

**BOROUGH OF COLLINGSWOOD
COUNTY OF CAMDEN
STATE OF NEW JERSEY**

2026- 87

RESOLUTION APPROVING SPENDING PLAN

WHEREAS, the Borough entered into a Mediation Agreement with Fair Share Housing Center which requires the Borough to take certain actions, including the approval of an Affordable Housing Trust Fund Spending Plan in accordance with the requirements of the Amended Fair Housing Act by March 16, 2026; and

WHEREAS, municipalities are authorized to establish and maintain an Affordable Housing Trust Fund for the receipt of development fee revenues and other funds dedicated to the creation and support of affordable housing; and

WHEREAS, the Borough has adopted a Development Fee Ordinance establishing standards for the collection, maintenance, and expenditure of development fees to be used for providing low- and moderate-income housing within the Borough; and

WHEREAS, the Borough of Collingswood has established an Affordable Housing Trust and has collected development fee revenues and other funds dedicated to the creation and support of affordable housing within the Borough; and

WHEREAS, pursuant to the applicable affordable housing regulations and the Borough's affordable housing compliance process, the Borough is required to adopt a Spending Plan describing the manner in which funds deposited in the Affordable Housing Trust Fund will be expended to implement the Borough's affordable housing programs; and

WHEREAS, the Borough Planner prepared a Spending Plan consistent with N.J.A.C. 5:97-8, which describes the projected revenues and the manner in which the Borough intends to expend those funds to advance affordable housing programs; and

WHEREAS, the Affordability Assistance Program Manual, which establishes the procedures for administering affordability assistance in accordance with applicable affordable housing regulations, is incorporated as part of the Borough's Spending Plan; and

WHEREAS, the Borough Commissioners believes it is in the best interest of the Borough to adopt the Affordable Housing Trust Fund Spending Plan to obtain compliance certification from the Court thereby protecting the Borough from exclusionary zoning litigation for ten years until 2035; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, that it hereby approves the

Affordable Housing Trust Fund Spending Plan dated March 10, 2026 and the Borough shall expend the funds in its Affordable Housing Trust Fund in conformance with the Spending Plan.

BE IT FURTHER RESOLVED, the Borough is authorized to expend monies from the Affordable Housing Trust Fund in accordance with the programs, allocations, and activities identified in the Spending Plan and the Borough Attorney, Borough Planner, and other Borough professionals are authorized to take all actions necessary to implement the Spending Plan as part of the Borough's affordable housing compliance process.

Adopted:


M. JAMES MALEY, JR., COMMISSIONER


AMY HENDERSON RILEY, COMMISSIONER


DANIELA SOLANO-WARD, MAYOR


K. HOLLY MANNEL, BOROUGH CLERK

**Borough of Collingswood
Camden County**

**Spending Plan
March 10, 2026**

Approved by the Governing Body on March 11, 2026
By Resolution No. _____

Borough of Collingswood
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**Borough of Collingswood
Camden County**

**Spending Plan
March 10, 2026**

MAYOR AND COMMISSIONERS

Daniela Solano-Ward, Mayor
Amy Henderson Riley
M. James Maley, Jr.

Cassandra Duffy, Borough Administrator

K. Holly Mannel, Borough Clerk

PLANNING BOARD

Patrick Hoban, Chairman
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Prepared By:



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The original of this document was signed and sealed in accordance with NJAC 13:41-1.3.b

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INTRODUCTION

This 2026 spending plan addresses the Fourth-Round Housing Element and Fair Share Plan (HEFSP) mechanisms and components and accounts for the funds already deposited, and to be deposited through 2035, into the Borough's Mount Laurel Trust Fund; and (2) demonstrates the manner in which the Borough intends to expend the funds to advance the interests of the region's low- and moderate-income households.

This Spending Plan is prepared in accordance with the provisions of the amended Fair Housing Act under N.J.S.A. 52:27D-301 et seq., the Fair Housing Act Regulations at N.J.A.C. 5:99 et seq., and is subject to all laws, regulations, ordinances, codes of the New Jersey Department of Community Affairs and the Municipality.

In 2016, the Borough of Collingswood prepared, adopted, and endorsed an Affordable Housing Plan ("2016 Plan") to address its Affordable Housing Obligation. The 2016 Affordable Housing Plan included the Mount Laurel compliance techniques through which the Borough will satisfy its Prior Round and Third-Round obligation. The Borough obtained a Judgment of Compliance and Repose, which approved the Borough's 2016 HEFSP, on July 18, 2016, after a duly noticed Compliance Hearing held on July 18, 2016. In accordance with the approved plan, the Borough was to prepare and adopt a spending plan once funds were collected into the AHTF under the existing Development Fee Ordinance from non-residential development. The Borough received their first deposit in 2024, therefore this plan is the Borough's first Spending Plan and provides for expenditures and projections through 2035.

SPENDING PLAN

A development fee ordinance creating a dedicated revenue source for affordable housing was adopted by the municipality on May 4, 2009, under Ordinance #1456. This ordinance was repealed when Chapter 85 was amended to adopt the affordable housing ordinances under the Third-Round. On June 3, 2024, the Borough adopted Ordinance #1784 providing for the collection of development fees. The ordinance establishes the Borough of Collingswood's affordable housing trust fund for which this Spending Plan is prepared.

If a municipality intends to collect development fees, it shall prepare a plan to spend development fees. This Spending Plan has been prepared in accordance with the provisions of the amended Fair Housing Act under N.J.S.A. 52:27D-301 et seq., the Fair Housing Act Regulations at N.J.A.C. 5:99 et seq., and has been submitted to the Program for approval as part of the City's compliance certification as required.

Revenues for Certification Period

To calculate a projection of revenue anticipated during the period relevant to the Borough's Fourth Round HEFSP (2025-2035), the Borough of Collingswood considered the following:

- Development fees:
 - Projects which have had development fees imposed upon them at the time of development approvals;
 - All projects currently before the planning and zoning boards for development approvals that may apply for certificates of occupancy; and
 - Future development that is likely to occur based on historical rates of development and/or projected development in accordance with projections.

