

Exhibit “A”

**CONTRACT BETWEEN
THE TOWNSHIP OF WEST ORANGE AND CGP&H, LLC FOR
ADMINISTRATIVE AGENT SERVICES FOR AFFORDABLE HOUSING**

THIS AGREEMENT, made this ____ day of December 2020 by and between:

TOWNSHIP OF WEST ORANGE, a municipal corporation of the State of New Jersey, having its principal offices at 66 Main Street, West Orange, New Jersey, hereinafter referred to as “Township;” and

CGP&H, LLC a limited liability company of the State of New Jersey having its principal offices at 1249 South River Road, Suite 301, Cranbury, New Jersey 08512, hereinafter referred to as “Contractor”.

W I T N E S S E T H:

WHEREAS, the Township administers an affordable housing program for qualified households based on income eligibility consistent with the regulations promulgated by the Council on Affordable Housing and the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1, et. seq. and N.J.A.C. 5:97, et. seq.; and

WHEREAS, the Township currently has existing low- and moderate- income age-restricted and family units as well as existing group home bedrooms for which the Township already has Administrative Agents in place; and

WHEREAS, the Township is in the process of adopting and enacting a Housing Element and Fair Share Affordable Housing Plan which includes the proposed addition of 231 new, affordable family rental units between 2021 and 2025 to be included in inclusionary development; and

WHEREAS, the Township requires the services of a professional and experienced affordable housing consulting firm to function as the Township's Administrative Agent pursuant to N.J.A.C. 5:80-26.14; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3(b), on October 6, 2020 the Township Council adopted Resolution #185-20 authorizing the use of competitive contracting for the award of a Contract for Administrative Agent Services for Affordable Housing (the "Contract"); and

WHEREAS, on October 10, 2020, the Township advertised a Request for Proposal (the "RFP") for the Contract with a base term of one year with an option to extend the Contract for an additional one-year term with a deadline for submission of proposals for Friday, October 30, 2020; and

WHEREAS, on October 30, 2020, the Township received four (4) proposals in response to the RFP, including a proposal from the Contractor; and

WHEREAS, the Township established an evaluation committee (the "Committee") to review, evaluate, and score the proposal submitted in response to the Township's RFP; and

WHEREAS, the Committee issued a report disclosing their scoring the proposals submitted in response to the Township's RFP with a recommendation to award the Contract to the Contractor.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants hereinafter stated, the parties do hereby agree as follows:

1. The Commencement Date of this Contract shall be January 1, 2021. The contract term shall run for one (1) year from the commencement date of this Contract, until December 31, 2021 ("Base Term"). The Township shall have the right to extend this

Agreement for an additional one (1) year term (the “Extension”) following the expiration of the Base Term.

2. Contractor agrees that the following legal authorities shall govern all aspect of the performance of the Contract, including: (i) the regulations promulgated by the New Jersey Council on Affordable Housing; (ii) the Uniform Housing Affordability Controls; and (iii) the terms of the Township’s Settlement Agreements in the Township’s affordable housing declaratory judgment action captioned, In the Matter of the Township of West Orange, County of Essex, Docket No. ESX-L-4697-15 (the “Settlement Agreements”).
3. Contractor shall provide the services set forth in the Township’s RFP, annexed hereto as Exhibit “**A**,” including the sections captioned “Scope of Services” and “Meeting/Communications.”
4. Contractor shall also provide the services set forth in the Contractor’s Proposal dated October 30, 2020, (“Contractor’s Proposal”), annexed hereto as Exhibit “**B**,” under the fee structure set forth in Section 6 of the Contractor’s Proposal captioned “Detailed Cost Proposal” including the not to exceed amount set forth therein.
5. To the extent of any inconsistency between the Contractor’s Proposal and this Contract, this Contract controls in all respects. To the extent of any inconsistency between the Contractor’s Proposal and the RFP, the RFP shall govern as to that inconsistency over the Contractor’s Proposal.
6. Contractor hereby indemnifies the Township and saves it harmless, including Township employees, representatives, agents and servants, from and against any and all losses, claims, liabilities and expenses including legal fees and costs which may

arise or be claimed against the Township, its agents, representatives, servants or employees in connection Contractor's actions under this Agreement that are in violation of the regulations promulgated by the New Jersey Council on Affordable Housing, the Uniform Housing Affordability Controls, the Settlement Agreements, the RFP or this Agreement. Township agrees that all funds due Contractor for properly providing the services described in this Agreement will be provided to Contractor in a reasonable and timely manner.

7. Any notices required hereunder to the Township shall be hand delivered or mailed by certified first-class postage prepaid return receipt requested to the Municipal Clerk, Township of West Orange, 66 Main Street, West Orange, New Jersey 07052, or other such address as the Township may designate in writing to Contractor, with a copy to Richard D. Trenk, Esq., McManimon, Scotland, and Baumann, LLC, 75 Livingston Avenue, Suite 200, Roseland, New Jersey 07068. Any notice required hereunder to Contractor shall be hand delivered or mailed by certified first-class postage prepaid return receipt requested to Randall Gottesman, CGP&H, LLC., 1249 South River Road, Suite 301, Cranbury, NJ 08512, with copy to N/A
_____ or other such address as Contractor may designate in writing to the Township.
8. This Contract shall be construed in accordance with the laws of the State of New Jersey without regard to conflict of law principles. The Parties consent to the personal and subject matter jurisdiction of the Superior Court of New Jersey, Essex County for resolution of any and all claims arising out of or in connection with this Contract. The Parties waive any right to a jury as to any and all issues.

IN WITNESS WHEREOF, the Township and the Contractor have executed this Contract
as of the date first written above.

ATTEST:

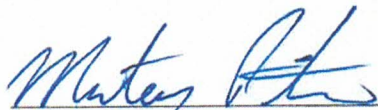
TOWNSHIP OF WEST ORANGE

KAREN CARNEVALE,
MUNICIPAL CLERK

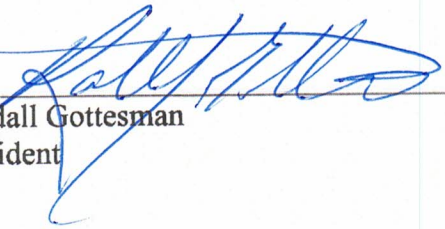
BY: _____
ROBERT D. PARISI,
MAYOR

ATTEST:

CGP&H, LLC



Mateusz Pitrus
Business Operations Associate

BY: 

Randall Gottesman
President

Exhibit “A”

**TOWNSHIP OF WEST ORANGE, NEW JERSEY
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASING
66 MAIN STREET
WEST ORANGE, NEW JERSEY 07052**

REQUEST FOR PROPOSALS

**ADMINISTRATIVE AGENT SERVICES
FOR AFFORDABLE HOUSING**

**PROPOSALS DUE DATE:
Friday October 30, 2020**

Public Notice

NOTICE IS HEREBY GIVEN that the Township of West Orange, West Orange, New Jersey is soliciting proposals through the Competitive Contracting process in accordance with N.J.S.A 40A11:11-4.1 et seq., and is seeking qualified firms/individuals for: ADMINISTRATIVE AGENT SERVICES FOR AFFORDABLE HOUSING. The proposal package can be obtained on the Township's website www.westorange.org or by email request to adesantis@westorange.org. Proposal submission date is Friday October 30, 2020 at 11:00 AM. Proposals received after this date and time will not be accepted. Delivery address is: Township of West Orange, 66 Main Street, West Orange, New Jersey 07052 Attn: Purchasing Division Room 111. Currently the Municipal Building is closed to the public and sealed proposals will be opened and read outside underneath the West Orange Public Library, located 46 Mt. Pleasant Ave. directly behind the Municipal Building. Envelopes should be clearly marked on the outside with contract name and the name and address of submitter.

Bidders are required to comply with the contract compliance, Equal Employment Opportunities in Public Contracts N.J.S.A. 10:5-31 et seq. and have a current New Jersey Business Registration Certificate P.L. 2004, N.J.S.A. 52:25-24.2.

Anne DeSantis
Purchasing Agent, RPPO, QPA

GENERAL INFORMATION

The firm selected must comply with all local, state and federal laws, rules and regulations applicable to this engagement and to the services to be performed hereunder.

The Township of West Orange reserves the right to cancel any contract entered into upon thirty (30) days written notice.

Each submission must be originals and shall be provided on the Standardized Submission Forms as supplied in the RFP package and signed by the professional services entity or principal thereof and shall contain the name, address and telephone number of the professional services entity. Each signatory to the submission must initial all erasures or corrections.

Each submission shall be contained in a **sealed envelope** addressed to: Purchasing Division, Township of West Orange, 66 Main Street, West Orange, NJ 07052. Said envelope shall specify the service for which the submission is provided. The submission is to be clearly marked, **"Sealed Submission Enclosed"** and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the notice. Submissions received after the time and place herein named shall not be considered. The Township will be opening proposals outside beneath Library which is directly across from the back of the Municipal Building.

The Township will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location. Please give standard mail or delivery services enough time to reach us by its due date and time.

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

Under no circumstances will the Township accept these documents through facsimile machines or email. Documents must have original signatures.

The Township of West Orange reserves the right to reject any or all submissions in whole or in part if not in compliance with the submission requirements.

The Township expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the Township's judgment serves its best interests.

The firm selected must comply with all local, state and federal laws, rules and regulations applicable to this engagement and to the services to be performed hereunder.

The Firm will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the Township.

By submitting a bid, the Firm is ensuring that there have been no judgments, claims or suits against them within the last three (3) years in which the Firm has been adjudicated liable for professional malpractice.

In addition to the information required as described, a respondent may submit supplemental information that it feels may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Term of successful vendor will be one year from date of award, with an additional one year extension when approved by Council through resolution.

PURPOSE

The Township of West Orange is soliciting proposals for the provision of services for the Administration of Affordable Housing Units in compliance with the Council on Affordable Housing regulations and the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 et seq) and N.J.A.C.5:97 et seq.

