TOWNSHIP OF MAPLEWOOD

RESOLUTION NO. 7-15

RESOLUTION
APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC
TO ADMINISTER THE MAPLEWOOD HOUSING
TO PROVIDE PROFESSIONAL PLANNING SERVICES
IN THE AREA OF AFFORDABLE HOUSING
TO THE TOWNSHIP OF MAPLEWOOD
FOR 2015

WHEREAS, the Township of Maplewood ("Township")has a need to retain a Professional Planner with regard to Affordable Housing; and

WHEREAS, Community Grants, Planning & Housing, LLC ("CGP&H") has experience in this area: and

WHEREAS, CGP&H has submitted a proposal to the Township dated December 19A], 2014, a copy of which is annexed hereto; and

WHEREAS, CGP&H has previously completed and submitted a Business Entity Disclosure Certification which certifies that CGP&H has not made any contribution to a political or candidate committee in the Township of Maplewood in the previous one (1) year; 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 provide planning services with regard to Affordable Housing for the year 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; and

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 these services; and

4) The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution; and

5) A copy of this resolution will be printed once in the News Record of Maplewood and South Orange and shall be retained on file with the office of the Township Clerk.

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

AFFORDABLE HOUSING PLANNER

MAPLEWOOD TOWNSHIP

SUBMITTED: DECEMBER 19, 2014

CGP&H
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 PLANNING SERVICES

EXECUTIVE SUMMARY

Community Grants, Planning, and Housing, (CGP&H) is a professional planning and full-service affordable housing, administration and implementation firm. Our staff is experienced in all areas of planning including, but not limited to, COAH planning, redevelopment planning, master planning, economic development planning, housing planning, community development planning, site plan review, ordinance review, and open space planning. Our staff members specialize in securing funding to help implement adopted plans. We also have a department whose focus is to implement housing plans via full-service administration of housing rehabilitation programs, development and implementation of accessory apartments, market-to-affordable programs, and more. We believe that this combination of planning, coupled with our extensive grants consulting and affordable housing implementation experience enables us to provide our municipal customers with a unique and comprehensive scope of services. These supporting capacities allow our planners to develop the most realistic and cost effective Fair Share Plans for our municipalities, as we know from firsthand experience which development options work and what each one costs the Township.

CGP&H's staff comprises a team of highly trained professional planners, grant experts, affordable housing administrators, and support staff. Beyond a core of planning and grants knowledge and experience, each staff member brings their own unique specialty or area of expertise to the company. During the company's nearly twenty years of experience in planning, administration, and fund raising, CGP&H staff has raised more than $250 million and completed more than 250 planning studies. As a professional planning firm, we prepare municipal Master Plans, Housing Elements and Fair Share Plans, Redevelopment Plans, Economic Development Plans, Community Development Plans, and Center Designation Reports. CGP&H is committed to providing our most experienced staff to this assignment, including our company President, Randall Gottesman, P.P. and our Vice President of Planning, Megan York, P.P., A.I.C.P., along with extensive administrative support staff, as needed. Since CGP&H also has a department that implements fair share plans (housing rehabilitation, market to affordable projects, accessory apartments, group home developments, financial packaging for affordable housing developments, and more), when requested, our planning steps can readily consist of a wide variety of creative recommendations and least cost strategies for meeting the Township's projected obligations and needs.

CGP&H closely monitors rapidly changing affordable housing rules and their impact on our clients' affordable housing obligations and plans. Randall Gottesman serves on the Affordable Housing Committee of the New Jersey Chapter of American Planning Association (APA) and is the President of the Affordable Housing Professionals of New Jersey (AHPNJ), both organizations are very active in the affordable housing policy discussions underway in New Jersey today.

Our current client base consists of approximately 50 municipalities, counties, affordable housing based nonprofit corporations, and for-profit organizations working on specific affordable housing projects. In 2006, the firm was hired by the NJ Council on Affordable Housing (COAH) to develop a procedures manual and workshops on the day-to-day administration of affordable housing units, in compliance with its Uniform Housing Affordability Controls (UHAC), which our staff is also expert in. Our firm was chosen for this important assignment due primarily to our unique combination of experience in affordable housing planning,

affordable housing project administration, and project implementation. Six years later, our document is still being used throughout the state as a reference document, and CGP&H is very proud to have been selected to be a part of that project.

