


RESOLUTION NO. 2010 - 78
A RESOLUTION AUTHORIZING AN APPLICATION
FOR A GRANT FOR RECREATIONAL PROGRAMS
FOR DEVELOPMENTALLY CHALLENGED PERSONS.

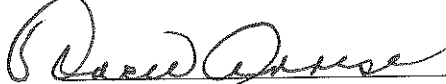
WHEREAS, the Township of Willingboro, a Municipal Corporation, desires to apply for and obtain a grant from the New Jersey Department of Community Affairs, for approximately \$15,663.00 to carry out a project to provide funding for community based recreation for individuals with disabilities (Expanding Horizons, Adults with Developmental Disabilities Recreational Program 2011).

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Willingboro, assembled in public session this 9th day of June, 2010, that Willingboro Township Council does hereby authorize the application for such a grant; and recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of such funds pursuant to the terms of said agreement between Willingboro Township and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the Clerk and Mayor are hereby authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement and any other documents necessary in connection therewith.


Eddie Campbell, Jr.
Mayor

Attest:


Marie Annese, RMC
Township Clerk

Recorded Vote	Yes	No	Abstain	Absent
Councilman Anderson	✓			
Councilman Ayer	✓			
Councilman Gordon	✓			
Deputy Mayor Jennings				✓
Mayor Campbell	✓			

SCHEDULE I: RESOLUTION

Whereas, the _____ (formal name of organization) desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$ ^{15,000} 15,003 (dollar amount of request) to carry out a project to _____ (briefly describe the project).
Expanding Horizons
Adults with Developmental Disabilities
Recreational Program

Be it therefore **RESOLVED**,

1) that the Township of Willingboro _____
(formal name of organization)
does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between
Township of Willingboro _____
(formal name of organization)
and the New Jersey Department of Community Affairs.

Be it further **RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

_____	_____
(signature)	(signature)
_____	_____
(type or print name)	(type or print name)
_____	_____
(title)	(title)

CERTIFICATION:

I, _____, the _____,
(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)
of _____
(formal name of organization)

hereby certify that at a meeting of the Board of Directors / Governing Body held on _____
(meeting date)
the above **RESOLUTION** was duly adopted.

AFFIX GOV'T,
CORPORATE OR _____
NOTARY SEAL (Signature of Secretary of the Board of Directors or Government Clerk)

Rec Opps for Individuals with Disabilities 2011
STATEMENT OF MAYOR/COUNTY OFFICIAL

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:

I am in support of this application and will work to integrate this service with others in this community, county and/or region.

COMMENTS

Signature of Mayor or County Official



Name:	Eddie Campbell
Title:	Mayor
Address:	1 Salem Road, Willingboro
Zip	08046
Mayor or County Officer	Mayor

I will/have mailed this attachment

I will/have hand delivered this attachment

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

STANDARD GRANT COVER SHEET

2011-05157-0110

1. DCA Program to Which Applicant is Applying: Rec Opps for Individuals with Disabilities 2011			
2. Name of Applicant Agency Willingboro Township			
3. Street Address 1 Salem Road Municipal Complex			
City Willingboro	State New Jersey	Zip Code 08046	County Burlington
4. Official Contact Person Ms. Joanne Diggs		Title Acting Township Manager	Phone number (609) 877-2200
5. Program Contact Person Mr. Kendall Odell Brunson		Title	Phone Number (609) 871-5700
6. Proposed Project/Grant Title Expanding Horizons			
7 Total Cost of the Project \$15,663	8. Requested Amount \$12,530	9. Funds from Other Sources \$3,133	
10. Project Location (if Different from Applicant Agency) *See Program Component Cover Sheet			
11. Vendor Number V-216007381-99	12. Employer ID 216007381	13. Tax Exempt ID	
14. Area(s) Benefiting: *See Program Component Cover Sheet			
15. Briefly describe the project for which you are seeking funds. This award will provide funds in support of the Willingboro Recreation's Expanding Horizons Program that provides social, recreational, leisure activities and events for the developmentally disabled adults in Willingboro and surrounding areas.			

