



Municipality of Princeton

Municipal Building
400 Witherspoon Street
Princeton, NJ 08540-3496

Department of Community Development
Office of the Engineer
Telephone (609)921-7077
Fax: (609) 688-2027

ROBERT V. KISER, P.E.
Director of Engineering

MEMORANDUM

TO: Robert Bruschi, Administrator

FROM: Robert V. Kiser, P.E., Director of Engineering

DATE: August 15, 2014

SUBJECT: **Resolution – Birch Avenue Neighborhood CDBG Application
Community Grants, Planning and Housing – NTE \$10,653.00**

Attached please find a proposal from Community Grants, Planning and Housing providing for the preparation of a Small Cities Community Development Block Grant (CDBG) application for the above neighborhood that has been determined through survey to meet the program criteria. The services proposed provide for the completion of all grant application requirements as detailed in the CGP&H proposal. Cost for these services will not exceed an amount of \$10,653.00.

The grant application will provide for the replacement of curbs, sidewalks and curb ramps to meet ADA requirements, on an as needed basis, throughout the neighborhood.

The very preliminary estimated cost for this work is as follows:

Curb and sidewalk work including 10% contingency	\$225,000
Engineering Costs (in house)	\$22,500
Administration (CGP&H)	\$11,250
Total	\$258,750
25% Local Share	\$64,688
75% Grant Amount	\$194,062

Council's consideration in entering into the attached professional services agreement at the August 25th meeting so that the CDBG application may be submitted in a timely manner will be appreciated.

Please contact me if you have any questions.



Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Linda McDermott, Municipal Clerk
Trishka Waterbury Cecil, Municipal Attorney
Kathy Monzo, Deputy Administrator/Director of Finance
Sandy Webb, CFO
Deanna Stockton, P.E., Assistant Municipal Engineer
Christy Peacock, Affordable Housing Manager
Rosanna Roberto, Secretary

**RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON
BIRCH AVENUE NEIGHBORHOOD CDBG APPLICATION
COMMUNITY GRANTS, PLANNING AND HOUSING**

WHEREAS, the Municipality desires to enter into a professional services agreement in connection with certain activities being conducted by the Municipality, as hereafter more particularly stated, and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a contract for professional services with **COMMUNITY GRANTS, PLANNING AND HOUSING** (hereinafter referred to as "Provider") the completion of all grant application requirements as detailed in the CGP&H, as hereafter more particularly stated.

1. The contract so authorized shall require the Provider to provide services and other related duties, as follows:

Services necessary to prepare and submit a CDBG application to replace curbs, sidewalks and curb ramps within the Birch Avenue neighborhood as detailed in the Community Grants, Planning and Housing proposal.

Under this Agreement, Provider shall at all times act as an independent professional contractor and not as an employee of the Municipality, and shall have no authority to act as an agent or representative of the Municipality or to enter into any financial or other contractual commitment on behalf of the Municipality without the prior written approval of same granted in accordance with law.

Payment of fees will be made upon the submission to the Provider to the Municipality of invoices in duplicate in the form prescribed by the Municipality not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees are claimed for the services performed. The provider shall give written notice to the Municipality when the Provider has billed eighty (80%) of the compensation set forth in paragraph I of the Agreement.

2. The form of contract shall include standard provisions common to professional service agreements entered into by the Municipality and shall be subject to approval by the Municipal Attorney.

3. The contract shall be awarded without competitive bidding as a contract for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.

4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

**MUNICIPALITY OF PRINCETON
PROFESSIONAL SERVICES AGREEMENT 2014**

AGREEMENT, made this ____ day of August, 2014, by **COMMUNITY GRANTS, PLANNING AND HOUSING, 569 ABBINGTON DRIVE, EAST WINDSOR, NJ 08520** (hereinafter referred to as "Provider"), and the Municipality of Princeton, a municipal corporation in the County of Mercer and State of New Jersey (hereinafter referred to as the "Municipality") located at 400 Witherspoon Street, Princeton, New Jersey 08540.

