

TOWNSHIP OF MAPLEWOOD



RESOLUTION NO. 5-15

**RESOLUTION
APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC
TO ADMINISTER THE MAPLEWOOD HOUSING
REHABILITATION PROGRAM
2015**

WHEREAS, the Township of Maplewood ("Township") has a need to retain an Administrator for the Township Housing Rehabilitation Program (the "Program"); and

WHEREAS, the Township wishes to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

WHEREAS, the Township has determined and certified that the value of the services may exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is for one (1) year; and

WHEREAS, the firm of Community Grants, Planning and Housing, LLC ("CGP&H") has submitted a proposal dated December 22, 2014, indicating that it will administer the Maplewood Housing Rehabilitation Program pursuant to the proposal annexed hereto; and

WHEREAS, CGP&H has performed these services in the past for the Township in an acceptable manner; and

WHEREAS, CGP&H has submitted a Business Entity Disclosure Statement that certifies that CGP&H has not made any contribution to a political or candidate committee in the Township in the previous one (1) year and this resolution prohibits CGP&H from making any contributions through the term of its contract(s); and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

- (1) Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the firm of Community Grants, Planning & Housing, LLC, be and is hereby retained to Administrator the Maplewood Housing Rehabilitation Program for 2015;
- (2) The firm of Community Grants, Planning & Housing, LLC is prohibited from making any contribution to a political or candidate committee during the term of this appointment;
- (3) The Business Administrator and the Township Clerk be and are hereby authorized to enter into any agreements on behalf of the Township of Maplewood, in connection with this service;
- (4) A copy of this resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the office of the Township Clerk; and
- (5) The Business Entity Disclosure Certification shall be placed on file with this resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 6, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 15th day of January 2015.

ELIZABETH J. FRITZEN, R.M.C.
Township Clerk

PROFESSIONAL SERVICES PROPOSAL

HOUSING REHABILITATION SERVICES

MAPLEWOOD TOWNSHIP

SUBMITTED: DECEMBER 22, 2014



CGP&H

Community Grants, Planning & Housing
Good People. Great Results.™

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PROFESSIONAL SERVICES PROPOSAL

HOUSING REHABILITATION SERVICES

EXECUTIVE SUMMARY

Community Grants Planning and Housing (CGP&H) proposes to provide housing rehabilitation services to the Township of Maplewood in 2015. CGP&H has successfully been providing housing rehabilitation services to the Township for the previous fourteen years.. This makes CGP&H exceptionally knowledgeable of the proposal subject matter and the Township's administrative structure. CGP&H staff has always been and will continue to be available to attend meetings as requested by the Township.

With over 33 years of experience in providing housing rehabilitation services to more than seventy New Jersey municipalities, Randall Gottesman, the President of Community Grants, Planning and Housing, LLC (CGP&H) and his staff are highly qualified to continue to administer the Maplewood Affordable Housing Program. Twenty-one years ago Mr. Gottesman created CGP&H, and since that time his firm has assisted municipalities rehabilitate over 2,500 homes in dozens of communities throughout the state including Maplewood and Bloomfield in Essex County, Bound Brook in Somerset County, the City of Passaic in Passaic County, Palmyra and Riverside in Burlington County, New Brunswick in Middlesex County, and many more. (Please see our recent clients list at the end of this proposal).

CGP&H is an innovator in community development, affordable housing planning and implementation. Highly experienced in all facets of community development, the team includes professional planners, expert grant writers, affordable housing specialists, licensed building and lead inspectors and efficient support staff. Leveraging this multi-disciplinary team of professionals, CGP&H delivers the most comprehensive package of services available in New Jersey, all under one roof. We provide services on-time, and with highly cost effective results.

Our clients choose CGP&H because our programs comply with all state and federal regulations, produce the most units, and result in quality construction with satisfied homeowners.