BACKGROUND

The Township of West Orange administers an affordable housing program for qualified applicants based on income eligibility. Currently, West Orange has existing low- and moderate-income age -restricted and family units as well as existing group home bedrooms. All of the existing affordable units have Administrative Agents in place. The Township expects to add 231 new, affordable family rental units between 2021 and 2025. All the affordable units will be included in inclusionary developments.

SCOPE OF SERVICES

The Township seeks the services of a professional and experienced affordable housing consulting firm to function as West Orange's Administrative Agent (N.J.A.C. 5:80-26.14). .

The responsibilities shall include but not be limited to:

- Implement the Township's Affirmative Marketing Plan in accordance with N.J.A.C. 5:80-26.15.
- Certify all applicants of affordable housing according to COAH and UHAC guidelines.

- Establish and maintain affordability controls and enforcement powers, in compliance with U.H.A.C. regulations, set forth in N.J.A.C. 5:80-26.1 et seq.
- Prepare and/or update an Operating Manual for the Administration of Affordable Housing and Controls for submission to the Court and the Township, in accordance with N.J.A.C. 5:80-26.1 et seq.
- Provide annual and monthly reports to designated authority as required.
- Conducting an outreach process to insure affirmative marketing of affordable housing units in accordance with the provisions of N.J.A.C. 5:80-26.15.
- *Soliciting, scheduling, conducting and following up on interviews with interested households.*
- *Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low-or moderate-income unit.*
- *Providing written notification to each applicant as to the determination of eligibility or non-eligibility.*
- *Creating and maintaining a referral list of eligible applicant households living in the COAH region and eligible applicant households with members working in the COAH region where the units are located.*
- *Employing a random selection process when referring households for certification to affordable units.*
- *Furnishing to attorneys, closing agents, or municipal housing liaison forms of deed restrictions for recording.*
- *Creating and maintaining a file on each restricted unit for its control period, including a copy of the recorded deed with restrictions, as appropriate.*
- *Instituting and maintaining an effective means of communicating information to low and moderate income households regarding the availability of restricted units for re-rentals.*

Providing annual reports as required.

- *The administrative agent will create and publish in plain English, and in such other languages as may be appropriate to serving its client base, a written operating manual, as approved by the Court, setting forth procedures for administering such affordability controls, including procedures for long-term control of restricted units. The administrative agent has the authority to take all*

actions necessary and appropriate to carrying out its responsibilities hereunder. The operating manual will have a separate and distinct chapter or section setting forth the process for identifying applicant households seeking certification to restricted units, for reviewing applicant household eligibility, and for certifying applicant households in accordance with the household certification and referral requirements set forth in N.J.A.C. 5:80-26.16.

- Such process will require that an applicant household to be notified in writing of the results of its application for certification within 20 days of the administrative agent's determination.
- At the discretion of the administrative agent, such process may include either or both an outreach requirement and a face-to-face applicant interview process.
- The administrative agent will establish and maintain a ready database of applicant households as a referral source for certifications to restricted units. The administrative agent will also establish written procedures to ensure that selection among applicant households be via the database, and in accordance with a uniformly applied random selection process and all applicable State and Federal laws relating to the confidentiality of applicant records.
- Upon request, the successful vendor will administer trust fund monitoring, midpoint review, CTM entry, group home credit worthiness, affordability assistance programs and extending controls.

MEETINGS/COMMUNICATIONS

Throughout the term of the contract, vendor shall be responsible to attend up to seven (7) meetings for a maximum of two hours each. These meetings shall be held during work hours Monday through Friday, 8:30 am – 4:30 pm. No additional compensation shall be given for these meetings. Unlimited electronic (phone/email) communications shall be included for no additional charge.

QUALIFICATIONS/ EXPERIENCE

Successful firm/individual must have completed administrative training as mandated in the UHAC regulations.

REFERENCES

List of at least five references within the last five years, with contact information, for these services. Include the following in your response:

- Name of contracting company or government agency
- Contact person's name, position, and current telephone number
- Dates, cost and scope of service

SUBMISSION REQUIREMENTS

In addition to the forms as required on the “Bid Document Checklist” and any other information requested elsewhere in this RFP, the Respondent shall, as part of its Proposal, provide the following information:

1. Name of Firm.
2. Location of main office and any branches.
3. Year firm was established.
4. Description of ability to provide services and ability to provide them in a timely fashion (including staffing, familiarity and location of key staff).
5. Names and roles of the individuals who will perform the services. Submit their resumes and a description of their education and experience with the services contained herein including their education, degrees and certifications.
6. Detailed cost proposal (see Basis of Payment/Fee Proposal below).
7. List of at least five references as requested above.

The Respondent may also submit any other information deemed relevant to this RFP.

BASIS OF PAYMENT/FEE PROPOSAL

On the attached proposal sheet, set forth the amount per unit that the submitter will charge to provide all of the above services as indicated in this request for proposal.

The price per unit shall include payment for and the performance of all labor and services necessary for proper completion of the work outlined in this request for proposal. No additional fees of any kind shall be charged.

The consultant shall also provide the hourly rate (valid for the term of the contract) of all individuals that may work on this project should we need additional work outside the scope of the project.

EVALUATION OF PROPOSALS

The Township's objective is soliciting Proposals and awarding a contract through the competitive contracting method, as prescribed by the New Jersey Local Public Contracts Law. The evaluation process is based on the most advantageous proposal using cost, management and technology as rating factors.

The Township will consider the following as criteria for awarding the contract for this RFP:

1. Qualifications including experience and reputation in the field.
2. Experience working on projects of similar type and scale.
3. Knowledge of the subject matter addressed under the contract.
4. Availability to accommodate the required meetings of the Township
5. Existing knowledge of the subject matter to be addressed under the contract.
6. Compensation proposal.
7. History and experience of firm in performing this type of work.
8. The qualifications and experience of the proposed staff.
9. Past performance.
10. Availability to proceed and complete services in accordance with the completion time.

**TOWNSHIP OF WEST ORANGE
BID DOCUMENT CHECKLIST
AFFORDABLE HOUSING
ADMINISTRATIVE AGENT SERVICES**

COMPANY NAME _____

In addition to any submittals required as indicated in this request for proposals, the following items marked with (X), as indicated below, MUST be included with your sealed submission. Please initial each item included and submit this form with the sealed submission

	Required	Initials
Proposal/Schedule of Prices	<u>X</u>	_____
Stockholder Disclosure Certification Form	<u>X</u>	_____
Insurance Requirements and Acknowledgement Form	<u>X</u>	_____
Affirmative Action Acknowledgement Form	<u>X</u>	_____
Iranian Disclosure Certificate	<u>X</u>	_____
Acknowledgement of Addenda	<u>X</u>	_____
Business Registration Certificate	<u>X</u>	_____

Reminder:

Each submission shall be contained in a **sealed envelope** addressed to Township of West Orange Purchasing Division, 66 Main Street, West Orange, NJ 07052. Said envelope shall specify the professional service for which the submission is provided. The submission is to be clearly marked, **“Sealed Submission Enclosed”** and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the notice. Submissions received after the time herein named or in unsealed envelopes shall not be considered.

**TOWNSHIP OF WEST ORANGE
66 MAIN STREET
WEST ORANGE, NJ 07052**

**PROPOSAL
(SCHEDULE OF PRICES)**

**AFFORDABLE HOUSING
ADMINISTRATIVE AGENT SERVICES**

Proposals shall be submitted to the Division of Purchasing, 66 Main Street, West Orange, NJ 07052 no later than:

DATE: Friday, October 30, 2020

TIME: 11:00 AM

ITEM	DESCRIPTION	AMOUNT
1	Price per rental per unit	
2	Price per re-rental per unit	
3	Hourly rate for work outside scope of RFP	

ARE THERE ANY EXCEPTIONS TO THIS REQUEST FOR PROPOSALS? YES NO

IF YES, PLEASE SUBMIT A LETTER EXPLAINING FULLY WHAT EXCEPTIONS YOU ARE TAKING TO THIS RFP.

COMPANY: _____

YEAR FIRM WAS ESTABLISHED _____

SIGNATURE: _____

TYPED NAME AND TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NO.: _____ FAX NO. _____

E-MAIL _____

FEDERAL TAX ID # _____

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

- ☐ I certify that the list below contains the names and home addresses of all Stockholders, Partners, or Sole Proprietor holding 10% or more of the issued and outstanding stock of the undersigned.*

OR

- ☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

*** IMPORTANT NOTICE TO BIDDERS SEE NEXT PAGE**

Check the box that represents the type of business organization:

- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Limited Partnership ☐ Limited Liability Corp. ☐ Limited Liability Partnership ☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.
Stockholders, Partners, or Sole Proprietor:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2 ____.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	

[CONTINUED ON NEXT PAGE]

STOCKHOLDER CERTIFICATION IMPORTANT NOTICE TO BIDDERS

IT IS STRONGLY SUGGESTED THAT BIDDERS READ THE LANGUAGE BELOW CAREFULLY SINCE FAILURE TO SUBMIT SAID CERTIFICATION OR FAILURE TO PROPERLY COMPLETE SAID CERTIFICATION SHALL RESULT IN REJECTION OF YOUR BID.

52:25-24.2. Bidders to supply public agencies; statement of ownership of 10% interest in corporation or partnership

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Proof of Insurance Coverage – The Contractor Shall provide the Township of West Orange at the time the contracts are returned for execution, Certificates of Insurance and/or policies acceptable to the municipalities.

Continuation of Coverage – If any of the above coverage's expires during the term of the contract, the contract shall deliver renewal certificates and/or policies to the municipality at least ten (10) days prior to the expiration date.

Deductibles – The Contractor shall be solely responsible for payment of any deductibles.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

EXHIBIT "A"

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27 et seq. GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

BUSINESS REGISTRATION CERTIFICATE

New Jersey business organizations and foreign business organizations doing business in the State of New Jersey are required to obtain a Business Registration Certificate from the State of New Jersey Department of Treasury, Division of Revenue prior to conducting business in the State of New Jersey. "Business organization" means an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof.