- Revenues from the 2.5 non-residential, for all commercial development
- Other funding sources: No other funds have been or are anticipated to be collected.
- Projected interest: Interest on the projected revenue in the municipal affordable housing trust fund based upon the average amount earned on prior years. This is subject to change as interest rates change and the account balance will fluctuate with approved spending.

SOURCE OF FUNDS	PROJECTED REVENUES-HOUSING TRUST FUND 2025 THROUGH 2035 \$143,880.63 Starting Balance (February 2026)									
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
(a) Projected Development fees:	5,000		50,000		50,000					
(b) Payments in Lieu of Construction	0	0	0	0	0	0	0	0	0	0
(c) Other Funds	0	0	0	0	0	0	0	0	0	0
(d) Interest – estimated	450	450	450	450	450	450	450	450	450	450
Totals	5,450	450	50,450	450	50,450	450	450	450	450	450
TOTAL PROJECTED REVENUES AND INTEREST 2025-2035					\$109,500.00					
TOTAL PROJECTION STARTING BALANCE AND PROJECTIONS					\$253,380.63					

The above projected revenues are based upon projected non-residential development growth rates from prior years. All funds deposited into the AHTF were from non-residential developments. The Borough does not collect funds from residential developments.

Non-Residential Development Fees in the Borough have been generated from one specific development; the Borough does not have vacant land and has limited opportunities for new commercial development. In 2024 the Borough collected its first Development Fee from a new self-storage facility. Based on recent Planning Board approvals and expected new applications of mixed-use redevelopment the Borough is projecting new deposits of \$105,000 from non-residential development fees spread across the next ten-year period through 2035. These fees are estimates and it may be more or less, depending on the rate of development and reuse of former residential properties as either mixed-use or commercial.

All interest earned on the account shall accrue to the account to be used only for the purposes of affordable housing. The projected interest through 2035 is \$4,500, when added to the estimated deposits the Borough will realize an estimated \$109,500 in additional deposits (including interest).

Administrative Mechanism to Collect And Distribute Funds

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the Borough of Collingswood:

- Collection of development fee revenues shall be consistent with the Borough's development fee ordinance for residential developments in accordance with the rules and regulations at N.J.A.C. 5:99-3.1 et. seq. and for non-residential development consistent with N.J.S.A. 52:27D-329.2 et. seq. and N.J.S.A. 40:55D-8.1 through 8.7.
- Distribution of development fee revenues. The Borough of Collingswood's Municipal Housing Liaison shall recommend to the governing body the expenditure of development fee revenues as set forth in this Spending Plan. The governing body shall then review the request and, assuming for consistency with the Spending Plan, shall authorize the expenditure by resolution.

- The release of funds requires the adoption of the governing body resolution in accordance with the Borough's approved amended spending plan. Once a request is approved by resolution, the Chief Financial Officer shall release the requested revenue from the Affordable Housing Trust Fund for the specific use approved in the governing body's resolution referenced immediately above.
- Requests to expend affordable housing trust funds on emergent affordable housing opportunities not included in the municipal fair share plan shall be made to the Division and shall be in the form of a governing body resolution. Any request shall be consistent with N.J.A.C. 5:99-4.1. and as provided for herein.

Accounting of Affordable Housing Funds

As of February 2026, the Borough has collected just over \$143,000 in development fees and interest. The Borough has expended funds administrative expenses and has a remaining balance for future housing activity of \$72,000 which is proposed to be utilized in accordance with the provisions of this Spending Plan. The following table identifies past expenditure categories and required/expected future expenditures of funds to be further addressed throughout this Spending Plan.

TABLE 1		
Account Activity Through February 2026		
Income collected through February 2026		\$143,880.63
Less Administrative Expenditures	-	\$0
Less Affordability Assistance Expenditures	-	\$0
Less Housing Activity Expenditures	-	\$0
Available Funds February 2026	=	\$143,880.63
Required Affordability Assistance Expenditures (MINIMUM 30% of Total Income)		\$43,164.19
Less Affordability Assistance Expenditures	-	\$0
Required Funds for Affordability Assistance	=	\$43,164.19
Permitted Additional Administrative Expenditures (MAXIMUM 20% of Total Income)		\$28,776.13
Less Administrative Expenditures	-	\$0
Available Funds Remaining for Administrative Expenditures	=	\$28,776.13
Available Funds Remaining After Required Affordability Assistance and Permitted Administrative Expenses		\$71,940.32
Remaining Available Funds for Housing Activity	=	\$71,940.32
Anticipated Account Activity through 2035		
Estimated Income through 2035		\$109,500.00
Less Required Affordability Assistance	-	\$32,850.00
Less Permitted Administrative Expenses	-	\$21,900.00
Additional Estimated Available Funds for Housing Activity through 2035	=	\$54,750.00

Anticipated Use Of Affordable Housing Funds

Regulations permit the use of revenues generated by a Development Fee Ordinance for activities that address the municipal fair share obligation including, but not limited to, rehabilitation, new construction, improvement to land, roads, and infrastructure for affordable housing, assistance to render units more affordable, and administrative costs of housing plan implementation. In accordance with N.J.A.C. 5:99-2.2(f) funds may not be used for the following purposes:

- To reimburse the municipality for activities that occurred prior to the authorization of a municipality to collect development fees;

- On attorney fees or court costs to obtain a judgment of compliance or order of repose, including any associated administration costs;
- On any costs in connection with a challenge to a determination of the municipality's fair share obligation; or
- On any costs in connection with a challenge to the municipality's obligation, housing element, or fair share plan.

New construction programs and projects (N.J.A.C. 5:99-2.3)

The Borough of Collingswood will dedicate an estimated \$72,000 from existing funds and \$55,000 from projected funds to assist in any identified affordable housing site towards the creation of new housing units as provided for in the 2025 HEFSP, or in addressing their rehabilitation requirements. This can also include the assistance to provide for family three-bedroom units in developments that are proposed.

