

DEPARTMENT OF COMMUNITY AFFAIRS

OVERVIEW

The Department of Community Affairs represents the State's commitment to respond to the needs, and advocate solutions to the problems, of local governments and select community groups. It inter-relates a broad range of functions and programs – housing assistance, building safety standards, local government financial assistance and oversight, services to the aging, the disadvantaged and other social groups with unique needs – through the common bond of concern for the fabric of community life.

The Community Development Management component of the Department's budget focuses resources on the fiscal affairs of units of local government, on community housing needs and on upholding safety codes and standards for buildings and structures. This budget continues to convey substantial amounts of state aid to municipalities, much of which is targeted to the state's neediest areas. \$601 million in state aid payments are recommended, which will enable local officials to meet essential public safety and other service needs and to avert burdensome levels of property taxation. The Department's oversight of local budgetary practices and fiscal affairs, and other programs of local assistance, help maintain the quality and integrity of New Jersey local governments.

This budget maintains resources for housing assistance programs at current levels, furthering efforts to put more units of safe, decent housing within the financial grasp of low and moderate income households. These programs also serve to prevent homelessness, to fund shelters for the homeless and to preserve viable neighborhoods – are maintained at present levels. Administration of multiple dwelling, construction and fire safety codes and standards are also funded at levels to sustain or make modest improvements over current efforts.

The Social Services component of the Department's budget funds community-based assistance programs and statewide advocacy efforts targeted to the needs of groups such as women, the elderly, Hispanic citizens and economically disadvantaged persons. For Fiscal Year 1995 resources will be adequate to continue at current levels the wide variety of services and programs – nutritional and daily living support for elderly citizens, aid to community resource and action centers, assistance to displaced homemakers, victims of domestic violence, Hispanic citizens, and the urban poor, provision of guardianship services and protection of the institutionalized elderly – that the Department employs to enhance New Jersey's communities. This budget will allocate \$16.7 million in state funds and \$53.7 million in Federal funds, in the form of payments to community organizations and local governments, to help deliver these services.

SUMMARY OF APPROPRIATIONS BY PROGRAM
(thousands of dollars)

Year Ending June 30, 1993					Year Ending June 30, 1995		
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	1994 Adjusted Approp.	Requested	Recommended
					Community Development Management		
4,328	460	-18	4,770	4,483			
4,280	51	-642	3,689	3,675	Housing Code Enforcement	4,421	4,421
2,990	31	-657	2,364	2,363	Housing Services	4,164	3,060
3,643	709	-200	4,152	4,082	Local Government Services	2,407	2,250
1,298	—	-145	1,153	1,151	Uniform Construction Code	3,499	3,499
					Boarding Home Regulation and Assistance	1,305	1,098
4,243	2,675	-1,134	5,784	5,770	Uniform Fire Code	4,048	4,048
20,782	3,926	-2,796	21,912	21,524	<i>Subtotal</i>	19,844	18,376
					Social Services Programs		
365	—	-57	308	300	Community Resources	313	305
1,026	—	-302	724	708	Programs for the Aging	728	707
695	—	-141	554	553	Ombudsman's Office	334	295
507	—	159	666	664	Women's Programs	922	911
835	—	-49	786	778	Office of the Public Guardian	807	719
3,428	—	-390	3,038	3,003	<i>Subtotal</i>	3,104	2,937
					Management and Administration		
606	—	2,144	2,750	2,747	Management and Administrative Services	2,873	2,675
606	—	2,144	2,750	2,747	<i>Subtotal</i>	2,873	2,675
24,816	3,926	-1,042	27,700	27,274	Total Appropriation	25,821	23,988

40. COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT

41. COMMUNITY DEVELOPMENT MANAGEMENT

OBJECTIVES

1. To maintain the fiscal integrity of local governments, and provide intense financial, professional, and technical assistance in strengthening their fiscal, managerial and functional systems.
2. To continue neighborhood preservation and balanced housing activities throughout the State by providing grants and technical assistance to municipalities for the establishment of neighborhood rehabilitation programs, the development of revitalization strategies, and construction of low and moderate income housing.
3. To provide for the protection of the health, safety, welfare and rights of the residents of the State's rooming and boarding homes.
4. To preserve the existing multi-family housing stock in the State and protect the health and safety of the occupants.
5. To protect the public safety by ensuring that all buildings constructed in New Jersey meet required uniform construction standards.
6. To ensure that all the areas of the State are protected by a uniform, minimum fire safety code and that uniform and thorough fire safety inspections protect the public wherever buildings which pose a serious life safety hazard are found.
7. To administer the Safe and Clean Neighborhoods program, the Supplemental Safe Neighborhoods program and the Supplemental Fire Services program and to continue to provide for uniformed public safety personnel and neighborhood revitalization.
8. To protect purchasers of units in condominiums, cooperatives, retirement communities and other planned real estate developments by regulating such developments and requiring full and fair disclosure in their disposition.
9. To provide federal rental assistance payments to low income families and rehabilitation of existing housing units, with a special emphasis on services to the mentally and physically handicapped.
10. To provide a central staff agency to serve as a clearinghouse and information and referral service on general municipal law, local government problems and matters of concern to local officials, and to provide information on the status of the federal and State aid systems as they relate to local government finance.
11. To maximize the effectiveness of existing landlord/tenant laws and regulations by means of programs of information, education, training, outreach and enforcement, and to perform functions mandated by the Truth in Renting Act and tenants' rights legislation.
12. To continue providing to the residents of the State the opportunity to acquire low and moderate income housing through the efforts of the Council on Affordable Housing.
13. To continue addressing the needs of the homeless through prevention measures and to provide adequate shelter through rehabilitation and expansion of existing shelters.

14. To continue the orderly development of the Hackensack Meadowlands emphasizing solid waste management, the development of DeKorte Park and mass transit needs while ensuring the environmental integrity of the 20,000 acre district.

PROGRAM CLASSIFICATIONS

01. **Housing Code Enforcement.** Inspects, registers and issues appropriate certificates of registration and occupancy for hotels, motels and multiple dwellings; encourages participation in the cooperative housing inspection program; and maintains a statewide inventory of hotels and multiple dwellings.
02. **Housing Services.** Provides services in such areas as Truth in Renting (C46:8-43), the Relocation Assistance program (C52:31B-1), the Neighborhood Preservation program (P.L. 1975, c.248 and c.249), the Balanced Housing program (Fair Housing Act of 1985, C52:27D-10), the regulation of limited dividend and non-profit housing agencies (C55:16-1 et seq.), assistance to established housing authorities (C55:14A-1) and redevelopment agencies (C40:55C-1), and administers a federally funded leased housing assistance program and the Small Cities Community Development Block Grant program. The Prevention of Homelessness program provides assistance for the homeless by providing emergency accommodations, rental assistance and interest rate subsidies to low and moderate income families for affordable housing. The Shelter Assistance program provides assistance for construction and operation of emergency shelters for the homeless.
04. **Local Government Services.** Provides assistance to local governments and authorities in developing and strengthening managerial, planning and financial competence; provides research on local government finance and other operational data.
06. **Uniform Construction Code.** Ensures that all buildings are constructed to meet uniform standards; ensures that all local construction code officials are competent through a licensing program and all pre-manufactured buildings shipped into the State conform to the code (C55:13A-1, C52:27B-119); administers the New Home Warranty program (C46:3B-1 et seq.); and enforces the Planned Real Estate Full Disclosure Act (C45:22A-1).
12. **Boarding Home Regulation and Assistance.** Provides for the health, safety and welfare of all those who reside in rooming and boarding houses in the State; promotes the growth and continued improvement of boarding homes; and ensures that all State agencies work in unison for the protection and care of the residents of rooming houses, boarding houses and residential health care facilities. Provides rental assistance to residents of boarding homes for rental payments necessitated by the construction or acquisition of life safety improvements through the Boarding House Rental Assistance Fund.

18. **Uniform Fire Code (C52:27D-192 et seq.).** Provides for public education programs to inform the general public on fire prevention, coordinates volunteer emergency service loans and training for local firefighters. Provides services under the Uniform Fire Safety Act including research and planning, fire code enforcement, National Fire Incident Reporting System, training and technical assistance, inspection of State owned and leased buildings, licensing and

warranting of fire systems installers, monitoring and compliance.

20. **Hackensack Meadowlands Development Commission (C13:17-1 et seq.).** Responsible for the preservation and physical development of 20,000 acres of salt water swamps, meadows and marshes in the Hackensack Meadowlands.