A recently enacted bill: P.L. 2009, c.315 (A-557/S2366) reforms the Business Registration Certificate requirements. Please refer to the above bill as well as N.J.S.A. 52:32-44 to abide by all requirements concerning the business registration rules and regulations.

A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of West Orange (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal: Must check appropriate boxes

- ☐ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- ☐ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	

Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda was received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

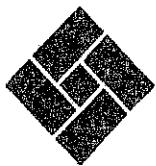
Exhibit “B”

Proposal for Professional Services

Administrative Agent Services for Affordable Housing

***Township of West Orange
New Jersey***

October 30, 2020



CGP&H

Community Grants, Planning & Housing
Good People. Great Results. Since 1993.
1249 South River Road, Suite 301
Cranbury, NJ 08512
(609) 642-4855 (direct line)
randy@cgph.net

AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES

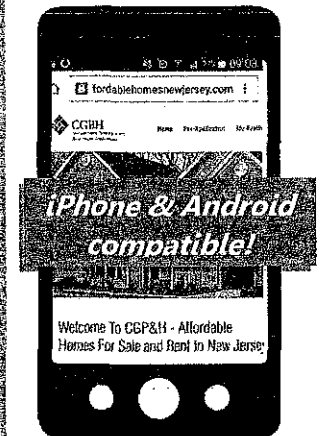
Proposal for Professional Services

EXECUTIVE SUMMARY

CGP&H is a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent. We are currently responsible for thousands of units of affordable housing throughout over 80 municipalities in New Jersey. Our staff are experts with state affordable housing regulations in the areas of income qualifications, affordable rents and sales prices, affirmative marketing plans, affordability assistance program design, creation of industry-leading policies and procedures manuals and much more to comply with the State's *Uniform Housing Affordability Controls*.

If requested, West Orange applicants will be able to log onto their own **Affordable Homes New Jersey Profile** to update their contact information and see exactly where they are on the affordable housing waiting list. No other firm in the state has capabilities that even begin to approach the efficacy, speed, responsiveness to applicant inquiries, and user-friendliness. AffordableHomesNewJersey.com has transformed the way we provide Administrative Agent services and improved the applicant experience tremendously. This is why our firm has nearly doubled its affordable housing admin portfolio in a very short time. Furthermore, these online tools and database enable us to administer affordable units in small inclusionary developments effectively and efficiently as well as large projects.

Detailed applicant information is stored in our secure database on the Salesforce platform enabling us to monitor the program and provide valuable insights into West Orange's portfolio and its applicants. For example, we can report on how long it takes to sell a unit, how long it takes to rent a unit, how many are currently for rent, how many applicants have special needs, and so much more. West Orange, its professional team of planners will be able to quickly have this information upon request. No other firm has these reporting and analytic capabilities that we include in our portfolio of services.



CGP&H's **Affordable Homes New Jersey** website and profile is now so widely recognized that we receive inquiries from affordable home owners in municipalities not administered by CGP&H requesting that we list their home and administer the sale! An overview of the **Affordable Homes New Jersey Profile** including screen shots of the online application process is provided at the end of this proposal.

We are also leaders in implementing Accessory Apartment Programs that work. From the challenges of rehabilitating an owner-occupied home to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive, experienced and capable affordable housing implementation team operating in New Jersey today.

1. & 2. NAME OF FIRM, CONTACT INFORMATION, LOCATION OF THE MAIN OFFICE

Community Grants, Planning & Housing (CGP&H, LLC)
1249 South River Road, Suite 301
Cranbury, New Jersey 08512
Phone: 609-664-2769
Fax: 609-664-2786
www.cgph.net

Person responsible for preparation of this proposal:

Randall Gottesman, PP
President of CGP&H, LLC
609-664-2769 ext. 12
randy@cgph.net

3 & 4. YEAR FIRM WAS ESTABLISHED & DESCRIPTION OF ABILITY TO PROVIDE SERVICES AND ABILITY TO PROVIDE THEM IN A TIMELY MANNER

CGP&H specializes in all aspects of affordable housing, planning, affordable housing compliance, and the procurement of grants and loans for our clients. Founded in 1993, our involvement in affordable housing projects grows every year. As of the writing of this proposal, CGP&H serves as the Administrative Agent for more than 3,000 affordable homes and has also supervised the rehabilitation of more than 3,500 single and two to four family households. Currently, two-thirds of all the professional services that our 30-person firm provides are related to affordable housing. Please visit our company website, CGPH.net for additional information about our company.

Some examples of the affordable housing-related 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;
- Affordability Assistance Programs;
- Owner-occupied and Rental Housing Rehabilitation Programs;
- Market to Affordable Programs;
- Set-up and Administer Programs in Mobile Home Communities
- Income Eligibility Determinations;
- Accessory Apartment Programs;
- Affirmative Marketing Plans; and;
- Housing Element and Fair Share Plans.

In 2006, CGP&H was hired by the State to develop a procedures manual (Understanding UHAC, December 2006) and an accompanying workshop on the day-to-day administration of affordable housing units. Our firm was chosen for this important assignment due primarily to our unique combination of extensive experience as Administrative Agents, planners, and implementers of affordable housing projects throughout the state of New Jersey. We are very proud to have been a part of that project, and we continue to receive complements to this day pertaining to accomplishing our objective of making the often complicated UHAC rules easier to understand.

CGP&H has overseen the rehabilitation of more than 3,500 homes in municipalities through New Jersey and Pennsylvania, currently providing housing rehabilitation services to 40 of our municipal clients and 2 county clients. CGP&H always ensures that every housing rehabilitation program is seamless and rooted in the principles of maximizing efficiencies while imparting a visible, long-term positive impact for communities. From program creation to full-case processing through completion of construction and issuance of warranties to homeowners, CGP&H offers a full-service turnkey housing rehabilitation solution second to none. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

Our staff can attend the required maximum of seven (7) meetings at the maximum two hours each during typical business hours. Our firm will bill the township hourly at the rate and not to exceed amount in the Cost Proposal for the time spent during the meetings. We will not charge travel expenses of staff that are attending the meetings. As electronic communications (phone/email) between our staff and the township will require our professional time and expertise, the time spent communicating will be billed hourly at the rate and not to exceed budget amount in the Cost Proposal.

5. NAMES AND ROLES OF THE INDIVIDUALS WHO WILL PERFORM THE SERVICES

Please see the following pages for our key staffs' resumes and a description of their education, degrees, certifications, and experiences with the services within this Proposal.



Randall Gottesman, PP
President of CGP&H

39 years of experience in:

- Affordable Housing Planning & Administration
- Housing Rehabilitation Administration
- Grant Writing
- HOME, CDBG, NSP, and various other HUD Grant Management & Reporting
- Master Planning, Redevelopment Planning and Re-Examination Reports

Education:

- MCRP Rutgers University 1981
- BA Psychology and Social Welfare, Ohio Wesleyan University

Associations & Licenses:

- Affordable Housing Professionals of NJ (AHPNJ), 2006 Founding Member and President 2010-2012
- American Planning Association, New Jersey Chapter since 1981
- Licensed New Jersey Professional Planner since 1983

Randall Gottesman, President of CGP&H is recognized throughout the state for his professional accomplishments. Mr. Gottesman's skills and track record in Affordable Housing administration, planning and implementation of municipally based programs are among the best in the industry. He has written many Operating Manuals and Affirmative Marketing Plans for his clients, and is experienced in every aspect of affordable housing administration. Mr. Gottesman co-authored 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.

During his career, Mr. Gottesman has also been involved in the development of numerous affordable housing projects, the securing of more than \$270 million in state and federal grant funding, and the writing and implementation of more than 200 professional planning documents. Prior to forming CGP&H in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning, grant and affordable housing operations. His first three years of experiences after graduate school included Senior Planner positions in Newark and Hoboken, New Jersey.

Mr. Gottesman received his Master's Degree in City and Regional Planning in 1981. He is also a licensed Professional Planner since 1984 (License # 3016). 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 has been a highly active member on its Affordable Housing Committee. He 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, in 2006, Mr. Gottesman worked with other affordable housing professionals to form the Affordable Housing Professionals of New Jersey. This non-profit organization is dedicated to improving statewide the education, ethics, and efficiencies of affordable housing professionals. Mr. Gottesman recently completed three one-year terms as its President and currently remains an active member of the Board. He is also regularly asked to speak at seminars concerning his specialties in 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
Vice President of CGP&H

21 years of experience in:

- Affordable Housing Planning and Administration
- Community Planning
- Grant Writing
- HOME, CDBG, NSP and various other HUD Grant Management & Reporting

Education:

- MS Geography, University of Tennessee - Knoxville
- BA History and Geography, Macalester College

Associations & Licenses:

- Affordable Housing Professionals of NJ (AHPNJ) Certification
- American Planning Association, NJ Chapter
- Licensed New Jersey Professional Planner
- American Institute of Certified Planners (AICP)
- AHPNJ Policy Committee Co-Chair

Megan York, Vice President of CGP&H has more than 20 years of experience in affordable housing, planning, grant writing, and community development. At CGP&H, Ms. York has prepared housing elements and fair share plans for municipalities throughout New Jersey and has extensive experience navigating rules and regulations relating to affordable housing in New Jersey. Ms. York currently manages a portfolio of over 2,000 affordable housing owner-occupied and rental units in over 60 locations throughout New Jersey. She has also designed and implemented a variety of affordable assistance programs.

Ms. York is dedicated to improving the administration of affordable housing in New Jersey using technology and web-based services to innovate how services are provided. She has overseen the creation of the Affordable Homes New Jersey database, website, and personalized profile services which has transformed how CGP&H manages affordable housing programs.

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. She also assists municipalities and non-profits secure grants for a wide variety of programs including planning grants, infrastructure improvements, public safety initiatives, and education-related grants.

Prior to joining CGP&H, Ms. York was a Senior Planner with Group 70 International, a Honolulu based planning firm specializing in community planning. She began her career at Gregory House Programs, a HIV/AIDS housing provider in Honolulu where she managed all aspects of the affordable housing programs.

