, non-profit and for-profit affordable housing developers.

**Contact:** (609) 633-6258

### **Neighborhood Revitalization Tax Credit Program**

**Type of Assistance:** Financial – Grants.

**Description:** Provides business entities with a 100 percent tax credit for money donated to nonprofit groups carrying out comprehensive, DCA-approved revitalization plans. The nonprofit groups must use at least 60 percent of the tax credit funds for housing and economic development initiatives. The remaining funds may be used for supportive services and other activities that promote neighborhood revitalization.

**Other Information:** Nonprofit groups must apply to the program by submitting a Neighborhood Planning Grant or Project Application to SAGE via <https://njdcasage.state.nj.us/Portal.asp>. Applications are available at <http://www.nj.gov/dca/dcr/nrtc>. Funds are awarded on a rolling basis.

**Funding Source:** Corporate Funds.

**Assistance Provided To:** Nonprofit 501(c) 3 organizations in municipalities eligible to receive aid under the “Special Municipal Aid Act” or “Abbott Districts.”

**Contact:** (609) 633-6273

### **Recreation Opportunities for Individuals with Disabilities**

**Type of Assistance:** Financial–Grants.

**Description:** Provides funding assistance to local governments for both short-term special events and comprehensive recreational services for individuals with disabilities.

**Other Information:** Requires a match of \$1 local government to \$5 State. Applications must be submitted by June 1 to SAGE via <https://njdcasage.state.nj.us/Portal.asp>. Resolutions authorizing the match requirement must be received by June 30.

**Funding Source:** State Appropriation.

**Assistance Provided To:** Municipalities and counties.

**Contact:** (609) 984-6654

### **Section 8 Housing Choice Voucher Program**

**Type of Assistance:** Financial–Subsidies.

**Description:** Based on the requirement that housing costs (rent and utilities) should not exceed 30 percent of a household's income, the program 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. 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.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Very low-income families; single individuals over 62 years of age; or individuals with special needs.

**Contact:** (609) 292-9025

### **Shelter Housing Exit (SHE) Program**

**Type of Assistance:** Financial.

**Description:** Provides security deposits and rental assistance to victims of domestic violence and their children who are currently living in shelters or in transitional housing facilities. Its main goal is to move women living in shelters and transitional units into permanent housing, a place they can call home and a place to start their lives over, free from domestic violence. Participants must be referred to DCA by a Lead Domestic Violence Agency and their income cannot exceed 80 percent of the U.S. Department of Housing and Urban Development median income for the area in which they choose to live.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Victims of domestic violence and their children.

**Contact:** (609) 292-3846

### **Shelter Support**

**Type of Assistance:** Financial–Grants.

**Description:** Provides funds to renovate and improve existing homeless shelters and transitional housing and construct new homeless shelters and transitional housing.

**Other Information:** Project sponsors must apply to receive assistance. Award period is from July 1 to June 30. Federally-funded projects must adhere to Emergency Shelter Grant Program regulations.

**Funding Source:** State Appropriation and U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Local governmental units and nonprofit organizations.

**Contact:** (609) 943-5849

## New Jersey Department of Community Affairs Grants and Resources

### **Small Cities Community Development Block Grant**

**Type of Assistance:** Financial – Grants and loans.

**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.

**Other Information:** Eligible local governments must submit an application via SAGE at <https://njdcasage.state.nj.us/Portal.asp>. Information on the application deadline is circulated to all eligible governments.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Non-entitlement counties and municipalities (list available on request).

**Contact:** (609) 633-6276

### **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 tenant-based and project-based assistance. Preferences have been set aside for the elderly ages 62 and above and for New Jersey Department of Human Services homeless referrals. The statewide program is available to residents in all New Jersey counties.

