

Introduction

The New Jersey Department of Community Affairs

The New Jersey Department of Community Affairs (DCA) is a state agency created to provide administrative guidance, financial support and technical assistance to local governments, community development organizations, businesses, and individuals to improve the quality of life in New Jersey.

DCA’s primary responsibility is to ensure its activities, grant funding, and agency partners are compliant with the law, therefore. DCA is committed to complying with all federal, state, and local laws, rules, and regulations, as amended.

DCA offers a wide range of programs and services, including local government management and finance, affordable housing production, infrastructure and public facilities development, fire safety, building safety, community planning and development, historical preservation, disaster recovery and mitigation, and information privacy.

The Community Development Block Grant – Disaster Recovery (CDBG-DR) Program

The United States Department of Housing and Urban Development (HUD) announced in 2022 that the State of New Jersey would receive Community Development Block Grant – Disaster Recovery (CDBG-DR) funding to support long-term recovery and mitigation efforts following the 2020 and 2021 disasters. CDBG-DR funding is designed to address the needs that remain after all other assistance has been exhausted. HUD allocated CDBG-DR funds authorized through Title I of the Housing and Community Development Act of 1974 (HCDA) for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas resulting from a major disaster.

Funding for 2021 disasters was appropriated by the Extending Government Funding and Delivering Emergency Assistance Act of 2021 and the Disaster Relief Supplemental Appropriations Act of 2022 (“the Act”). The Act directs \$5 billion to HUD for recovery from disasters in 2020 and 2021. HUD allocated \$228.346 million in CDBG-DR funds to the State of New Jersey as a result of Hurricane Ida, which impacted the State from September 1 to 3, 2021. DCA will be the lead agency in administering the CDBG-DR funding for New Jersey.

Alternative requirements and waivers for the use of CDBG-DR funds are published in the applicable Federal Registers (FRs), including [87 FR 31636](#). Future FRs may be applicable and can be referenced on [the HUD Exchange](#).

The Subrecipient Manual

The purpose of this manual is to:

- Assist subrecipients in the day-to-day administration of **CDBG-DR infrastructure and public facilities projects**. This manual is not intended for subrecipients or grantees of other types of programs funded through the State’s CDBG-DR grant, such as housing, planning, and public services programs.
- Provide the subrecipient with a simple step-by-step approach for the implementation of CDBG funded infrastructure and public facilities projects that meet legal, financial and program obligations as well as including grant approval, set-up, compliance with applicable requirements, audits, and close-out support.
- Provide tools to assist in CDBG-DR infrastructure and public facilities project implementation. The tools include tips, lists, forms, and sample documents that are in the chapter or in the attachments to each chapter.

The CDBG-DR Infrastructure Subrecipient Manual is designed as a guide for subrecipients to understand the DCA program and its regulations. It provides essential instructions, required and suggested forms, and references to State and Federal laws governing CDBG-DR administration

Revisions or additions to this manual will be issued as needed to ensure that subrecipients of CDBG-DR projects have the most current guidance. Updates may be made for various reasons, including changes to program requirements, modifications to federal regulations, or other necessary adjustments. Subrecipients should reference the DCA website to ensure they are accessing the most up-to-date version of the manual.