The Borough has included a site that is municipally owned for a 100% affordable housing development. The Borough will contribute the land and contribute to the development of the parcel. The Borough proposes to utilize funds for the selection of a redeveloper, implementation of plans and local approvals as necessary for the development of this parcel. The Borough will enter into a developer's agreement with the selected redeveloper prior to June 30, 2027 in accordance with the Court approved Mediation Agreement dated December 23, 2025.

The Borough also proposes to utilize funds towards the rehabilitation of units to meet the Borough's Present Need obligation of 10 units. Currently Camden County Community Development Program/Home Improvement Program provides for the Borough's

rehabilitation obligation. The Borough will provide additional funds, if necessary, to provide for the rehabilitation of any units not completed under the Camden County program or to supplement the County Program.

In accordance with N.J.A.C. 5:99-2.3(a)1. funds from the AHTF may be used for a rehabilitation program whose purpose is to renovate deficient housing units that are occupied by low- and moderate-income households, in accordance with the New Jersey State Housing Code, N.J.A.C. 5:28, or the requirements of the Rehabilitation Subcode, N.J.A.C. 5:23-6, as applicable, and costs related to the rehabilitation of the unit. Any recaptured funds from a rehabilitation program shall be deposited into a municipality's affordable housing trust fund.

TABLE 2		
New Construction Expenditure Estimates		
Remaining Available Funds for New Construction Programs as of February 2026 (Table 1)		\$71,940.32
Projected New Construction Funds Available 2026-2035 (Table 1)	+	\$54,750.00
Total Available/Projected New Construction Funds through 2035	=	\$126,690.32
New Construction Program Estimates (Current Funds)		
Water Tower New Construction Project Rehab Program		\$71,940.32
Total New Construction Estimates	=	\$71,940.32
Projected Fund Estimates		
Water Tower New Construction Project Rehab Program		\$54,750.00
Total Projected New Construction	=	\$54,750.00

Affordability Assistance N.J.S.A. 52:27D-392.2.c.(3) and N.J.A.C. 5:99-2.5

The Borough shall provide affordability assistance in accordance with the rules and requirements of the Fair Housing Act. The Borough of Collingswood will dedicate a minimum of 30% of the total collected fees from the Affordable Housing Trust Fund to

render units more affordable, including a minimum of 1/3rd of the required 30% to render units more affordable to households earning 30 percent or less of median income by region. Affordability assistance programs will include down-payment assistance, rental assistance, and the conversion of low-income units to very low-income units and other programs. These funds will go to existing affordable housing units and future affordable housing units. Specifically, the funds can assist families in any future affordable housing units created and to buy-down units to very low-income units pursuant to the Borough's Fair Share Plan.

The Borough has prepared an affordability assistance manual which is included in the Appendix of this Plan. As provided for under N.J.A.C. 5:99-2.5 affordability assistance includes the following:

- A municipality shall set aside a portion of all development fees collected and interest earned for the purpose of providing affordability assistance to very low-, low- and moderate-income households in affordable units included in the municipality's fair share plan.
- Affordability assistance for very-low-income households may include offering a subsidy to developers of inclusionary or 100 percent affordable housing developments or buying down the cost of low- or moderate-income units in a municipal fair share plan to make them affordable to very low-income households, including special needs and supportive housing opportunities.
- A municipality may contract with a private or public entity to administer any part of its housing element and fair share plan, including the requirement for affordability assistance, or any program or activity for which the municipality expends development fee proceeds.

TABLE 3		
Affordability Assistance Expenditure Estimates		
Required Affordability Assistance Expenditures (MINIMUM 30% of Total Income)		\$43,164.19
Less Affordability Assistance Expenditures	-	\$0
Required Remaining Funds for Affordability Assistance	=	\$43,164.19
Projected Affordability Assistance Funds Available 2026-2035 (Table 1)	+	\$32,850.00
Total Affordability Assistance Funds Estimated as required through 2035	=	\$76014.19
REQUIRED MINIMUM Very Low-Income Affordability Assistance Requirement through February 2026		\$14,388.06
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement through 2035	+	\$10,950.00
TOTAL MINIMUM Very Low-Income Affordability Assistance Requirement through 2035 Required and Projected	=	\$25,338.06

Administrative Expenses N.J.S.A. 52:27D-392.2.c.(5) and N.J.A.C. 5:99-2.4

The Borough of Collingswood is permitted to expend a maximum of 20% of the collected revenues from the Affordable Housing Trust Fund to be used for administrative purposes. As provided for under N.J.A.C. 5:99-2.4 Administrative expenses are limited to the following items:

- Administrative expenses may include costs reasonably related to the determination of the fair share obligation and the development of a municipal housing element and fair share plan and may include fees necessary to develop or implement affordable housing programs, an affirmative marketing program, and/or expenses that are reasonably necessary for compliance with the processes of the Program, including, but not limited to, the costs to the municipality of resolving a challenge pursuant to the Program.

- Administrative expenses may also include costs associated with functions carried out in compliance with UHAC, including activities related to the marketing program and waitlist management, administering the placement of occupants in housing units, income qualification of households, monitoring the turnover of sale and rental units, preserving existing affordable housing, and compliance with the Division’s monitoring requirements.
- The proportion of a municipal employee’s salary related to the MHL or RCA administrator functions and fees for required educational programs, may be paid as an administrative expense from the municipal affordable housing trust fund.