<p>16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe:</p>				
<p>17. Fiscal Contact Person Ms. Barbara Lightfoot</p>			<p>Title Acting Director of Fin</p>	<p>Phone Number (609) 877-2200</p>
<p>21. Agency Fiscal Year 1/1 to 12/31</p>	<p>22. Name of CPA Firm Appointed by Grantee</p>			
<p>23. Certification: The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.</p>				
<p>Name and Title of Applicant (Print)</p>		<p>Signature of Applicant</p>		<p>Date of Application</p>

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

PROGRAM COMPONENT COVER SHEET

Program Type			
Municipalities/County: Expanding Horizons			
10. Project Location (if Different from Applicant Agency)			
Willingboro Recreation & Parks			
Street Address			
429 JFK Way			
City	State	Zip	Room Number
Willingboro	New Jersey	08046	
14. Area(s) Benefiting:			
Township of Willingboro			

Program Type			
10. Project Location (if Different from Applicant Agency)			
Street Address			
City	State	Zip	Room Number
14. Area(s) Benefiting:			

Program Type			
10. Project Location (if Different from Applicant Agency)			
Street Address			
City	State	Zip	Room Number
14. Area(s) Benefiting:			

OBJECTIVES

Objective Number: 1

Short Description: Provide Recreational and Leisure Activities

Detailed Description
Provide Recreational and Leisure Activities for the developmentally disabled adult population of Willingboro and surrounding communities

Methods
<ol style="list-style-type: none">1. program will meet once a week for two plus hours.2. provide offsite activities such as day trips, sporting events, movies and dining.

Evaluation
<ol style="list-style-type: none">1. Feedback sheet2. Participant Evaluations3. Daily attendance sheets

Application Program Component: Expanding Horizons

OBJECTIVES

Objective Number: 2

Short Description: Provide an Inclusive setting

Detailed Description

Provide an Inclusive setting so that participants are integrated into the mainstream population while participating in special events and activities.

Methods

1. Involve participants in open public special events.
2. Allow participants to engage in mainstream programs and activities.
3. Transporting participants to venues to engage with non disabled groups.

Evaluation

1. Keep record of activities and events attended
2. Participant evaluation of events and activities

Application Program Component: Expanding Horizons

OBJECTIVES

Objective Number: 3

Short Description: Provide health and fitness activities

Detailed Description

Provide health and fitness activities that will promote a healthier lifestyle.

Methods

1. Designate a monthly meeting that focuses on fitness and exercise.
2. Employ various instructors to provide fitness services for our participants.
3. Promote social interactive relationships

Evaluation

1. Visually observe participants activity participation
2. Sponsor feedback on long term affects of participants fitness or well-being level
3. Instructor feed back

Application Program Component: Expanding Horizons

Scope of Services

The Expanding Horizons program is a social, recreational and leisure outlet for the developmentally disabled Willingboro residents and surrounding communities. Our goal is to provide the participants with a wide variety of activities. The Kennedy Center is the home base; however we transport the participants to various events and activities. Our staff is dedicated, focused and determined to provide an environment where the participants' lives are enriched and fulfilled through the activities and events.

Throughout the year the staff meets bi-monthly to plan two months of activities and events. Each month includes at least one designated gathering strictly for physical activities outside of the normal meeting area. For the past two years the staff has adopted the philosophy of incorporating some physical activity in every weekly gathering. Professional instructors are hired to come to Expanding Horizons to give various instructions in such activities as line dancing, self defense and aerobics. The participants also are given opportunities throughout the year to engage the planning of upcoming events.

The activities and events scheduled for Expanding Horizons are researched by the staff using past experiences, the calendar for various holidays and special events, online research, participants' suggestions, local recreational events and programs. Appropriate weather based events are scheduled as well. Dances and festivals are generally scheduled in the winter. Dining and movies are scheduled in the spring and autumn. Barbeques and pool trips are scheduled in the summer. Each weekly gathering is a different recreational activity.


The planning of activities always includes ways to have a low cost but high quality program. The activity is always structured to adapt to the developmental level of the participants. Our goal is to always give the participants the opportunity to do the activity without stress and fear of failure. The staff orders supplies based on the need of the activity. We also order supplies as an "investment pieces" where equipment is used repeatedly. "Investment pieces" are great to have when alternative plans are needed in emergency situations. For example, a planned evening to the Camden Riversharks minor league baseball game was cancelled due to rain; however, the participants were able to have an indoor sports night because of the "investment pieces" that were purchased such as various size balls, bats, bases, racquets and a CD player.

The staff's compassion, determination and commitment are essential to the success of the program. Expanding Horizons was established to supplement the quality of life through recreation and leisure of a person with a developmental disability. Our hope is to continue providing this program for years to come.