**Funding Source:** State Aid Appropriation.

**Assistance Provided To:** Very low-income households. Current waiting list exists.

**Contact:** (609) 292-4080

### **Universal Service Fund (USF) Program**

**Type of Assistance:** Financial assistance with utility bills.

**Description:** Assists very low-income persons who have high natural gas and/or electric bills by providing a monthly credit. To be eligible for USF, a household's gross annual income must be less than or equal to 175 percent of the Federal Poverty Level and the household must spend more than 3 percent of its income for electric service or natural gas service. If the home is heated with electricity, the household must spend more than 6 percent of its income on electricity.

**Other Information:** Eligible households can use the joint USF/LIHEAP application to apply for USF at any time of year, or to apply for USF and LIHEAP at the same time during the winter months (typically November – March). While applicants may apply for USF at any time of year, they are encouraged to submit the joint USF/LIHEAP application during the winter months when their eligibility can be determined for both USF and LIHEAP. USF/LIHEAP applications and a list of agencies that accept applications are available on the Internet at [www.energyassistance.nj.gov](http://www.energyassistance.nj.gov).

**Funding Source:** New Jersey Board of Public Utilities.

**Assistance Provided To:** Very low-income households.

**Contact:** (866) 240-1347

## New Jersey Department of Community Affairs Grants and Resources

### **Weatherization Assistance**

**Type of Assistance:** Financial and Technical.

**Description:** Assists elderly, disabled and low-income persons by installing energy saving materials in their homes, improving their heating system efficiency and conserving energy. The program also provides emergency heating assistance.

**Other Information:** Eligible households must submit a weatherization application to a designated community-based agency. A list of designated agencies and the application can be found at <http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>.

**Funding Source:** U.S. Department of Health and Human Services and U.S. Department of Energy.

**Assistance Provided To:** Low-income households; community-based agencies assisting low-income occupied dwelling units.

**Contact:** (609) 984-6184

## **NON-MONETARY RESOURCES**

### **Section 8 Single Room Occupancy–Moderate Rehabilitation**

**Type of Assistance:** Technical.

**Description:** Assists in rehabilitating privately-owned, substandard, single-room occupancy rental units that provide 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 conducting construction and quality control. Upon completing the rehabilitation work, the project sponsor receives financial assistance, which is 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.

**Other Information:** To receive the assistance, project sponsors must submit an application. The DCA will periodically post a Request for Proposal for the program.

**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.

**Contact:** (609) 633-6162

## 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, 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](http://www.nj.gov/dca/lgs) or e-mail us at [dlgs@dca.state.nj.us](mailto: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

### MONETARY RESOURCES

#### **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 by formula in set amounts between July and December. Municipalities receive preliminary notification of the aid on February 1 and final notification on July 15.

**Funding Source:** State Appropriation, Property Tax Relief Fund.

**Assistance Provided To:** Municipalities.

**Contact:** (609) 292-6110 or go to [www.nj.gov/dca/lgs/muniaid/aidmenu.shtml](http://www.nj.gov/dca/lgs/muniaid/aidmenu.shtml).

#### **Transitional Aid**

**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.

**Other Information:** The award period is from July 1 to June 30. Municipalities must submit an application form with their municipal budget or pursuant to program guidelines each year. Grants and technical assistance are contingent on the municipality executing a Memorandum of Understanding committing them to making management and operational improvements, and subject to Division review of various activities.

**Funding Source:** State Appropriation, State Aid.

**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.

**Contact:** (609) 292-4806

## NON-MONETARY RESOURCES

### **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

### **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

### **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 and counties.

**Contact:** (609) 292-4806

### **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](mailto:lpcl@dca.state.nj.us)



## New Jersey Department of Community Affairs Grants and Resources

### **Data Services**

**Type of Assistance:** Technical.

**Description:** Provides various financial and property tax data on all municipalities and counties in the State, including current and historical statistical information on Municipal State Aid, Property Tax Information, Fiscal Reports, and Municipal and County Financial Information (limited information).