EVALUATION DATA

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
PROGRAM DATA				
Housing Code Enforcement				
Buildings registered	102,960	102,960	102,960	102,960
Dwelling units registered	999,929	999,929	999,929	999,929
Dwelling units requiring inspection	199,986	199,986	199,986	199,986
Dwelling units inspected	79,818	102,802	151,201	151,201
Percentage of dwelling units inspected	40%	51%	76%	76%
Cost per unit inspected, State	\$24.00	\$24.00	\$24.00	\$24.00
Cost per unit inspected, local	\$27.00	\$27.00	\$27.00	\$27.00
Penalties issued	3,673	4,324	6,359	6,359
Housing Services				
Neighborhood Preservation				
Neighborhood improvement projects	42	43	43	43
Balanced housing projects	62	21	25	25
Balanced housing units	1,628	774	850	850
Technical assistance to non-profit housing developers	18	18	18	18
Homelessness Prevention				
Households assisted	2,286	2,561	2,200	2,200
Shelter beds funded	293	248	248	248
Relocation Assistance				
Families receiving State relocation funds	291	250	300	300
Relocation assistance programs approved	26	25	30	30
Complaints resolved	22	30	30	30
Local Government Services				
Managerial Competence				
Requests for Local Public Contracts Law assistance received and processed	392	400	400	300
Number of EDP operations approved	40	40	30	30
Number of deferred compensation plans approved	32	51	45	45
Number of cooperative purchasing plans approved	6	4	3	4
Number of joint insurance pools approved	4	5	6	7
Number of municipalities receiving self insurance assistance	8	9	13	15
Number of municipalities approved to join existing joint insurance pools	20	25	35	35
Number of municipal clerk exams administered	59	81	100	110
Number of municipal clerk certificates issued	43	39	55	60
Research and Technical Assistance				
Registered municipal accountants, finance officers and tax collectors assisted	1,800	1,900	2,000	2,000
Number of Tax Collector certificates issued	17	31	50	50
Number of Municipal Finance Officers certificates issued	54	55	60	60
Number of annual reports distributed	1,250	1,000	1,000	1,000
Number of budget amendments reviewed	3,000	2,500	2,500	2,500
Legislative comments rendered	100	100	100	100
Single Audit Reviews conducted	80	—	—	—
Municipalities receiving Safe and Clean Neighborhoods aid	58	58	58	58

COMMUNITY AFFAIRS

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
Municipalities eligible for Supplemental Safe Neighborhoods aid	481	481	481	478
Municipalities receiving Supplemental Safe Neighborhoods Aid	463	465	465	462
Supplemental Fire Services Program				
Municipalities eligible for assistance	481	481	481	477
Municipalities receiving grants	454	454	455	461
Fire districts eligible for assistance	185	185	185	189
Fire districts receiving grants	178	178	178	186
Municipalities receiving Urban Aid	48	50	50	50
Supplemental Municipal Property Tax Relief Program				
Municipalities applying for discretionary aid	387	282	231	250
Municipalities receiving discretionary aid	80	80	95	90
Municipal Revitalization Program				
Number of municipalities applying for grants	53	60	68	72
Number of municipalities receiving grants	30	46	50	50
Authority Regulation				
Authority budgets approved	198	189	204	204
Special district and other authority budgets approved	192	194	193	193
Authority project financing proposals reviewed	95	114	120	125
Authorities assisted	387	404	410	420
Registered municipal accountants and certified public accountants assisted	135	185	200	220
Number of budget amendments approved	151	238	250	275
Local Government Ethics Law				
Financial disclosure statements filed	35,200	35,500	35,000	35,000
Complaints filed against local officials	55	27	100	60
Local codes of ethics reviewed	20	20	30	30
Requests for advisory opinions	66	75	100	125
Uniform Construction Code				
Permits issued	6,518	6,235	6,860	6,860
Inspections	13,399	21,633	23,800	23,800
Officials licensed	4,405	4,559	4,559	4,559
Plans reviewed	434	472	520	520
State Building Unit				
Annual permits	1	32	32	32
Construction permits issued	323	728	728	728
Certificates of occupancy and approvals issued	231	245	245	245
Industrialized Buildings Unit				
Modular unit insignias issued	1,703	2,399	1,200	—
Mobile home add-on insignias issued	27	35	35	—
Asbestos Safety Unit				
Asbestos removals monitored	407	400	400	400
Asbestos control monitors authorized or reauthorized	66	53	53	53
Asbestos safety technicians certified or recertified	684	499	499	499
Continuing education and training programs offered	174	190	190	190
Elevator Safety Unit				
Devices Registered	14,880	19,545	19,545	19,545
State-Administered Municipalities	—	276	276	276
Boarding Home Regulation and Assistance				
Evaluations	2,811	1,369	2,100	2,100
Reevaluations	2,477	1,014	2,300	2,300
Closings—imminent hazard	7	—	2	2
Permanent licenses	3,675	4,085	4,085	4,085
Penalties issued	128	95	95	95
Complaints filed	413	321	321	321

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
Uniform Fire Code				
Life hazards registered	45,969	49,855	50,000	50,000
State inspections or reinspections performed	11,798	11,622	12,000	12,000
Fire officials and inspectors certified	4,584	1,903 ^(a)	2,000 ^(a)	2,000 ^(a)
State owned and maintained buildings inspected or reinspected	2,984	2,801	3,000	3,000
National Fire Incident Reporting - Participating organizations	469	472	500	500
Local enforcement monitoring	66	36	36	36

