



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 090-2026

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE
OF NEW JERSEY ADOPTING AFFORDABLE HOUSING AFFIRMATIVE
MARKETING PLAN**

WHEREAS, in accordance with the New Jersey Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1, *et seq.*, the Township of Mansfield is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created, including those created by the rehabilitation of rental housing units within the Township of Mansfield, are affirmatively marketed to low- and moderate-income households within Housing Region 2, the COAH Housing Region encompassing the Township of Mansfield.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt the attached Affirmative Marketing Plan.

Motion: Approve Resolution Moved by: Mc Guinness; Seconded by: Connelly
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes: Bollard, Connelly, Mc Guinness, Hayes, Watters
No:
Abstain:
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on March 11, 2026. Witness my hand this 12th day of March, 2026.


Wendy Barras, Township Municipal Clerk

Affirmative Marketing Plan

- A. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, English-speaking ability, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, to housing units which are being marketed by a developer or sponsor of affordable housing. The Affirmative Marketing Plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward the Housing Region in which the municipality is located and covers the entire period of the deed restriction for each restricted housing unit. The Township of Mansfield located in Housing Region 2, consisting of Essex, Morris, Union and Warren Counties.
- B. The Township of Mansfield has a plan to address both its Prior Round Obligation (1987-2025) and its Fourth Round Obligation (2025-2035). This Affirmative Marketing Plan shall apply to all developments that contain or will contain very low-, low- and moderate-income units, including those that are part of the municipality's Housing Element and Fair Share Plan, and those that may be constructed in future developments not yet anticipated by the Housing Element and Fair Share Plan.
- C. The Affirmative Marketing Plan shall be implemented by the Administrative Agent under contract to the Township of Mansfield or the Administrative Agent of any specific developer approved by the municipality.
- D. All of the costs of advertising and affirmatively marketing affordable housing units shall be borne by the developers/sellers/owners of affordable unit(s), and all such advertising and affirmative marketing shall be subject to approval and oversight by the designated Administrative Agent.
- E. The implementation of the Affirmative Marketing Plan for a development that includes affordable housing shall commence at least 120 days prior to expected occupancy. The implementation of the Affirmative Marketing Plan shall continue until all very low-, low- and moderate-income housing units are initially occupied and for as long as the affordable units remain deed restricted such that qualifying new tenants and/or purchasers continues to be necessary.
- F. The Affirmative Marketing Plan is a continuing program that shall be followed throughout the entire period of affordability restrictions. In implementing the Affirmative Marketing Plan, the Administrative Agent, whether acting on behalf of the Township of Mansfield or on behalf of a specific developer, shall meet the following requirements at a minimum:
1. The primary marketing and advertising must be employed at the start of the marketing program and continue until all units are leased or sold or until the number of applications received is at least three times the number of units. Additional advertising and publicity shall be on an "as needed" basis. The

developer/owner shall disseminate all public service announcements and pay for display advertisements. The developer/owner shall provide proof of all publications to the Administrative Agent. All press releases and advertisements shall be approved in advance by the Administrative Agent.

2. The advertisements shall, at a minimum, include:
 - a. The name and location of the housing project;
 - b. An address sufficient to find directions to the housing units;
 - c. A range of prices or rents for the affordable housing units;
 - d. The sizes, as measured in number of bedrooms of the affordable housing units;
 - e. The types (that is, family, age-restricted, or supportive) and number of affordable units available;
 - f. The number of units available to very low-, low-, and moderate-income households;
 - g. The accessibility features, if any, of the affordable housing units;
 - h. The maximum income permitted to qualify for the affordable housing units;
 - i. The population(s), if any, given preference in the selection process pursuant to N.J.A.C. 5:80-26.17(k)2;
 - j. Where applications (paper and online) for the affordable housing units may be found;
 - k. The expected lease-up/closing date(s) for the affordable housing units;
 - l. The expected date of the random selection;
 - m. The business hours when interested households may obtain paper applications for the affordable housing units;
 - n. Contact information, including an email address and phone number that are regularly monitored by the administrative agent;
 - o. The name of the sales agent and/or rental manager; and
 - p. Application fees, if any.
3. Affirmative fair marketing of affordable units must be completed in accordance with the requirements set forth in UHAC at N.J.A.C. 5:80-26.16 in all media and outlets required by the rules. All newspaper articles, announcements and requests for applications for very low, low and moderate income housing shall appear in the Star Ledger, The Record and on the official website and social media sites for the Township of Mansfield.
4. Each affordable housing development must complete worksheet substantially in the form of the model affirmative marketing worksheet published by the state.