CGP&H provides professional:

- Comprehensive case files
- Progress and payment inspections conducted by our licensed professional building inspectors during the construction phase
- Detailed work write-ups
- Bilingual staff
- Innovative marketing plan
- Established contractor list and continued contractor outreach
- Extensive phone support

The satisfaction rate among our applicants and quality of our case files have set the benchmark on which all other rehabilitation programs are judged. In fact on many occasions, our firm has been brought in after municipal programs were severely mismanaged by either other consultants or in-house staff. In every case, CGP&H turned those programs into successes, lauded by the very state and federal agencies that previously had problems with each of those municipal programs. Whether working with a problem situation or a municipality that is new to housing rehabilitation, our approach is consistent in order to receive the desired results. CGP&H provides professional property inspections, carefully and thoroughly detailed work write-ups, frequent phone support, expectation of contractor quality of workmanship, and extensive case file documentation. These reasons, coupled with our highly experienced management and case team members are the primary reasons for the successes for each of the housing rehabilitation programs we administer throughout New Jersey for our municipal clients.

CGP&H ensures that each housing rehabilitation program is seamless and rooted in the principles of maximizing efficiencies while imparting a visible, long-term positive impact on communities. From program creation to full-case processing through completion of construction and issuance of warranties to homeowners, CGP&H offers a full-service housing rehabilitation solution. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

The following sections detail CGP&H's proposed approach to this project, the firm's qualifications and experience as well as the resumes of its key personnel that will be dedicated to this project.

HOUSING REHABILITATION SCOPE OF SERVICES

A. GENERAL PROGRAM ADMINISTRATION

1. Task

- a. Maintain the DCA-required affirmative marketing plan as described in the Maplewood Affordable Housing Program Policies and Procedures Manual.
- b. As necessary, prepare correspondence and/or meet with Affordable Housing Committee on special cases or decisions that require their input and approval.
- c. As necessary, revise the Maplewood Affordable Housing Program Policies and Procedures Manual with new and revised policies as directed by the Affordable Housing Committee or DCA.
- d. As necessary, conduct a presentation to the Township Committee and Affordable Housing Committee, summarizing the results of this phase of rehabilitation activity.

2. Marketing

- a. As funding becomes available, distribute application materials to homeowners currently on the MAHP waiting list.
- b. Continue to prepare and distribute promotional materials and applications to potential rehabilitation contractors. Verify all qualifications and references of interested contractors including insurance coverage.

B. PROGRAM ADMINISTRATION

1. Case Management

- a. Provide ongoing technical assistance to applicants.
- b. Obtain and review all required documentation needed to determine applicant eligibility.
- c. Conduct initial inspection and, if property qualifies, prepare work write-up and cost estimate.

2. Bidding & Contractor Selection

- a. Review scope of work with applicant.
- b. Assist applicants with contractor solicitation.
- c. Review bids.
- d. Prepare construction contracts and loan instruments.
- e. Conduct the preconstruction/loan closing meeting with applicant and contractor

3. Construction Management

- a. Perform progress inspections.
- b. Perform change-order inspections, if needed.
- c. Prepare and facilitate change orders as needed.
- d. Upon completion of construction, coordinate filing Mortgage & Note.

4. Program Management

- a. Respond in writing to any complaints received by the Township from any applicant, contractor or Township staff person regarding the policies and procedures of the MAHP.
- b. Maintain program monitoring and record keeping system.
- c. Prepare monitoring reports as required by DCA, the Affordable Housing Committee or Maplewood Township Committee.

TOWNSHIP'S RESPONSIBILITIES

The Township will provide and be responsible for the following, as necessary to assure the effective implementation of the Housing Rehabilitation Program:

1. Provide private office or meeting room space to conduct confidential homeowner meetings and closings. This is only required in rare circumstances when the homeowner needs extensive assistance completing the application materials. Loan closings are usually conducted in person, with the contractor and the homeowner at the homeowner's own dwelling unit.
2. Provide file cabinet space for at least one file drawer. Completed cases need to be stored at the Municipal Building
3. Indirect costs such as advertising, reproduction, overnight mail or messenger services.
4. Attorney review of initial or revised legal documents, as needed.
5. Attorney filing of mortgages and liens.
6. Any and all other legal services as may be required.
7. Any required services of Architects or Engineers shall be paid by the Township (Rarely required).
8. Relocation assistance, in the unlikely event that a household must be relocated during the construction phase. In all of our years where we have completed over 2,500 units, we have only had several relocation cases, and each of them involved lead abatement, which this program does not include.
9. Any and all costs associated with lead based paint risk assessments, testing and clearance, lead paint contamination reports, or lead paint work write (Lead Testing is not a state requirement and should therefore not be necessary)
10. The monitoring of affordability controls on any assisted rental units during the control period, including the eligibility determination of subsequent renters prior to occupancy. (However, this is already covered under our Administrative Agreement with the Township).

