

In summary, the changes outlined above represent an increase of \$88,676 from \$101,900 to \$190,876. CGP&I's revised total fee is 7.6 percent of the entire \$2.5 million NSP budget. As stated earlier, CGP&I has consulted with Colleen Devereux, Willingboro's NSP project manager at DCA regarding these changes. She stated that these changes are reasonable and appropriate given the complexity of implementing the NSP program. This new contract includes all fees associated with 11 units in the Township's first initial NSP award from the State. It does not include any additional units that may be pursued as a result of additional grant funding by DCA.

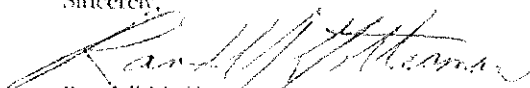
CGP&I remains anxious and excited to help Willingboro not only be among the best performers in the State of New Jersey on this program, but more importantly:

- Stabilize neighborhoods and property values in those neighborhoods by taking foreclosed, vacant units off the inventory and replacing them with full renovated, attractive reincarnations of their former selves.
- Hopefully obtain new and additional funding from the State, at no local match requirement, based largely on the Township's record of performance and the State's faith that it can expend the additional dollars by September 2010.
- Request and obtain approval to reuse program income of up to an additional 2.5 million dollars, with no additional local match requirement, again, based largely on the Township's record of performance to date.
- The combined impact of the initial 11 units, plus the many more units that can be acquired through possible additional state funding in the days ahead, as well as approval of our reuse plan in the weeks ahead will be significant.

We believe that CGP&I, with the municipal team that is currently in place is best suited to continue and complete the above described missions. We do however, require approval of the change order in order to complete our work on the initial 11 units for all of the reasons cited in this letter. It was literally impossible for us to know all that would be involved with this new national program. No one knew what would be involved. Not the participating banks, not the HUD consultants, not HUD, not DCA, and certainly not recipients like the Township or us, the Township's consultants. Our proposed contract amendment is the minimum we believe necessary to keep the Township moving on schedule in its leadership role, and paving the way for potentially millions of dollars more in NSP reuse and reallocated funds. We apologize for having to make this request, but we have carefully and painstakingly evaluated it and see no other choice. The Burlington County Bridge Commission will commit approximately \$10,000 in additional CGP&I services as part of the application follow-up, to ensure that full NSP funding is secured for the project. We are leveraging all of the resources we can, and again, the State has been consulted and seems on board with these changes (see attached emails), and we will get the job done at no net additional cost to the Township as this budget revision merely requires a reallocating of funds and no new local funds.

Thank you.

Sincerely,



Randall M. Gottesman, PP
President, CGP&I



"Devereux, Colleen"
<CDevereux@DCA.state.nj.us
>

06/04/2010 04:26 PM

To <Megan@cgph.net>

cc

bcc

Subject RE: Willingboro NSP

History:  This message has been replied to and forwarded.

Megan,

Amending the budget in SAGE to move funds from 'new construction' to 'rehabilitation' and 'acquisition' is fine and will not impact the number of units listed in your Grant Agreement regardless of whether you amend NSP funds or 'other' matching funds. We will not change the the number of units in your contract unless Willingboro wishes to increase or decrease the number of NSP units delivered.

When revising/amending the budget, there is space for text that will explain the change in scope and budget line items. We are not very concerned about the specific line items in the match portion of the budget as long as they are reasonable. The changes you described to me by phone and listed in this email below are all well within 'reasonable'. We really are tracking the amount of leveraged funds the NSP has brought to the project.

You guys are doing a great job! Just let me know if you need anything else from me.

Thanks,
Colleen

Colleen Devereux
NJ Department of Community Affairs
NSP Program Manager
609-633-6329 phone
609-341-3275 fax

From: Megan@cgph.net [mailto:Megan@cgph.net]
Sent: Thursday, June 03, 2010 3:28 PM
To: Devereux, Colleen
Subject: Willingboro NSP

Colleen-

Thanks for the information on the phone. Just to confirm, the budget revisions we are planning on submitting include a few changes to the NSP funds and several changes to the matching funds. The NSP changes will move funds slated for construction and demolition to acquisition and rehab.

There are more substantial changes to the soft costs in the matching funds. These include new and/or additional funding for the following: appraisals, title searches, title recording, environmental review, acquiring properties, conceptual work writes, and grant management. Some of the reasons why matching funds are being shifted into these categories are:

- more appraisals were needed because of funds expended on lost units
- title work was not included in the original budget.
- the additional work required to acquire properties,
- the need for detailed conceptual estimates in addition to work write ups,
- the need to scope out the cost of work beyond bringing the units up to code,
- the requirement to complete environmental reviews of each individual properties (rather than one for the entire program),
- the administrative and other work expended on units that don't actually end up being acquired, and
- additional administrative duties related to complying and keeping up with new NSP rules.

These significant increases in soft costs will all be paid out of matching funds and will result in a decrease in the amount of matching funds used for hard costs. On the phone you indicated that these increases in soft costs are ok with DCA and to be expected given the complexity and challenges involved with implementing the NSP program. I just wanted to confirm in writing that these changes will be ok.

Also, we discussed whether a new contract will be required since we are moving construction funds to the rehab category. Hopefully, we will be able to make the change without a major budget revision. However, if we do need a new contract, you indicated that the new contract will continue to state: "the grantee shall use NSP funding for the purpose of acquisition and rehabilitation of a minimum of nine units and/or abandoned residential properties in Levitt Parkway East Neighborhood of the Township." We plan to do 11 units but want to keep the flexibility of nine.

Thanks for all your help.