TABLE 4		
Administrative Expenditures Estimates		
Permissible Funds for Administrative Expenses as of February 2026 (Table 1)		\$28,776.13
Less Funds Expended on Administrative Expenses As of February 2026	-	\$0
Available Funds Remaining for Administrative Expenses as of February 2026 (Table 1)	=	\$28,776.13
Estimated Available Funds for Administrative Expenses 2026-2035 (Table 1)	+	\$21,900.00
Total Available Funds for Administrative Expenses through 2035	=	\$50,676.13

Expenditure Schedule

The Borough of Collingswood intends to use Affordable Housing Trust Fund revenues for the creation of new affordable housing units in accordance with the 2025 HEFSP, or to assist with the creation of three-bedroom family units, and/or to address the Borough’s rehabilitation requirement if necessary. The following summarizes the use of the funds as required:

TABLE 5		
Expenditure Schedule		
Available Funds February 2026		\$143,880.63
Less Required Affordability Assistance Expenditures (MINIMUM 30% of Total Income)	-	\$43,164.19
Less Permitted Additional Administrative Expenditures (MAXIMUM 20% of Total Income)	-	\$28,776.13
SUBTOTAL AVAILABLE FUNDS	=	\$71,940.32
Available Funds for Housing Activity including: Water Tower New Construction Rehab Program		\$71,940.32
Anticipated Account Activity through 2035		
Estimated Income through 2035		\$109,500.00
Less Required Affordability Assistance	-	\$32,850.00
Less Permitted Administrative Expenses	-	\$21,900.00
New Housing Activity through 2035 Water Tower New Construction Rehab Program	-	\$54,750.00

Expedited Approval of Expenditures for Emergent Opportunities to Create Affordable Housing

In accordance with N.J.A.C. 5:99-4.1 the Borough may consider expenditures for affordable housing opportunities which are not in the adopted HEFSP. The Borough may request authorization from the Division for expenditure of excess affordable housing trust funds on emergent affordable housing opportunities not included in the municipal fair share plan. In order to be considered a request shall be consistent with the Fair Housing Act and shall not remove or reduce any approved affordable housing delivery mechanisms.

Emergent affordable housing opportunities may include, but are not limited, to, those activities permitted pursuant to N.J.A.C. 5:99-2.3. A request to utilize excess affordable housing trust funds on emergent affordable housing opportunities shall be in the form of a resolution from the governing body of the municipality and shall include the following:

- Documented proof that the excess funds are not accounted for in the municipality's spending plan approved by the Program or a court of competent jurisdiction;
- A description of the affordable housing activity;
- Documentation demonstrating that the entire municipal trust fund balance will be spent and/or committed for expenditure within four years, as set forth at N.J.A.C. 5:99-5.5; and
- A certification that the affordable housing opportunity is consistent with the Act and include a description of the proposed affordable housing mechanism. The certification shall demonstrate that the proposal does not alter the spending plan approved by the Program or court of competent jurisdiction.

FOUR YEAR SPENDING PLAN:

In accordance with N.J.S.A. 52:27D-329.2.d and N.J.A.C. 5:99-5.5 development fees collected are required to be committed for expenditure within four years of the date of collection. In accordance with N.J.A.C. 5:99-5.5(b) funds are expended, or committed for expenditure, if one of the following standards has been met:

- The funds have been spent on a housing activity in accordance with N.J.A.C. 5:99-2.3;
- The Division has been provided with an executed contract or legally enforceable agreement funding the implementation of an allowable housing activity in accordance with N.J.A.C. 5:99-2.3, and the following, as applicable:
 - a municipal resolution or ordinance creating the affordable housing program, a policy and procedures manual, and completion of affordable housing trust fund and unit monitoring, indicating units completed or rehabilitated,

- or the municipality has otherwise demonstrated a firm and binding obligation to spend such funds in a manner consistent with addressing its respective affordable housing obligation.
- For affordability assistance expenses, the Division has been provided with the following:
 - demonstration of a firm and binding obligation to spend such funds in a manner consistent with addressing the affordability assistance obligation required by the Act; or
 - a municipal resolution or ordinance and an executed contract or agreement for expenses related to providing affordability assistance to existing low- and moderate-income households, a policies and procedures manual for any affordability assistance program executed by the municipality, and a contract with an administrative agent to carry out the program if applicable.
- For administrative expenses, the Division has been provided with the following:
 - a municipal resolution or ordinance and an executed contract or agreement for expenses related to administering affordable housing.

As of February 2026, the Affordable Housing Trust Fund had a balance of \$143,880.63. This money must be committed for use within four years of collection. The Borough commits to utilize funds as follows:

TABLE 6		
Four Year AHTF Expenditure Schedule		
Available Funds February 2026		\$143,880.63
Less Required Affordability Assistance Expenditures (MINIMUM 30% of Total Income)	-	\$43,164.19
Less Permitted Additional Administrative Expenditures (MAXIMUM 20% of Total Income)	-	\$28,776.13
SUBTOTAL AVAILABLE FUNDS	=	\$71,940.32
Available Funds for Housing Activity including: Water Tower New Construction Rehab Program		\$71,940.32
Anticipated Account Activity through 2035		
Estimated Income through 2035		\$109,500.00
Less Required Affordability Assistance	-	\$32,850.00
Less Permitted Administrative Expenses	-	\$21,900.00
New Housing Activity through 2035 Water Tower New Construction Rehab Program	-	\$54,750.00

The Borough has adopted an Affordability Assistance Manual. The Affordability Assistance Manual is included in the Appendix of this Plan and was adopted by resolution of the Governing Body. This meets the requirement of committing the \$43,164.19 of existing and \$32,850.00 of projected funds for affordability assistance. As new funds are collected the Borough will continue to utilize the same programs further committing the required funds for affordability assistance.

The Borough is proposing a development for affordable housing on Borough owned property, the Water Tower Site. The Borough proposes to utilize funds from the AHTF to aide in the development of the subject property. The Borough is preparing an RFQ to select a redeveloper by June 30, 2027 in accordance with the Court Approved Mediation Agreement signed December 23, 2025. The Borough will provide for the costs and expenses related to this site from the AHTF and in accordance with an approved developer's agreement.

In accordance with the above the Borough has "Committed" the AHTF for expenditure as required under the Fair Housing Act and the Fair Housing Act Regulations.

SUMMARY

The Borough of Collingswood intends to spend affordable housing trust fund revenues as approved by the court pursuant to the Fair Housing Act and consistent with the housing programs outlined in the Housing Element and Fair Share Plan.

APPENDIX – AFFORDABILITY ASSISTANCE MANUAL



AFFORDABILITY ASSISTANCE PROGRAM MANUAL

March 2026

*In Accordance with
the Uniform Housing
Affordability Controls*

Prepared by



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INTRODUCTION

The purpose of this Manual is to describe the policies and procedures of the Affordability Assistance Program. This Manual describes the basic content and operation of the various affordable assistance program components.