PERSONNEL DATA

Position Data

Filled Positions by Funding Source

State Supported	454	471	455	441
Federal	176	197	214	248
All Other	55	61	65	68
Total Positions	685	729	734	757

Filled Positions by Program Class

Housing Code Enforcement	64	108	98	98
Housing Services	255	283	301	313
Local Government Services	77	66	64	67
Uniform Construction Code	163	150	157	164
Boarding Home Regulation and Assistance	35	30	27	27
Uniform Fire Code	91	92	87	88
Total Positions	685	729	734	757

Notes: Actual fiscal years 1992 and 1993 and Revised fiscal year 1994 position data reflect actual payroll counts. The Budget Estimate for fiscal year 1995 reflects the number of positions funded.

(a) Basis of reporting changed to reflect annual rather than cumulative activity.

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1993					Year Ending June 30, 1995			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1994 Adjusted Approp.	Requested	Recom- mended
Distribution by Program								
4,328	460	-18	4,770	4,483	01	4,421	4,421	4,421
4,280	51	-642	3,689	3,675	02	4,164	3,060	3,060
2,990	31	-657	2,364	2,363	04	2,407	2,250	2,250
3,643	709	-200	4,152	4,082	06	3,499	3,499	3,499
1,298	—	-145	1,153	1,151				
					12	1,305	1,098	1,098
<u>4,243</u>	<u>2,675</u>	<u>-1,134</u>	<u>5,784</u>	<u>5,770</u>	18	<u>4,048</u>	<u>4,048</u>	<u>4,048</u>
20,782	3,926	-2,796	21,912	21,524		19,844^(a)	18,376	18,376
Distribution by Object								
Personal Services:								
84	—	-1	83	83		84	84	84
14,721	—	58	14,779	14,749		13,803	12,357	12,357
—	—	<u>1,758</u>	<u>1,758</u>	<u>1,758</u>		—	—	—
<u>14,805</u>	—	<u>1,815</u>	<u>16,620</u>	<u>16,590</u>		<u>13,887</u>	<u>12,441</u>	<u>12,441</u>
271	—	-50	221	201		232	232	232
1,796	3	-211	1,588	1,384		1,639	1,634	1,634
1,038	—	-100	938	848		1,038	1,021	1,021
Special Purpose:								
—	460 ^R	-428	32	—	01	—	—	—
304	—	-58	246	246	02	243	243	243
40	51 ^R	—	91	91	02	40	40	40
976	—	-206	770	766	02	1,050	1,050	1,050

COMMUNITY AFFAIRS

Year Ending June 30, 1993					Year Ending June 30, 1995				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended		Prog. Class.	1994 Adjusted Approp.	Requested	Recommended
1,185	—	-149	1,036	1,029	Council on Affordable Housing	02	1,350	1,350	1,350
—	31 ^R	-31	—	—	Control-Local Government Services	04	—	—	—
—	3	—	—	—	Control-Uniform Construction Code	06	—	—	—
—	301 ^R	-303	1	—	Planned Real Estate Development Full Disclosure Act	06	—	—	—
—	402 ^R	-402	—	—	Local Fire Fighters' Training	18	360	360	360
360	—	1	361	361	Control-Uniform Fire Code	18	—	—	—
—	2,674 ^R	-2,674	—	—	<i>Total Special Purpose</i>		3,043	3,043	3,043
2,865	3,922	-4,250	2,537	2,493	Additions, Improvements and Equipment		5	5	5
7	1	—	8	8					

