

TOWNSHIP OF MAPLEWOOD



RESOLUTION NO. 6-15

**RESOLUTION
APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC
TO ADMINISTER THE MAPLEWOOD HOUSING
REHABILITATION PROGRAM
AND
TO APPOINT THE ADMINISTRATIVE AGENT
FOR
AFFORDABLE HOUSING SERVICES FOR 2015**

WHEREAS, the Township of Maplewood ("Township") has a need to retain professional services in the area of Affordable Housing Administration; 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 19, 2014, indicating that it will administer the Maplewood Housing Rehabilitation Program and act as Administrative Agent for Affordable Housing matters 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), CGP&H, be and is hereby retained as Administrator for the Maplewood Housing Rehabilitation Program and as Agent for Affordable Housing matters for 2015, at a cost not to exceed \$17,500.00;
- (2) The firm of CGP&H is prohibited from making any contribution to a political or candidate committee during the term of its contract(s) with the Township;
- (3) The Business Administrator and the Township Clerk be and are hereby authorized to enter into contract(s) on behalf of the Township of Maplewood, in connection with these services;
- (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 6th day of January 2015

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

PROFESSIONAL SERVICES PROPOSAL

ADMINISTRATIVE AGENT FOR
AFFORDABLE HOUSING

MAPLEWOOD TOWNSHIP

SUBMITTED: DECEMBER 19, 2014



CGPH

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

CGP&H, LLC
101 Interchange Plaza, Suite 301
Cranbury, New Jersey 08512
(609) 664-2769 Ext. 12
info@cgph.net

PROFESSIONAL SERVICES PROPOSAL AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES

EXECUTIVE SUMMARY

The goal of creating and maintaining housing affordability in New Jersey is both laudable and demanding. For municipalities, it means a more inclusive and accepting environment for all residents -- a universal good. But it also means understanding a difficult process of compliance and obligations. Community Grants, Planning & Housing (CGP&H, LLC) was founded in 1993. Part of our mission has always been to make it easier for municipalities to navigate the state regulated affordable housing administrative agent processes and to provide expert housing rehabilitation administration and planning for affordable housing.

Toward that end, CGP&H's multi-disciplinary staff not only includes a complete team of highly experienced administrative agents, but our team also includes licensed professional planners, licensed housing inspectors, cost estimators and lead based paint inspectors and housing rehabilitation specialists who are retained by over thirty municipalities. In addition, every member of our 14 member CGP&H team has significant experience administering and monitoring affordable housing programs.

CGP&H is the largest, most experienced full-service affordable housing, administration and implementation team in New Jersey. Located in central New Jersey, CGP&H is situated to service communities throughout the state (see page 9 of this proposal). As Administrative Agents, we are currently responsible for more than 2,000 existing units of affordable housing in 30 municipalities. We are experts with all of the necessary affordable regulations in the areas of income qualifications, affordable rents or sales prices, regional marketing plans, and much more to comply with the State's latest Uniform Housing Affordability Controls. These monitoring efforts help to ensure that a municipality will earn and keep every new construction affordable housing credit to which it is entitled. In this capacity, CGP&H can assist the client with program set-up, creation and implementation.

We also provide high level administrative agent services by coordinating with the municipality's attorneys to help save units from losing their affordability controls due to foreclosure or other issues that arise. Our implementation plans are customized to include every allowable approach to affordable housing including some of the most difficult to implement projects -- from accessory apartments and market to affordable, to group homes and credits without controls. Our full service administrative and implementation capacity allows us to plan, develop programs, and then administer and oversee compliance, and we can be brought in to assist at any stage of the process.

Our staff is also a state-wide leader in funding and administering many local, county, state and federal housing programs. In fact, whether it is affordable housing planning, administrative agent services, grant writing, lead testing, or housing rehabilitation administrative services, more than two-thirds of the professional services we provide each year is concentrated in the area of affordable housing.