WHEREAS, the Municipality wished to enter into a professional service agreement with the Provider for the performance of professional services in connection with certain activities being conducted by the Municipality, as hereafter more particularly stated in the Providers' proposal dated August 15, 2014, hereby attached; and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law. N.J.S.A. 40A:11-1 et seq., and

NOW, THEREFORE, in consideration of the mutual obligations hereafter set forth, the parties hereto agree as follows:

1. STATEMENT OF WORK: The Provider shall use its best efforts to perform professional services detailed by the municipality's request for proposals as follows:

Services necessary to prepare and submit a CDBG application to replace curbs, sidewalks and curb ramps within the Birch Avenue neighborhood.

Under this Agreement the Provider shall at all times act as an independent professional contractor and not as an employee of the Municipality and shall have no authority to act as an agent or representative of the Municipality or to enter into any financial or other contractual commitment on behalf of the Municipality without the prior written approval of same granted in accordance with law. This Agreement shall be supplemented by the terms of the Provider's proposal including the standard provisions of the proposal except where such terms are contradicted by the terms of this Professional Services Agreement in which case the terms of this Agreement shall apply. The Agreement will be effective from August 15, 2014 through December 31, 2014 subject to available budgetary funding.

2. PAYMENT:

- a. Total not to exceed amount of **ten thousand six hundred fifty three dollars and no cents. (\$10,653.00)**

- b. Rendition of Invoices: Payment of fees and reimbursement for such expenses incurred will be made upon the submission by the Provider to the Municipality of invoices in duplicate in the form prescribed by the Municipality not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees or other compensation are claimed, the services performed, and an itemized listing of all expenses incurred for which reimbursement is claimed. The Provider shall give written notice to the Municipality when the Provider has billed eighty percent (80%) of the compensation set forth in paragraph 2.a of this Agreement.

3. TERMINATION.

This Agreement shall be effective for the period provided above, although it may be sooner terminated, with or without cause for any reason whatsoever, at any time by the Municipality by giving thirty (30) days written notice to the Provider.

4. NON-CONFLICTS OF INTEREST.

The Provider represents that neither it nor its firm is now performing and expressly agrees to refrain during the period of effectiveness of this Agreement from so performing, any professional services for any person, firm or corporation which results or might result in a conflict of interest between the Provider and the Municipality, directly or indirectly. The Provider agrees to disclose in writing to the Municipality any and all such conflicts of interest, which may arise, giving full particulars.

5. TITLE TO DATA AND PROPERTY PRODUCED BY THE PROVIDER.

The Provider agrees that title to and all rights and other legal interest in all correspondence, Memoranda, records, data, analysis, graphs, reports, physical property and other subject matter prepared, procured or produced in the rendition of services hereunder shall vest exclusively and remain jointly with the Municipality and Provider and the Provider shall not have the right to sell, disclose, or make same available to third parties without the prior written consent of the Municipality.

6. CONFIDENTIALITY.

The Provider agrees to, treat and maintain as confidential, and not to disclose to any third party or to use for its own benefit, reproduce or have reproduced, any information or other such document or data obtained, learned or produced as a result of the services rendered hereunder (except to the extent required by law) without the prior written consent of the Municipality, which consent shall not unreasonably be refused, and to both require and furnish copies to the Municipality of an identical covenant executed by all agents, employees, or subcontractors of the Provider participating in the rendering of the services hereunder.

7. COMPLIANCE WITH LAWS.

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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation;

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975. c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act;

The contractor or subcontractor agrees to attempt, in good faith, to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975. c. 127. as amended and supplements from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975. c. 127, as amended and supplemented from time to time;

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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;

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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions;

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

8. COMPLETE AGREEMENT.

This Agreement and any attachments hereto or incorporated by the reference represents the entire contract between the parties and shall take precedence over all other prior or existing understandings or agreements, if any, whether oral or written, and shall not be modified, assigned or transferred except upon the written consent of both parties hereto. All notices by either party to the other required or permitted hereunder may be sent by regular mail to their respective addresses first set forth above unless sooner revised by written notice.