OTHER RELATED APPROPRIATIONS

17,690	1,696	450	19,836	16,974	Total Grants-in-Aid		16,045	16,045	16,045
<u>282,353</u>	<u>165</u>	<u>—</u>	<u>282,518</u>	<u>281,015</u>	Total State Aid		<u>109,918</u>	<u>65,720</u>	<u>65,720</u>
320,825	5,787	-2,346	324,266	319,513	Total General Fund		145,807	100,141	100,141
360,000	—	—	360,000	359,677	Total Property Tax Relief Fund - State Aid		538,229	616,081	533,316
<u>360,000</u>	<u>—</u>	<u>—</u>	<u>360,000</u>	<u>359,677</u>	Total Property Tax Relief Fund		<u>538,229</u>	<u>616,081</u>	<u>533,316</u>
<u>3,200</u>	<u>—</u>	<u>—</u>	<u>3,200</u>	<u>3,200</u>	Total Casino Revenue Fund - Grants-in-Aid		<u>3,200</u>	<u>3,200</u>	<u>1,600</u>
<u>3,200</u>	<u>—</u>	<u>—</u>	<u>3,200</u>	<u>3,200</u>	Total Casino Revenue Fund		<u>3,200</u>	<u>3,200</u>	<u>1,600</u>
684,025	5,787	-2,346	687,466	682,390	TOTAL STATE APPROPRIATIONS		687,236	719,422	635,057
Federal Funds									
—	1,547	—	—	—	Housing Services	02	130,850	145,231	145,231
—	102,574 ^R	1	104,122	102,801	Fire Safety Program	17	—	—	—
—	10	—	—	—	Uniform Fire Code	18	20	—	—
—	5 ^R	—	15	5	Total Federal Funds		130,870	145,231	145,231
—	104,136	1	104,137	102,806					
All Other Funds									
—	—	—	—	—	Housing Code Enforcement	01	903	375	375
—	14,626	—	—	—	Housing Services	02	2,749	3,176	3,176
—	15,240 ^R	1	29,867	23,439	Local Government Services	04	—	—	—
—	115	—	115	115	Uniform Construction Code	06	6,692	6,969	6,969
—	209	—	—	—	Boarding Home Regulation and Assistance	12	441	485	485
—	3,693 ^R	—	3,902	3,895	Uniform Fire Code	18	2,102	2,102	2,102
—	339 ^R	—	339	339	Hackensack Meadowlands Development Commission	20	3,005	3,005	3,005
—	—	—	—	—	Total All Other Funds		<u>15,892</u>	<u>16,112</u>	<u>16,112</u>
684,025	144,145	-2,344	825,826	812,984	GRAND TOTAL		833,998	880,765	796,400

Notes: (a) The 1994 appropriation has been adjusted for the allocation of salary program, which includes \$220,000 in appropriated receipts from Housing Code Enforcement fees, \$152,000 in appropriated receipts from Uniform Construction Code fees and \$166,000 in appropriated receipts from Uniform Fire Code fees, and has been reduced to reflect transfer of funds to the Employee Benefits accounts.

LANGUAGE PROVISIONS

- It is recommended that the amount hereinabove for the Housing Code Enforcement program classification be payable out of the fees and penalties derived from bureau activities. If the receipts are less than anticipated, the appropriation shall be reduced proportionately.
- It is further recommended that the unexpended balance as of June 30, 1994, in the Housing Code Enforcement program classification, together with any receipts in excess of the amount anticipated, be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that the amount hereinabove for the Truth in Renting account be payable out of the revenue derived from the sale of truth in renting statements, including fees, fines, and penalties. If receipts are less than the amount anticipated, the appropriation shall be reduced proportionately.
- It is further recommended that any receipts in excess of the amount anticipated for Truth in Renting be appropriated.
- It is further recommended that receipts from the New Jersey Housing and Mortgage Finance Agency charges for the Affordable Housing Management Service to municipalities and the unexpended balance as of June 30, 1994, be appropriated for the operation of the Affordable Housing Management Service within the Division of Housing.
- It is further recommended that the amount hereinabove for the Council on Affordable Housing and Neighborhood Preservation-Fair Housing accounts be payable from the receipts of the portion of the realty transfer tax directed to be credited to the Neighborhood Preservation Nonlapsing Revolving Fund pursuant to section 4 of P.L. 1968, c. 49 (C46:15-8) and from the receipts of the portion of the realty transfer tax directed to be credited to the Neighborhood Preservation Nonlapsing Revolving Fund pursuant to section 4 of P.L. 1975, c. 176 (C46:15-10.1), and that any receipts in excess of the amount anticipated be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that receipts from the Division of Local Government Services be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that fees for local government, authority, and special district audits, education program administration, debt financing, expedited budget review and other fiscal services be appropriated for associated expenses, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that the unexpended balance as of June 30, 1994, in the Uniform Construction Code fees account, together with any receipts in excess of the amount anticipated, be appropriated for expenses of code enforcement activities, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that the unexpended balance as of June 30, 1994, in the Planned Real Estate Development Full Disclosure Act fees account together with any receipts in excess of the amount anticipated be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that the amounts received by the Uniform Construction Code Revolving Fund attributable to that portion of the surcharge fee in excess of \$0.0006, and to surcharges on other construction, be dedicated to the general support of the Uniform Construction Code Program, and, notwithstanding the provisions of section 2 of P.L. 1979, c. 121 (C52:27D-124.1), be available for training and non-training purposes.
- It is further recommended that such sums as may be required for the registration of builders and reviewing and paying claims under the New Home Warranty and Builders Registration Act, P.L. 1977, c. 467 (C46:3B-1 et seq.) be appropriated from the Home Warranty Security Fund in accordance with section 7 of P.L. 1977, c. 467 (C46:3B-7), subject to the approval of the Director of the Division of Budget and Accounting.
- It is further recommended that pursuant to section 15 of P.L. 1983, c. 530 (C55:14K-15), the Commissioner shall determine, at least annually, the eligibility of each boarding house resident for rental assistance payments; and any appropriations made from the Boarding Home Rental Assistance Fund created pursuant to section 14 of P.L. 1983, c. 530 (C55:14K-14), may be used by the Commissioner to make payments to the Housing Finance Agency, in the form of rental assistance or otherwise, necessary to meet debt service on Housing Finance Agency life safety improvement loans.
- It is further recommended that the amounts hereinabove for the Uniform Fire Code program classification be payable out of the fees and penalties derived from code enforcement activities. If the receipts are less than anticipated, the appropriations shall be reduced proportionately.
- It is further recommended that the unexpended balance as of June 30, 1994, in the Uniform Fire Code program classification, together with any receipts in excess of the amount anticipated, be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.