In accordance with the Fair Housing Act Adopted New Rules: N.J.A.C. 5:99 - 2.5, a municipality shall set aside a portion of its affordable housing trust fund for the purpose of providing affordability assistance to low- and moderate-income households in affordable units included in a municipal fair share plan, in accordance with N.J.A.C. 5:99-2.5. Affordability assistance means the use of funds to render housing units more affordable to low- and moderate-income households and includes, but is not limited to, down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowner's association or condominium fees and special assessments, common maintenance expenses, and assistance with emergency repairs and rehabilitation to bring deed-restricted units up to code. N.J.A.C. 5:99-2.5.

I. TYPES OF AFFORDABILITY ASSISTANCE

The types of affordability assistance offered are listed below. The specifics of each type are summarized in Exhibit 1. No ongoing or monthly assistance options are currently available.

A. EMERGENCY AND HEALTH/SAFETY REPAIRS – Affordability Assistance funding is available to assist owners of low-and moderate-units to make emergency and/or health and safety related repairs that they do not have the financial resources to make otherwise. Funding will not be provided for standard maintenance items, work covered by the homeowner association, damage covered by homeowner insurance and/ or minor repairs such as small areas of peeling paint or other items that can be addressed easily by the homeowner. This funding will help preserve the affordable deed restricted housing stock and the residents who reside in the homes. Only units in the Municipality's Fair Share Plan (portfolio of affordable units) are eligible to apply. The maximum combined grant available to any one affordable home will be \$10,000.

B. ENERGY EFFICIENCY PROGRAM (EEP) - This program makes available zero interest forgivable loans to income-qualified Owners of deed restricted affordable homes in the Municipality. The following Energy Efficiency upgrades/replacements are eligible:

- HVAC or heat pump equipment;
- Hot water heater;
- Windows and doors

The maximum combined grant available to any one affordable home will be \$10,000. By replacing existing heating /cooling (HVAC) systems, windows, doors and/or hot water heaters with new, high

energy efficiency standards, the goal of this program is to save energy and reduce the energy-related costs for low- and moderate-income households, while maintaining a high level of comfort.

- C. CREATE ADDITIONAL VERY LOW-INCOME UNITS** – Affordability assistance may be utilized to create additional very low-income units by converting a moderate or low-income unit into a very low-income unit in new developments. The affordability assistance will result in additional very low-income units beyond what is required by state affordable housing rules. The Municipality may negotiate with developers of inclusionary developments to determine the appropriate amount of subsidy required to make the unit affordable to a very low-income household.
- D. FIRST MONTHS RENT ASSISTANCE (SECURITY DEPOSIT ASSISTANCE)** - This program makes available grants to income-qualified tenants of deed restricted affordable apartments in the Municipality in an amount equal to the amount of rent that the landlord charges for the first month of occupancy. The grant will be available to all new tenants of very low-, low- and moderate- income rental units. The Maximum grant will be \$2,500.00
- E. DOWN PAYMENT ASSISTANCE** - The Municipality Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality to use as a principal down payment and/or closing costs. The goal of the program is to provide financial assistance to income-qualified homebuyers moving to the Municipality. The maximum grant is \$10,000.00
- F. HOMEOWNERSHIP ASSISTANCE PROGRAM** - The Program is designed to help low- and moderate-income homeowners retain stable finances. This program will provide a no interest, forgivable loan to homeowners of deed restricted affordable properties within the Municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees. Funds are made available through the Municipality's Affordable Housing Trust Fund. The goal of the program is to provide financial assistance to income-qualified homeowners. The maximum grant is \$10,000.00.

ELIGIBILITY

Applications submitted for affordability assistance will be provided on a first come-first-served basis according to the following criteria, as applicable:

1. There are affordability assistance funds remaining in the Housing Trust Fund for the year.
2. The applicant owns a deed restricted affordable unit in the Municipality that they maintain as their primary residence.
3. The applicant rents a deed restricted affordable unit in the Municipality.
4. The applicant has not received an affordability assistance in the past. (Only one award per household is permitted. This requirement can be waived on a case-by-case basis)
5. Applicants applying for repairs will require income certification at the time of application.

6. Applicants applying for repairs, must show proof that property taxes, municipal utilities and, if applicable, mortgage and homeowner association fee are paid current.
7. Applicants applying for repairs must show proof that the needed improvements will remediate a serious threat to the health and/or safety of the building's residents.

REPAYMENT TERMS & REPAYMENT AGREEMENT

When required, loans for properties participating in the Affordability Assistance Program shall be secured through a Mortgage and Mortgage Note in favor of the municipality and executed by the property owner. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file. The Administrative Agent will send the affordability assistance Mortgage requiring recording to the Municipality. Upon receipt the Municipality will file said document with the County Clerk's office.

When required, the following is the term of the mortgage:

All loans are zero interest, forgivable loans. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. Mortgages, the Control Period and five year time period for the Emergency Repair and Energy Efficiency grants begin on the date all work is completed and approved, and for the Down Payment Assistance and Homeownership Assistance Program the period begins on the date the funds are released.

II. PROGRAM ADMINISTRATION

The Administrative Agent will be responsible for administering the program. Questions about the Program should be directed the Administrative Agent. All forms are included in the appendices

TRIAD Associates
 1301 W. Forest Grove Road
 Vineland, NJ 08360
 Phone: (856) 690-9590
 Fax: (856)-690-5622
www.triadincorporated.com
www.triadhousingprograms.com

1. EMERGENCY AND HEALTH/SAFETY REPAIRS PROGRAM PROCEDURES

- Homeowner submits application for assistance along with proof of work items needed. Refer to section on Requirements of Work Items.
- The Administrative Agent income certifies applicant and confirms property taxes, municipal utilities and, existing mortgage and homeowner association fee are paid current.
- Building inspector visits home to document the need for emergency repair and to prepare the work specifications to be reviewed by the appropriate code official.