**Assistance Provided To:** All local government units and the general public.

**Contact:** (609) 292-6110

### **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

### **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, and vendors of deferred compensation programs.

**Contact:** (609) 292-7842 or go to [www.nj.gov/dca/lgs/defcomp/defcompmenu.shtml](http://www.nj.gov/dca/lgs/defcomp/defcompmenu.shtml)

### **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

### **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 or go to [www.nj.gov/dca/lgs/losap/losap.shtml](http://www.nj.gov/dca/lgs/losap/losap.shtml)



### **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 Local Finance Board-promulgated Financial Disclosure Statements with the Local Finance Board and their local governments annually. The law sets a minimum ethical standard for local government elected officials, appointed officials and employees; empowers the Local Finance Board to investigate complaints and issue advisory opinions; and serves as the ethics board where no local board has been established.

**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.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Contact:** (609) 292-0479 or go to [www.nj.gov/dca/lgs/ethics/ethcmenu.shtml](http://www.nj.gov/dca/lgs/ethics/ethcmenu.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 or go to [www.nj.gov/dca/lgs/certunit/certmenu.shtml](http://www.nj.gov/dca/lgs/certunit/certmenu.shtml)

### **Local Finance Board, Executive Secretary**

**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. 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.

**Other Information:** The director of the Division serves as the Local Finance Board's chairman. Other members are nominated by the Governor and confirmed by the State Senate.

**Assistance Provided To:** General public, officials of local government and professionals representing them.

**Contact:** (609) 292-0479

## New Jersey Department of Community Affairs Grants and Resources

### **Local Finance Board, Liaison**

**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

### **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 or go to [www.nj.gov/dca/lgs/dlgs-newssubscribe.shtml](http://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; and administers the provisions relating to mortgage escrow accounting transactions.

**Assistance Provided To:** Tax collectors, mortgage lenders, servicers and tax processors.

**Contact:** (609) 292-4656 or go to [www.nj.gov/dca/lgs/taxes/taxmenu.shtml#mort](http://www.nj.gov/dca/lgs/taxes/taxmenu.shtml#mort)

### **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

## New Jersey Department of Community Affairs Grants and Resources

### **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 or go to [www.nj.gov/dca/lgs/lpcl](http://www.nj.gov/dca/lgs/lpcl)

### **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

### **Shared Services**

**Type of Assistance:** Technical.

**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.

**Other information:** Among the services local units can consider for shared services technical assistance are assessment and collection of taxes, public safety services, solid waste collection, code enforcement, public works and recreation.

**Assistance Provided To:** All local government units.

**Contact:** (609) 292-7842 or go to [www.nj.gov/dca/lgs/share/index.shtml](http://www.nj.gov/dca/lgs/share/index.shtml)

### **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

### **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. Responds to telephone inquiries and written referrals.

**Assistance Provided To:** Tax collectors, rent leveling clerks, landlords and tenants.

**Contact:** (609) 292-4656 or go to [www.nj.gov/dca/lgs/tenreb/tenreb.shtml](http://www.nj.gov/dca/lgs/tenreb/tenreb.shtml)

## Local Planning Services

The **Local Planning Services** (LPS) Unit of the Office of the Commissioner provides planning services to local governments. LPS also supports the creation of affordable housing through increased regulatory flexibility and streamlined affordable housing guidelines and assists the Commissioner of DCA with implementing and administering the Fair Housing Act.

For information regarding the Local Planning Services Unit, please call (609) 292-3000, email [lpsmail@dca.state.nj.us](mailto:lpsmail@dca.state.nj.us), or access the website at [www.nj.gov/dca/services/lps/hss/index.html](http://www.nj.gov/dca/services/lps/hss/index.html).

The mailing address is:

New Jersey Department of Community Affairs  
Local Planning Services  
PO Box 813  
Trenton, NJ 08625

The Local Planning Services Unit:

- Reviews requests for Department action, including waiver and motion requests;
- Reviews and approves municipal spending plans for affordable housing;
- Reviews and approves development fee ordinances;
- Approves Administrative Agents and Municipal Housing Liaisons; and
- Approves affordable housing operating manuals.

