

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #26-05J

MEETING DATE: January 1, 2026

REFERENCE: Award Contract –
Affordable Housing Administration

INTRODUCED: *Boonstra*

SECONDED: *Melchionne*

VOTE: BOGDANSKY Yes BOONSTRA Yes MELCHIONNE Yes SCHAPPERT Yes LANE Yes

WHEREAS, Affordable Housing Administration services constitute “professional services” pursuant to N.J.S.A. 40A:11-5(1)(a)(i) and are exempt from public bidding; and

WHEREAS, the Township conducted a fair and open process pursuant to N.J.S.A. 19:44A-20.7 through RFQ 26-10, including advertisement in the Ridgewood News on December 5, 2025, and public opening of submissions on December 19, 2025; and

WHEREAS, the Township Committee has selected Community Grants, Planning & Housing (CGP&H) for Affordable Housing Administration services based on demonstrated competence, experience, and qualifications; and

WHEREAS, Community Grants, Planning & Housing has submitted a rate schedule indicating a charge of \$12,800 plus Resales plus Certifications for Administrative Agent General Services and \$4000 for Affordability Assistance Program Services, and an hourly rate for municipal services of \$170, with flat fee charges of \$450 for rental and \$550 for downpayment assistance, plus the cost of reimbursables, as detailed in the rate schedule submitted by CGP&H and included herewith; and

WHEREAS, the certification of the availability of funds shall be made at the time of a properly executed purchased order at such time as services are ordered pursuant to N.J.A.C. 5:30-5.5(b).

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that:

1. The contract for Affordable Housing Administration services is hereby awarded to CGP&H for the calendar year 2026.
2. The contract will be awarded at the rate of \$12,800 plus Resales plus Certifications for Administrative Agent General Services and \$4000 for Affordability Assistance Program Services, and an hourly rate for municipal services of \$170, with flat fee charges of \$450 for rental and \$550 for downpayment assistance plus the cost of reimbursables, as detailed in the detailed rate schedule submitted by CGP&H and included herewith.
3. The total expenditure under this contract shall not exceed \$16,700 plus Resales plus Certification without further consent of the Township Committee.

- 4. The Mayor and Municipal Clerk are hereby authorized and directed to execute the contract with CGP&H for the stated terms and conditions.
- 5. This contract is contingent upon the availability of funds and the appropriation of sufficient funds by the Township Committee in the 2026 Municipal Budget.

STATEMENT

NO CERTIFICATION OF FUNDS IS REQUIRED AT THIS TIME. THE CERTIFICATION OF THE AVAILABILITY OF FUNDS SHALL BE MADE AT THE TIME OF A PROPERLY EXECUTED PURCHASE ORDER AS SERVICES ARE ORDERED PURSUANT TO N.J.A.C. 5:30-5.5(B).

CERTIFICATION

I, NANCY A. BROWN, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON JANUARY 1, 2026.

Nancy A. Brown

NANCY A. BROWN
MUNICIPAL CLERK

