



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF HOUSING, ECONOMIC
DEVELOPMENT AND COMMERCE
DIVISION OF AFFORDABLE HOUSING

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GIGI GAZON
DIVISION DIRECTOR

MEMORANDUM

To: All Developers and Landlords
From: Gigi Gazon, Director, Division of Affordable Housing
Date: October 2, 2023
Re: Changing the Reporting Frequency from Quarterly to Biannually

For the sake of easing the administrative burden associated with meeting the reporting obligation, our office will not be enforcing submission of reports at the end of the first and third quarters of the calendar year. Effective immediately, the Division of Affordable Housing (the “Division”) will only be requiring properties to submit reports on a biannual basis.

Background Summary:

When the Division was established under a modification of Chapter 188 of the Municipal Code (through the passage of City Ordinance 19-131), the Affordable Housing Agreements executed between the City and developers originally required quarterly reporting on the occupancy status of all restricted units in the building and the current waiting list of applicants who have applied for a restricted units during the most recent open application period. This memorandum eases the aforementioned regulatory requirement.

Cc: Annisia Cialone, Director, Department of Housing, Economic Development, and Commerce
Tanya Marione, Director, Division of City Planning / Acting Director, Division of Zoning
John McKinney, Assistant Corporation Counsel
Jeremy Jacobsen, Assistant Corporation Counsel
Alexander McClean, Chief Policy and Compliance Officer, DOAH