The state of New Jersey also recognizes the unique skill set and expertise of CGP&H's team. In 2006, our firm was selected to write a 90-page manual entitled, "*Understanding UHAC*" to more clearly explain the rules and regulations contained in the Uniform Housing Affordability Controls

(<http://www.state.nj.us/dca/affiliates/coah/resources/adminresources/2006uhacmanual.pdf>). The fact that our president co-authored that state-wide instructional manual means that you are in excellent hands with CGP&H, ensuring compliance with both UHAC and all other applicable state rules and regulations every step of the way.

Beginning in 2015, CGP&H will monitor and administer the Township's affordable housing inventory utilizing HomeKeeper, a powerful new database designed by industry experts to manage affordable housing programs. HomeKeeper will enhance our ability to track Maplewood's affordable housing units and applicants and create dynamic reports to analyze important trends such as the length of time affordable housing units are on the market.

We measure success by our clients' satisfaction, which is derived from our proven ability to build and strengthen communities. Our service history and project portfolio are stellar. Our team's experience and expertise is highly-valued. But most importantly, we are unwavering in our commitments and unyielding in our pursuit of improving each community in which we work.

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.

ADMINISTRATIVE AGENT SCOPE OF SERVICES

1. Implement the Affirmative Marketing Plan in accordance with N.J.A.C. 5:80-26.15 and the Township's Affirmative Marketing Plan;
 - a. Maintain a pool of families interested in purchasing or renting a deed restricted home.
 - b. Whenever affordable units become available in Maplewood, CGP&H will use the Affirmative Marketing Plan's random selection process and then select and contact an appropriate household from the applicant pool and will determine their interest in any available units for re-sale or re-rental. In addition, we affirmatively market affordable housing through our on-line website, www.affordablehomesnewjersey.com. Applicants are also able to easily apply on-line.
2. Determine the eligibility of families interested in renting or purchasing a restricted home:
 - a. For each applicant, obtain and evaluate sufficient documentation of gross income and assets, as per N.J.A.C. 5:80-26.16, upon which to base a determination of income eligibility for a low- or moderate-income unit;
 - b. Collect and evaluate documentation to verify any other selection or eligibility criteria established in the Township's Operating Manual (i.e., regional preference).
 - c. Usually within seven (7) days, but not more than twenty (20) days from submission of a complete application, provide written notifications to each applicant as to the determination of eligibility or non-eligibility.
3. Establish and Maintain Affordability Controls:
 - a. Furnish to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit (Ownership Units);
 - b. Create and maintain a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
 - c. Review and approve requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
 - d. Review and approve requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price.
 - e. Communicating with lenders regarding foreclosures;
 - f. Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10;
 - g. Notifying the municipality of an owner's intent to sell a restricted unit;

EXPERIENCE AND QUALIFICATIONS

CGP&H, LLC (CGP&H) specializes in affordable housing administrative agent services and housing rehabilitation administrative services, which are both under the affordable housing department at CGP&H that will be involved to meet the Township's affordable housing needs. We also have divisions that provide related services including affordable housing planning, and the application and packaging of financially feasible, affordable housing projects to help municipalities meet their obligations in a very cost effective manner. We are also known, state-wide as one of the premier grant writing and administration firms in the state, having secured and administered more than ¼ billion dollars over the last 20 years, primarily for our NJ municipal clients. Our involvement in affordable housing projects grows every year. As of the writing of this proposal, CGP&H serves as the Administrative Agent for over 2,000 affordable homes and rental units in over 30 municipalities. Currently, two-thirds of all the professional services that our firm provides are related to affordable housing. Some examples of the affordable housing work that our team has designed and implemented include:

- Administrative Agent Services in compliance with Uniform Housing Affordability Controls (UHAC);
- Expertise with Foreclosure and Enforcement Issues;
- Creating and managing Accessory Apartment Programs;
- Funding and then administering dozens of successful Housing Rehabilitation Programs;
- Creating and then implementing Market to Affordable Programs;
- Assisting municipalities in securing housing Credits Without Controls;
- Income Certification Programs;
- Affirmative Marketing Plans;
- Financial Packaging and Administration of Group Home Development Projects, Independent Living Projects and Inclusionary Developments, all with minimal cost/impact to their municipal hosts.