11. The processing and preparation of subordination agreements, or payoff requests.

12. Eligibility determinations for potential buyers of rehabilitated units during the lien period. (However, this is already covered under our Administrative Agreement with the Township).

EXPERIENCE AND QUALIFICATIONS

In addition to our state-wide leadership in procuring grants for our municipal clients, Community Grants, Planning, & Housing (CGP&H) specializes in affordable housing. In fact, more than two-thirds of the professional services we provide each year are concentrated in the area of affordable housing. CGP&H has been successfully administering rehabilitation programs since its formation in 1993. To date, our team has facilitated the rehabilitation of over 2,500 homes.

CGP&H provides a complete package of administrative and technical services for housing rehabilitation programs. This package includes program advertising and marketing, creating procedure manuals, outreach capabilities, maintaining waiting lists, qualifying applicants, conducting housing inspections and lead-based paint inspections, work write-ups, cost estimates, bid specifications, bid soliciting, document preparation, performing loan closings, construction monitoring, approving payment, final inspections, and preparing all reports required by any and all governmental agencies. CGP&H can provide any or all of these services to meet our clients' needs.

Every professional has a minimum of seven years experience. Staff members have been chosen by their depth and range of skills and their commitment to working with municipalities and not-for-profit clients. CGP&H staff is always available for day or night meetings with our clients, resident groups, contractors and other professionals. When necessary, we can schedule meeting with homeowners on nights and weekends.

CGP&H's approach to implementing housing rehabilitation programs is rooted in the principles of maximizing the efficiencies of economies of scale while delivering a Housing Rehabilitation Program that makes a visible positive impact on the community, while significantly improving the quality of life for numerous residents within our clients' communities. The firm's success is built on its attentiveness to each client enabling CGP&H to tailor professional services to interface with the client staff in a cooperative relationship that meets the specific needs of each individual community or county.

In addition to being an industry leader in housing rehabilitation and affordable housing programs, with dozens of housing rehabilitation clients throughout New Jersey and Pennsylvania, CGP&H is one of the state's premier planning and grant writing firms. Our professionals and support staff have raised more than \$250 million on behalf of our clients for brownfield redevelopment, downtown revitalization, streetscape (infrastructure) improvements; pedestrian and bicycle trails; housing rehabilitation, recreation centers; open space acquisition; police, fire, and rescue, and many other community needs.

CGP&H's current client base consists of municipalities, affordable housing based nonprofit corporations, and for-profit organizations working on specific affordable housing projects. We bring the experience and sensitivity of working with each of these entities to every project. Municipal, county, state, federal, and private housing programs are all represented in our current pool of projects. CGP&H has administered housing rehabilitation programs in over 123 municipalities throughout New Jersey and Pennsylvania.

CGP&H's staff has expertise in implementing a wide range of housing programs. We have administered many housing rehabilitation projects funded through HUD's CDBG Program, HUD's HOME Investment Partnerships Program, HUD's Neighborhood Stabilization Program, the Federal Home Loan Bank's Affordable Housing Program, as well as local bonding initiatives and local housing trust funds. In addition, CGP&H's

inspectors are well-versed in HUD's Housing Quality Standards (HQS), the applicable state codes, the National Building Code (BOCA), and the Hotel and Multiple Dwelling Regulations.

In addition, CGP&H is fully certified by the New Jersey State Department of Community Affairs as a lead evaluation contractor and can efficiently address lead paint compliance issues in federally funded housing rehabilitation programs. Our Lead Inspectors/Risk Assessors have completed the lead evaluator/risk assessor course through the National Asbestos Environmental Training Institute, and two inspectors are certified by the New Jersey Department of Health as lead evaluators/risk assessors, a third is certified as a lead clearance tester. Our Inspectors update their education regularly, attending lead paint training sessions conducted by HUD and attending courses at the National Asbestos and Environmental Training Institute. We utilize "XRF" testing, a highly accurate but non-invasive method for analytical measurement of lead in paint.