- Upon eligibility determination and site visit– the Administrative Agent will send homeowner:
 - ✓ Eligibility letter (including paragraph on municipal contractor payment process to show to the contractor)
 - ✓ Work specifications
 - ✓ Instructions to obtain and provide proposal from 3 contractors (willing to be paid by municipality at job completion). Homeowner to identify contractor selected to do the job and provide that contractor’s business registration, Consumer Affairs home improvement license and certificate of insurance listing program as certificate holder. The homeowner will have to fund any amount over the program funding limit, payable directly to the contractor.
- Once homeowner provides the above items, the Administrative Agent will send the homeowner’s certificate of eligibility and contractor selection to the Municipality to pass a resolution authorizing funding assistance. Upon receipt of the approved municipal resolution, provide the homeowner the construction agreement for the homeowner and contractor to sign, as well as program mortgage & note for the homeowner to sign in front of notary and return to program.
- The Municipality is not a party to any contract between homeowner and contractor and the Municipality does not ensure that work performed by contractor is completed to satisfaction of homeowner. The construction agreement is between the homeowner and contractor; the Municipality is not a party to the agreement for purposes of any claims by the parties against one another.
- Upon construction completion, the homeowner will provide to the Program:
 - ✓ Written homeowner’s approval of satisfactory job completion.
 - ✓ Invoice from contractor identifying the work items they completed.
 - ✓ Copies of municipal permits and closed out permits via municipal Certificate of Approval for the applicable items installed.
- If the work does not require a permit, certification of work by the contractor will be accepted.
- The Administrative Agent will submit the contractor invoice to the municipality for payment and forward the mortgage to the municipality to file (record) with the county clerk.

Emergency and Health/Safety Repairs Program Eligibility Certification Process

In order to be eligible for assistance, households in each unit to be assisted must be determined to be income eligible. All adult members, 18 years of age and older, of the household must be fully certified as income-eligible before any assistance will be provided by the Program. The Administrative Agent will income qualify applicants in accordance with the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5:80-

16.1 et seq., except for the regional maximum asset limit issued annually in the *Affordable Housing Regional Income Limits by Household Size*.

The following is a list of various types of wages, payments, rebates and credits. Those that are considered as part of the household's income are listed under Income. Those that are not considered as part of the household's income are listed under Not Income.

A. WHAT IS CONSIDERED INCOME

The following income sources are considered income and will be included in the income eligibility determination:

- Wages, salaries, tips, commissions
- Regularly scheduled overtime
- Unemployment compensation (verify the remaining number of weeks they are eligible to receive)
- Social Security
- Pensions
- Disability
- Alimony
- Verified regular child support (received)
- Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
- Imputed interest (using a current average annual rate of two percent) from non-income producing assets, such as equity in real estate. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance.
- TANF (Temporary Assistance For Needy Families)
- Net income from business or real estate
- Rent from real estate is considered income
- Any other forms of regular income reported to the Internal Revenue Service

B. WHAT IS NOT CONSIDERED INCOME

The following income sources are not considered income and will not be included in the income eligibility determination:

- Court ordered payments for alimony or child support paid to another household shall be deducted from gross annual income
- Part-time income of dependents enrolled as full-time students
- Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements
- Food stamps
- Rebates or credits received under low-income energy assistance programs
- Payments received for foster care
- Relocation assistance benefits
- Income of live-in attendants
- Scholarships
- Student loans

- Personal property such as automobiles

C. HOW TO VERIFY INCOME

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months. Income verification documentation should include, but is not limited to the following for each and every member of a household who is 18 years of age or older:

- Four current consecutive pay stubs, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure or if self-employed, a current Certified Profit & Loss Statement and Balance Sheet.
- A signed copy of regular IRS Form 1040 (Tax computation form), 1040A or 1040EZ (as applicable) and state income tax returns filed for the last three years prior to the date of interview or notarized tax waiver letter for respective tax year(s)
- A Form 1040 Tax Summary for the past three tax years can be requested from the local Internal Revenue Service Center or by calling 1-800-829-1040.
- If applicable, a letter or appropriate reporting form verifying monthly benefits such as:
 1. Social Security or SSI – Current award letter or computer printout letter
 2. Unemployment – verification of Unemployment Benefits
 3. Welfare -TANF current award letter
 4. Disability - Worker’s compensation letter or
 5. Pension income (monthly or annually) – a pension letter
 6. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support – copy of court order or recent original letters from the court (includes separation agreement or divorce papers) or education scholarship/stipends – current award letter;
- Reports from the last two consecutive months that verify income from assets to be submitted by banks or other financial institutions managing savings and checking accounts (bank statements and passbooks), trust funds, money market accounts, certificate of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates). Examples include copies of all interest and dividend statements for savings accounts, interest and non-interest-bearing checking accounts, and investments;

- Evidence or reports of income from directly held assets, such as real estate or businesses owned by any household member 18 years and older.
- Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
- Current reports of assets – Market Value Appraisal or Realtor Comparative Market Analysis and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property attach copies of all leases.

D. ADDITIONAL INCOME VERIFICATION PROCEDURES

1. STUDENT INCOME

Only full-time income of full-time students is included in the income calculation. A full-time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester; and part-time income is income earned on less than a 35-hour workweek.

2. INCOME FROM REAL ESTATE

If real estate owned by an applicant for affordable housing is a rental property, the rent is considered income. After deduction of any mortgage interest, real estate taxes, property owner insurance and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount shall be counted as income.

If an applicant owns real estate, other than primary residence, the Program Case Manager should determine the imputed interest from the value of the property. The Program Case Manager should deduct outstanding mortgage debt from the documented market value established by either a market value appraisal or by applying the property tax equalization market value method, as well as real estate commission if property was to be sold. Based on current money market rates, interest will be imputed on the determined value of the real estate.

E. OTHER ELIGIBILITY REQUIREMENTS

Applicant to submit the following in the application package:

- Recorded deed to the property to be assisted;
- If you are a widow or widower, copy of Death Certificate should be included;
- Receipt for property taxes paid current.
- Signed Release form to verify eligibility determination from third party sources;
- Proof that all mortgage payments are current; and
- Copy of any and all other liens recorded against the property.