With sixteen staff members, and a company based in Cranbury, New Jersey, CGP&H has sufficient capacity to administer the Township's affordable housing initiatives. Four Case Managers, a Vice President of Affordable Housing, and the firm's President make up the primary Administrative Agent team at CGP&H. In addition to the President and Vice President, two additional licensed planners and three support staff in the Planning and Grants Division at CGP&H are also available as needed, along with two highly experienced affordable housing support staff. If the need ever arises, we also have licensed building inspectors and lead risk assessors on staff to be available to assist on a moment's notice. We are always prepared to meet, day or night with Maplewood's staff, and are available to attend Township meetings, whenever requested. Moreover, our Vice President works from Montclair two days a week, within even closer access, if needed to Maplewood Township's municipal building.

In addition to CGP&H's primary mission of serving municipalities, our grant writing team has also worked with New Jersey nonprofits to secure grant funds for hundreds of affordable housing units around the State. CGP&H's professionals are well-versed and knowledgeable of all of the major funding sources for affordable housing, including:

- Balanced Housing Program;

- Federal Home Loan Bank grant program;
- Low Income Housing Tax Credit program;
- State, County and Local HOME programs;
- County and Local CDBG programs;
- N.J. DCA Small Cities CDBG programs;
- HUD 202 and 811 Programs;
- N.J. DCA Neighborhood Revitalization Tax Credits;
- N.J. DCA Neighborhood Preservation Program;
- Neighborhood Stabilization Programs (NSP); and much more.

Our current client base consists primarily of municipalities. However, in our portfolio you will see that we also work for counties, regional authorities, affordable housing based nonprofit corporations, and even several 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. We have worked successfully in all types of communities from the most impoverished to the wealthiest, and from urban, suburban and rural communities on virtually every approach to affordable housing development. Each of these types of communities and projects are represented on our list of recent clients, as seen on the following page.

RECENT CLIENTS

- Abitare (Dewey Commercial) ²
- Allamuchy Township ²
- Alpine Borough ²
- AST Development 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}
- Homefront – TLC, Inc. ^{2, 4}
- Hopewell Township ^{2, 5}
- Howell Township ^{2, 5}
- Interfaith Neighbors ^{1, 4}
- Ironbound BID ¹
- Lebanon Borough ¹
- Lehigh County (PA) ^{3, 5}
- Little Falls Township ¹
- Livingston Township ^{2, 4}
- Mansfield Township ²
- Maplewood Township ^{2, 3, 4, 5}
- Middlesex County ^{2, 4}
- 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}
- Rockaway Township ^{2, 5}
- Robbinsville ²
- Roselle Township ⁵
- 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 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



SUMMARY OF RELATED PROJECTS

CGP&H provides Administrative Agent and Housing Rehabilitation Services for the following projects:

Current Client List	Description of Administrative Agent and Housing Rehabilitation Services	Client Since
Allamuchy Township	30 rental units	2006
Alpine Borough	8 rental units	2012
Bloomfield Township	Ongoing rehabilitation program; approximately 10 units per year	2004
Bound Brook Borough	Ongoing rehabilitation program; approximately 10 units per year	2008
Community Action Committee of Lehigh Valley	Rehabilitation program; 12 unit gut rehabilitation program.	2010
East Windsor	17 rental units; plus 21 unit rehabilitation program	2012
Edgewater Borough (Bergen)	10 rental units, 12 ownership units	2012
Franklin Township	54 rental units(Avalon at Somerset)	2012
Freehold Borough	Ongoing rehabilitation program; approximately 10 units per year	2005
Freehold Township	244 ownership units, 31 rental units	2006
Hawthorne Borough	Rehabilitation program; 5 unit rehabilitation program	2009
Highland Park Borough	Rehabilitation program for 72 units	2012
Hillsborough Township	15 age-restricted rentals; 19 unit housing rehabilitation program	2010
Holmdel Township	149 ownership units	2005
Hopewell Township	3 ownership units; and periodic rehabilitation assistance	2004
Howell Township	70 age-restricted ownership units, 62 rental units; housing rehabilitation program, approximately 7 units per year	2004
Lehigh County, PA	Ongoing rehabilitation program; approximately 5-8 units per year	2010
Livingston Township	33 age-restricted rentals, 32 rentals, 11 unit rehabilitation program	2012
Mansfield Township	96 ownership units	2001
Maplewood Township	Ongoing rehabilitation program, approximately 5 units per year	1995
Montgomery Township	79 ownership, 210 rental s, 60 age-restricted rental units	2006
Ocean Township	2 rental units, 11 unit housing rehabilitation program	2008
Palmyra Borough	Ongoing rehabilitation program, approximately 10 units per year	2002
Passaic City	Ongoing rehabilitation program; approximately 8 units per year	1994
Pittsgrove Township	Ongoing rehabilitation programs; approximately 8 units per year	2001
Ridgewood Village	Units pending	2012
Riverside Township	8 unit housing rehabilitation program	2012
Rockaway Borough	Multi-year 42 unit housing rehabilitation program	2012
Springfield Township	5 accessory apartments	2001
Stafford Township	45 age restricted ownership units, 75 ownership units	2003
Upper Freehold Township	5 accessory apartments	2004
Voorhees Township	23 rental units	2009
Wanaque Borough	10 age-restricted Sale units, 18 family sale units	1995
West Long Branch	27 rental units	2010
Willingboro Township	Acquisition, rehabilitation, and resale program for 12 units	2010
Wood-Ridge Township	42 rental units	2012

RESUMES OF KEY PERSONNEL

Randall Gottesman, P.P., President 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 2,000 affordable housing owner occupied and rental units in over a dozen 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.

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 twelve 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 a full -time professional and is available as needed to process cases for Maplewood Township.

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. Ms. Calle is a full time professional and is available as needed to process cases for Maplewood Township.

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 Services and Administrative Agent

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 for 150 ownership homes and Housing Rehabilitation Services

Mr. Glenn F. Domenick

Director

Bloomfield Township

One Municipal Plaza

Bloomfield, NJ 07003

Telephone: 973-680-4192

Services: Housing Rehabilitation Services

Mr. Ron Van Rensalier

Director of Community Development

City of Passaic

330 Passaic Street

Passaic, NJ 07055

Telephone: (973) 365-5552

Services: Housing Rehabilitation Services and NSP Housing Administration

Mr. John Gural

Administrator

Palmyra Borough

20 West Broad Street

Palmyra, NJ 08065

Telephone: (856) 829-6100

Services: Housing Rehabilitation Services, Grant and Planning Services

FEE PROPOSAL FOR ADMINISTRATIVE AGENT SERVICES

Fees to Township

CGP&H will provide professional administrative agent services as specified on pages three and four of this proposal, on an hourly basis according to the fee schedule on the following page, and for a fee not to exceed \$17,500. For another year, we will be maintaining our proposed 2015 hourly rates for our President and Vice Presidents at our 2011 level. Services will be billed to the Township monthly as hours are incurred. The above not to exceed fee includes up to five income eligibilities and three sale closings. CGP&H will also secure separate contracts with private developers as described below

Fees to New Developers of Rental Projects with Five or More Affordable Units

New rental projects require additional set-up and affirmative marketing requirements. CGP&H will charge the developers of new rental projects with five or more affordable units a monthly retainer of \$850 per month during the initial rent-up of the units. Project set-up will include preparing the deed restriction, pricing, project-specific affirmative marketing; distribution of pre-applications; maintaining project waiting list; processing pre-applications; and responding to inquiries from landlord, applicants, tenants and owners. This retainer will be collected during the initial rent-up of the units and there will be no charge after the initial lease-up.