Ms. York received her Master's Degree in Urban Geography in 1997 from the University of Tennessee and her Bachelor's Degree in Geography and History from Macalester College in 1994. She is a licensed New Jersey Professional Planner and a certified planner with the American Institute of Certified Planners. She is current co-chair of the AHPNJ Policy Committee and she regularly participates in national studies and panels conducted by Grounded Solutions and the Center for Housing Policy on best practices in affordable housing and the administration of inclusionary housing.



Heather Mahaley, PP, AICP
Senior Planner / Project Manager

20 years of experience in:

- Affordable Housing Regulations, Planning and Policy
- Community Development
- HUD Grant Management
- Municipal Planning

Education:

- MCRP from Rutgers University 2000
- B.A. in Fine Art from the College of William and Mary

Associations & Licenses:

- American Institute of Certified Planners (AICP)
- New Jersey Professional Planner
- American Planning Association
- Affordable Housing Professionals of NJ (AHPNJ), Founding Member

Heather Mahaley, Senior Planner / Project Manager

has 20 years of experience in affordable housing, planning and community development. She has worked with New Jersey's unique and effective affordable housing regulations for well over a decade and has assisted municipalities across the state in meeting their affordable housing obligations. At CGP&H, she has a number of varying duties including working with the affordable housing department to help our municipal and private clients remain compliant with all relevant affordable housing obligations. Heather also works with municipalities on their trust fund monitoring, creating affirmative marketing plans and affordability assistance programs that work. She is also responsible for setting up new affordable housing developments and helping our municipal clients meet their settlement agreement obligations, including but not limited to creating new affordability assistance programs, accessory apartment programs and market to affordable programs. Relying on her many years of experience, whenever requested, Heather will use her years of running municipal and county CDBG programs to help our municipalities administer their CDBG allocations, including required planning and reporting obligations. Last, but certainly not least, as a highly experienced member of our team, Heather will often be called upon to provide expert consulting services to address some of our clients' most challenging issues.

Prior to re-joining CGP&H, Ms. Mahaley was the Director of the Housing Affordability Service at the NJ Housing and Mortgage Finance Agency, and was the Director of Plan Administration at the Council on Affordable Housing (COAH) where she oversaw the tracking and crediting of municipal affordable housing obligations and the training of Administrative Agents. Long a proponent of affordable housing, Heather is pleased to once again be focusing most of her time on a wide variety of affordable housing matters throughout New Jersey.

Ms. Mahaley has recently worked with the Community Development Block Grant program and HUD regulations. She believes in the intersection of affordable housing and community development activities and looks to combine resources to achieve resilient communities and opportunities for families to thrive.

Ms. Mahaley received her Masters Degree in City and Regional Planning from Rutgers University in 2000 and her Bachelors Degree in Fine Art from the College of William and Mary in 1994. She was a founding member of the Affordable Housing Professionals of New Jersey, and is a licensed New Jersey planner.



Michelle Lamar, Esq., PP
Senior Planner, Corporate Counsel

42 years of experience in:

- Grant Writing
- Municipal Land Use Law
- Housing and Community Development Planning
- Representing clients Before Zoning and Planning Boards

Education:

- BA Political Science, Williams College
- MA Political Science, MCRP, and Juris Doctorate, Rutgers University

Associations & Licenses:

- American Planning Association, NJ Chapter
- Licensed New Jersey Professional Planner
- Licensed Attorney in New Jersey and Pennsylvania
- Member, Board of Directors of the Land Use Section of the NJ State Bar Association
- NJ Supreme Court Committee on Women in the Courts

Michelle Lamar, Senior Planner, Corporate Counsel

has more than 41 years' experience in grant-writing, planning and law with expertise in municipal land use law, housing, and community development planning. At CGP&H, she specializes in assisting our municipal and county clients with preparing grants applications encompassing a wide range of federal and state grant funding programs.

Ms. Lamar began her career in New Jersey as an Assistant Planner with the Middlesex County Planning Board, working on funding issues through the County Community Development Block Grant program. She then served as City Planner for the City of Woonsocket, Rhode Island, and subsequently as Planner with the Providence Foundation in Providence, Rhode Island (a joint funding effort of the City of Providence Chamber of Commerce and the Rhode Island Historical Society to secure funds to facilitate the transformation of the downtown area). Returning to New Jersey, Ms. Lamar was Assistant Director of the Targeted Jobs Demonstration Program Evaluation (a review of a nationwide demonstration grant program seeking to coordinate employment programs with economic development efforts), undertaken by the Eagleton Institute at Rutgers University.

Upon attending law school, Ms. Lamar was employed by McCarter & English as a litigation associate, worked as an attorney with the New Jersey Housing and Mortgage Finance Agency (NJHMFA), which included administration of the agency's various grant and loan programs, and eventually became a partner practicing land use law with Sterns & Weinroth in Trenton, New Jersey. As a land use attorney, Ms. Lamar represented applicants and objectors before planning and zoning boards, as well as the Washington (now Robbinsville) Township Housing Board and the Hamilton Township (Mercer County) Zoning Board.

Ms. Lamar received her Bachelor's degree in Political Science with a concentration in Environmental Studies from Williams College, Williamstown, Massachusetts, and her Masters in City and Regional Planning, Masters of Arts in Political Science and Juris Doctorate at Rutgers University, where she was an Eagleton Fellow at the Eagleton Institute of Politics.

Ms. Lamar is a New Jersey-licensed Professional Planner and licensed as an attorney in New Jersey and Pennsylvania. She is a member of the Board of Directors of the Land Use Section of the New Jersey State Bar Association and serves on the New Jersey Supreme Court Committee on Women in the Courts.



Dan Levin, AICP
Senior Planner

15 years of experience in:

- Urban and Regional Planning
- Economic Development
- Community Engagement

Education:

- MA City Planning, University of Pennsylvania
- BA Urban Planning, University of Illinois at Urbana-Champaign

Associations & Licenses:

- American Institute of Certified Planners (AICP)

Dan Levin, Senior Planner Dan Levin, Senior Planner, has over 14 years of experience working as an urban planning and economic development professional, with expertise in site selection and community engagement. At CGP&H, Dan is responsible for overseeing the organization's Market to Affordable rental program, as well as providing support on grant applications and planning assignments.

Before coming to CGP&H, Dan served as project director for the Wilmington Renaissance Corporation in Wilmington, Delaware, where his projects included "Vacant to Vibrant", a creative placemaking endeavor in West Center City Wilmington, and developing a business plan for a proposed kitchen incubator in Wilmington. Dan also acted as the Special Project Manager at The Enterprise Center Community Development Corporation, a non-profit organization devoted to minority business development and entrepreneurship located in West Philadelphia.

While at TEC-CDC, Dan's accomplishments included overseeing the successful update to the Walnut Hill Neighborhood Plan 2016 including its approval by Philadelphia's City Planning Commission; as well as managing the construction of Common Table, a restaurant incubator space within the Center For Culinary Enterprises. Dan also was tasked with facilitating the development of the Enterprise Heights project, a proposed mixed-use development at the southwest corner of 46th & Market streets in West Philadelphia; and he provided technical assistance to various business clients of TEC.

Dan also brings international experience to CGP&H, as he spent the first seven years of his career in Melbourne, Australia working in both the private and public sectors as an Urban Planner. While in Melbourne, Dan specialized in town center planning as well as economic development techniques, with his key achievements including drafting local planning policies/ordinances, developing a neighborhood shopping centers strategy, and facilitating public meetings between applicants and objectors.

Dan is originally from St. Louis, MO, however today he calls Philadelphia home. In his personal time Dan volunteers as a Football Coach for middle-school aged boys in Delaware County, PA.

Dan holds a Bachelor's degree in Urban Planning from the University of Illinois at Urbana-Champaign and a Masters degree in City Planning from the University of Pennsylvania.



John Burton, Chief Operating Officer, is responsible for ongoing business operations at CGP&H and for leading the administrative support team providing logistical support for all departments at CGP&H. In addition, he provides Salesforce system administration and database management. He has many years of experience working mainly in the non-profit sector. John holds a Bachelor's degree from the University of California at Berkeley and a Master of Public Administration from Penn State with graduate certificates in Public Budgeting and Financial Management and in Public Sector Human Resources Management.



Ximena Calle, Administrative Agent Manager, has been with CGP&H since 2004. During that time, she has developed a deep understanding of the State's affordable housing regulations. Ms. Calle came to us with more than 8 years administrative experience in New Jersey as well as in her native Ecuador. She supervises the case management staff and oversees administrative agent projects including maintaining waiting lists, income certifying buyers and renters of affordable units, and liaising with landlords and developers. She also provides verbal and written translation services to Spanish-speaking homebuyers and sellers as needed. Ms. Calle is certified by the Affordable Housing Professionals of New Jersey.



Katherine Ritenband, Senior Affordable Housing Coordinator, joined CGP&H in 2013. She is a graduate of Westminster College in Utah. Ms. Ritenband income certifies applicants for rental and purchase units. In addition, she is responsible for regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries. She is also certified by the Affordable Housing Professionals of New Jersey.



Noopur Shah, Affordable Housing Coordinator, is responsible for income certifying applicants for rental and purchase units, regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries. Noopur holds a bachelor's degree in Psychology from Rutgers University and comes to CGP&H with experience in the fields of mental health and non-profit organizations.



Mike Butkocy, Affordable Housing Coordinator, joined CGP&H as a Certified Affordable Housing Professional with experience in community development. Mike's main duties include liaising with developers and landlords, applicant outreach, and assisting applicants with the application process. Mike is a graduate of Monmouth University, where he received his Masters Degree in Public Policy and Bachelors Degree in Political Science. Additionally, he is certified by the Affordable Housing Professionals of New Jersey.



Tilah Young, Affordable Housing Coordinator, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records management, and other logistical support functions. Tilah holds a bachelor's degree in Business Administration from Monmouth University and comes to CGP&H with experience in real estate and business logistics.