50. ECONOMIC PLANNING, DEVELOPMENT AND SECURITY

55. SOCIAL SERVICES PROGRAMS

OBJECTIVES

1. To promote and encourage advocacy for the aging population at the federal, State, county and municipal levels in order to ensure that the elderly will not be deprived of their rights, privileges, entitlements or benefits.
2. To continue to address the needs of New Jersey's disadvantaged population through community-based organizations and agencies of local government.
3. To serve as the central permanent agency for the coordination of programs and services for the women of New Jersey, and as a planning agency for the development of new programs and services with the underlying theme of expanding both rights and opportunities for all of New Jersey's women.
4. To provide the means for local initiatives to respond to the demands for services by the State's Hispanic community.
5. To promote, advocate and insure, as a whole and in particular cases, the adequacy of the care received, and the quality of life experienced, by elderly patients, residents and clients of institutional facilities within this State.
6. To increase energy conservation and reduce the utility costs of low-income households through the weatherization of single and multi-family dwellings.
7. To assure through the County Offices on Aging that congregate and in-home nutrition services are provided on a daily basis to residents aged 60 years and older with emphasis on those in greatest need.
8. To assist in providing adequate legal services to the low-income and disadvantaged citizens of New Jersey.
9. To continue to serve as an effective and visible advocate for the elderly through programs for the aging.
10. To assess and respond to the recreation needs of New Jersey citizens, with special emphasis on mentally retarded and physically handicapped citizens through events such as the Special Olympics and the Tournament of Champions.
11. To provide assistance to elderly citizens who have been found by the court to need a guardian or conservator and to administer those services in order to provide a better quality of life for each individual represented.
12. To promote representation of the interests and needs of the State's low - income people in state policy deliberations on issues of relevance to them.

PROGRAM CLASSIFICATIONS

05. **Community Resources.** Provides assistance to non-profit groups, local governments, legal service agencies and other local organizations in improving the quality of life for the State's low - income population. In addition to serving as the New Jersey Office of Economic Opportunity (C52:27D-7), supports programs for disadvantaged groups, legal services, community action agencies, community development, community recreation (especially for the handicapped), the Hispanic community, and weatherization.

The State Legal Services Office provides funds for representation in civil matters for those unable to afford representation.

The Center for Hispanic Policy, Research and Development (formerly Office of Hispanic Affairs) provides financial and supportive services for innovative projects at the State and local level. Programs developed include special impact projects for assistance to Spanish-speaking organizations, narcotics addiction control programs, job employment programs and housing renovation projects.

Special Olympics, supported through volunteers, is a statewide program of sports training and athletic competition for mentally, physically, and learning disabled children and adults.

07. **Sports and Recreation.** Provides support for physical fitness, recreation and health related issues in order to improve the well-being of the citizens of the State. Provides financial support for the Garden State Games.
08. **Programs for the Aging.** Provides financial and technical assistance in order to develop and implement activities designed to improve the quality of life for the State's older residents. These programs are financed with both State and federal funds. The Division on Aging (C52:27D-28.1) provides funds for a wide range of comprehensive programs, including nutrition, outreach services, transportation projects, health, leisure activities and education. State aid supports the 21 County Offices on Aging.
14. **Ombudsman's Office.** The Ombudsman for the Institutionalized Elderly (C52:27G-1 et seq.) receives, investigates and resolves complaints concerning health care facilities serving the elderly, and initiates actions to secure, preserve and promote the health, safety, welfare and the civil and human rights of the institutionalized elderly. The Office reviews requests for the withdrawal or withholding of life-sustaining treatment for persons without advance directives for health care.
15. **Women's Programs.** The Division on Women (C52:27D-43.9) serves as the central permanent agency for the coordination of programs and services for the women of New Jersey, and as a planning agency for the development of new programs and services. Executive Order No. 61 (1992) established the Office on the Prevention of Violence Against Women within the Division. The Division on Women administers grants to programs on displaced homemakers, urban women, Hispanic women, information hotlines, women's shelters and child care, and carries out multiple activities to expand both rights and opportunities for all of New Jersey's women.
16. **Office of the Public Guardian.** The Public Guardian (C52:27G-20 et seq.) provides guardianship services for elderly adults who have been deemed by the courts to be in need of a guardian or conservator. Services include legal assistance, individualized social service plans, investigations into family/social history, and financial management, dependent on the client's personal needs.