In addition, CGP&H's contract with the developer will stipulate that the developer pay the income certification costs associated with the initial rent-up of the units. This service begins with a household being invited to submit a full application. CGP&H staff will work closely with the household to document their income and establish their eligibility according to State regulations. Eligibility determinations do not include credit or background checks. Those households that are certified as eligible are billed at a flat rate of \$575. Any households that are determined to be ineligible will be billed at a blended hourly rate of \$115 up to \$575.

Fees to New Developers of Rental Projects with Less Than Five Units

CGP&H's contract with the developer will stipulate that the developer pay the income certification costs associated with the initial rent-up of the units. This service begins with a household being invited to submit a full application. CGP&H staff will work closely with the household to document their income and establish their eligibility according to State regulations. Eligibility determinations do not include credit or background checks. Those households that are certified as eligible are billed at a flat rate of \$575. Any households that are determined to be ineligible will be billed at a blended hourly rate of \$115 up to \$575. All set-up costs for these smaller projects are included in our hourly fees to the Township.

Fees to New Developers of Ownership Projects with Five or More Units

Developers of new ownership projects larger than five units will be charged a not-to-exceed fee of \$9,600. This fee will include project set-up tasks including affirmative marketing; distribution of pre-applications; maintaining project waiting list; processing pre-applications; and responding to inquiries from owners, applicants.

In addition, CGP&H will charge a flat fee of \$450 per closing to prepare affordable housing related legal documents required for the sale of affordable units. CGP&H will not attend closings or assist buyers secure financing.

Fees to New Developers of Ownership Projects with Less Than Five Units

Developers of ownership projects smaller than five units will be charged 3.00% of sales price and there will be no additional charges. The fee is all-inclusive of the services required to sell an affordable unit, including: certifying a buying household(s) as eligible, sending potential purchasers to the unit, facilitating an agreement between buyer and seller, and preparing and filing closing documents.

Below is a summary of the proposed fees.

	Paid by Maplewood	Paid by Owner, Landlord, or Developer. None of the below fees are paid by Maplewood
Costs to Township	Hourly up to \$17,500. Includes up to 5 income eligibilities and 3 sales closings	
Rental Projects with 5 Units or More		\$850 per month during initial rent-up. \$575 per income certification (ineligibilities billed hourly at rate of \$115 up to \$575)
Rental Projects with less than 5 Units		\$575 per income certification (ineligibilities billed hourly at rate of \$115 up to \$575)
Ownership Projects with 5 Units or More		Not-to-exceed fee of \$9,600 and \$450 per case to prepare affordable housing closing documents
Ownership Projects with less than 5 Units		3.0 % paid by developer

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	Megan York David Gerkens	\$164
Supervisor	Corinne Markulin	\$159
Senior Planner	Patrice Loehle	\$159
Inspectors, Cost Estimators & Lead Risk Assessors	Richard Panizzi	\$145
Case Managers & Income Certification Officers	Mary Alice Goss Ximena Calle Katherine Moreno Nicholas Sciortino Carol Brown	\$107
Affordable Housing Administrative Assistants	Alyssa Marchesi Rachel Swallowood Ernestine Spence	\$82

TOWNSHIP OF MAPLEWOOD
DISCLOSURE STATEMENT
Pursuant To Township Ordinance No. 2339-06

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that CGP&H, LLC has not made and will not make any reportable contributions pursuant to Township Ordinance No. 2339-06 that would bar the award of this contract to any Township elected official, Township candidate, Township candidate committee, Township joint candidates committee or political party committee representing the elected officials of the Township of Maplewood.

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability ~~Company~~ **Company** Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Randall Gottesman	11 Inverness La., East Windsor, NJ 08520

Part III – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law

Name of Business Entity: CGP&H, LLC
 Signed: [Signature] Title: President
 Print Name: Randall Gottesman Date: 12/18/14

Subscribed and sworn before me this 18 day of December 2014
 My Commission expires: Katherine E. Moreno
[Signature] (Affiant)
Randall Gottesman, President
 (Print name & title of affiant) (Corporate Seal)

KATHERINE E / MORENO
 Commission # 2438678
 Notary Public, State of New Jersey
 My Commission Expires
September 23, 2018