## AFFILIATES

# Government Records Council

The **Government Records Council** (GRC) was established by the Open Public Records Act (OPRA) to facilitate 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, email [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or access the website at [www.nj.gov/grc](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 helpline 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.

## New Jersey Historic Trust

The **New Jersey Historic Trust's** (NJHT) mission is to advance historic preservation in the state for the benefit of future generations through education, stewardship, and financial and technical assistance programs that save New Jersey heritage and strengthen the state's communities. 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](http://www.njht.org) or e-mail us at [njht@dca.state.nj.us](mailto: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

### MONETARY RESOURCES

#### Capital Preservation Grants

**Type of Assistance:** Financial-Grants.

**Description:** Provides matching grants for construction expenses related to the repair, preservation, restoration and rehabilitation of historic properties and associated architectural, archeological and engineering expenses.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places. Grants of \$150,000 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 \$150,001 will require a 1:1 match, with the grantee providing at least \$1 in funds for every \$1 of grant money awarded.

**Funding Source:** Garden State Historic Preservation Trust Fund and State General Obligation Bonds.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

## New Jersey Department of Community Affairs Grants and Resources

### **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.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places. If an organization's project costs more than is being requested, the proposal must clearly demonstrate organization's ability to provide the remaining necessary funds.

**Funding Source:** New Jersey Cultural Trust.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

### **Discover NJ History License Plate Fund Grants**

**Type of Assistance:** Financial – mini-grants

**Description:** Aids nonprofit organizations, including tourism providers and agencies of government, with initiatives to train and/or foster heritage tourism. Program emphasis is on projects that create, coordinate and promote tourism linkages between two or more resources.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places. Match not required; however, if an organization's project costs more than is being requested the proposal must clearly demonstrate organization's ability to provide the remaining necessary funds.

**Funding Sources:** Revenue from sale of Discover NJ History License Plates.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

### **Emergency Loan Fund**

**Type of Assistance:** Financial - Grants and Loans.

**Description:** Provides emergency funding for capital preservation projects for historic properties.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places.

**Funding Source:** New Jersey Historic Trust accounts.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

## New Jersey Department of Community Affairs Grants and Resources

### **Historic Site Management Grants**

**Type of Assistance:** Financial-Grants.

**Description:** Provides matching grants for non-construction expenses for preservation planning, historic register nominations, heritage tourism and fundraising plans, interpretive materials, and media or devices to help disabled visitors.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places. 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.

**Funding Source:** Garden State Historic Preservation Trust Fund and State General Obligation Bonds.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

### **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.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places.

**Funding Source:** State General Obligation Bonds.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

## **NON-MONETARY RESOURCES**

### **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.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places.

**Funding Source:** Donation.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473



## New Jersey Department of Community Affairs Grants and Resources

### **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.

**Other Information:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places.

**Funding Source:** Donation.

**Assistance Provided To:** Agencies or entities of state, county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Contact:** (609) 984-0473

# 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. The 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 HMFA, 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](http://www.nj-hmfa.com) or [www.njhousing.gov](http://www.njhousing.gov).

The mailing address is:

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

## MONETARY RESOURCES

### **100% Financing Program**

**Type of Assistance:** Mortgages for home purchase in pre-approved developments.

**Description:** Provides 100% financing mortgage loans to buyers of homes located in single-family housing developments, which have been pre-approved by the Agency. No down payment or mortgage insurance is required.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Contact:** 1(800) NJ-HOUSE

### **Choices in Homeownership Program (CHOICE)**

**Type of Assistance:** Construction and subsidy loans to developers and no-down payment loans to homebuyers purchasing the completed homes.

**Description:** Provides the funding to create homeownership in municipalities where home values currently do not support the cost of construction. The program offers below-market rate construction loans and construction subsidy funding for developers as well as favorable end loan financing for eligible homebuyers.