5. Affordable units must be listed on the New Jersey Housing Resource Center's website (www.njhrc.gov) in accordance with N.J.A.C. 5:80-26.16(f)1 at least 60 days before the random selection.
 6. Applications, or notices thereof, used as part of the affirmative marketing program must be available in the following locations:
 - a. All county administration buildings in the Region
 - b. All county libraries in the Region
 7. Copies of all newspaper articles, announcements and requests for applications for very low, low and moderate income housing shall be sent to the following additional community and regional organizations
 - Fair Share Housing Center
 - New Jersey State Conference of the NAACP
 - The Latino Action Network
 - East Orange NAACP
 - Newark NAACP
 - Morris County NAACP
 - Elizabeth NAACP
 - The Supportive Housing Association
 8. The municipality's Administrative Agent, or the Administrative Agent of a specific developer, shall comply with all requirements set forth in N.J.S.A. 52:27D-321.3 et seq. with regard to the affirmative marketing of affordable housing units.
- G. The municipality's Administrative Agent shall develop, maintain and update a list of community contact person(s) and/or organizations(s) in Essex, Morris, Union and Warren Counties that will aid in the affirmative marketing program with particular emphasis on contacts that will reach out to groups that are least likely to apply for housing within the region, including major regional employers.
- H. The municipality's Administrative Agent shall develop, maintain and update a list of major employers in Essex, Morris, Union and Warren Counties that will aid in the affirmative marketing program.
- I. A random selection method to select occupants of very low-, low- and moderate-income housing will be used by the municipality's Administrative Agent, or the Administrative Agent of any specific developer, in conformance with N.J.A.C. 5:80-26.16(d). This Affirmative Marketing Plan provides a state-wide and regional preference for very low-, low- and moderate-income households that live and/or work in Housing Region 2, which is comprised Essex, Morris Union and Warren Counties. Pursuant to the New Jersey Fair Housing Act (C.52:27D-311), a preference for very low-, low- and moderate-income veterans duly qualified under N.J.A.C. 54:4-8.10 may also be exercised, provided an

agreement to this effect has been executed between the developer or landlord and the municipality prior to the affirmative marketing of the units.

- J. All developers/owners of very low-, low- and moderate-income housing units shall be required to undertake and pay the costs of the marketing of the affordable units in their respective developments, subject to the direction and supervision of the municipality's Administrative Agent.

AFFIRMATIVE FAIR HOUSING MARKETING PLAN For Affordable Housing in (REGION 2)

I. APPLICANT AND PROJECT INFORMATION

(Complete Section I individually for all developments or programs within the municipality.)

Administrative Agent Name, Address, Phone Number CGP&H 1249 South River Road, Suite 301 Cranbury, NJ 08512		Development or Program Name, Address	
Number of:	Affordable Rental Units	Affordable For-Sale Units	
Affordable Units Total			
Affordable Age Restricted Units			
Affordable Non-Age Restricted Units			
Affordable Supportive Housing Units			
Price or Rental Range	Approximate Starting Dates		
From:	Advertising:	Occupancy:	
To:			
Counties Essex, Morris, Union, Warren	Preferences, if any: Regional Preference: Applicants who live/work in Housing Region 2 State Preference: Applicants who live/work in the State		
Managing/Sales Agent's Name, Address, Phone Number			
Application Fees (if any):			

A spreadsheet with information about all units, including number of bedrooms, income level, rent or price, accessibility features, and square footage must be attached to this plan.

Sections II through IV should be consistent for all affordable housing developments and programs within the municipality. Sections that differ must be described in the approved contract between the municipality and the administrative agent and in the approved Operating Manual.

II. RANDOM SELECTION

Describe the random selection process that will be used once applications are received.

The Administrative Agent will assign random numbers to each applicant through a computerized random number generator thereby creating a waiting list. After the list of applications submitted during the initial lottery period is exhausted, the priority of preliminary applications is established by the date that the households submits their preliminary application (“Interest Date”).