Budget Detail
 Municipalities/County: Expanding Horizons
 Willingboro Township

Budget Category		Requested Funds
PROGRAM - Personnel		
Salaries/Wages		
Salaries and wages for staff members		\$8,787.80
Minor Category Sub-Total		\$8,787.80
Major Category Sub-Total		\$8,787.80
PROGRAM - Purchased Services		
Other		
The item pertains to services rendered by professionals		\$1,200.00
Minor Category Sub-Total		\$1,200.00
Major Category Sub-Total		\$1,200.00
PROGRAM - Operating Cost		
Consumables		
The item pertains to food/utensils and other perishable goods		\$900.00
Minor Category Sub-Total		\$900.00
Equipment		
This item pertains to program equipment		\$775.00
Minor Category Sub-Total		\$775.00
Participant Travel		
This item pertains to additional travel arrangements		\$867.44
Minor Category Sub-Total		\$867.44
Major Category Sub-Total		\$2,542.44
Total		\$12,530.24

Rec Opps for Individuals with Disabilities 2011
STATEMENT OF MAYOR/COUNTY OFFICIAL

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:	
<input checked="" type="checkbox"/>	I am in support of this application and will work to integrate this service with others in this community, county and/or region.
COMMENTS	
Signature of Mayor or County Official	
	
Name:	Eddie Campbell
Title:	Mayor
Address:	1 Salem Road, Willingboro
Zip	08046
Mayor or County Officer	Mayor
<input checked="" type="checkbox"/>	I will/have mailed this attachment
<input type="checkbox"/>	I will/have hand delivered this attachment

Rec Opps for Individuals with Disabilities 2011
DESCRIPTION OF TARGET POPULATION & HOURS

Proposed Project: Expanding Horizons

DESCRIPTION OF TARGET POPULATION – Describe the population to be served by **this specific program/project.**

Anticipate the number of individuals you plan to enroll in this proposed project by their age.

AGE/TYPE of Disability	Children (18 & under)	Young Adults (19-23)	Adults (24-64)	Elderly (65 & older)
Developmentally Disabled	0	0	39	6
Physically Disabled	0	0	0	0
Autistic	0	0	0	0
Learning Disabled	0	0	0	0
Multiply Disabled	0	0	15	0
Other Disabling Condition	0	0	0	0
TOTAL PERSONS WITH DISABILITIES:	0	0	54	6
Total Persons who are non-disabled	0	0	0	0
SERVICE HOURS	# OF PERSONS WITH DISABILITIES	# OF HOURS OF SERVICE PER WEEK	# OF WEEKS	TOTAL SERVICE HOURS
	60	2	44	5280

Rec Opps for Individuals with Disabilities 2011
ASSESSMENT OF NEED(S)

LIST THE NEED(S) WHICH ILLUSTRATE THE REASON FOR THE PROJECT.

The Township of Willingboro has a considerable amount of individuals with developmental disabilities as well as other types. There is little or no social, recreational or leisure outlet for this population within our township and surrounding communities. Without such outlets there can be adverse affects such as health, mental well-being and even the chance of a reclusive tendencies.

Rec Opps for Individuals with Disabilities 2011
OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

<u>Source</u>	<u>Amount</u>	<u>Code</u>
Township of Willingboro	\$3,132.56	(L)

Total Funds From Other Sources Related To This Application Only 3132.56

Rec Opps for Individuals with Disabilities 2011
SCHEDULE A: PERSONNEL

Name of Employee: Rose Robinson

Position/Title: Recreation Leader

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$1,240.80

Annual Salary

Requested from State: \$1,240.80

Standard Weekly Work Hours: 3

Weekly Hours on this Project: 3

% of Hours on this Project: 100

% of salary from State: 100

Responsibilities/Duties:

Under supervision of Program Coordinator:

1. Assist in the planning and implementation of program activities and special events.

2. Hands on supervision of program participants

3. Assist in maintaining open communication between program staff, participants and families

Submit Resume: Under supervision of Program Coordinator: 1. Assist in the

Rec Opps for Individuals with Disabilities 2011
SCHEDULE A: PERSONNEL

Name of Employee: Cynthia Ball
Position/Title: Program Coordinator
New Position: Yes x No
Vacant Position: Yes x No
Annual Salary: \$2,351.80

Annual Salary
Requested from State: \$2,351.80
Standard Weekly Work Hours: 5
Weekly Hours on this Project: 5
% of Hours on this Project: 100
% of salary from State: 100

Responsibilities/Duties:

The program coordinator's responsibilities are as follows:

1. Supervising program staff
2. Ensuring participant well-being
3. Maintain proper records
4. Establishing creative programming and special events
5. Conducting staff programming meetings.
6. Corresponding with participants and there sponsors.