**Assistance Provided To:** Developers and homebuyers.

**Contact:** 1(800) NJ-HOUSE

### **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. Income and purchase price limits apply.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Contact:** 1(800) NJ-HOUSE

### **Housing Preservation Program**

**Type of Assistance:** Construction loans 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

### **Kinship Care Home Loan Program**

**Type of Assistance:** Mortgage loans including refinance of existing debt and down payment assistance.

**Description:** This program is designed to assist the housing needs of grandparents, uncles, aunts or other close relatives recognized by the New Jersey Department of Human Services or the New Jersey 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), add handicap accessibility features, and/or assist with down payment and closing costs.

**Assistance Provided To:** Qualified “kin” caring for the children of relatives.

**Contact:** 1(800) NJ-HOUSE

### **Live Where You Work**

**Type of Assistance:** Mortgages for home purchase.

**Description:** Provides low-interest mortgage loans and an amount equal to 5% of the first loan for down payment and closing cost assistance to homebuyers who are purchasing a home in the municipality where they are currently employed. The home must be within a participating Live Where You Work municipality.

**Assistance Provided To:** Homebuyers purchasing a home in the town where they work in a Live Where You Work participating municipality.

**Contact:** 1(800) NJ-HOUSE

### **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:** Provides a dollar-for-dollar reduction in federal tax liability and acts as a catalyst to attract private investment into the affordable housing market. 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). Affordability restrictions on rent and income are imposed for a minimum of 15 years.

**Assistance Provided To:** Developers of affordable housing.

**Contact:** (609) 278-7629

### **Mortgage Assistance Program**

**Type of Assistance:** Foreclosure Prevention Assistance.

**Description:** Provides “catch-up” funding of up to \$20,000 per homeowner to bring mortgages current or to refinance or renegotiate the terms of their mortgage. The funds are provided as a zero-interest loan payable upon sale or cash out refinance of the mortgage.

**Assistance Provided To:** Homeowners facing foreclosure.

**Contact:** Homeowners must work with a counseling agency to determine eligibility. Download HMFA’s Foreclosure Fast Facts document at

[www.state.nj.us/dca/hmfa/home/foreclosure/pdf/foreclosureprevention\\_resources.pdf](http://www.state.nj.us/dca/hmfa/home/foreclosure/pdf/foreclosureprevention_resources.pdf) to obtain a list of participating housing counseling agencies.

### **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 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

### **National Foreclosure Mitigation Program**

**Type of Assistance:** Pre-Foreclosure Assistance.

**Description:** Provides foreclosure prevention counseling and assistance to households facing foreclosure prior to the receipt of a foreclosure filing notice.

**Assistance Provided To:** Homeowners who are facing foreclosure.

**Contact:** [www.nw.org/network/foreclosure/nfmcp/](http://www.nw.org/network/foreclosure/nfmcp/)

## New Jersey Department of Community Affairs Grants and Resources

### **New Jersey Community Housing Demonstration Programs**

**Type of Assistance:** Financial and Technical Assistance.

**Description:** Include an array of programs established in partnership with the New Jersey Department of Human Services' 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:** 1(800) NJ-HOUSE

### **New Jersey HomeKeeper Program**

**Type of Assistance:** Unemployment Assistance to prevent foreclosure.

**Description:** Provides financial assistance to New Jersey homeowners who had a track record of making their mortgage payments on time prior to their unemployment or under-employment but are now at risk of losing their homes to foreclosure as direct result of unemployment or underemployment. Homeowners may be eligible for up to \$48,000 in assistance for a period of up to 24 months.

**Assistance Provided To:** Unemployed or under-employed homeowners.

**Contact:** [www.NJHomeKeeper.gov](http://www.NJHomeKeeper.gov) or 1-855-NJ Keep 1

### **Potable Well Water Program**

**Type of Assistance:** Loans for water remediation.

**Description:** Provides loans of up to \$10,000 to homeowners for well treatment, repair or municipal water hook-up. Wells must be contaminated or threatened with contaminants listed by the state Department of Environmental Protection.