- Personal identification (a copy of any of the following Driver's License, Passport, Birth Certificate, Social Security Card, Adoption Papers, Alien Registration Card, etc.) for each household member.

F. REQUIREMENTS OF UTILITIES & TAXES PAID CURRENT

All applicants' water/sewer and tax accounts must be paid current.

G, REQUIREMENTS OF WORK ITEMS

Homeowner has to demonstrate the existing problem has been inspected and the threat verified by one of the following:

- The appropriate local construction official;
- A local health official; or
- Systems or components that have been red tagged by utility company and/or verified non-functional by a qualified service technician.

This is done at time of submission of the program application.

G. ELIGIBILITY CERTIFICATION

After Administrative Agent Program staff determines that the household is income eligible and meets all other eligible requirements, the Administrative Agent Program Manager will complete and sign the Eligibility Certification. This certification is valid for six months starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Manager must reevaluate the household's eligibility.

- The Municipality Emergency Repair Assistance Program will provide a maximum loan of \$10,000.00. to each eligible homeowner. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven.

2. ENERGY EFFICIENCY UPGRADES

A. ELIGIBILITY CERTIFICATION

After the Administrative Agent Program staff determines that the household is income eligible and meets all other eligible requirements, the Administrative Agent Program Manager will complete and sign the Eligibility Certification. This certification is valid for six months starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Manager must reevaluate the household's eligibility.

- The Municipality Energy Efficiency Program will provide a maximum loan of up to \$15,000 to each eligible homeowner. If property is sold prior to the fifth year, the loan becomes due upon

change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven.

3. CREATION OF ADDITIONAL VERY LOW-INCOME UNITS PROGRAM PROCEDURE

- A. Terms to be negotiated between landlord/developer and the Municipality.
- B. Upon approval of terms by both parties, Municipal attorney prepares Resolution authorizing award and terms, including changes in unit designation(s) from conversion of moderate and low-income units to very low-income units; revisions to restrictive covenant language, etc. Administrative Agent shall assist attorney upon request. See Exhibit 1.
- C. Municipality adopts Resolution.
- D. Municipality sends assistance directly to landlord/developer.
- E. Administrative Agent records assistance on master reporting spreadsheet.

4. FIRST MONTHS RENT ASSISTANCE PROCEDURES

The Municipality will designate a portion of all development fees collected and interest earned towards a First Months Rent Grant program. This grant will be available to an income eligible renter with good credit standing who qualifies for a low- or moderate-income rental unit in one of the Municipality's deed restricted units or its Rental Housing Rehabilitation Program as per the following guidelines:

- The First Months Rent will be in the form of a grant equal to the first month's rental amount determined by the landlord and will be paid to the landlord on behalf of the tenant.
- The Municipality's First Months Rent Affordability Assistance Program will be administered by the Administrative Agent. After an applicant is income qualified by the Administrative Agent pursuant to New Jersey Fair Housing rules and UHAC, or cannot be qualified due to a need for assistance, an affordability assistance application will be completed and forwarded with all necessary documentation to the Administrative Agent. The affordability assistance recipient will sign a contract with municipality which states the amount of funds granted, procedures and duration and conditions of affordability assistance. All tenants of affordable units within the Municipality will be advised of the availability of the Municipality's Affordability Assistance Program. An income eligible occupant or applicant for an affordable unit within the municipality may not be denied participation in the Affordability Assistance Program(s) unless funding is no longer available.
- If the unit is a Rental Housing Rehabilitation Program unit, and a 10-year deed restriction was recorded on the unit at the completion of rehabilitation work and the restriction is still in effect at the time of the tenant's application for First Months Rent.
- The Municipality First Months Rent Program will provide a maximum grant in the amount of the first month's rent, not to exceed \$2,500.00.

5. DOWN PAYMENT ASSISTANCE PROCEDURES

The Municipality Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality to use as a principal down

payment and/or closing costs. The goal of the program is to provide financial assistance to income-qualified homebuyers moving to the Municipality.

ELIGIBLE PARTICIPANTS

Applicants for this loan program must be income-qualified by the Administrative Agent for the Municipality and must be under contract to purchase a deed restricted home in the Municipality. This means that the applicant must have made application to buy a home, been income-qualified and selected to purchase an affordable home within the Municipality, and signed a contract with the seller.

ELIGIBLE PROPERTIES

Properties must be within the Municipality and be deed restricted in accordance with the U.H.A.C. guidelines. The price of the home will be limited by the deed restriction to be affordable to either a low or moderate-income household.

LEVEL OF FINANCING

The Municipality Down Payment Assistance Program will provide a maximum loan of \$10,000.

TERMS AND CONDITIONS

The loan is given as a zero-interest loan. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. The loan will be secured by a second mortgage and note.

Recipients of Down Payment Assistance Program funds are required to maintain the unit as their principal residence for the duration of the loan period and abide by all other requirements of the deed restriction and UHAC. In the event the property is sold or disposed of during the term of the loan, the outstanding loan amount in accordance with the schedule above shall be immediately due and payable to the Municipality according to the terms of the Mortgage and Mortgage Note.

SECURITY INSTRUMENTS

Loans for all properties participating in the Down Payment Assistance Program shall be secured through a Mortgage and Mortgage Note (see Exhibit 3) in favor of the municipality executed by the property owner. The Municipality will record said documents with the County Clerk's office upon the completion of the closing of title. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file.

6. HOMEOWNERSHIP ASSISTANCE PROCEDURES

The Program is designed to help low and moderate-income homeowners retain stable finances. This program will provide a no interest, forgivable loan to homeowners of deed restricted affordable properties within the Municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees. Funds are made available through the Municipality's Affordable Housing Trust Fund. The goal of the program is to provide financial assistance to income-qualified homeowners. This program will provide a no interest, forgivable loan to homebuyers of deed restricted affordable properties within the Municipality.