Submit Resume: The program coordinator's responsibilities are as follows

Rec Opps for Individuals with Disabilities 2011
SCHEDULE A: PERSONNEL

Name of Employee: Jackie Fattore

Position/Title: Recreation Leader

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$1,240.80

Annual Salary

Requested from State: \$1,240.80

Standard Weekly Work Hours: 3

Weekly Hours on this Project: 3

% of Hours on this Project: 100

% of salary from State: 100

Responsibilities/Duties:

Under supervision of Program Coordinator:

1. Assist in the planning and implementation of program activities and special events.

2. Hands on supervision of program participants

3. Assist in maintaining open communication between program staff, participants and families

Submit Resume: Under supervision of Program Coordinator: 1. Assist in the

Rec Opps for Individuals with Disabilities 2011
SCHEDULE A: PERSONNEL

Name of Employee: Vincent Fattore

Position/Title: Recreation Leader

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$1,240.80

Annual Salary
Requested from State: \$1,240.80

Standard Weekly Work Hours: 3

Weekly Hours on this Project: 3

% of Hours on this Project: 100

% of salary from State: 100

Responsibilities/Duties:

Under supervision of Program Coordinator:

1. Assist in the planning and implementation of program activities and special events.
2. Hands on supervision of program participants
3. Assist in maintaining open communication between program staff, participants and families

Submit Resume: Under supervision of Program Coordinator: 1. Assist in the

Rec Opps for Individuals with Disabilities 2011
SCHEDULE A: PERSONNEL

Name of Employee: Michael Smith

Position/Title: Bus Driver

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$3,713.60

Annual Salary
Requested from State: \$3,713.60

Standard Weekly Work Hours: 5

Weekly Hours on this Project: 5

% of Hours on this Project: 100

% of salary from State: 100

Responsibilities/Duties:

1. Transport participants to and from program activities.
2. Serve as additional program staff when needed
3. Work with coordinator to schedule events

Submit Resume: 1. Transport participants to and from program activities.

Rec Opps for Individuals with Disabilities 2011

CERTIFICATION SHEETS

	<i>If your Agency type is not required to answer any of the questions below, click the N/A radio button.</i>			
1.	I certify that this agency is not delinquent on any Federal or State debt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.	I understand that payments from NJDCA will depend on our submission of all required grant reports.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.	I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.	I certify that our organization's Certification of Central Contractor Registration (CCR) is valid and current.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5.	I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	If no, please explain:			
Non-government Agencies only—				
6.	If our agency has not received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
7.	The information contained in the Board of Directors list in our Agency Information is adequate and up-to-date at the time of this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

Attachments

<i>Click Application Manager in the green box in the upper left of the Application Menu for the correct address for this Program.</i>		
Certification Regarding Debarment and Suspension - Schedule G		
<input checked="" type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input type="checkbox"/> Not applicable
Certification Regarding Lobbying - Schedule H		
<input checked="" type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input type="checkbox"/> Not applicable
Resolution - Schedule I		
<input checked="" type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input type="checkbox"/> Not applicable
IRS Determination Letter (New Applicants, Non-profit, Non-government only)		
<input type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input checked="" type="checkbox"/> Not applicable
Organizational Chart (Non-government only)		
<input type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input checked="" type="checkbox"/> Not applicable
Application Cover Page		
<input checked="" type="checkbox"/> I am mailing this attachment	<input type="checkbox"/> I am hand delivering this attachment	<input type="checkbox"/> Not applicable

Resolution No. 2010 – 79

**A resolution of the Township of Willingboro authorizing an Amendment to the
Professional Services Agreement with CGP&H
Neighborhood Stabilization Program (NSP) Grant Administrator**

WHEREAS the Township of Willingboro was awarded a two million dollar (\$2M) Neighborhood Stabilization Program (NSP) grant from the New Jersey Department of Community Affairs (DCA) to acquire, rehabilitate, and resell at least nine foreclosed or abandoned homes to low and moderate income households; and