**Assistance Provided To:** Residential property owners who can demonstrate that their source of drinking water is a well that exceeds New Jersey Department of Environmental Protection standards for primary contaminants or standards for iron, manganese, lead, mercury, chloride or sodium.

**Contact:** 1(800) NJ-HOUSE

### **Smart Start Program**

**Type of Assistance:** Down payment and/or closing cost second mortgage loans.

**Description:** Provides second mortgages to cover down payment and closing costs to families purchasing homes in Smart Growth areas. Borrowers are eligible to receive up to 4% of the first mortgage amount. Visit [www.nj-hmfa.com](http://www.nj-hmfa.com) for more information. The Site Evaluator located at [www.evaluator.nj.gov](http://www.evaluator.nj.gov) will identify Smart Growth Areas.

**Assistance Provided To:** Homeowners financing through the HMFA's Home Buyer Mortgage Program.

**Contact:** 1(800) NJ-HOUSE.

## New Jersey Department of Community Affairs Grants and Resources

### **Special Needs Housing Trust Fund**

**Type of Assistance:** Capital financing in the form of loans and grants.

**Description:** Provides capital financing to create permanent supportive housing and community residences for individuals with special needs, with priority given to individuals with mental illness. The financing is in the form of loans or grants. Housing sponsors must identify an outside funding source for supportive services and operations.

**Assistance provided to:** Developers of supportive housing.

**Contact:** (609) 278-7521.

### **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.

### **Welcome Home Program**

**Type of Assistance:** Homeownership mortgage loans (new and refinance), home-improvement loans and closing cost assistance.

**Description:** Provides new homeownership loans and closing cost assistance for the purchase or refinance of a residence, or home-improvement loans for the addition of accessibility improvements.

**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:** 1(800) NJ-HOUSE.

## **NON-MONETARY RESOURCES**

### **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 U.S. 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.

## New Jersey Department of Community Affairs Grants and Resources

**Contact:** (609) 278-7469

### **Housing Affordability Service**

**Type of Assistance:** Administration of Affordable Housing Controls.

**Description:** 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. The Housing Affordability Service 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, re-sales and re-rentals of affordable housing.

**Contact:** (609) 278-7505

### **New Jersey Housing Resource Center**

**Type of Assistance:** List and Locate Affordable Housing.

**Description:** Provides a free, online housing information clearinghouse, including a searchable registry of affordable for-rent and for-sale housing and housing with accessibility features and housing related links for consumers, agencies, and property owners and managers.

**Contact:** [www.njhousing.gov](http://www.njhousing.gov) or dial 211

### **New Jersey Judiciary Foreclosure Mediation Program**

**Type of Assistance:** Foreclosure Prevention Assistance.

**Description:** Provides assistance to homeowners in foreclosure in the form of counseling and mediation. The program is designed to help homeowners avoid foreclosure by proposing work-outs and payment arrangements affordable to the homeowner.

**Assistance Provided To:** Qualified homeowners who are in foreclosure.

**Contact:** [www.nj.gov/foreclosuremediation/](http://www.nj.gov/foreclosuremediation/) or 1-888-989-5277

### **The Road Home New Jersey**

**Type of Assistance:** Informational.

**Description:** A free online resource that serves as a turn-by-turn roadmap for first-time homebuyers. The website is intended to help first-time homebuyers navigate the road to affordable homeownership.

**Contact:** [www.TheRoadHomeNJ.com](http://www.TheRoadHomeNJ.com)

## New Jersey Redevelopment Authority

The **New Jersey Redevelopment Authority (NJRA)** is an independent state financing authority committed to revitalizing urban New Jersey. The NJRA coordinates efforts, leverages resources, provides financial assistance to viable redevelopment initiatives, and partners with eligible municipalities, developers and businesses to identify and coordinate resources for revitalization. Its programs provide assistance to 69 eligible municipalities, nonprofit entities and for-profit developers.

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](http://www.njra.us) or e-mail us at [njra@njra.state.nj.us](mailto:njra@njra.state.nj.us).