WITNESS

MUNICIPALITY OF PRINCETON

Linda S. McDermott, Clerk

By: _____
Elizabeth Lempert, Mayor

**COMMUNITY GRANTS, PLANNING &
HOUSING**

By: _____

PROPOSED PROFESSIONAL SERVICES AGREEMENT

Preparation of a FY2015 Small Cities CDBG
Public Facilities Grant Application for the Birch Avenue Area

THIS AGREEMENT by and between the municipality of Princeton, a municipal corporation of the State of New Jersey, with principal offices located at 400 Witherspoon Street, Princeton, New Jersey, hereinafter referred to as "Princeton" and Community Grants, Planning & Housing, Inc., a professional corporation of the State of New Jersey with principal offices located at 101 Interchange Plaza, Suite 301, Cranbury, New Jersey, 08512, hereinafter referred to as the "Consultant."

WITNESSETH: That for and in consideration of the payment and agreement hereinafter mentioned, to be made and performed by Princeton, the Consultant hereby agrees with Princeton to provide the following services:

A. OBJECTIVE

The primary objective is to procure a grant of up to \$400,000 from the New Jersey Department of Community Affairs (DCA) Small Cities CDBG program for the proposed replacement of curbs and sidewalks for the low/moderate income target area within the Birch Avenue neighborhood

B. SCOPE

CGP&H will prepare a Small Cities Grant Application and will provide all necessary follow-up until the State renders a final decision regarding grant awards. The specific services to be provided as part of preparing the application are detailed below:

- Preparation of application narrative, including *General Project Description, Community Development and Housing Needs Statement, Benefit to Low- and Moderate-Income People, Detailed Program Description, Documentation of Needs and Costs, and Grant Management Plan;*
- Preparation of all application forms, budgets, obtain detailed cost estimates and all other required exhibits;
- Preparation of Readiness to Proceed documents including the Environmental Review Record, Grant Management Plan, and various Resolutions;

- Preparation of requisite maps, budget forms and project schedule; and
- Coordination of the required public hearing, public notice, public meeting agenda, presentation, mapping and scope of work requirements, and the acquisition of adequate documentation of compliance with the public hearing requirements.

C. COMPENSATION

For services rendered by the Consultant, including that spent in the Consultant's office under Paragraph B above, the Consultant shall be entitled to compensation in an amount not to exceed \$10, 653. The Consultant shall apply all hourly charges as per the attached 2014 Fee Schedule.

This Agreement shall be in effect for one year from the date of this Agreement.

D. EXCLUSIONS

This Agreement does not include architectural drawings or engineering services. The cost of advertising, such as for the public hearing, will be the responsibility of Princeton.

E. AFFIRMATIVE ACTION/EMPLOYMENT

Consultant agrees to comply with the affirmative action requirements set forth in the Attachment entitled Affirmative Action/Employment Goal Compliance which is annexed hereto and made a part thereof.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day and year first above written.

Municipality of Princeton

Liz Lempert
Mayor

Date

CGP&H, LLC

Randall Gottesman, P.P
President

Date

COMMUNITY GRANTS, PLANNING & HOUSING, LLC

2014 FEE SCHEDULE

TITLE	STAFF PERSON	HOURLY RATE	EST. DIVISION
Chief Operating Officer	Randall Gottesman, P.P.	\$148	5%
Vice President	David Gerkens, P.P., A.I.C.P.	\$148	20%
Vice President	Megan York, P.P., A.I.C.P.	\$148	5%
Senior Planner	Patrice Loehle, P.P.	\$148	60%
Grant Assistant	Alyssa Marchesi Amy Gottesman Rachel Swallowood La'Retta Castro	\$81	10%

AFFIRMATIVE ACTION/EMPLOYMENT GOAL COMPLIANCE
for
PROCUREMENT AND SERVICE CONTRACTS

All bidders and all contractors, as a precondition to entering into a valid and binding procurement or service contract with Princeton are required to submit to Princeton prior to or at the time the formal Agreement (hereinafter referred to as the “contract”) is submitted for signing by Princeton (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127), one of the following three documents:

- (1) Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- (2) A certificate of employee information report issued in accordance with N.J.A.C. 17:27-4; or
- (3) An Affirmative Action Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

- a. 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, sex, or affectional or sexual orientation. 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 Princeton’s compliance officer setting forth provisions of this nondiscrimination clause.
- b. 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, sex, or affectional or sexual orientation.
- c. 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.