SCOPE OF SERVICES

Specifically, CGP&H will provide affordable housing planning services to Maplewood Township on an as needed basis. Planning services will include reviewing any new affordable housing regulations to determine the impact on Maplewood's certified Round Three and affordable housing obligation. CGP&H will also provide planning assistance regarding projects identified in the certified plan. In addition, we will assist in the evaluation of new affordable housing opportunities that may arise. We are always available at the request of the Township or its affordable housing attorney for in person or telephone conference calls with the Township's affordable housing team.

EXPERIENCE AND QUALIFICATIONS

Community Grants, Planning & Housing (CGP&H, LLC) is a New Jersey based company, specializing in affordable housing planning, Council on Affordable Housing (COAH) compliance, and the procurement of State and Federal grants for our clients. Our involvement in affordable housing projects grows every year. Currently, more than two-thirds of all professional services that our 14-person firm provides are related to affordable housing in New Jersey. Our firm understands the importance of creating sound and realistic plans, and our staff—with their extensive experience and knowledge—will provide cost effective and implementable affordable housing planning assistance to Maplewood.

CGP&H is the largest, most experienced full-service COAH planning and implementation team in New Jersey. Since the creation of the Fair Housing Act and COAH, our professional planners have been helping communities prepare sound Housing Elements and Fair Share Plans that are realistic and achievable. We are proud that our staff of professional planners and housing experts has not only successfully designed but also implemented and administered affordable housing programs that have kept our clients clear of any developer lawsuits. Some of the COAH related work that our staff has designed includes:

- Housing Element and Fair Share Plans;
- Market to Affordable Programs;
- Credits Without Controls;
- Accessory Apartment Programs;
- COAH Housing Rehabilitation Programs;
- Affirmative Marketing Plans;
- Income Certification Programs;
- Development Fee Ordinances;
- Payment-In-Lieu Ordinances; and
- Incorporating COAH Compliance into Redevelopment Projects.

In order to provide the best affordable housing planning services, CGP&H closely monitors the affordable housing debate in the legislature as well as affordable housing court decisions. Mr. Gottesman has provided testimony to the State legislature on pending affordable housing legislation, met with Governor's Christie's

Affordable Housing Task Force, and continues his volunteer work with the APA and AHPNJ to stay on top of these critical matters, providing input and support whenever applicable.

CGP&H has worked with many of our clients to secure grant funds for many hundreds of affordable housing units around the State. Our staff is well versed, knowledgeable of and experienced in working with all of the major funding sources for affordable housing, including:

- Balanced Housing Program;
- Federal Home Loan Bank Grant Program;
- Neighborhood Stabilization Program;
- Low Income Housing Tax Credit Program;
- State, County and Local HOME Program;
- Community Development Block Grant (CDBG) Programs;
- NJ DCA Small Cities CDBG Program;
- HUD 202 and 811 Programs;
- NJ DCA Neighborhood Revitalization Tax Credits;
- NJ DCA Neighborhood Preservation Program;
- HMFA Market Oriented Neighborhood Initiative (MONI) Program.

Our implementation plans are customized to include, when appropriate, every allowable approach to COAH compliance including some of the most difficult to implement projects – from accessory apartments to group homes to credits without controls. Members of our team have created dozens of unique and creative affordable housing policies and procedures documents for our clients. Each manual that we create reflects the specific policies and procedures desired by our clients, with terms and processes that support their objectives. As a planning company that is also deeply involved with implementation of these housing plans, we are uniquely qualified to successfully meet Maplewood Township's affordable housing planning objectives.