The mailing address is:

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

### MONETARY RESOURCES

#### **New Jersey Redevelopment Investment Fund**

**Type of Assistance:** Financial.

**Description:** Offers direct loans, real estate equity, loan guarantees and other forms of credit enhancements.

**Assistance Provided To:** Redevelopment projects located in any of the NJRA's eligible municipalities.

**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. Funding through this initiative provides a form of bridge financing to acquire title to property and for other acquisition-related costs.

**Assistance Provided To:** Developers, nonprofits, community development corporations, and municipalities.

**Contact:** (609) 292-3739



## New Jersey Department of Community Affairs Grants and Resources

### **NJRA 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. NJRA has the ability to issue \$100 million of taxable and tax-exempt bonds annually to stimulate revitalization in New Jersey's urban areas.

**Assistance Provided To:** Qualified businesses and nonprofit organizations.

**Contact:** (609) 292-3739

### **Working in Newark's Neighborhoods (WINN)**

**Type of Assistance:** Financial.

**Description:** 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, and 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.

**Assistance Provided To:** Nonprofit entities, developers, for-profit entities and the City of Newark.

**Contact:** (609) 292-3739

## **NON-MONETARY RESOURCES**

### **Division of Business Development**

**Type of Assistance:** Informational.

**Description:** Markets 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.

**Assistance Provided To:** Public/Private sector organizations, municipalities, developers, and other organizations.

**Contact:** (609) 292-4557

### **Division of Community Services**

**Type of Assistance:** Consulting Services.

**Description:** Offers redevelopment consulting services to 566 municipalities throughout the state, including NJRA-eligible communities. This division will work with municipalities to make informed decisions during the implementation of redevelopment goals and objectives. Guidance and assistance is also provided on all aspects of the redevelopment planning process in New Jersey.

**Assistance Provided To:** Municipalities.

**Contact:** (609) 292-3739

**Division of Programs and Services**

**Type of Assistance:** Technical.

**Description:** 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.

**Assistance Provided To:** NJRA clients.

**Contact:** (609) 292-3739

**Redevelopment Training Institute**

**Type of Assistance:** Educational and Training.

**Description:** Offers intensive intermediate-level training courses that focus on the redevelopment of New Jersey's communities. Because the State of New Jersey's redevelopment law is unique, the Redevelopment Training Institute has been designed to provide attendees with a body of knowledge of the redevelopment and real estate development process. The goal of the Institute is to provide classroom instruction resulting in enhanced knowledge of New Jersey's redevelopment process and project financing. Courses offered include Redevelopment Planning Law, Real Estate Project Feasibility, and Excel-Based Project Finance.

**Assistance Provided To:** Nonprofit and for-profit developers, professional consultants, entrepreneurs, municipal and county officials.

**Contact:** (609) 292-0031

# New Jersey Urban Enterprise Zone Authority

The **New Jersey Urban Enterprise Zone Program (UEZ)** exists to foster an economic climate that revitalizes designated urban communities and stimulates their growth by encouraging businesses to develop and create private sector jobs through public and private investment. New Jersey has 32 active Urban Enterprise Zones in 37 municipalities throughout the state. Approximately 6,800 certified UEZ businesses participate and benefit from the advantages of the UEZ Program, and new businesses are being certified continuously on line. Benefits include a number of tax and other financial incentives.

For further information regarding the services provided by the New Jersey Enterprise Zone Program, please call the main telephone number at (609) 292-1912 or (877) 913-6837. You may also visit our website at [www.nj.gov/dca/affiliates/uez/index.shtml](http://www.nj.gov/dca/affiliates/uez/index.shtml) or email us at [UEZinfo@dca.state.nj.us](mailto:UEZinfo@dca.state.nj.us).