In addition to the random number assigned to the household and/or the interest date, there are other factors impacting waiting list priority which are described below:
Regional Preference: Applicants that indicated that they live or work in the Affordable Housing Region will be contacted first. Once those applicants are exhausted, applicants outside the region will be contacted.
State Preference: Subsequent to the Regional Preference, applicants that indicated that they live or work in the State will be contacted first. Once those applicants are exhausted, applicants outside of the State will be contacted.
Household Size: Whenever possible, there will be at least one person for each bedroom. If the waiting list is exhausted and there are no in or out of region or state households with a person for each bedroom size, units will be offered to smaller sized households that do not have a person for each bedroom. The Administrative Agent cannot require an applicant household to take an affordable unit with a greater number of bedrooms, as long as overcrowding is not a factor. A household can be eligible for more than one unit category.

III. MARKETING

Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)

White (non-Hispanic) Black (non-Hispanic) Hispanic American Indian or Alaskan Native

Asian or Pacific Islander Other group:

REQUIRED

5:80-26.16(g)1 requires you to advertise your project on the New Jersey Housing Resource Center for at least sixty days before conducting the random selection.

HOUSING RESOURCE CENTER (www.njhousing.gov) A free, online listing of affordable housing

Regional Newspapers

5:80-26.16(g)3 requires you to advertise your project in at least one regional newspaper (either online or in print). You may also select several papers with partial regional coverage, as long as all counties in the region are covered.

TARGETS ENTIRE HOUSING REGION 2

Daily Newspaper				
<input checked="" type="checkbox"/>	Star-Ledger (online only)	https://www.nj.com/starledger/	Essex, Morris, Union, Warren	D-Digital or ND-Non-Digital

TARGETS PARTIAL HOUSING REGION 2

Daily Newspaper				
<input checked="" type="checkbox"/>	Daily Record	https://www.dailyrecord.com/	Morris	
<input type="checkbox"/>	Lehigh Valley News	https://www.lehighvalleynews.com/	Warren	

Weekly Newspaper				
<input type="checkbox"/>	Belleville Times	https://enewspaper.northjersey.com/ee/bellevilletimes/	Essex	
<input type="checkbox"/>	The Jersey Bee	https://jerseybee.org/	Essex	
<input type="checkbox"/>	Essex News Daily	https://essexnewsdaily.com/	Essex, Union	
<input type="checkbox"/>	Morris News Bee	https://www.newjerseyhills.com/morris_news_bee/	Morris	

<input type="checkbox"/>	Hanover Eagle	https://www.newjerseyhills.com/hanover_eagle/	Morris	
<input type="checkbox"/>	Independent Press	https://www.nj.com/independentpress	Morris, Union, Essex	
<input type="checkbox"/>	Cranford Monthly	https://rennamedia.com/publications/cranford-monthly/	Union	
<input type="checkbox"/>	Westfield Leader	https://www.goleader.com/	Union	
<input type="checkbox"/>	Union News Daily	https://unionnewsdaily.com/	Union	
<input type="checkbox"/>	Spirit of Union	https://rennamedia.com/	Union	
<input type="checkbox"/>	Warren Monthly	https://rennamedia.com/publications/warren-monthly/	Warren	
<input type="checkbox"/>	Warren News	https://www.nj.com/warren/	Warren	
<input type="checkbox"/>	Warren Daily Voice	https://dailyvoice.com/nj/warren/	Warren	

Housing Search Websites – D – Digital

5:80-26.16(g)4 requires you to advertise your project on at least one housing search website in addition to the NJHRC. This can include the AA website. List below all housing search websites to be used:

Affordablehomesnewjersey.com

ELECTIVES

If you selected a print newspaper(s) as your regional paper above, select TWO additional strategies below with AT LEAST ONE NON-DIGITAL MARKETING STRATEGY.

If you selected a digital newspaper(s) as your regional paper above, select AT LEAST TWO NON-DIGITAL MARKETING STRATEGIES below.

Specific Radio and Television Stations – D – Digital

5:80-26.16(e)1 lists specific radio stations, and television stations throughout the housing region as marketing opportunities. If choosing this option, make sure your proposed stations cover the entire region. You may add more if desired. List the selected publications below or attach a list from the Marketing Outreach Tool.

<input type="checkbox"/>	

AND Paid Targeted Digital Advertising (must be selected in addition to stations above) – D – Digital

5:80-26.16(e)1 offers paid targeted digital advertising as an option. Some common platforms are listed below.