Allie von Glahn, Affordable Housing Coordinator, is responsible for income certifications for rental and purchase units, regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries. Allie is a graduate of the University of Texas at El Paso with a degree in Psycholinguistics and has an extensive background in resident services, property management, and the affordable housing sector. She is a certified Tax Credit Specialist and Certified Occupancy Specialist through the National Center for Housing Management.



Khadijah AbduSalaam, Affordable Housing Coordinator, recently joined CGP&H and handles applicant certification for rental and purchase units and manages outreach to applicants and property affiliates. She assists applicants with program inquiries, regional affirmative marketing mailings, records management, annual newsletters as well as logistical support. Khadijah has 10 years of affordable housing experience including eligibility determination and recertification. She conducted program briefings for tenant and property owner participants to introduce and explain nuances of differing programs and document execution, HUD certified relocation and unit inspection prior to tenant move-in approval. Khadijah obtained her B.A. in Communications Radio & Television with a Psychology minor from Central State University in 2000.



Nick Sciortino, Data Records Manager, oversees the online application and pre-application submissions and random selection process. He maintains all waiting list for affordable housing and each municipality's rental and purchase inventory. He also provides Affordable Homes New Jersey technical support to the entire CGP&H team. Mr. Sciortino is a graduate of Westminster College in Utah and has been with CGP&H since 2013.



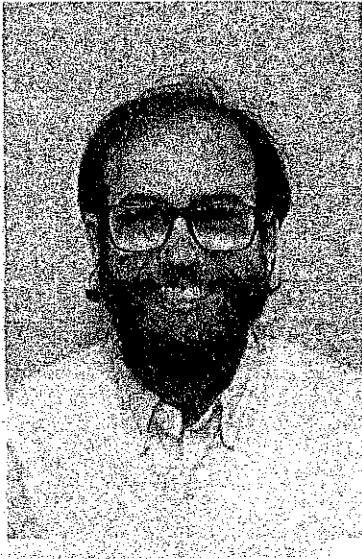
Ashleigh Mastandrea, Affordable Housing Assistant, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records, and other logistical support functions. Ashleigh came to us with a variety of experience including co-owning and building from the ground up a successful restaurant.



Artrice Roman, Affordable Housing Assistant, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records, and other logistical support functions. Artrice graduated from Rutgers University with a bachelor's in Public Health and Sociology. Her previous experience includes non-profit organizations and public health organizations with certifications as a support coordinator case manager and a behavior technician for individuals with disabilities.



Rachel Scott, Affordable Housing Assistant, recently joined CGP&H and provides support to the affordable housing department by assisting with applicant outreach, records and other logistical support functions. Rachel graduated from Monroe College in New York with a degree in Criminal Justice. Rachel also comes to us with an extensive background in Customer Service and previous experience in affordable housing compliance.



Sam Legates, Affordable Housing Assistant, recently joined CGP&H and provides support to the affordable housing administrative case managers by assisting with applicant outreach, records, and other logistical support functions. Samuel recently graduated from Franklin & Marshall College with a bachelor's in Government. His previous experience includes working for a municipal planning and zoning office as well as a congressional office.



Stephanie Rubin, Administrative Assistant, provides administrative support to all staff at CGP&H. She graduated from the University of Delaware with a degree in Fine Arts and has extensive experience in graphic design, logistics and general office administration.

6. DETAILED COST PROPOSAL

CGP&H will provide Township of West Orange with professional services for the purposes described in this proposal. CGP&H will only bill for services performed, and therefore, the actual amount billed may be considerably less than the budgets presented in the tables below depending on the breadth of services requested by West Orange.

Our staff can attend the required maximum of seven (7) meetings at the maximum two hours each during typical business hours. Our firm will bill the township hourly at the rate and not to exceed amount in the Cost Proposal for the time spent during the meetings. We will not charge travel expenses of staff that are attending the meetings. As electronic communications (phone/email) between our staff and the township will require our professional time and expertise, the time spent communicating will be billed hourly at the rate and not to exceed budget amount in the Cost Proposal.

ADMINISTRATIVE AGENT GENERAL SERVICES paid by West Orange	
1. Initial Program Setup (First Year Only)	Not-to-exceed \$1,500 in year one billed hourly at a rate of \$130 per hour for senior staff and \$85 per hour for all other staff. This fee will not reoccur in subsequent years
2. Day-to-Day Administrative Agent Services	Not to exceed \$13,750 billed at an hourly rate of \$130 per hour for senior staff, and \$85 per hour for all other staff
3. Additional Advisory Services as requested by the Township	Billed hourly at a rate of \$130 per hour for senior Staff and \$85 per hour for all other staff. Budget will depend on the breadth and scope of the services required by the Township. CGP&H will not bill for any time under this line item without written authorization from the Township.
Total Paid by West Orange	Not-to-exceed \$15,250 in the first contract year

- 1. Initial Program Setup (First Year Only):** This includes but is not limited to creating an administrative agent operating manual, and creation of or revisions to a municipal Affirmative Marketing Plan, and any other activities related to the transition from the Township's current Affordable Housing Professional to CGP&H.
- 2. Day-to-Day Administrative Agent Services:** This includes updating the Administrative Agent Operating Manual, and Affirmative Marketing Plan, if required, responding to general affordable housing inquiries, affirmative marketing, foreclosure prevention activities, attending required meetings, communications via phone and email, and annual mailings to homeowners as well as preparing intent-to-sell packages and trust fund monitoring and annual unit monitoring reports. It also includes advising West Orange on affordable housing requirements for new developments.

3. **Additional Advisory Services as requested by the Township:** These include special projects outside the scope of general administration including, but not limited to trust fund monitoring, mid-point review, and CTM entry of trust fund or unit information, group home research to document creditworthiness, conducting and communicating regarding group home research, or other special projects such as extension of controls or implementing an affordability assistance program. CGP&H will not bill for any time under these services without written authorization from the Township.

AFFORDABILITY ASSISTANCE PROGRAM SERVICES

1. Affordability Assistance Program Services

CGP&H will charge a flat fee of \$250 for each first month's rent program application.

CGP&H will charge a flat fee of \$400 for each down payment assistance program application.

For all other services related to affordability assistance programs, CGP&H will bill hourly at \$130 per hour for senior staff, and \$85 per hour for all other staff.

1. **Affordability Assistance Program Services:** This includes, but is not limited to, working with the Municipality's representatives to review and select affordability assistance programs and then prepare the Affordability Assistance manual which may include different affordability assistance programs. Once programs are selected and manuals written and approved, administration of these affordability assistance programs includes soliciting applications, distributing and processing applications, and income certifying applicants. CGP&H will review and approve applications and track the disbursement of funds for required reporting.

RENTAL & OWNERSHIP FEES PAID BY Developer/Landlord/Homeowner		
1. Rental Fees	Flat fee of \$800/rental certification. No charge for applicants found to be ineligible. <i>No charge to prescreen applicants and referring as many applicants to landlord as needed to fill each vacancy</i>	Developer/Landlord pays fee. <i>West Orange will help facilitate CGP&H going under contract with developers.</i> <i>West Orange may pay this fee if Developer will not contract with CGP&H.</i>
2. Waiting List Management Fee	\$30 per deed restricted unit annual fee payable upon commencement of affirmative marketing. Minimum fee of \$300 annually.	Developer/Landlord pays fee
3. Lease Renewal Fee	\$30 per lease renewal	Developer/Landlord pays fee
4. Ownership Fee: Resales	3% of the sale price of the home or minimum of \$2,500.	Homeowner pays fee. <i>West Orange will pay difference between 3% resale fee and minimum of \$2,500 if fee paid by owner is less than \$2,500.</i>
5. Ownership Fee: Refinance Requests	\$175 flat fee to process request	Homeowner pays fee
6. Ownership Fee: New Development	CGP&H will charge a fee of \$2,000 per sale unit. \$1,000 will be billed at the time each home goes under contract and \$1,000 will be billed at closing. In the event that a buyer goes under contract and does not close, the first \$1,000 payment would not be returned.	Developer/Landlord pays fee
7. Setup of New Projects	\$1,000 flat fee per new development	Developer/Landlord pays fee
Cost to West Orange for these services	\$0.00 anticipated cost to West Orange.	

- 1. Rental Fees:** CGP&H will contact the next applicant on the waiting list to prescreen them for eligibility, refer them to the landlord, and invite them to submit a full application. CGP&H will collect and review documentation from the applicant households to determine their eligibility. Eligibility determination fees do not include credit or background checks, which are generally done by the landlord. The Developer/Landlord may pay rental certification fees.
- 2. Waiting List Management Fee:** The waiting list management fee will allow us to maintain the waiting list on our web-based Affordable Homes New Jersey Profile (affordablehomesnewjersey.com). This

unique online system provides around-the-clock, user-friendly and robust online tools for applicants, while also increasing our turnaround times. After initial lease-up, all applicants will be required to update their information annually.

3. **Lease Renewal Fee:** CGP&H will advise the Developer of the maximum rental amount before each new lease is executed and we will review all executed leases and maintain copies in our files, as required by UHAC.
4. **Ownership Fee: Resales:** CGP&H will charge the seller a fee as a percent of the sales price to refer interested buyers, coordinate with both the seller and all interested applicants throughout the duration of the sale process, income certify prospective buyers, prepare the closing documents, attend closings whenever required, and perform other duties related to the closing. This fee is paid by the owner directly to CGP&H at closing. In the unusual event where the sale fee comes in less than the minimum, CGP&H will be paid the difference by the municipality.
5. **Ownership Fee: Refinance Requests:** CGP&H charges existing homeowners a fee per request to process requests for subordination or home equity loans. This fee will be paid by the homeowner requesting the review.
6. **Ownership Fee: New Development:** After random selection is completed, CGP&H will process the pre-applications, screen pre-applicants, and refer eligible households to the developer, income certify all buyers, coordinate with mortgage providers, and prepare affordable housing related closing documents for the project.
7. **Setup of New Projects:** CGP&H will charge new developers a flat fee for project set-up activities. This includes pricing of units, preparation of deed restriction, affirmative marketing, and all other set-up activities.