RECENT CLIENTS

Abitare (Voorhees) ²
Allamuchy Township ²
AST Development ²
Avalon Bloomingdale ²
Avalon at Freehold ²
Avalon at Somerset (Franklin Township) ²
Avalon at Wesmont Station²
Avalon at West Long Branch ²
Baker Properties ²
Belvidere Township ¹
Bernardsville Township⁵
Beverly City⁵
Bloomfield Township ^{3, 5}
Bound Brook Borough ^{1, 5}
Burlington County Bridge Commission ^{1, 4, 5}
CACLV (PA) ^{3, 5}
Carteret Borough ^{4, 5}
Catasauqua Borough (PA) ³
Cheshire Home ²
Denville Township ¹
East Windsor Township ^{1, 2, 3, 5}
Edgewater Borough (Bergen) ²
Elizabeth City ^{2, 4}
Fort Lee Borough ¹
Franklin Township (Gloucester) ²
Freehold Borough ⁵
Freehold Township ²
Greentree Development²
Hamilton Township (Mercer) ^{2, 4}
Hawthorne Borough ^{1, 5}
Highland Park ^{3, 5}
Hightstown Borough ^{1, 2, 3, 4, 5}
Hillsborough Township ^{2, 5}
Holmdel Township ^{2, 4, 5}
Homefront – TLC, Inc. ^{2, 4}
Hopewell Township ^{2, 5}
Howell Township ^{2, 5}
Interfaith Neighbors ^{1, 4}
Ironbound BID ¹
Lawrence Township ⁵
Lebanon Borough ¹
Lehigh County (PA) ^{3, 5}
Little Falls Township ¹
Livingston Township ^{2, 4, 5}
Mansfield Township ²
Maplewood Township ^{2, 3, 4, 5}
Middlesex County ^{2, 4}
Milltown Borough ⁵
Monmouth County ³
Montgomery Township ²
New Jersey Meadowlands Commission ^{2, 4}
New Brunswick City ^{3, 5}
New Hanover ^{2, 4, 5}
North Hanover Township ^{1, 5}
Ocean Township ^{2, 5}
Palmyra Borough ^{1, 2, 3, 4, 5}
Passaic City ^{1, 2, 3, 4, 5}
Pennington Borough ²
Phillipsburg Town ^{1, 4}
Pine Hill Borough ^{2, 4}
Pittsgrove Township ^{1, 2, 3, 5}
Pohatcong Township ¹
Princeton Borough ^{1, 3, 5}
Princeton Township ^{1, 2, 4, 5}
Ridgewood Village ^{1, 2, 4}
Riverside Township ^{3, 5}
Rockaway Township ^{2, 5}
Roselle Township ⁵
Schaefer (Berlin & Winslow) ²
Somerset County ^{3, 5}
Springfield Township ^{2, 4, 5}
Stafford Township ^{2, 5}
Toll Brothers, Inc. ²
Toms River Township ³
Upper Freehold Township ^{2, 5}
Upper Nazareth Township (PA) ³
Wanaque Borough ^{1, 2, 4, 5}
West Long Branch Borough ²
Willingboro Township ^{3, 5}
Wood-Ridge Borough ²
Woodbridge Township ²
Wyncrest at East Windsor ²

1 - Grant Research, Writing, and Administration

2 - Affordable Housing Client

3 - Lead Testing Client

4 - Professional Planning Client

5 - Housing Rehabilitation Services Client

RESUMES OF KEY PERSONNEL

Randall M. Gottesman, PP of CGP&H, LLC, is recognized throughout the state for his professional accomplishments. Mr. Gottesman's skills and track record in the area of Affordable Housing administration, planning and implementation of municipally based programs are among the best in the industry. Mr. Gottesman is currently responsible for managing over \$30 million in affordable housing programs. He has written many Operating Manuals and Affirmative Marketing Plans for his clients, and is experienced in every aspect of affordable housing administration. In order to help practitioners better understand the State's complicated regulations, in 2006, Mr. Gottesman was retained by the State to prepare a supplementary manual to the State's Uniform Housing Affordability Controls, called "Understanding UHAC.". That manual is still a major reference document for many Municipal Housing Liaisons, Administrative Agents and others throughout the state, to this day.

During his 33-year career, Mr. Gottesman has also been involved in the development of numerous affordable housing projects, the securing of more than \$250 million in funding, and the writing and implementation of more than 200 professional planning documents. Currently, he is also working with several members of CGP&H's housing and planning team to prepare a comprehensive study on the state of Affordable Housing within the Meadowlands communities, and more specifically, evaluating and recommending appropriate implementation tools to help facilitate the development of essential affordable housing within the Meadowlands region. Prior to forming Community Grants, Planning, and Housing, LLC in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning and grant operations.