<input type="checkbox"/>	Google Ads
<input type="checkbox"/>	Microsoft Ads
<input type="checkbox"/>	Bing Ads
<input type="checkbox"/>	Other (please list)

Specific Newspapers and Other Publications

5:80-26.16(e)2 lists "specific newspapers and other publications circulated within the housing region" as an option, including neighborhood-oriented weekly papers, religious publications, and organizational newsletters. If choosing this option, make sure your proposed publications cover the entire region. You may add more if desired. List the selected publications below or attach a list from the Marketing Outreach Tool.

	D-Digital or ND-Non-Digital
<input type="checkbox"/>	

x Employers Throughout the Housing Region – ND – Non-Digital

5:80-26-16(e)3 offers outreach to regional employers as an option. A comprehensive and regularly updated list of employers is available in the Marketing Outreach Tool. Please reach out to each listed employer in the region; you may add more if desired. If an employer no longer exists or has moved, please inform DCA.

x Community Organizations Throughout the Housing Region – ND – Non-Digital

5:80-26-16(e)4 offers community and regional organizations as an option, including nonprofit, religious, governmental, fraternal, civic, and other organizations. A comprehensive and regularly updated list of organizations is available in the Marketing Outreach Tool. Please reach out to each listed organization in the region. You may add more if desired. If an organization no longer exists or has moved, please inform DCA.

x Municipal and County Websites – D – Digital

5:80-26-16(e)5 offers municipal and county website advertising as an option. Insert the URL for the municipality. To ensure regional outreach, advertise in all county websites listed below.

Municipality: <https://www.mansfieldtownship-nj.gov/>

<https://essexcountynj.org/>

<http://morriscountynj.gov/>

www.ucnj.org

www.warrencountynj.gov

x Social Media – D – Digital

5:80-26.16(e)6 offers social media as an option. Some common platforms are listed below. You may place ads on these platforms or market for free on your own page.

<input checked="" type="checkbox"/>	Facebook
<input type="checkbox"/>	TikTok
<input checked="" type="checkbox"/>	Instagram
<input type="checkbox"/>	Reddit
<input type="checkbox"/>	YouTube
<input type="checkbox"/>	Snapchat
<input type="checkbox"/>	Other (please list)

Public Transit Stops – ND – Non-Digital

A comprehensive and regularly updated list of NJ Transit stops is available at <https://www.nj.gov/dca/hmfa/about/has/>, or in map form at njogis-newjersey.opendata.arcgis.com. Note that you **must** get permission from NJ Transit to post flyers.

Other Advertising Efforts to Groups Least Likely to be Reached

IV. SUMMARY

Non-Digital Outreach	Digital Outreach

V. APPLICATIONS

Applications for affordable housing or notices thereof, if offered online, for the above units will be available in all County Administration Buildings and Libraries for all counties in the housing region:		
	BUILDING	LOCATION
X	Morris County Administration	PO Box 900, Morristown, NJ 07963 (973)285-6000
X	Morris County Library	30 East Hanover Avenue, Whippany, NJ 07981 (973)285-6930
X	Warren County Administration	165 County Route 519 South, Belvidere, New Jersey 07823 (908)475-6200
X	Warren County Library Administrative Offices	2 Shotwell Dr., Belvidere, NJ 07823 (908) 818-1280
X	Essex County/Hall of Records	465 Dr. Martin Luther King, Jr. Blvd, Newark, NJ 07102 (973)621-4400
X	Essex County Library	303 University Avenue, Newark, NJ 07102 (973) 877-3233
X	Union County/Administration Building	10 Elizabethtown Plaza, Elizabeth, NJ 07202 (908)527-4100
X	Union County Library	1980 Morris Avenue, Union, NJ 07083 (908) 851-5450
Municipality in which the units are located (list municipal building and municipal library, address, contact person)		
Mansfield Township 100 Port Murray Road Port Murray, NJ 07865	Municipal Housing Liaison: (908)-852-0003	
Warren County Library- Northeast Branch 40 US Hwy. 46 West Independence, NJ 07849	Library Director: (908)-475-6320	
Sales/Rental Office for units (if applicable)		

V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the Municipality's compliance and/or any state funding.	
<i>Erin Starkiewicz</i> , CGP&H Administrative Agent, Mansfield Township	Date: 3/7/2026