CLIENTS SINCE 2004

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 Station[2]
Avalon at West Long Branch [2]
Baker Properties [2]
Belvidere Township [1]
Bernardsville Township[5]
Beverly City[5]
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 Development[2]
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

RESUMES OF KEY PERSONNEL

Randall Gottesman, President of CGP&H is recognized throughout the state for his professional accomplishments. During his 33-year career, he has been involved in the development of an award-wining housing project, the securing of more than $250 million in funding, and the writing and implementation of more than 200 professional planning documents. Prior to forming the predecessor to CGP&H in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning and grant operations.

In order to help practitioners better understand the State's complicated affordable housing 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. Since 2009, Mr. Gottesman has worked extensively on a multijurisdictional affordable housing planning study for the New Jersey Meadowlands Commission. This plan will include a series of affordable housing planning recommendations that helps constituent municipalities within the Meadowlands meet their affordable housing obligations.

Mr. Gottesman has long recognized the relationship between planning and grants. His professional planning documents are a testimony to that relationship. Mr. Gottesman's trademark is including a very practical "how to" section or "action plan" component in each of his planning documents. This helps clients quickly identify the methods, including financial, to meet the plan's objectives. While recognizing that funding should not guide or influence sound planning recommendations, Mr. Gottesman 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, with a concentration in economic development and regional planning. Since that time, Mr. Gottesman has prepared master plan updates, housing plan elements, fair share plans, transportation analyses, feasibility studies, economic development plan elements, overall economic development plans, redevelopment plans and strategic plans for dozens of New Jersey communities.

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

Mr. Gottesman has served on the Washington State Bank Community Reinvestment Advisory Board. Mr. Gottesman is a member of the American Planning Association, its New Jersey Chapter, the National Low Income Housing Coalition, New Jersey Planning Officials, and the Housing and Community Development Network of New Jersey. He is also an active committee member of NJAPA's affordable housing committee. In addition, Mr. Gottesman is currently serving in a volunteer position as President of the Affordable Housing Professionals of New Jersey (AHPNJ), a New Jersey based non-profit organization dedicated to improving, statewide, the education, ethics, and efficiencies of New Jersey's affordable housing professionals. Mr. Gottesman is regularly asked to speak at seminars and conferences concerning a variety of urban issues, and has been nominated for several years to appear on various "Who's who" lists. Mr. Gottesman completed three terms on the East Windsor Regional School District, having served two terms as its president.

Megan York, P.P., A.I.C.P., Vice President of Planning for CGP&H has more than 14 years experience in community planning, affordable housing, grant writing, and Community Development Block Grant (CDBG) management.

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

Ms. York's affordable housing expertise includes extensive New Jersey Council on Affordable Housing (COAH) work as well as non-profit housing management. She has prepared housing elements and fair share plans for client municipalities and has extensive experience navigating rules and regulations relating to COAH. Ms. York is currently working on a regional planning study for the New Jersey Meadowlands Commission. Ms. York currently supervises over 2,000 affordable housing owner occupied and rental units in over thirty locations throughout the state. She also has extensive experience with non-profit housing management and implementation of municipally sponsored Affordable Housing programs.

Ms. York has managed all aspects of several Housing and Urban Development (HUD) special needs rental assistance programs including planning, grant writing, budgeting, and contract reporting. Ms. York takes great interest in assisting municipalities and non-profits secure grants to implement programs and projects that improve their communities. Her impressive background in community and neighborhood planning has enabled her to craft successful grant applications for planning grants, infrastructure improvements, public safety initiatives, and education-related grants.

Ms. York received her Master's Degree in Urban Geography from the University of Tennessee and her Bachelor's Degree in Geography and History from Macalester College. She is a licensed New Jersey Professional Planner and a certified planner with the American Institute of Certified Planners. Her professional memberships include the American Planning Association and its New Jersey Chapter and the Affordable Housing Professionals of New Jersey.

David Gerkens, P.P., A.I.C.P., Vice President of Grants for CGP&H, has been involved in land use planning activities for more than 16 years in the states of New Jersey and Maine. During Mr. Gerkens' career, he has been involved in hundreds of site plan reviews, coordinated downtown revitalization activities, designed passive recreational facilities, secured more than $20 million in funding, and has written and implemented numerous professional planning documents. Prior to his position with CGP&H in 2000, he was with a southern New Jersey engineering firm where he was responsible for all planning and grant operations.

