

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WOODLAND PARK ADOPTING AND APPROVING A POLICIES AND PROCEDURES MANUAL FOR THE HOME IMPROVEMENT PROGRAM (HIP), FOURTH ROUND, INCLUDING REVISED FUNDING LIMITS AND AUTHORIZING IMPLEMENTATION THEREOF

WHEREAS, the Borough of Woodland Park (the "Borough") is committed to providing safe, decent, and sanitary housing for its residents, including very low, and moderate-income households, in accordance with the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq.; and

WHEREAS, the Borough has established a Home Improvement Program ("HIP") to assist income-eligible households in correcting interior and exterior health, safety, and code violations in conformity with the New Jersey State Housing Code, N.J.A.C. 5:28, and the Rehabilitation Subcode, N.J.A.C. 5:23-6; and

WHEREAS, the HIP is guided by the Uniform Housing Affordability Controls ("UHAC") promulgated by the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") at N.J.A.C. 5:80-26 et seq., the Fair Housing Act Regulations promulgated by the Department of Community Affairs, Division of Local Planning Services at N.J.A.C. 5:99 et seq., and the existing regulations of the former Council on Affordable Housing at N.J.A.C. 5:93 and 5:97; and

WHEREAS, UHAC was amended with changes that took effect in December 2025 and those changes impact the administration of affordable units, including income qualification procedures, deed restrictions, and related requirements; and

WHEREAS, the Borough has contracted with Community Grants, Planning & Housing LLC ("CGP&H"), a private consulting firm specializing in the implementation of publicly-funded housing rehabilitation programs, to manage and administer the HIP; and

WHEREAS, the HIP is funded through the Borough's municipal affordable housing trust funds, and the Borough has reserved funds to rehabilitate five (5) residences during the current funding round; and

WHEREAS, the Borough desires to adopt the HIP Policies and Procedures Manual ("Manual") to reflect Fourth Round affordable housing regulations and to specify the maximum funding limits; and

WHEREAS, the Manual specifies the maximum loan amount for owner-occupied single-family units as \$20,000 per unit and \$10,000 per unit for investor-owned rental units, all at zero percent (0%) interest with deferred, forgiveness-based repayment terms; and

WHEREAS, the HIP provides assistance to both owner-occupied and renter-occupied housing units, provided occupants are determined income-eligible, units are substandard, and the property is used as a primary residence; and

WHEREAS, the Manual ensures the Borough's continued compliance with Fair Housing and Equal Housing Opportunity requirements, including anti-discrimination protections for race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, and gender identity or expression; and

WHEREAS, the Manual incorporates updated application selection procedures, eligibility criteria, income limits, affordability controls, and contractor requirements consistent with Fourth Round regulations and current NJHMFA guidance; and

WHEREAS, the Mayor and Council has reviewed and considered the Manual and finds its adoption to be in the best interests of the Borough and its residents; and

for Fourth Round Regulations, a copy of which is on file with the Borough Clerk and incorporated herein by reference.

SECTION 3. The HIP shall operate in accordance with all applicable federal, state, and local laws, including UHAC, the Fair Housing Act, and the New Jersey State Housing Code. The Manual shall be updated as required upon publication of guidance from DCA and NJHMFA regarding the December 2025 UHAC amendments.

SECTION 4. All prior resolutions, or portions thereof, inconsistent with this Resolution are hereby superseded to the extent of such inconsistency.

SECTION 5. This Resolution shall take effect immediately upon adoption in accordance with applicable law.

Record of Mayor and Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Torres	✓				Gatti	✓			
Chaabane	✓				Sica	✓			
DeCesare	✓				Mayor Kallert	✓			
Figueroa	✓								

This resolution was approved by the Mayor and Council of the Borough of Woodland Park at a regular scheduled meeting held on the 4th day of March 2026. Signed and sealed before me.



Sandra Olivola, Municipal Clerk

March 4, 2026

Dated