WHEREAS, the Township of Willingboro has entered into an agreement with Community Grants, Planning & Housing (hereinafter CGP&H) to assist the Township with the implementation of the NSP; and

WHEREAS, the Township has purchased four foreclosed or abandoned homes to-Date, and is under contract to purchase an additional seven foreclosed or abandoned homes; and

WHEREAS the NSP is on schedule to commit all NSP funds by the September 9, 2010 program deadline; and

WHEREAS the Township has emerged as a leader in implementing this highly complex program; and

WHEREAS, this success has been a result of extensive additional unanticipated efforts expended acquiring units and complying with rapidly changing NSP rules as outlined in CGP&H's letter of June 7, 2010 to the Township Manager; and

WHEREAS the Township of Willingboro requires additional assistance from CGP&H to acquire properties, administer the program, oversee the rehabilitation of the NSP units; and develop a proposal to reuse up to \$2.5 million in anticipated program income to acquire and rehabilitate approximately 10 additional units with no local match required, bringing a combined total of \$4.5 million of grants and program income to the Township; and

WHEREAS, it is in the interest of the Township of Willingboro to continue to acquire and rehabilitate these properties, to the extent that the grant will allow the Township to do so; and

WHEREAS the additional assistance and necessary budget changes requested by way of a change order have been outlined in the detailed summary of costs provided in the CGP&H June 7, 2010 letter; and

WHEREAS, the New Jersey Department of Community Affairs project manager for the Township has confirmed that the budget changes and fees are reasonable and consistent with those of grantees statewide; and

WHEREAS, the budget will not exceed 8% of total project cost, and will not require any additional local matching funds beyond the current local match already committed to the NSP program; and

WHEREAS, the Township Council of the Township of Willingboro has reviewed the requested budget changes/change order and found that they are necessary and reasonable for the completion of the NSP and in the best interest of the Township.

NOW THEREFORE BE IT RESOLVED in the open public session of the Township Council of the Township of Willingboro, on this 9th day of June, 2010 that the Mayor is authorized to execute an addendum to the original contract revising the total compensation to CGP&H to a not to exceed dollar amount of \$190,576 and authorizing CGP&H to apply for state approval of a re-use plan of up to \$2.5 million of additional revenue from program income.

BE IT FURTHER RESOLVED THAT a separate agreement with CGP&H and all other professionals will be required if the state approves the proposed re-use plan, but no additional local funds will be required to achieve that end.

Attest:


Marie Anese, RMC, Clerk


Eddie Campbell Jr., Mayor

Recorded Vote	Yes	No	Abstain	Absent
Councilman Anderson	✓			
Councilman Ayer	✓			
Councilman Gordon	✓			
Dep. Mayor Jennings				✓
Mayor Campbell	✓			

INBOX

Compose

Addresses

Folders

Options

Current Folder: INBOX

Calendar

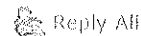
 Message List
 Delete


Forward

Forward as Attachment



Reply



Reply All

Subject: FW: draft of Willingboro change order with full documentation**From:** "Joanne Diggs" <jdiggs@willingborotwp.org>**Date:** Mon, June 7, 2010 4:28 pm**To:** "Eddie Campbell Jr." <ecamjr@comcast.net> (more)**Priority:** Normal**Options:** View Full Header | View Printable Version | Download this as a file | View Message details | View as plain text

To: Mayor Campbell and Township Council

From: Joanne Diggs, Township Manager

Date: June 7, 2010

Re: NSP Grant –Contract with CGP&H

After our last Council meeting I met with Randy Gottesman, along with his staff members, and our Finance and Inspections staff members. We reviewed the bills that have been paid so far and requested information on the areas which were being increased and justification for the increases. We also asked that the changes in the grant budget be forwarded to the State to see if there would be problems with the changes requested.

Attached is a comprehensive analysis with explanations for each line item change requested. There is also a letter for Colleen Devereux, NJ Department of Community Affairs, NSP Program Manager stating that the changes are reasonable.

I believe that the changes requested are necessary to move forward with continued success. I recommend that Council approve the increase in the contract.

Joanne

From: Randy@cgph.net [/squirrelmail/src/compose.php?send_to=Randy@cgph.net]

Sent: Monday, June 07, 2010 3:20 PM

To: jdiggs@willingborotwp.org; dwallace@willingborotwp.org

Cc: megan@cgph.net

Subject: draft of Willingboro change order with full documentation

Joanne and Duane-

Attached is the letter you requested with additional justification and details about the budget changes. Megan was able to speak to the DCA project manager for the Township about the changes. Please see the attached email from DCA showing their support of the proposed budget revisions.