Mr. Gerkens received his Bachelors Degree in Environmental Science in 1991. As a New Jersey-licensed and nationally-certified professional planner, he has also provided expert testimony on planning and zoning cases throughout the state. Mr. Gerkens has served the Planning Boards of Palmyra Borough, Lakewood Township, Bordentown Township, West Deptford Township, Deptford Township, Elk Township, and Waterford Township in various professional capacities.

Mr. Gerkens has experience in site plan review, preparing Master Plan reexaminations and updates, Fair Share Plans, Open Space and Recreation Plans, ordinance revisions and Unified Development Ordinance preparation, and redevelopment planning.

Mr. Gerkens is a member of the American Planning Association and its New Jersey Chapter. He has lead seminars and workshops at the national, state, and local levels on a variety of conservation-related issues. Mr. Gerkens has also served on the boards of one statewide and two local conservation organizations.

Patrice Loehle, P.P., Senior Planner/Grant Administrator She has over 26 years experience in grant writing and planning with expertise in grant research, procurement and administration and municipal land use and community development planning. At CGPH she assists municipal clients with administration of various grant programs including Small Cities Community Development Block Grant (CDBG) and Neighborhood Stabilization (NSP). She also prepares and submits grant applications on their behalf to federal, state and county agencies.

In her previous position she served as Assistant to the Grants Coordinator for Franklin Township, Somerset County, NJ. Pat was responsible for the administration of the Township's Community Development Block Grant Entitlement program. Her accomplishments included bringing the program into compliance with all United States Department of Housing and Urban Development (HUD) mandated requirements for timeliness and reporting. She was responsible for overseeing financial management and recordkeeping and providing technical assistance to non-profit sub-grantees with program implementation. She also prepared and submitted grant applications for the Township to various state and federal agencies.

She began her planning career in New Jersey as an Assistant Planner with the Monmouth County Planning Board focusing on transportation and land use planning. She then served as Planning/Zoning Administrator for Washington Township, Mercer County, NJ.

Ms. Loehle received her Bachelor's degree in Geography from Pennsylvania State University-University Park and her Master's degree in Urban and Regional Planning from University of Wisconsin-Madison.

She is a New Jersey licensed Professional Planner and is a member of the American Planning Association and its New Jersey Chapter.

Ms. Loehle is a resident of Pennington, NJ and serves as a volunteer and fundraiser for numerous non-profit agencies in Mercer County.

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. John Gural
Mayor
Palmyra Borough
20 West Broad Street
Palmyra, NJ 08065
Telephone: (856) 829-6100
Services: Housing Rehabilitation Services, Grant and Planning Services

Ms. Meghan Jack
Administrator
Riverside Township
PO Box 188
Riverside, NJ 08075
Telephone: (856) 461-0284
Services: Housing Rehabilitation Services, Grant and Planning Services

Sharon Weiner, Esq.
Municipal Attorney for Livingston Township
Murphy McKeon
51 Route 23 South, PO Box 70
Riverdale, NJ 07457
Telephone: (973) 835-0100
Services: Housing Rehabilitation Services, Affordable Housing Planning Services, and Administrative Agent Services

FEE PROPOSAL

CGP&H will provide professional affordable housing planning assistance on an hourly basis according to the fee schedule on the following page 10, for a fee not to exceed $17,500. For 2015, we will continue to maintain our hourly rates for the President, Vice Presidents, and Senior Planner positions at our 2011 level. Services will be billed to the Township monthly as hours are incurred.

CGP&H, LLC
2015 FEE SCHEDULE

TITLE	KEY PERSONNEL	HOURLY RATE
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 Carol Brown Nick Sciortino	$104
Affordable Housing Administrative Assistants	Alyssa Marchesi Ernestine Spence Rachel Swallwood	$81

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

[X] 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: [signature] [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