Mr. Gottesman has long recognized the relationship between planning and grants. His professional planning documents are a testimony to that relationship. He traditionally includes an "action plan" component in each of his planning documents. This helps clients quickly identify the methods, including financial, to meet the plan objective. While recognizing that funding should not guide or influence sound planning recommendations, he always strives to match funding sources to each plan's recommendations.

Mr. Gottesman received his Master's Degree in City and Regional Planning in 1981. As a licensed Professional Planner since 1984 (License # 3016), he also continues to provide expert testimony on planning and zoning cases throughout the state.

A hallmark of CGP&H's commitment to quality is Mr. Gottesman's involvement in all projects from conception to completion. He cost-effectively provides the benefits of his experience and a team approach to all assignments.

Mr. Gottesman has served on a local community bank's Community Reinvestment Advisory Board. Mr. Gottesman is a member of the American Planning Association, its New Jersey Chapter, and is a highly active member on its Affordable Housing Committee. Mr. Gottesman is also a member of the National Low Income Housing Coalition, New Jersey Planning Officials, and the Housing and Community Development Network of New Jersey. In addition, Mr. Gottesman has worked with other affordable housing professionals to form the Affordable Housing Professionals of New Jersey. This non-profit organization, formed in 2006, is dedicated to improving, statewide, the education, ethics, and efficiencies of affordable housing professionals. Mr. Gottesman is currently serving as its President. He is also regularly asked to speak at seminars concerning his specialties of affordable housing and grant writing. During his children's formative years, Mr. Gottesman completed three terms on the East Windsor Regional School District, having served two terms as its president.

Megan York, PP, AICP, is Vice President at CGP&H. Ms. York has more than 14 years of experience in affordable housing compliance, community planning, , grant writing, and CDBG management.

Megan currently supervises CGP&H's Administrative Agent team. In fact, Megan has dedicated much of her professional expertise in all matters relating to affordable housing including planning, implementation, and administration matters. Specifically, Megan's affordable housing expertise includes extensive affordable housing work, the supervising of over 2,500 affordable housing owner occupied and rental units in over thirty locations throughout the state, as well as direct experience with non-profit housing management and implementation of municipally sponsored Affordable Housing programs. She has prepared housing elements and fair share plans for client municipalities and has extensive experience navigating rules and regulations relating to state affordable housing compliance procedures. She has created affordable housing operating manuals, affirmative marketing plans, and also managed all aspects of several Housing and Urban Development (HUD) special needs rental assistance programs including planning, grant writing, budgeting, and contract reporting throughout her impressive career.

In addition to all of her Affordable Housing activities, Megan takes great interest in assisting municipalities and non-profits secure grants to implement programs and projects that improve their communities. Her background in community and neighborhood planning have enabled her to craft successful grant applications for planning grants, infrastructure improvements, public safety initiatives, and education-related grants.

As a community and neighborhood planner, Megan has worked with a variety of governmental entities as well as non-profits groups to identify community needs and develop comprehensive strategies to address those needs. For example, Megan developed the neighborhood plan for the West Side Neighborhood of Asbury Park as part of the application for the DCA Neighborhood Revitalization Tax Credit (NRTC) Program. Prior to joining CGP&H, Megan developed neighborhood plans for eight Native Hawaiian areas on the island of Kauai. This comprehensive planning effort included consultation with the Native Hawaiian community and prioritized the developed of three new residential areas.

Corinne Markulin, is the Director of Compliance and Housing Production for all of CGP&H's Housing Rehabilitation Programs. Besides her college education, she has over twenty eight years of administrative and management experience including 17 years specifically dedicated in housing program administration, management and compliance.

Ms. Markulin has completed training in a variety of COAH, HUD and lead compliance workshops. This includes COAH Affordable Housing certifications, and certification as both an EPA Lead Renovator and Dust Wipe Lead Sampling Technician. Corinne is a member of the non-profit Affordable Housing Professionals of New Jersey. Attending to and ensuring that all of our clients are remaining compliant with all aspects of HUD and COAH regulations is one of her specialties.