THE CGP&H APPROACH - ADMINISTRATIVE AGENT SERVICES

The CGP&H approach is ideally suited to administer West Orange's existing and planned portfolio of affordable homes. CGP&H's proprietary **Affordable Homes New Jersey** website, database, and applicant profile system allows us to keep the applicant waiting lists for West Orange current, find prequalified applicants quickly when needed; track compliance; and, ensure regular affirmative marketing is undertaken. The key aspects of our approach that sets us apart from other Administrative Agents is described below:

Affirmative Marketing

CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on AffordableHomeNewJersey.com. We will send out mailings quarterly to our existing distribution list of approximately 250 community groups, major employers, and social service providers in Region 2 which is comprised of Essex, Morris, Union, and Warren counties. We will share our list with West Orange to see if the municipality would like to add any community groups, major employers or social service providers to our comprehensive list. All units will also be posted on NJHRC.gov as well as Twitter, Instagram and Facebook where CGP&H has over 3,000 followers.

Household Certification

CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the municipality.

CGP&H ensures that our waiting lists are filled with applicants that are still interested in affordable housing so that when specific opportunities arise, less time will be spent inviting dozens on the waiting list who have moved on to other housing options. CGP&H's online system requires that our applicants re-affirm their interest in remaining on the waiting list. The positive impact on how quickly this approach can fill vacant units is nothing short of remarkable. CGP&H will complete income certifications for all households that submit full applications.

There is no other firm in the entire state that provides such a robust and user-friendly online database, with so much transparency for applicants. Through our online profile system, applicants can add or remove themselves from the municipality's waitlist, update personal information (such as income, children born, marriage/divorce etc.), and much more. This 24-7 access is available right on their computer, smart phone, or any other device with an internet connection. CGP&H's system has earned accolades from applicants, landlords and sellers of affordable housing as these technological advances have brought the modern-day convenience and access of the latest mobile and web technologies to the processes of renting, leasing, selling and purchasing of affordable homes with exemplary results.

Affordable Homes New Jersey Website

CGP&H will set-up a dedicated webpage, like the one shown below, for each affordable housing development or sale unit in each client municipality. This website, AffordableHomesNewJersey.com, provides excellent exposure for the affordable units with current web activity at approximately 40 new preliminary applications submitted daily online (almost 15,000 new households added annually).

Affordable Homes New Jersey
a CGP&H service

AFFORDABLE OPPORTUNITIES ▾

APPLY NOW ▾

FAQ

SAMPLE TOWNSHIP

Home → All Opportunities → About Us

HOW TO APPLY

If you want to join the waiting list, click to submit a Preliminary Application online. Make sure to visit your Affordable Homes New Jersey Profile to join waiting lists.

[Submit a Preliminary Application](#)

AVAILABILITY

You may join the Evesham rental and ownership waiting lists. Units become available for rent and sale monthly.

CURRENT LISTINGS

Click below for additional information on current affordable opportunities in this municipality. Join waiting lists to be considered.

Whitebridge Village Condominiums
Sale
401 Quail Rd
\$75,299 | 2 bed | 1 bath | Low

Whitebridge Village Condominiums
Sale
2201 Rabbit Run Rd
\$112,302 | 2 bed | 1 bath | Moderate

Whitebridge Village Condominiums
Sale
801 Quail Rd
\$79,292 | 2 bed | 1 bath | Low

Whitebridge Village Condominiums
Sale
1201 Squirrel Rd
\$114,900 | 2 bed | 1 bath | Moderate

LOCATIONS

Click below for additional information on locations in this municipality. Join waiting lists to be considered.

Berkshire Woods
Sale
2 Bed • 3 Bed | Low • Moderate | 6 Townhome(s)

BURLINGTON COUNTY EVESHAM

HAVE A QUESTION?

For immediate responses, visit our searchable FAQ for answers to questions like:

- What are the steps involved in the affordable housing process?
- What is considered income?
- What documents will I be required to submit?
- Do I need an attorney to buy or sell an affordable home?

INTERESTED IN OTHER LOCATIONS?

Visit our Current Listings page to view available properties in all locations.

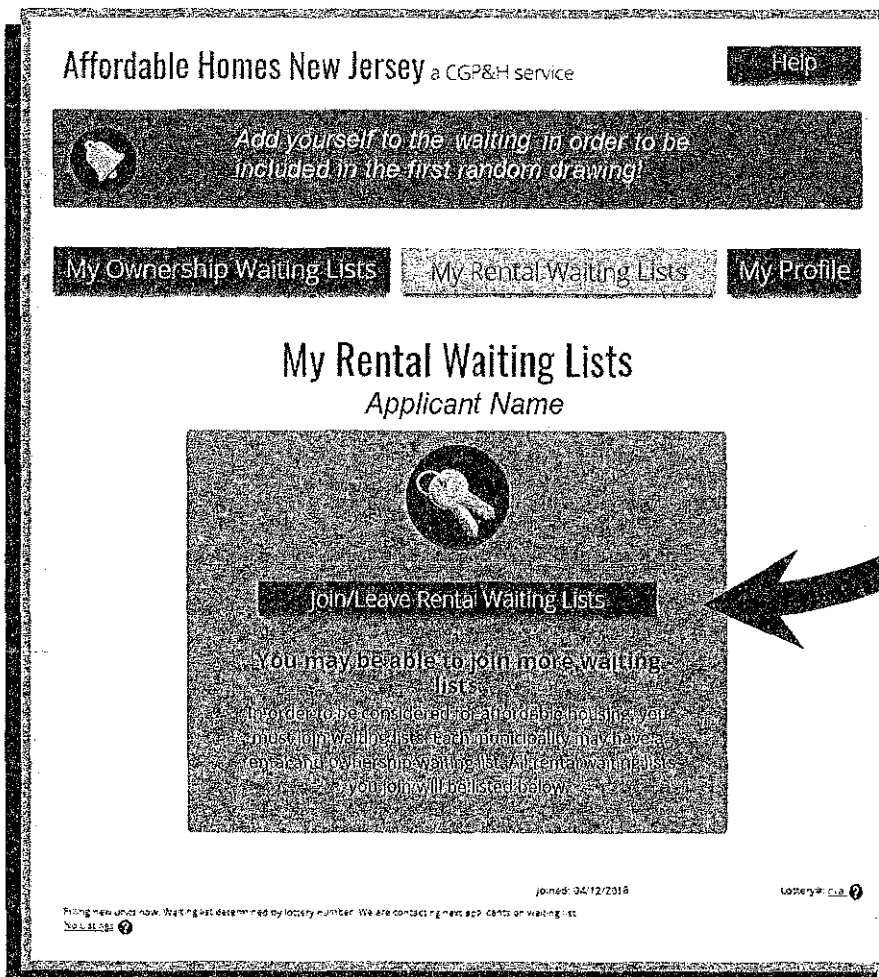
FOLLOW US

Online Preliminary Application

When an applicant is interested in being added to the municipality's waiting list for affordable housing, they will be able to submit a pre-application online directly from the AffordableHomesNewJersey.com website. This short Pre-Application will ask basic information about the applicant's household size and income to determine whether the household may qualify for affordable housing. If an applicant does not have access to a computer or phone, they will be mailed a preliminary application, or we will assist them over the phone.

Online Affordable Homes New Jersey Profile

Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey Profile** page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and household size. If the applicant needs to update their income or phone number for example, they can click the "Update My Profile Information" button. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. The profile page also will also show that they are on the waiting list to purchase or rent a home in the municipality and shows available homes that they may qualify for.



Applicants can add themselves to the municipality's waiting list right from their own profile page!

Streamlined Digital Communication with Applicants

When applicants submit their online preliminary application, we use an email verification tool to make sure that the email address the applicant provided is correct and our email is not blocked by spam blocker. Our ability to communicate with applicants is critical because we email applicants notifications when we get to their name on the waiting list for an available unit. These emails provide applicants more information about the available home and applicants can "Request to Visit" the home or "Skip This Unit" by clicking a button directly from the email.

Applicants receive emails where with one click they can "Request to Visit" or "Skip This Unit"

Affordable Homes New Jersey a CGP&H service

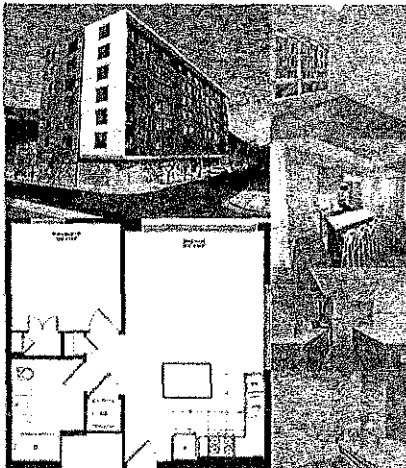
An affordable home has become available and your name is in the next group of potential applicants. To confirm your interest, please review the listing below (which includes all the information we have at this time)

• PLEASE NOTE THE DEADLINE TO RESPOND. If you do not take action by this deadline, we will assume you are not interested in this home and we will move to the next person on the waiting list. You will not be contacted about this home again.

Please respond by: 07/26/2018



600 Harrison, unit ##, Hoboken, Hudson County



1 bed 1 bath

\$ 750

Request to Visit

Skip This Unit

We typically need to contact at least ten applicants for every applicant that rents a unit. During this outreach we screen for eligibility (such as income and household size) and provide additional information about the units and landlord policies. Though an applicant may be next on the waiting list for an affordable unit, there are numerous reasons why that applicant may choose not to proceed with that particular unit. For example, they may have moved on to another housing option or are currently in the middle of a lease they cannot break. Our streamlined communication system allows us to learn quickly if an applicant is not interested in a unit, so we can move on to the next applicant on the list as soon as possible. CGP&H strives to make this component of the process as efficient as possible so applicants can get much needed affordable housing quickly and landlords can rent units in a timely fashion. When an applicant is interested in a unit and clicks "Request to Visit", they will be asked additional questions to confirm they qualify for the specific unit, and if so they will be referred to the landlord.