Megan

Megan York, PP, AICP

Vice President

megan@cgph.net

609 371 1937 ext. 19

569 Abbington Drive

East Windsor, NJ 08520

www.cgph.net Fax 609 371 1776



Willingboro NSP - Proposed Budget Changes
11 units

	Proposed Budget Changes					CGP&H	
	NSP	Local Funds	BCBC	TOTAL	Average Per unit	Proposed CGP&H contract	Amount billed todate
Acquisition site	0	0	0	0	-		
Acquisition of building	1,098,500	100,000	0	1,198,500	108,955		
Construction - demolition	0	0	0	0	-		
Appraisal		15,000		15,000	1,364		
Title search	0	9,250		9,250	841		
Title recording	0	1,100	0	1,100	100		
Title Premiums	0	10,450		10,450	950		
Rehab - owner occupied single family	879,500	103,000	0	982,500	89,318		
construction -residential	0		0				
Lead testing	0	9,750	0	9,750	886	9,750	3,210
Initial Inspection and Conceptual Work write up	0	30,000	0	30,000	2,727	30,000	27,803
Comprehensive work write up & inspections		23,390	0	23,390	2,126	23,390	-
Income qualifying applicants, etc	0	26,550	0	26,550	2,414	26,550	-
SHPO review					-		
ERR		8,186	3,000	11,186	1,017	8,186	8,186
Marketing and Advertising		4,200	0	4,200	382	4,200	-
Legal Acquisition		65,600		65,600	7,289	-	
Home ownership counseling				0	-	-	
Insurance		0		0	-	-	
Acquisition assistance	0	30,000	0	30,000	2,308	30,000	25,230
General Admin	22,000			22,000	2,000	22,000	-
Grant Management		36,800	7,000	43,800	3,982	36,800	24,000
Personl - Acquisition assistance and other admin tasks		17,000		17,000	1,545		
Total	2,000,000	490,276	10,000	2,500,276	227,298	190,876	88,429
Total per unit	181,818	44,571	909	227,298			

Total NSP grant is \$2,000,000, Required Match Is 500,000
Match 500,276

WILLINGBORO TOWNSHIP

ONE SALEM ROAD, WILLINGBORO, N.J. 08046

Phone No. (609) 877-2200 Fax No. (609) 877-1278

TELEFAX COVER SHEET

TO: C. H. Bowie Esq

COMPANY: _____

DATE: 7/14/10

TO FAX NO. 877-7755

FROM: Marie A EXT. 1028 PAGES 10

SUBJECT: Res. 2010-79 CGP+H

FOR YOUR INFORMATION PLEASE RESPOND

THANK YOU.

Marie Annese

From: c bowie [chb@armstronglawfirm.com]
Sent: Friday, October 15, 2010 3:24 PM
To: Randy Gottesman; Megan York
Cc: m armstrong; Marie Annese; Joanne Diggs
Subject: FW: Willingboro NSP housing and admin contract 2010.doc
Attachments: willingboro nsp housing and admin contract 2010.doc

Hi Randy, Please see attached and below, this is the last contract addendum that we need to have back executed.

-----Original Message-----

From: cristal bowie [mailto:chb@armstronglawfirm.com]
Sent: Monday, August 23, 2010 6:55 PM
To: randy@cgph.net; Megan York
Subject: Willingboro NSP housing and admin contract 2010.doc

Hi Randy:

This is the addendum, to the professional services agreement with your compensation schedule as revised (finally!). If it is acceptable, please execute two originals and return to me or Marie for the Mayor's execution. Thanks,

As you know he already executed the resolution 2010-79.

PS, I've heard that in some NSP projects the entity is required to record a mortgage and note to the state for each of the properties that they purchased with NSP monies. Have you heard anything along these lines from our state/DCA liaison?

CHB, Esq.
11/02/05

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 Annese, RMC, Clerk


Eddie Campbell Jr., Mayor

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

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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

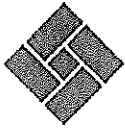
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CGP&H

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

569 Alder, Ben Drive, East Windsor, NJ 08821
www.cgp.net 609 371 1917 Fax: 609 371 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 Advoca 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.

June 7, 2010

In summary, the changes outlined above represent an increase of \$88,676 from \$101,900 to \$190,876. CGP&I's revised total fee is 7.6 percent of the entire \$2.5 million NSP budget. As stated earlier, CGP&I has consulted with Colleen Devereux, Willingboro's NSP project manager at DCA regarding these changes. She stated that these changes are reasonable and appropriate given the complexity of implementing the NSP program. This new contract includes all fees associated with 11 units in the Township's first initial NSP award from the State. It does not include any additional units that may be pursued as a result of additional grant funding by DCA.

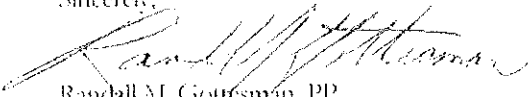
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Thank you.

Sincerely,


Randall M. Gottesman, PP
President, CGP&I



"Devereux, Colleen"
<CDevereux@DCA.state.nj.us
>


06/04/2010 04:26 PM

To <Megan@cgph.net>

cc

bcc

Subject RE: Willingboro NSP

History:  This message has been replied to and forwarded.

Megan,

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You guys are doing a great job! Just let me know if you need anything else from me.

Thanks,
Colleen

Colleen Devereux
NJ Department of Community Affairs
NSP Program Manager
609-633-6329 phone
609-341-3275 fax

From: Megan@cgph.net [mailto:Megan@cgph.net]
Sent: Thursday, June 03, 2010 3:28 PM
To: Devereux, Colleen
Subject: Willingboro NSP

Colleen-

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