Ms. Markulin has provided supervision, technical assistance and hands on administrative services for over 35 housing programs in the past seventeen years including complex programs which have multiple funding sources, including CDBG, HOME Investment Partnership Program, Federal Home Loan Bank's Affordable Housing Program, and COAH Regional Contribution Agreement funds. Corinne's attention to detail, commitment to housing issues, and professional experience has led her to become an expert in providing all aspects of affordable housing services.

From Ms. Markulin's extensive background in housing administration, she has written programs' policies and procedures manuals. She performs our housing rehab clients' unit monitoring in the COAH CTM system to ensure they receive COAH credit for the rehabilitated units. Among her other duties and responsibilities, Ms. Markulin creates and present home improvement and affordable housing events geared to current and prospective homeowners. Ms. Markulin also creates and conducts contractor orientations; and has vast experience in the marketing of housing programs.

Ms. Markulin has developed and implemented successful affordable housing programs, including accessory housing programs, write down buy down programs as well as also developed procedures for implementing cost-certifications of sale, rental, re-sale and re-rental projects, affirmative marketing plans, and supervised the implementation of those projects.

Ms. Markulin has actively worked with the Maplewood Affordable Housing Program since CGP&H started administering it over fourteen years ago.

Richard J. Panizzi, Jr., Chief Housing Inspector/Cost Estimator - Mr. Panizzi has been working for CGP&H since 2008. He has been a New Jersey Licensed Building Inspector (ICS) since 1994 and is also a Pennsylvania Certified Residential Building Inspector. Rick is also a certified Lead Inspector/Risk Assessor in New Jersey and Pennsylvania. He has held the following licenses and certifications throughout his career; New Jersey Home Inspector License, N.J. Inspector of Hotels & Multiple Dwellings, N.J. Certified Fire Official, N.J. Certified Commercial Pesticide Applicator, N.J. Certified Radon Measurement Technician, International Code Council Certification as a Residential Building Inspector. Rick is also a member of the International Code Council.

Rick has worked in the construction, renovation and inspection industry since 1981. He has operated his own home improvement company and was a jobsite supervisor for an insurance restoration company.

In his role as a Building Inspector/Cost Estimator, Rick is responsible for comprehensive initial site inspections for housing rehabilitation programs to determine existing interior and exterior code violations and other housing rehabilitation needs; preparing work specifications and cost estimates, reviewing bids, and developing project specific scopes of work that maximize the use of public funds while always successfully conforming to all program rules and funding limits. In addition, Rick conducts lead risk assessments, lead inspections, and lead clearances testing.

Prior to construction, Rick meets with the homeowner and contractor to review the terms of their construction agreement and to witness the signing of program documents. Like all of our inspectors, during construction, Rick meets regularly with homeowners and contractors to inspect the construction work and for processing of contractor payments. Rick prides himself on his technical knowledge and his willingness to share his experience and expertise with others.

Joseph Fabrizi, Housing Inspector/Cost Estimator Mr. Fabrizi brings 40 years of diverse construction experience to CGP&H. He has earned many professional licenses throughout his career. Currently, he holds the following licenses issued by the state of New Jersey: Construction Official, Building Sub Code Official, Building Inspector HHS, Inspector of Hotels and Multiple Dwellings, Mechanical 1 & 2 Family, and is certified to teach all the aforementioned courses by the licensing department of New Jersey Department of Community Affairs.

Mr. Fabrizi's career started in 1970 when he took his first job as a carpenter's helper. By 1975, and for the next ten years, Joe was a self-employed contractor. In the early eighties, Joe became a member of Carpenters L. U. 31 Trenton, NJ. After his retirement from the carpenters union, he was employed as an inspector by the New Jersey Department of Community Affairs, Division of Housing and Community Resources. Joe has vast residential & commercial construction experience, as well as years of experience in his employment as an inspector with NJ DCA, and now with CGP&H.

During the evenings on Mondays and Wednesdays, for the last eighteen years, Joe can be found at Mercer County Technical School giving instructions to carpenter apprentices. He is licensed by The New Jersey Department of Education as a Teacher of Adult Education-Carpentry.

In his role as an Inspector/Cost Estimator, Joe is responsible for comprehensive initial site inspections for housing rehabilitation programs to determine existing interior and exterior code violations and other housing rehabilitation needs; preparing work specifications and cost estimates, reviewing bids, and developing project specific scopes of work that maximize the use of public funds while always successfully conforming to all program rules and funding limits. He meets with homeowners and contractors for signing of program documents, inspection of construction work and processing of contractor payments; and monitoring program requirements. We are very excited to have Joe as our newest, but highly valued and experienced member of our team.