Applicants will be notified immediately via email if they are not eligible because, for example, they are over the income limit or their household size is too large for the available unit. This immediate processing allows us to move onto the next preliminary applicant to fill the affordable units as quickly as possible. Our automated email communications provide detailed information to applicants on the waiting list 24/7, so they know their change in status, without any delays. Due to the advanced interactive nature of our database, applicants being notified that they are ineligible can immediately request a review online via a link from their email and update their information if applicable.

Online Full Application

Before an applicant can rent or purchase an affordable home, they will be sent a link to an online application form to start the full income certification process. We have received positive feedback from applicants who prefer to complete the form online rather than a hard copy application. The online form is user friendly and applicants can save their progress while they input bank account and other income-related information requested in the application.

Online Annual Renewal

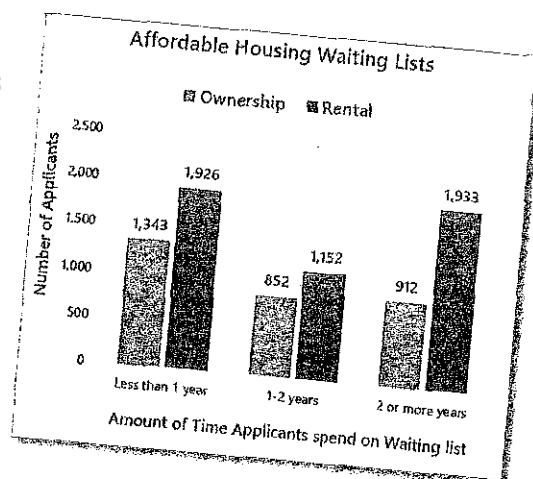
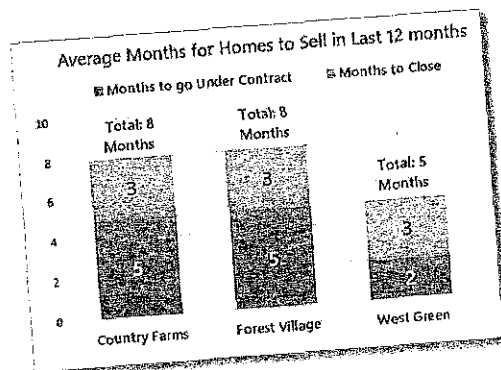
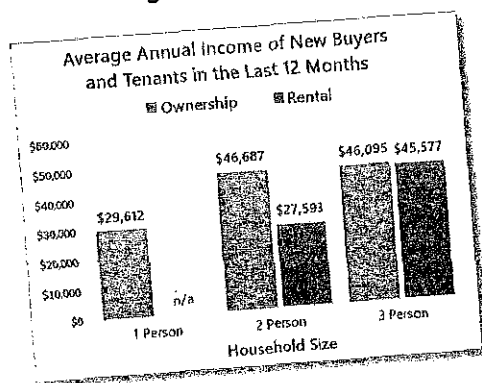
Applicants can update their contact information, income, household size and other qualifying information any time from their **Affordable Homes New Jersey Profile**. If applicants have not updated in the last year, we will email them a series of emails notifying them that their profile will expire and they will be removed from the waiting list if they do not submit an update via the link provided in the email. If they fail to respond to multiple email requests to update, they will be sent a final email notifying them that they have been removed from the waiting list.

Applicants without email addresses will be mailed annual renewal requests.

Reporting

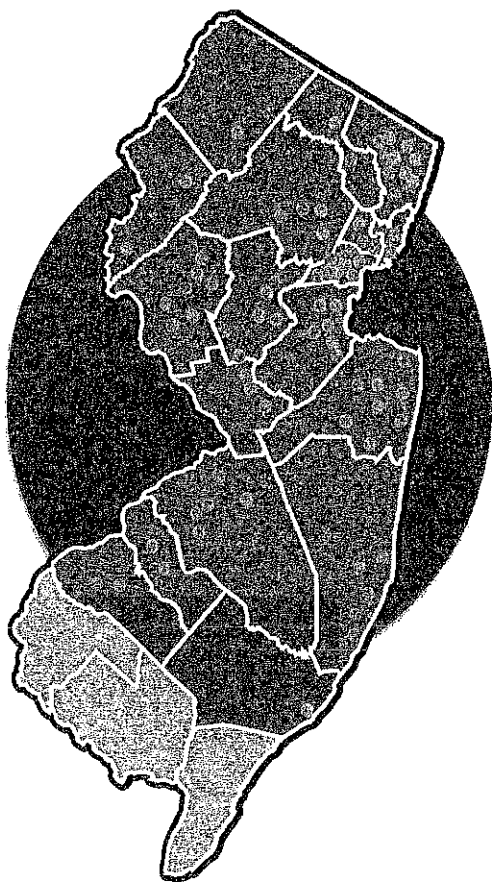
Another benefit of the **Affordable Homes New Jersey** database is that CGP&H prepares additional reporting on municipal affordable housing inventory and waiting list. Our client municipalities are telling us that this system is giving them composite data as to what is going on with affordable housing in their community in a way that was never available to them before. Information we can provide on units that we directly administer can include:

- Applicant information such as how many people with disabilities, how many veterans, single family head of households, and so much more
- Affordable Housing inventory of currently occupied and currently available units
- Average time from listing to sale or from vacancy to leasing
- Average sale price of homes sold or monthly rent of rental units by unit size
- Average incomes of new buyers/renters
- Current waitlist size with length of time applicants have been on waiting list



AFFORDABLE HOUSING

Administrative Agent Locations



Sussex County

- Newton
- Sparta

Warren County

- Allamuchy
- Greenwich

Hunterdon County

- Flemington
- Frenchtown
- High Bridge
- Lebanon
- Raritan Twp
- Tewksbury

Somerset County

- Bernardsville
- Bridgewater
- Franklin
- Montgomery
- Warren
- Watchung

Burlington County

- Burlington City
- Evesham
- Hainesport
- Mount Laurel
- Springfield

Camden County

- Berlin
- Cherry Hill
- Voorhees

Gloucester County

- Washington - Gloucester

Ocean County

- Barnegat
- Berkeley
- Manchester
- Ocean
- Stafford

Atlantic County

- Northfield

Morris County

- Florham Park
- Hanover
- Roxbury
- Washington - Morris

Middlesex County

- Edison
- Highland Park
- Old Bridge
- Piscataway
- Sayreville
- Woodbridge

Monmouth County

- Freehold Township
- Holmdel
- Howell
- Manasquan
- Marlboro
- Ocean
- Red Bank
- West Long Branch

Mercer County

- East Windsor
- Hightstown
- Princeton

Passaic County

- Bloomingdale
- Wanaque

Bergen County

- Bergenfield
- Cresskill
- Edgewater
- Elmwood Park
- Glen Rock
- Lyndhurst
- Mahwah
- New Milford
- Rutherford
- Saddle Brook
- Wood-Ridge
- Wyckoff

Essex County

- Cedar Grove
- Livingston
- Maplewood
- Montclair
- South Orange

Hudson County

- Bayonne
- Hoboken

Union County

- Berkeley Heights
- Clark
- Cranford
- Mountainside
- Scotch Plains
- Springfield
- Union Township
- Westfield

KNOWLEDGE OF AFFORDABLE HOUSING REGULATIONS

There is no Administrative Agent in the state of New Jersey with more knowledge of New Jersey Affordable Housing regulations than CGP&H. Our president, Randall Gottesman, has been practicing both before and during COAH's coming into existence in the mid-1980s, and ever since, has dedicated much of his career towards being expert in all the requirements, its implications to municipalities, and how to most cost effectively help our clients comply with all of the rules and regulations. In fact, in 2006, CGP&H was so highly recognized for its expertise in this area, that it was awarded a competitive contract to make a companion guide to the *Uniform Housing Affordability Controls* (UHAC), which CGP&H prepared for the state, and was ultimately entitled, "Understanding UHAC." Fourteen years later, "Understanding UHAC" is still considered a valuable reference tool for those in the industry. In addition, to stay current, CGP&H regularly attends training and educational workshops, and Randall Gottesman, is a founding member of a professional association called, "Affordable Housing Professionals of New Jersey", and has served on its Board since its inception in 2006, having served three of those years as its President. Mr. Gottesman continues to remain on the cutting edge of knowledge with regard to Affordable Housing compliance matters, legislative and legal matters and current events and issues. CGP&H remains committed to continuing its pursuit of full knowledge in this arena to always represent our clients to the best of our abilities.

Randy Gottesman has been on the AHPNJ Education Committee for many years, and has helped conceptualize, review and edit much of the curriculum created for AHPNJ's certification program over the years

Our staff has completed the following affordable housing training programs offered by the state of New Jersey:

- Module I
- Module II – Records Management
- Module III – Ethics
- Module IV – Qualifying Households
- CTM Project/Unit Monitoring
- CTM Affordable Housing Trust Fund Monitoring

Our staff has also completed all of the training programs offered to date by the Affordable Housing Professionals of New Jersey (AHPNJ):

- Introduction to Affordable Housing for NJ Municipalities
- Fair Housing
- Qualifying for Affordable Housing: Program Distinctions
- Ethics for Affordable Housing for Affordable Housing
- Community Placement of Affordable Housing Units
- Records Management

Among many others in the company, Vice President Megan York and Administrative Agent Manager Ximena Calle who will oversee the day-to-day administrative agent services activities have both completed the Affordable Housing Professionals of New Jersey Certification program.

7. REFERENCES

Below are references for typical municipalities where we currently provide affordable housing services.