- d. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time, and the Americans with Disabilities Act.
- e. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.
- f. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, or affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. 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.
- h. 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, sex, or affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- i. The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and Princeton shall furnish such information s may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

**RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON**

WHEREAS, the Municipality of Princeton, will enter into a Grant Agreement with the New Jersey Department of Community Affairs for the administration of a Small Cities Community Development Public Facilities Block Grant; and

WHEREAS, that Grant Agreement requires the Municipality of Princeton to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Municipality of Princeton has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton, County of Mercer and State of New Jersey; that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Municipality of Princeton; and

The Municipality of Princeton will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

**RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON**

RESOLUTION AUTHORIZING THE APPLICATION OF THE MUNICIPALITY OF PRINCETON TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (NJCA) OF UP TO \$400,000 FOR INFRASTRUCTURE IMPROVEMENTS INCLUDING CURBS AND SIDEWALKS IN THE BIRCH AVENUE NEIGHBORHOOD

WHEREAS, the Municipality of Princeton will apply for a Small Cities Community Development Public Facilities Block Grant for up to \$400,000 for infrastructure improvements including curbs and sidewalks within the Birch Avenue Neighborhood;

NOW, THEREFORE, BE IT RESOLVED

1. That the Municipality of Princeton 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 the 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 said agreement between the Municipality of Princeton and the New Jersey Department of Community Affairs.

NOW THEREFORE, BE IT 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 in connection therewith:

Mayor Liz Lempert
Linda McDermott, Municipal Clerk
Robert V. Kiser, P.E., Director of Engineering

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

Timetable For Public Hearings

A. Application Design Phase

- Step 1 -** Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)
- Step 2 -** First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B. Implementation Phase (At least 50% of project completed)

- Step 1 -** Notice of Second Public Hearing published in accordance with A, Step 1 above at least seven days prior to Step 2.
- Step 2 -** Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

Citizen Participation Plan

Sample Resolution

(Municipality)

(County)

State Of New Jersey

RESOLUTION

WHEREAS, (municipality) has entered into a Grant Agreement # _____ with the New Jersey Department of Community Affairs; and

WHEREAS, that Grant Agreement requires the (municipality) to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the (municipality) has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the (type of municipality) Committee of the (municipality), County of _____ and State of New Jersey, that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the (municipality); and

The (municipality) will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of the (municipality) committee which was held on (dated).

ATTEST:

(Municipal Clerk)

Sample Display Advertisement
Citizen Participation -- Performance Hearing Requirement
Small Cities Community Development Program

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

(Municipality)

(County)

State Of New Jersey

PUBLIC NOTICE

The (applicant), New Jersey will hold a public hearing on (date) at (time) in the (specific building location) in (municipality), New Jersey.

The purpose of the hearing is to review the performance of and receive citizen comments and recommendations concerning the Small Cities Community Development Block Grant, awarded in (Year Awarded) for Type of Grant (Public Facilities, Economic Development, etc.).

The (name of applicant) received a grant in the amount of \$ _____ for (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location).

All citizens are encouraged to offer comments at the public hearing or by writing to (municipality/county, mailing address, ATTN: contact person). Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 811, Trenton, New Jersey, 08625-0811, ATTN: Administrator.

**RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON
GRANT MANAGEMENT PLAN**

WHEREAS, the Municipality of Princeton will apply to the New Jersey Department of Community Affairs (NJDCA) for a Small Cities Public Facilities grant of up to \$400,000 for infrastructure improvements including curbs and sidewalks in the Birch Avenue neighborhood;

WHEREAS, any Grant Agreement between the Municipality of Princeton and the NJDCA will require Princeton to comply with all federal requirements with regard to grant management; and

WHEREAS, the Municipality of Princeton has reviewed the proposed Grant Management Plan prepared for its Small Cities CDBG grantee application;

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Council of the Municipality of Princeton, County of Mercer and State of New Jersey, that:

Pending the execution of said Grant Agreement, the proposed Grant Management Plan for Princeton's Small Cities Public Facilities application shall be approved by the Municipality of Princeton.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations

convenient to potential or actual beneficiaries and with accommodation for the handicapped;

- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
- (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

GRANT MANAGEMENT PLAN (PUBLIC FACILITIES)

The Municipality of Princeton's Public Facilities Program is required to comply with all Small Cities Procedures as identified both in the Small Cities Community Development Block Grant Handbook, as well as in the Small Cities contract between the New Jersey Department of Community Affairs (NJDCA) and the Municipality of Princeton. Further, Princeton has agreed to comply with any changes made during the term of the contract by the NJDCA.

Princeton will be undertaking infrastructure improvements including curbs and sidewalks in the Birch Avenue neighborhood.

Princeton has designated Robert Kiser, P.E., Director of Engineering to be the Small Cities Program Director with overall responsibility for verifying that all contractual activities are being carried out according to schedule. Princeton has designated Community Grants Planning & Housing (CGP&H), specifically, Patrice Loehle, as Project Coordinator with overall responsibility for the day to day administration of the grant and liaison with the Small Cities Program. The following Grant Management Plan outlines the activities to be undertaken, the time frame for completing them and the individuals responsible for their completion. A summary of the grant management team's names and phone numbers is also included as well as a project timeline.

Princeton proposes to use the following personnel for the implementation and administration of its Public Facilities Program: Robert Kiser, P.E., Director of Engineering will be the assigned Project Director, Patrice Loehle, P.P., CGP&H, a professional grants consulting firm will serve as Project Coordinator; and Kathryn Monzo, Director of Finance will be responsible for the fiscal management of the grant.

Project Director: Robert Kiser P.E. serves as Director of Engineering for Princeton. He has successfully administered many Small Cities grants in the past. His Small Cities responsibilities will include:

- Ensure that all project activities are consistent with the grant agreement and related regulations governing the Small Cities Program;
- Supervise the activities of the Project Coordinator and Fiscal Manager;
- Prepare final bid specifications and contracts including instructions to bidders, general and supplementary conditions of the contract for construction and submit to DCA for approval;
- Review bids received, check references and make recommendations for contractor selection to the Mayor and Council;
- Secure necessary permits prior to beginning construction;
- Hold a pre-construction conference with contractors;
- Conduct work site inspections during the construction phase;
- Approve contractor requests for payment;
- Inform the Mayor and Council on the status of all project activities and bring any necessary decision-making to their attention;
- Certify the accuracy of all monthly fiscal and program progress reports;
- Oversee all grant-related activities.

Project Coordinator: Princeton has selected the professional consulting firm of CGP&H to assist with the administration its Small Cities program. The Project Coordinator will be Ms. Patrice Loehle and she will report directly to Mr. Kiser. She has successfully administered numerous Small Cities Housing Rehabilitation and Public Facilities programs throughout New Jersey. Her responsibilities will include the following:

- Prepare the Grant Management Plan, Housing and Community Development Needs Statement, Citizen Participation Plan and all other compliance items;
- Establish record keeping systems;
- Serve as Labor Standards Compliance Officer;
- Review weekly payrolls, conduct field interviews and follow up in situations of non-compliance with Federal Labor standards;
- Provide technical assistance with Labor Standards compliance as needed;
- Prepare program progress and financial status reports;
- Attend monitoring visits and prepare Final Performance Report;
- Provide other services as needed or required by Small Cities regulations.