Mary Alice Goss, Case Manager and Income Certification Officer, brings 12 years of supervisory experience with non-profits as well as a successful enterprise in international business to her role as Affordable Housing Case Manager. For the past fifteen years, she has been responsible for managing cases from application through construction in municipalities including but not limited to the City of Passaic, Maplewood Township, Hightstown Borough, Freehold Borough and Freehold Township. She has also performed statewide outreach efforts for both homeowners and contractors, and is expert in recertifying existing tenants. Ms. Goss is currently the main case manager for the Maplewood Affordable Housing Program.

Ximena Calle, Case Manager and Income Certification Officer, has more than ten years administrative experience in New Jersey as well as in her native Ecuador. She processes rehabilitation cases from waiting list status to loan closing for various municipalities, always maintaining compliance with internal written procedures as well as the project Policies and Procedures Manual and all other relevant regulatory guidelines. She also assists in the marketing of various housing programs to homeowners and contractors, handles telephone inquiries, processes subordination and payoff requests and provides verbal and written translation services to Spanish-speaking homeowners as needed.

Carol Brown, Case Manager and Income Certification Officer has more than 15 years of affordable housing experience throughout the state of New Jersey. At CGP&H, she is responsible for managing all aspects of housing rehabilitation cases including income certifications and preparing closing documents. Ms. Brown has managed several multifamily developments ranging in size from 75 to 1200 units. Her primary responsible as a Senior Property Manager was to oversee the daily operation of Affordable Housing Developments including lease-ups, initial income certifications and annual re-certifications. In her capacity of Regional Compliance Manager, Carol was responsible for the full file compliance of a 931 unit Low Income Housing Tax Credit/ Section 8 portfolio. In addition, she was also responsible for preparing these developments for monthly and annual inspections including audits by Federal, State, and Local agencies as well as owners and funding syndicators.

REFERENCES

Since 1993, CGP&H has provided expert affordable housing services throughout the state. Several of these projects are briefly described below and contact information for each is provided:

Mr. Victor DeLuca

Mayor

Maplewood Township

574 Maplewood Township

Maplewood, NJ 07040

Telephone: 973-762-8120

Services: Housing Rehabilitation Administration and Administrative Agent

Mr. Glenn F. Domenick

Director

Bloomfield Township

One Municipal Plaza

Bloomfield, NJ 07003

Telephone: 973-680-4192

Services: Housing Rehabilitation Administration

Mr. Ron Van Rensalier

Director of Community Development

City of Passaic

330 Passaic Street

Passaic, NJ 07055

Telephone: (973) 365-5552

Services: Housing Rehabilitation Administration and NSP Housing Administration

Mr. John Gural

Administrator

Palmyra Borough

20 West Broad Street

Palmyra, NJ 08065

Telephone: (856) 829-6100

Services: Housing Rehabilitation Administration, Grant and Planning Services

Ms. Denise Fritz

Municipal Housing Liaison

Township of Holmdel

4 Crawford Corners Road

Holmdel, NJ 07733

Telephone: 732-946-2820 x 1203

Services: Administrative Agent and Housing Rehabilitation Administration

FEE PROPOSAL

Service	Structure		Fee (one year contract period)
I. Housing Rehabilitation			
A. Administrative Services			
Continuation of all homeowner outreach and marketing activities; contractor outreach; pre-application processing; applicant pool follow ups; state and local reporting; updating of existing program manual and forms, preparation for and attending required meetings and other duties as assigned by Township.	Hourly, not to exceed basis.		\$6,500/year
Determination of Ineligible Applicants	Hourly, not to exceed basis.		\$575
B. Direct Programmatic Services			
New Cases: Comprehensive case management services as defined in the scope of services, including but not limited to Application Processing, Initial Inspections, Bid Specifications, Bidding, Loan Closings, Construction Inspections, Reporting, and Case Close Out Activities. This admin cost per unit is evenly distributed as flat fees among 3 major milestones of rehabilitation.* Note: at time of this proposal, Township anticipated 1 unit opening in 2015	certification of eligibility	\$1,833	\$ 5,500 (per unit)
	loan closing	\$1,833	
	construction completion and satisfactory final inspection	\$1,834	
One open case (2 units) currently in the preconstruction phase carried over from 2014 program year.	loan closing	\$1,833	\$1,833 (per unit) = \$3,666 for both units
	construction completion and satisfactory final inspection	\$1,834	\$1,834 (per unit) = \$3,668 for both units
Services related to any cases beyond eligibility determination that are terminated due to circumstances outside the control of CGP&H, including voluntary withdrawal by the homeowner, or homeowner's failure to follow other program or municipal rules. This includes services related to the program inspector's discovery during the initial property inspection of non-compliant occupancy or recently completed or ongoing home improvements without required municipal permits. The consultant will bill hourly for all work required to get the homeowner to rectify the situation and become municipally compliant before the case can continue in the program with the standard case processing procedures. Services provided under this category may also include re-verifying of income if the homeowner's time to rectify the situation causes the certificate of eligibility to expire. Anticipates a maximum of one case (based on current annual unit goal.)	Hourly, not to exceed basis.		Not to exceed \$1,000.
C. Direct Costs			
Reimbursement for direct costs for large scale printing jobs; postage; mailings; poster production; overnight deliveries, etc.	Itemized in Invoice Need not expected this year due to waiting list and only one current program opening.		0.00
Annual Administration Fee not to exceed **			\$20,909.00

D. Charges to be Paid by the Housing Rehabilitation Contractor to CGP&H		
In the event that a contractor requests a final inspection, and fails to meet the specifications of the Work Write-Up, the contractor will be charged \$350.00 to partially cover the cost of having to conduct a second inspection and preparing the accompanying inspection reports. Charges for each failed final inspections will be issued directly from the contractor to CGP&H, as specified in the Housing Rehabilitation Contractor's Agreement. CGP&H will notify the Township if this penalty is ever levied against a contractor.	Paid by contractor	\$350 per failed inspection
Unjustified Construction Delays that require CGP&H's additional follow-up with contractor	Paid by contractor	\$50 per week

*From our years of experience working with the MAHP and average construction costs, the case processing fee structure has been fine-tuned to be able to provide the Township with a more precise milestone fee rather than previous contract periods' fee partially based on construction cost.

**The annual administration fee is based on completing the two cases carried over from the 2014 program in the preconstruction phase and one current new opening for 2015. The program administration fee will be adjusted accordingly at the current case processing fee of \$5,500 for each additional unit the Township may approve for CGP&H to process in 2015 beyond the aforementioned two 2014 cases carried over and the one new current opening.

ADDITIONAL COSTS

1. On occasion, there are secondary or supplemental funding sources available to assist a unit get fully up to code in cases where the program's funding limits and the homeowner's ability to provide their own funding are insufficient. In order to avoid abandoning the case since it cannot be brought up to code with available funding, we can partner with other funding sources in some cases to make the project work. The Consultant can bill up to 3 hours for initial research to determine if partnering source is an option for the particular case and if so, then coordination of same with secondary funding source. If more than 3 hours is needed to fulfill the partnering of funds process, CGP&H will seek direct written authorization from the Township to bill for additional hours beyond the 3 hours to finalize the partnering of funds' full process to bring the unit up to code to obtain COAH credit for that unit.
2. While extremely rare, in the event that during or after the completion of a housing rehabilitation case there are contract disputes, warranty claims or other kinds of disputes causing the Township to request mediation or intervention by CGP&H, this work will only proceed upon written authorization from the Township and will be conducted at our regular hourly rates. When a homeowner or contractor contacts CGP&H directly, CGP&H can bill up to 2 additional hours to attempt to resolve it expediently, prior to seeking written authorization from the Township.

CGP&H, LLC
2015 FEE SCHEDULE

<u>TITLE</u>	<u>KEY PERSONNEL</u>	<u>HOURLY RATE</u>
Principal-in-Charge	Randall Gottesman	\$164
Vice Presidents	David Gerkens Megan York	\$164
Housing Production Manager	Corinne Markulin	\$164
Senior Planner	Patrice Loehle	\$159
Inspectors, Cost Estimators & Lead Risk Assessors	Richard Panizzi Joseph Fabrizi	\$145
Case Managers & Income Certification Officers	Mary Alice Goss Ximena Calle Carol Brown Katherine Moreno Nicholas Sciortino	\$107
Clerical	Frances Alford Ernestine Spence Rachel Swallowood Alyssa Marchesi	\$82