We have also attached the detailed spreadsheet of the proposed changes. There is no change to the total cost of the proposed contract (\$190,876). We did move some of the items we had earmarked for BCBC to the local funds column and vice versa because the ERRs had already been billed to the Township. The total BCBC match did not change from the \$10,000. We also provided an additional breakout of the cost for the Initial Inspection and Work Write ups which was not included on the budget provided earlier. Hopefully all of this will be clear when you take a look but please do not hesitate to call me if you have questions.

Please let me know if you have comments on this draft, as I can get revisions or additional clarifications to you immediately upon your request.

Please let me know if you feel this is ready for consideration at Council Tuesday night, and if so, we will be there waiting in the wings, in the event of any questions, so that this project can continue to move forward.

Thank you.

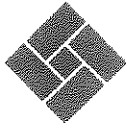
Randall M. Gottesman, PP
President
randy@cgph.net
609 371 1937 ext. 12
569 Abbington Drive
East Windsor, NJ 08520
www.cgph.net Fax 609 371 1776



Attachments:

Willingboro_CGPHcontract_060710.pdf 1.6 M [application/octet-stream] Download

Delete & Prev | Delete & Next
Move to:



CGP&H

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

569 Ardington Drive, East Windsor, NJ 08821
www.cgpandh.net 800.371.1037 Fax: 609.271.1776

June 7, 2010

Joanne Diggs
Township Administrator
Willingboro Township
One Salem Road
Willingboro, NJ 08046

RE: CGP&H Neighborhood Stabilization Program Change Order

Dear Ms. Diggs:

Thank you for the opportunity to work closely with Township staff on implementing the Willingboro Township Neighborhood Stabilization Program (NSP). After much effort and hard work, the Township has closed on four houses and is under contract for an additional seven. The Township's program is on track to obligate all NSP funds for 11 units by the September 2010 deadline. In fact, the Township's program has received extensive positive feedback from the State and has emerged as a leader in implementing this highly complex program. It has been a pleasure to work with the highly professional and capable staff at Willingboro Township as well as the Township's legal staff at Michael Armstrong and Associates.

This success has come as a result of additional work performed by all team members that was unanticipated at the start of the project. Additional effort has been expended acquiring units, keeping in compliance of rapidly changing NSP rules, and working on units that ultimately do not end up in the program. These emerging factors necessitate a proposed contract change for CGP&H's services.

CGP&H has consulted Colleen Devereux, Willingboro's project manager at the New Jersey Department of Community Affairs (DCA) regarding the budget changes described below. Ms. Devereux stated that these changes and fees are reasonable and consistent with those fees of grantees statewide and will not reflect negatively on the Township. Ms. Devereux also stated that the exact use of the matching funds is ultimately the Township's discretion and DCA's primary interest is that NSP funds are leveraged by local funds. Please see the attached email correspondence between CGP&H's Megan York and Ms. Devereux for a summary of this conversation.

Below is a detailed summary of the items in our current and proposed contracts.

- a. **Lead Testing** -- This line item includes the mandatory testing of all homes to be purchased for lead.
 - *Existing Budget:* \$9,750
 - *Total Paid:* \$3,210
 - *Proposed Change:* \$9,750 (no change)
 - *Reasons for Proposed Change:* No change