The mailing address is:

NJUEZA  
Department of Community Affairs  
PO Box 822  
Trenton, NJ 08625

## MONETARY RESOURCES

### Employment Tax Credit

**Type of Assistance:** Financial.

**Description:** Provide employment tax credits for hiring new, additional full-time employees. A credit of \$1,500 is allowed for each new, additional full-time employee living in a UEZ municipality who immediately prior to employment was unemployed for at least 90 days, or was dependent upon public assistance as the primary source of income. For new, additional full-time employees not qualifying for the \$1,500 credit, a credit of \$500 is allowed if the employee lives in a UEZ municipality and was not employed in the UEZ municipality immediately prior to being hired. Employees must be employed for at least six continuous months to earn the credit.

**Assistance Provided To:** UEZ-based businesses.

**Contact:** (609) 292-1912

### Investment Tax Credit

**Type of Assistance:** Financial.

**Description:** Available to non-retail and non-warehouse corporations with fewer than 50 employees. For employers with fewer than 10 employees, qualified investments must be at least \$5,000. For employers with more than 10 employees, the minimum investment requirement of \$5,000 increases by \$500 for each additional employee over 10. The tax credit may be equal to or up to 8% of the qualified investment.

**Assistance Provided To:** Certified UEZ businesses that are not eligible for a UEZ Employee Tax Credit.

**Contact:** (609) 292-1912

**Manufacturers Energy Sales Tax Exemption**

**Type of Assistance:** Financial.

**Description:** Exemption from the sales and use tax on energy and utility services.

**Assistance Provided To:** Eligible certified UEZ manufacturers with at least 250 full-time employees, 50% of whom are involved in the manufacturing process.

**Contact:** (609) 292-1912

**Sales Tax Exemption on Purchases**

**Type of Assistance:** Financial.

**Description:** Exemption from sales tax on most purchases, with certain exceptions. The exemption applies to the full sales tax otherwise due on purchases of tangible personal property (except motor vehicles, parts, or supplies) and most services (except telecommunication services and restaurants). A separate exemption applies to materials, supplies, and services for the exclusive use of erecting, adding onto, improving, altering, or repairing the real property of a qualified UEZ business, whether purchased by the qualified business or a contractor.

**Assistance Provided To:** Eligible businesses located in a designated UEZ.

**Contact:** (609) 292-1912

**UEZ Business Benefits**

**Type of Assistance:** Financial.

**Description:** Offers incentives to participating businesses that encourage business growth and stimulate local economies. Benefits include:

- Reduced Sales Tax – currently 3.5% for eligible items at retail point of sale in the UEZ;
- Tax Free Purchases on certain items such as capital equipment, facility expansions, and upgrades;
- Financial Assistance from agencies such as the New Jersey Economic Development Authority;
- Subsidized unemployment insurance costs for employees who earn less than \$4,500 per quarter;
- Energy Sales Tax Exemption for qualified manufacturing firms with at least 250 employees, 50% of whom are working in manufacturing; and
- Tax Credit Options (owners may elect one of the following)
  - Up to \$1,500 for new permanent full-time employees hired; and
  - Up to 8% Corporate Business Tax credit on qualified investments.

**Assistance Provided To:** Certified UEZ businesses.

**Contact:** (609) 292-1912

**NON-MONETARY RESOURCES**

**UEZ Business Certification**

**Type of Assistance:** Technical and Advisory.

**Description:** In order to participate in the UEZ Program, a business must be registered with the State of New Jersey; located within one of the 32 designated Zones; be in tax compliance with the State of New Jersey; and certified by the NJ UEZ program. New Jersey businesses can go to the New Jersey Business Portal at [www.nj.gov/njbusiness/](http://www.nj.gov/njbusiness/) and click on the UEZ link to access resources to help determine if they are located in a Zone and if they qualify for the program. If qualified, businesses may complete and submit the UEZ Certification Application, Annual Reports, and Re-certification Applications online.

**Assistance Provided To:** New Jersey businesses.

**Contact:** [www.nj.gov/njbusiness/financing/geographic/uez\\_program.shtml](http://www.nj.gov/njbusiness/financing/geographic/uez_program.shtml)