

GRANT MANAGEMENT PLAN RESOLUTION
Municipality of Princeton
County of Mercer, State of New Jersey

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.

ATTEST:

Municipal Clerk

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
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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