Fiscal Manager: Kathryn Monzo, Director of Finance, for Princeton will be the Fiscal Manager. Ms. Monzo is a certified CMFO, and has worked in this position for two years. She will have the following responsibilities:

- Establish and maintain Small Cities financial record keeping system;
- Receive and deposit Small Cities funds into proper accounts;
- Issue payments to vendors and contractors;
- Review and sign all drawdown requests

Contact Information

Project Director: Robert Kiser P.E., Director of Engineering, Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey 08540 Phone: 609-921-7077 ext 1226
Fax: 609-688-2026 E-mail:rkiser@princetonnj.gov

Project Coordinator: Patrice Loehle, P.P., Grants Administrator, CGP&H, 101 Interchange Plaza, Cranbury, NJ 08512; phone 609-664-2769, x13; fax 609-664-2786; E-mail:patrice@cgph.net

Fiscal Management: Kathryn Monzo, CFO, Director of Finance, Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey 08540 Phone: 609-924-9183, Fax: 609-688-2033 E-mail:kmonzo@princetonnj.gov

RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON
RESOLUTION IDENTIFYING CDBG FAIR HOUSING OFFICER

WHEREAS, the Municipality of Princeton has applied to the New Jersey Department of Community Affairs (NJDCA) for a Small Cities Public Facilities grant of approximately \$400,000 for infrastructure improvements including curbs and sidewalks in the Birch Avenue neighborhood;

WHEREAS, the Municipality of Princeton must make efforts to affirmatively further fair housing; and

WHEREAS, the Municipality of Princeton has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Municipality of Princeton is prepared to make assurances in the grant agreement that:

- (1) It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issued thereto; and
- (2) It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
- (3) It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
- (4) It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that Christy Peacock, Affordable Housing Manager, shall be designated as the Fair Housing officer for the Municipality of Princeton; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the HUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from Municipality of Princeton; and

BE IT FURTHER RESOLVED that the Municipality of Princeton will publish in the local newspaper of record and post at the municipal building (or county administration building) a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

**Municipality of Princeton
County of Mercer
State of New Jersey
CITIZEN PARTICIPATION PLAN**

WHEREAS, the Municipality of Princeton, will enter into a Grant Agreement with the New Jersey Department of Community Affairs for the administration of a Small Cities Community Development Public Facilities Block Grant; and

WHEREAS, that Grant Agreement requires the Municipality of Princeton to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Municipality of Princeton has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton, County of Mercer and State of New Jersey; that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Municipality of Princeton; and

The Municipality of Princeton will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations

- convenient to potential or actual beneficiaries and with accommodation for the handicapped;
- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
 - (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

Timetable For Public Hearings

A. Application Design Phase

- Step 1 -** Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)
- Step 2 -** First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B. Implementation Phase (At least 50% of project completed)

- Step 1 -** Notice of Second Public Hearing published in accordance with A, Step 1 above at least seven days prior to Step 2.
- Step 2 -** Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

Citizen Participation Plan

Sample Resolution

(Municipality)

(County)

State Of New Jersey

RESOLUTION

WHEREAS, (municipality) has entered into a Grant Agreement # _____ with the New Jersey Department of Community Affairs; and

WHEREAS, that Grant Agreement requires the (municipality) to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the (municipality) has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the (type of municipality) Committee of the (municipality), County of _____ and State of New Jersey, that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the (municipality); and

The (municipality) will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of the (municipality) committee which was held on (dated).

ATTEST:

(Municipal Clerk)

Sample Display Advertisement
Citizen Participation -- Performance Hearing Requirement
Small Cities Community Development Program

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

(Municipality)

(County)

State Of New Jersey

PUBLIC NOTICE

The (applicant), New Jersey will hold a public hearing on (date) at (time) in the (specific building location) in (municipality), New Jersey.

The purpose of the hearing is to review the performance of and receive citizen comments and recommendations concerning the Small Cities Community Development Block Grant, awarded in (Year Awarded) for Type of Grant (Public Facilities, Economic Development, etc.).

The (name of applicant) received a grant in the amount of \$ for (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location).

All citizens are encouraged to offer comments at the public hearing or by writing to (municipality/county, mailing address, ATTN: contact person). Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 811, Trenton, New Jersey, 08625-0811, ATTN: Administrator.