EVALUATION DATA

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
PROGRAM DATA				
Community Resources				
Legal services assistance to clients	10,450	10,450	10,450	11,000
Hispanic population served	102,000	107,000	107,000	109,000
Community action agencies	27	27	27	27
Persons served by Community action agencies	90,000	94,000	152,885 (a)	152,885 (a)
Recreation programs for individuals with disabilities	58	73	78	80
Athletic programs for individuals with disabilities	4	4	4	4
Number of athletes with disabilities helped through Special Olympics	30,000	30,000	30,000	30,000
Number of persons with disabilities served through recreation programs	8,500	8,200	8,200	8,200
Training and technical assistance provided to individuals with disabilities	3,500	3,500	3,500	3,500
Units weatherized	5,443	5,000	3,762 (b)	2,512 (b)
Sports and Recreation				
Number of Participants:				
Garden State Games	13,000	14,000	14,000	14,000
Programs for the Aging				
Persons (60+) receiving assistance through:				
Nutritional services	56,000	56,000	56,000	56,000
Social/Supportive services	440,000	440,000	440,000	440,000
Persons (60+) referred to other agencies	94,000	94,000	94,000	96,000
Senior Citizen Information and Referral Service	36,000	36,000	36,000	36,000
Congregate Housing Services Program				
Persons served	1,900	1,800	1,800	1,700
Site locations	59	68	64	64
Senior Health Insurance Options				
Clients served	8,000	8,250	12,000	12,000
Security Housing and Transportation				
Clients served	22,800	23,500	23,500	23,500
Ombudsman's Office				
Institutionalized elderly	70,000	70,080	68,697	72,191
Total number of complaints	3,110	3,250	3,250	3,250
Involving administration/staff	126	130	130	167
Involving financial concerns	128	175	175	182
Involving residential care/abuse	1,742	2,000	2,000	2,000
All other	1,114	945	945	901
Total number of Conroy/Peter/Farrell-type inquiries/complaints	560	405	249	249
Inquiries	1,175	1,175	1,175	1,225
Nursing homes visited	2,115	2,115	2,115	2,125
Boarding homes visited	50	50	50	65
Residential health care facilities/sheltered care visited	101	101	101	119
Cases referred to enforcement agencies	150	150	150	162
Women's Programs				
Clients served by Women's Referral Central Hot Line	25,100	25,000	25,000	25,000
Displaced homemakers served by funded programs	7,000	6,000	7,000	8,500
Participants in Violence Against Women Training				
Law enforcement/Judiciary	2,000	2,500	2,500	2,500
Educators	250	500	500	500
Health care professionals	1,000	1,500	1,500	1,500
Others	2,000	3,000	3,000	3,000
Outreach to membership of statewide women's organizations	6,000	6,000	6,000	6,000
Outreach to private sector employers	750	750	750	750

COMMUNITY AFFAIRS

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
Urban women served by grant programs	3,000	3,000	3,000	3,000
Hispanic women served by grant programs	2,500	2,500	2,500	2,500
Clients served by Women's Domestic Violence Hotline	4,000	4,250	4,250	4,250
Office of the Public Guardian				
Number of inquiries	240	230	250	275
Number of cases handled	211	282	309	350
Number of court-appointed cases	98	131	135	150
PERSONNEL DATA				
Position Data				
Filled Positions by Funding Source				
State Supported	84	63	62	56
Federal	67	69	67	52
All Other	5	4	10	10
Total Positions	156	136	139	118
Filled Positions by Program Class				
Community Resources	49	44	42	28
Sports and Recreation	8	1	1	—
Programs for the Aging	45	42	40	38
Ombudsman's Office	22	17	17	15
Women's Programs	15	15	18	17
Office of the Public Guardian	17	17	21	20
Total Positions	156	136	139	118

Notes: Actual fiscal years 1992 and 1993 and Revised fiscal year 1994 position data reflect actual payroll counts. The Budget Estimate for fiscal year 1995 reflects the number of positions funded.

(a) Fiscal years 1994 and 1995 data report units of service; fiscal years prior to 1994 report persons served.

(b) Decrease in number of units weatherized after fiscal year 1993 reflects change in formula which allows greater expenditures per unit.

APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1993					Year Ending June 30, 1995				
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1994 Adjusted Approp.	Requested	Recom- mended	
Distribution by Program									
365	—	-57	308	300	05	313	305	305	
1,026	—	-302	724	708	08	728	707	707	
695	—	-141	554	553	14	334	295	295	
507	—	159	666	664	15	922	911	911	
835	—	-49	786	778	16	807	719	719	
3,428	—	-390	3,038	3,003		3,104 ^(a)	2,937	2,937	
Total Appropriation									
Distribution by Object									
Personal Services:									
2,215									
179 ^S	—	-446	1,948	1,948		1,878	1,737	1,737	
2,394	—	-446	1,948	1,948		1,878	1,737	1,737	
74	—	-17	57	56		98	98	98	
454	—	-116	338	323		433	415	415	
77	—	7	84	80		77	69	69	
Special Purpose:									
—	—	4	4	4	05	—	—	—	
410	—	—	410	410	08	410	410	410	
3	—	—	3	2	08	— ^(b)	—	—	
15	—	—	15	4	08	— ^(c)	—	—	
—	—	—	—	—	15	— ^(d)	—	—	

COMMUNITY AFFAIRS

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

76. MANAGEMENT AND ADMINISTRATION

OBJECTIVES

1. To maximize efficiency in all departmental operating programs and to maintain and continue to improve budgeting and accounting, personnel, grant policy and procedures, operational analysis, office automation, data processing, public information and both the State and Federal legislative review subsystems.
2. To enhance the delivery of services to local governments and constituent groups by evaluating the impact of changing Federal and State aid systems and by initiating and advocating priority legislation and other actions in their best interest.
3. To maintain an effective affirmative action policy.

4. To continue to undertake needed special research studies for the Governor, the Commissioner, the Legislature and local governments.

PROGRAM CLASSIFICATIONS

99. **Management and Administrative Services.** Provides, through the office of the Commissioner, executive and management leadership for the Department and provides staff services for grant coordination and management, fiscal control, data processing, personnel, public information, management services, legislative review and intergovernmental relations. In addition, the Department (C52:27D-1 et seq.) provides assistance in improving the management, financial and planning capability of New Jersey's 567 municipalities and 21 counties.

EVALUATION DATA

	Actual FY 1992	Actual FY 1993	Revised FY 1994	Budget Estimate FY 1995
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	72	69	71	71
Male Minority %	7.6	7.1	7.3	7.4
Female Minority	210	209	215	215
Female Minority %	22.1	21.5	22.1	22.4
Total Minority	282	278	286	286
Total Minority %	29.7	28.7	29.4	29.8
Position Data				
Filled Positions by Funding Source				
State Supported	58	56	55	46
All Other	8	8	8	8
Total Positions	66	64	63	54
Filled Positions by Program Class				
Management and Administrative Services	66	64	63	54
Total Positions	66	64	63	54

Notes: Actual fiscal years 1992 and 1993 and Revised fiscal year 1994 position data reflect actual payroll counts. The Budget Estimate for fiscal year 1995 reflects the number of positions funded.

APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1993					Year Ending June 30, 1995			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1994 Adjusted Approp.	Requested	Recom- mended
606	—	2,144	2,750	2,747				
606	—	2,144	2,750	2,747				
Distribution by Program								
					99	2,873	2,675	2,675
						2,873 ^(a)	2,675	2,675
Distribution by Object								
Personal Services:								
100	—	2,132	2,232	2,232		2,362	2,164	2,164
100	—	2,132	2,232	2,232		2,362	2,164	2,164
13	—	1	14	14		12	12	12
444	—	-39	405	405		390	390	390
48	—	-10	38	35		48	48	48

COMMUNITY AFFAIRS

Year Ending June 30, 1993					Year Ending June 30, 1995				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1994 Adjusted Approp.	Requested	Recom- mended	
—	—	60	60	60					
		60	60	60	99	60	60	60	
1	—	—	1	1		60	60	60	
					Special Purpose:				
					Affirmative Action and Equal Employment Opportunity				
					Total Special Purpose				
					Additions, Improvements and Equipment				
						1	1	1	

OTHER RELATED APPROPRIATIONS

All Other Funds

—	73 128 ^R	221	422	354					
	201	221	422	354	99	—	—	—	
606	201	2,365	3,172	3,101		2,873	2,675	2,675	
					Management and Administrative Services				
					Total All Other Funds				
					GRAND TOTAL				

Notes: (a) The fiscal year 1994 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Employee Benefits accounts.

24,816	3,926	-1,042	27,700	27,274	Total Appropriation, Department of Community Affairs	25,821	23,988	23,988
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