- b. **Initial Inspection and Conceptual Work Write-Ups** – This category includes the initial inspection of the property and the development of conceptual estimates.
- *Existing Budget:* \$0
 - *Total Paid:* \$27,803
 - *Proposed Change:* \$30,000
 - *Reasons for Proposed Change:* The original contract between CGP&H did not include the preparation of conceptual estimates. These conceptual estimates have become critical components of the rehabilitation estimation services primarily because the original scope of the NSP was to bring the units up to code which requires a very objective work write up process focusing on major systems and other code items. NSP issued new guidance that the units should be upgraded as “the best house on the block” to further stabilize the surrounding neighborhood. The cost estimating and scoping of the non-code items has doubled the length of the estimates as well as required substantial “back and forth” with Township staff to determine which upgrades are preferred and which can be completed within the budget. In addition, many of the units are in worse condition than anticipated which has increased the scope of the inspections and conceptual work write-ups. For example, an extensive mold inspection was performed on one unit that exhibited extensive mold issues. Finally, funds have been expended on units that have not ultimately been purchased by the Township as a result of factors outside of the Township’s control. These costs are legitimate, understood cost items from the State’s perspective and there are detailed instructions from the state as to how to reflect these additional expenses and terminated units.
- c. **Comprehensive Work-Write Ups and Inspections** – This includes detailed work write ups, and on-going inspections of the work to be completed on the homes to be purchased through the NSP program.
- *Existing Budget:* \$39,000
 - *Total Paid:* \$0
 - *Proposed Change:* \$23,389 (decrease of \$15,610)
 - *Reasons for Proposed Change:* This line item has been reduced because the initial inspection is included in the conceptual work-write up phase. In addition, the work write up takes less time to complete after the conceptual work write up is completed.
- d. **Income Qualifying Applicants, etc.** – This task includes the income qualifying of applicants and other tasks associated with the purchase of the units.
- *Existing Budget:* \$26,550
 - *Total Paid:* \$0
 - *Proposed Change:* \$26,550 (no change)
 - *Reasons for Proposed Change:* No change
- e. **Environmental Review Record (ERR)** - Complete comprehensive environmental review of the program.
- *Existing Budget:* \$2,400
 - *Total Paid:* \$8,186
 - *Proposed Change:* \$8,186 (increase of \$5,786)
 - *Reasons for Proposed Change:* The cost to complete this task has been much higher than projected because the State has required a review to be completed for each property instead of one review for the entire program as originally anticipated. CGP&H’s original contract is for one ERR, but 11 are required due to this DCA requirement. An additional

\$3,000 for this component will be provided by the Burlington County Bridge Commission as part of their ongoing efforts to secure full NSP funding for the project.

f. Marketing and Advertising

- *Existing Budget:* \$4,200
- *Total Paid:* \$0
- *Proposed Change:* \$4,200 (no change)
- *Reasons for Proposed Change:* No change

g. Acquisition Assistance

- *Existing Budget:* \$0
- *Total Paid:* \$25,230
- *Proposed Change:* \$30,000 (increase of \$30,000)
- *Reasons for Proposed Change:* Items 6 on Page 11 of the CGP&H's contract specifically excludes assisting in the acquisition process and no funds for this task were budgeted. Joanne Diggs and Duane Wallace requested CGP&H's assistance with acquiring properties in January 2010 because of the complexity of purchasing bank owned properties and abandoned units, which has been an obstacle for NSP grantees nationally. CGP&H worked extensively with Patty Conrad and Cristal Holmes-Bowie to identify and secure homes for purchase. Due to the complexity of this work, many additional players were added to the NSP Project Acquisition Team including Advoa Koon, Barbara Busacca, Monica Paylor, Barbara Lightfoot, and Julie McCleary from Collegiate Title, many of whom attend regularly scheduled weekly or bi-weekly meetings with CGP&H. Not only has CGP&H prepared extensively for each meeting, CGP&H has facilitated the meetings to ensure that all parties are moving forward in their roles and responsibilities. None of this effort was contemplated in the original contract; and in fact there is a specific exclusion of this in our current contract with Willingboro. This coordinated team approach has worked very well in Willingboro and we have reached our acquisition goal where other municipalities have not

h. General Administration

- *Existing Budget:* \$20,000
- *Total Paid:* \$0
- *Proposed Change:* \$22,000 (increase of \$2,000)
- *Reasons for Proposed Change:* The target is to complete 11 units and NSP permits a \$2,000 administration fee of \$2,000 per unit. This general administration costs will be funded by the NSP grant.

i. Grant Management

- *Existing Budget:* \$0
- *Total Paid:* \$24,000
- *Proposed Change:* \$36,800 (increase of \$36,800)
- *Reasons for Proposed Change:* The Evolving NSP rules created new administrative requirements and the on-going need to keep up with new rules and policy decisions on a weekly basis. In addition, DCA has issued new monthly reporting requirements and the required documentation for the draw downs is extensive. Moreover, DCA has required attendance at numerous mandatory meetings and for "highly recommended" webinars that were never anticipated by them and therefore do not appear in our budget. Finally, CGP&H has prepared additional reports and activities including one boundary change request to DCA and we plan on preparing a reuse plan proposal as part of this line item.