Janice Talley, Director of Planning & Community Development

Township of Montclair

205 Claremont Avenue

Montclair, NJ 07042

Telephone: (973) 509-4954

Services: Affordable housing administrative agent services

Duration: Since 2018

Chris Brown, Community Development Director

City of Hoboken

94 Washington Street

Hoboken, NJ 07030

Telephone: (201) 239-6642

Services: Affordable housing administrative agent services

Duration: Since 2014

Leslie London, Affordable Housing Legal Counsel

75 Livingston Avenue

Roseland, NJ 07068

Telephone: (973) 622-5335

Services: Affordable housing administrative agent services

Duration: Since 2017

Don Sammet, Town Planner

Town of Westfield

959 North Avenue West

Westfield, NJ 07090

Telephone: (732) 502-5711

Services: Affordable housing administrative agent services

Duration: Since 2016

Shirley Bishop, President/Owner

Shirley M. Bishop, PP, LLC

100 Overlook Center, Floor 2

Princeton, NJ 08540

Telephone: 609 844-7720

Services: Affordable housing administrative agent services

Duration: Since 2014

**TOWNSHIP OF WEST ORANGE
BID DOCUMENT CHECKLIST
AFFORDABLE HOUSING
ADMINISTRATIVE AGENT SERVICES**

COMPANY NAME CGP&H, LLC

In addition to any submittals required as indicated in this request for proposals, the following items marked with (X), as indicated below, **MUST** be included with your sealed submission. Please initial each item included and submit this form with the sealed submission

	Required	Initials
Proposal/Schedule of Prices	X	
Stockholder Disclosure Certification Form	X	
Insurance Requirements and Acknowledgement Form	X	
Affirmative Action Acknowledgement Form	X	
Iranian Disclosure Certificate	X	
Acknowledgement of Addenda	X	
Business Registration Certificate	X	

Reminder:

Each submission shall be contained in a **sealed envelope** addressed to *Township of West Orange Purchasing Division, 66 Main Street, West Orange, NJ 07052*. Said envelope shall specify the professional service for which the submission is provided. The submission is to be clearly marked, "**Sealed Submission Enclosed**" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the notice. Submissions received after the time herein named or in unsealed envelopes shall not be considered.

TOWNSHIP OF WEST ORANGE
66 MAIN STREET
WEST ORANGE, NJ 07052

**PROPOSAL
(SCHEDULE OF PRICES)**

**AFFORDABLE HOUSING
ADMINISTRATIVE AGENT SERVICES**

Proposals shall be submitted to the Division of Purchasing, 66 Main Street, West Orange, NJ 07052 no later than:

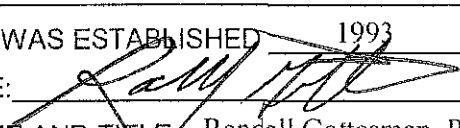
DATE: Friday, October 30, 2020

TIME: 11:00 AM

ITEM	DESCRIPTION	AMOUNT
1	Price per rental per unit	\$800.00
2	Price per re-rental per unit	\$800.00
3	Hourly rate for work outside scope of RFP	\$130 / \$85

ARE THERE ANY EXCEPTIONS TO THIS REQUEST FOR PROPOSALS? YES ☒ NO

IF YES, PLEASE SUBMIT A LETTER EXPLAINING FULLY WHAT EXCEPTIONS YOU ARE TAKING TO THIS RFP.

COMPANY: CGP&H, LLC
YEAR FIRM WAS ESTABLISHED: 1993
SIGNATURE: 
TYPED NAME AND TITLE: Randall Gottesman, President
ADDRESS: 1249 South River Road, Suite 301
CITY, STATE, ZIP: Crambury, NJ 08512
PHONE NO.: 609-664-2769 ext. 12 FAX NO. 609-664-2786
E-MAIL: randy@cgph.net
FEDERAL TAX ID #: 26-1266747

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☒ I certify that the list below contains the names and home addresses of all Stockholders, Partners, or Sole Proprietor holding 10% or more of the issued and outstanding stock of the undersigned.*

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

*** IMPORTANT NOTICE TO BIDDERS SEE NEXT PAGE**

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Limited Partnership ☐ Limited Liability Corp. ☒ Limited Liability Partnership ☐ Subchapter S Corporation
Company

Sign and notarize the form below, and, if necessary, complete the stockholder list below.
Stockholders, Partners, or Sole Proprietor:

Name: Randall Gottesman Home Address: 11 Inverness Lane East Windsor, NJ 08520	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

Subscribed and sworn before me this 20 day of October, 2020
(Notary Public) Stephanie C. Rubin Randall Gottesman, President
My Commission expires: _____ (Affiant)
(Print name & title of affiant)

STEPHANIE C RUBIN
Commission #50098692
Notary Public, State of New Jersey
My Commission Expires
February 12, 2024

[CONTINUED ON NEXT PAGE]

STOCKHOLDER CERTIFICATION IMPORTANT NOTICE TO BIDDERS

IT IS STRONGLY SUGGESTED THAT BIDDERS READ THE LANGUAGE BELOW CAREFULLY SINCE FAILURE TO SUBMIT SAID CERTIFICATION OR FAILURE TO PROPERLY COMPLETE SAID CERTIFICATION SHALL RESULT IN REJECTION OF YOUR BID.

52:25-24.2. Bidders to supply public agencies; statement of ownership of 10% interest in corporation or partnership

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

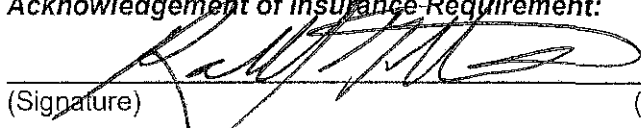
Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Proof of Insurance Coverage – The Contractor Shall provide the Township of West Orange at the time the contracts are returned for execution, Certificates of Insurance and/or policies acceptable to the municipalities.

Continuation of Coverage – If any of the above coverage's expires during the term of the contract, the contract shall deliver renewal certificates and/or policies to the municipality at least ten (10) days prior to the expiration date.

Deductibles – The Contractor shall be solely responsible for payment of any deductibles.

Acknowledgement of Insurance Requirement:

 10/20/2020

(Signature) (Date)

Randall Gottesman, President

(Printed Name and Title)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Gail Lanza, AAI
Allen & Stults Co, Inc.	PHONE (A/C, No, Ext): (609) 448-0110
106 N. Main St, P.O. Box 110	FAX (A/C, No): (609) 448-8063
	E-MAIL ADDRESS: glanza@allenstults.com
Hightstown NJ 08520	INSURER(S) AFFORDING COVERAGE
INSURED	INSURER A: Continental Casualty Co
Community Grants & Planning Inc., DBA: CGP & H LLC	INSURER B: National Fire Ins Co of Hartford
1249 S. River Rd.	INSURER C: Hartford Underwriters Ins Co
Suite 301	INSURER D: Lloyd's, London
Cranbury NJ 08512	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: CL19121104911 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		1062045283	12/20/2019	12/20/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/PA/AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		6045357169	12/20/2019	12/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist property damage \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		2095617327	12/20/2019	12/20/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	13WECB34919	12/18/2019	12/18/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	PROFESSIONAL LIABILITY		PGIARK0037109	4/27/2020	4/27/2021	EACH CLAIM 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

CGP&H 1249 South River Road Cranbury, NJ 08512	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Gail Lanza, AAI/GAL <i>Gail A. Lanza</i>

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ACORD 25 (2014/01)

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INS025 (201401)

EXHIBIT "A"

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27 et seq. GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

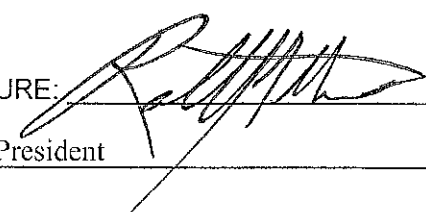
The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: CGP&H, LLC

PRINT NAME: Randall Gottesman

DATE: 10/20/2020

SIGNATURE: 

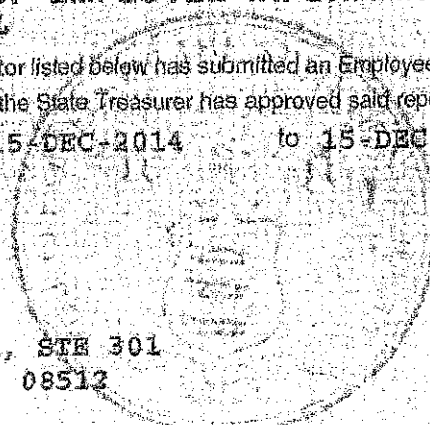
TITLE: President

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-DEC-2014** to **15-DEC-2021**

CGP&H, LLC
101 INTERCHANGE PLAZA, STE 301
CRANBURY NJ 08512



A handwritten signature in dark ink, appearing to read "Andrew P. Sidamon-Eristoff".

Andrew P. Sidamon-Eristoff
State Treasurer



BUSINESS REGISTRATION CERTIFICATE

New Jersey business organizations and foreign business organizations doing business in the State of New Jersey are required to obtain a Business Registration Certificate from the State of New Jersey Department of Treasury, Division of Revenue prior to conducting business in the State of New Jersey. "Business organization" means an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof.

A recently enacted bill: P.L. 2009, c.315 (A-557/S2366) reforms the Business Registration Certificate requirements. Please refer to the above bill as well as N.J.S.A. 52:32-44 to abide by all requirements concerning the business registration rules and regulations.

A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: CGP&H, LLC
Trade Name:
Address: 101 INTERCHANGE PLZ STE 301
CRANBURY, NJ 08512-3716
Certificate Number: 1363338
Effective Date: September 27, 2007
Date of Issuance: November 11, 2015

For Office Use Only:

20151111095325929

Request for Taxpayer Identification Number and Certification

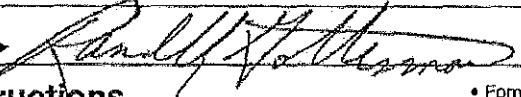
Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. CGP&H, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) n/a Exemption from FATCA reporting code (if any) n/a (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 1249 South River Road, Suite 301 6 City, state, and ZIP code Cranbury, NJ 08512 7 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	
Social security number [][]-[][]-[][][][][][][] or Employer identification number 2 6 - 1 2 6 6 7 4 7	

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶ 	Date ▶ 6/10/2020
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General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.	
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