



STEVEN M. FULOP
MAYOR OF JERSEY CITY

**CITY OF JERSEY CITY
OFFICE OF THE MAYOR**

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STEVEN M. FULOP
MAYOR OF JERSEY CITY

E.O. 2014-002

March 25, 2014

**EXECUTIVE ORDER OF THE MAYOR
OF THE
CITY OF JERSEY CITY**

**CREATING AN AFFORDABLE HOUSING TRUST FUND
APPLICATION REVIEW COMMITTEE**

Cognizant of the critical need to provide affordable housing for persons of low or moderate income, senior citizens or persons with disabilities, the City has established an Affordable Housing Trust Fund (AHTF), which provides funding to supplement other private or public funds needed to complete the rehabilitation or construction or preservation of existing or new low or moderate income housing, as defined in the Fair Housing Act, N.J.S.A. 52:27-301, and as established by Chapter 304-32 of the Jersey City Code.

Applicants are solicited biannually, subject to availability of funds in the AHTF, pursuant to a Request for Qualifications, and are evaluated by an executive committee using the scoring matrix contained in the application.

Therefore, pursuant to the powers vested in the Mayor of Jersey City by law, I issue the following Executive Order establishing an Affordable Housing Trust Fund Application Review Committee (AHTF Application Review Committee). The purpose of the AHTF Application Review Committee is to:

- (1) Convene at least biannually, or as often as is necessary, to review applications submitted pursuant to the Request for Qualifications solicited biannually;
- (2) Evaluate applications using the scoring matrix contained in the application;
- (3) Recommend applicants for funding, subject to the availability of funds in the AHTF, based on the results of the scoring matrix;

- (4) Issue a final report biannually, detailing the AHTF's findings and recommendations, made pursuant to each Request for Qualifications; and
- (5) Make recommendations to the Business Administrator from time to time as the AHTF Application Review Committee deems necessary or appropriate for amendments to the scoring matrix.

The AHTF Application Review Committee shall consist of the Director of Community Development, who shall be the chairperson; two members of the Municipal Council; a member of the public having demonstrated experience and knowledge in low and moderate income housing issues; the Executive Director of the Jersey City Housing Authority; and two representatives from the Mayor's Office selected by the Mayor.

All the members of the AHTF Application Review Committee shall serve for a term of one year at the discretion of the Mayor. Vacancies caused by resignation or otherwise shall be filled by the Mayor for the completion of the unexpired term.

The AHTF Application Review Committee shall meet at least biannually. The first meeting shall take place within thirty (30) days of the date of this Executive Order, at a time fixed by the members of the Committee. The Chairperson may call special meetings.

For the purposes of effectuating the goals of this Order, the Chairperson shall determine the clerical and technical assistance, materials, supplies and provisions and other such costs and expenses as may be necessary for its operation, subject to the approval of the Mayor. The Director of the Community Development and all City departments and agencies shall cooperate with the AHTF Application Review Committee to the degree possible and permitted by law.

This Order shall take effect immediately. The City Clerk, the Business Administrator and each Department Director shall post a copy of this Executive Order in a conspicuous place, provide a copy to any employee upon request and maintain a copy in their files. It will also be made available to the public upon request.

Very truly yours,



STEVEN M. FULOP
MAYOR

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CITY OF JERSEY

SMF/igp
cc: Robert Kakoleski, Acting Business Administrator
Robert Byrne, City Clerk
Jeremy Farrell, Corporation Counsel
All Department Directors