ELIGIBLE PARTICIPANTS

Applicants for this loan program must be income-qualified by the Administrative Agent for the Municipality and must be the owner of an affordable housing unit in the Municipality.

ELIGIBLE PROPERTIES

Properties must be within the Municipality and be deed restricted in accordance with the U.H.A.C. guidelines.

LEVEL OF FINANCING

The Municipality Homeownership Assistance Program will provide a maximum loan of \$10,000.

TERMS AND CONDITIONS

The loan is given as a zero-interest loan. If property is sold prior to the fifth year, the loan becomes due upon change in ownership. After the fifth year, the loan shall be forgiven by 20% each year, up to year 10. After year 10, the loan will be completely forgiven. The loan will be secured by a second mortgage and note.

Recipients of Homeownership Assistance Program funds are required to maintain the unit as their principal residence for the duration of the loan period and abide by all other requirements of the deed restriction and UHAC. In the event the property is sold or disposed of during the term of the loan, the outstanding loan amount in accordance with the schedule above shall be immediately due and payable to the Municipality according to the terms of the Mortgage and Mortgage Note.

SECURITY INSTRUMENTS

Loans for all properties participating in the Homeownership Assistance Program shall be secured through a Mortgage and Mortgage Note in favor of the municipality executed by the property owner. The Municipality will record said documents with the County Clerk's office upon the completion of appropriate forms. The Mortgage and Mortgage Note will be executed at closing. The original mortgage note shall be retained by the Municipality Clerk and kept in the unit file.

BOARD OF COMMISSIONERS
BOROUGH OF COLLINGSWOOD
NEW JERSEY

RESOLUTION 2026- 8

SUBJECT: 2026 APPOINTMENT

Whereas, it is the Desire of the Board of Commissioners that Appointments be made for the year 2026,

Now, Therefore Be it Resolved by the Mayor and Commissioners of the Borough of Collingswood, that Business Administrator Cassandra Duffey be reappointed as the:

- Clean Communities Coordinator
- Municipal Housing Liaison
- Borough Representative to Camden County Community Development Authority
- Fund Commissioner to the Southern New Jersey Regional Employment Benefits Fund

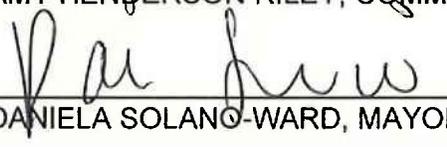
Date of Adoption: January 5, 2026



 M. JAMES MALEY JR., COMMISSIONER



 AMY HENDERSON RILEY, COMMISSIONER



 DANIELA SOLANO-WARD, MAYOR



 K. HOLLY MANNEL, BOROUGH CLERK

**BOROUGH OF COLLINGSWOOD
COUNTY OF CAMDEN
STATE OF NEW JERSEY**

2026- 88

RESOLUTION APPROVING AFFIRMATIVE MARKETING PLAN

WHEREAS, the Borough entered into a Mediation Agreement with Fair Share Housing Center which requires the Borough to take certain actions, including the approval of an Affirmative Marketing Plan for Affordable Housing units in accordance with the requirements of the Amended Fair Housing Act by March 16, 2026; and

WHEREAS, the Uniform Housing Affordability Controls (“UHAC”), N.J.A.C. 5:80-26.15, require that municipalities adopt and implement an Affirmative Marketing Plan to ensure that low- and moderate-income households are informed of and have the opportunity to apply for affordable housing units; and

WHEREAS, the Borough of Collingswood has designated Triad Associates, Inc. as the Borough’s Administrative Agent responsible for administering the Borough’s affordable housing programs in accordance with UHAC and other applicable affordable housing regulations; and

WHEREAS, Triad Associates, Inc., in its capacity as Administrative Agent, has prepared and submitted an Affirmative Marketing Plan for the Borough’s affordable housing program consistent with the requirements of N.J.A.C. 5:80-26.15; and

WHEREAS, the proposed Affirmative Marketing Plan establishes procedures for advertising affordable housing opportunities, notifying appropriate housing agencies and community organizations, and ensuring that households within the Borough’s housing region have an equal opportunity to apply for affordable housing units within the Borough; and

WHEREAS, the Borough Commissioners have reviewed the proposed Affirmative Marketing Plan and have determined that the plan complies with applicable affordable housing regulations and is in the best interest of the Borough.

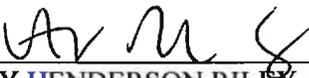
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, that it hereby approves the Affirmative Marketing Plan for Affordable Housing Units, prepared by Triad Associates, Inc., Administrative Agent for the Borough of Collingswood.

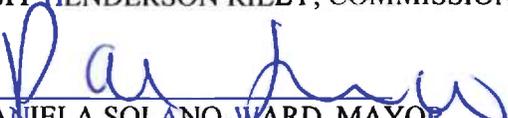
BE IT FURTHER RESOLVED, that in conjunction with the Borough, Triad Associates, Inc. shall implement and administer the Affirmative Marketing Plan. The Borough Administrative Agent, Borough Attorney, Borough Planner, and other Borough professionals are authorized to take all actions necessary to implement the Affirmative Marketing Plan as part of the Borough’s affordable housing compliance process.

Introduced:

Adopted: March 11, 2026


M. JAMES MALEY, JR., COMMISSIONER


AMY HENDERSON RILEY, COMMISSIONER


DANIELA SOLANO-WARD, MAYOR


K. HOLLY MANNEL, BOROUGH CLERK



Affirmative Marketing Process FOR THE ADMINISTRATION OF MARKETING AFFORDABLE HOUSING UNITS

*In Accordance with
the Uniform Housing
Affordability Controls*

Prepared by





FAIR HOUSING AFFIRMATIVE MARKETING PROCESS

For the Borough of Collingswood

For Affordable Housing in (REGION 5)

I. APPLICANT AND PROJECT INFORMATION

<p>1a. Administrative Agent Name, Address, Phone Number</p> <p>Triad Associates 1301 W. Forest Grove Road Vineland, NJ 08360 856-690-9590 www.triadhousingprograms.com housing@triadassociates.com</p>	<p>1b. Development or Program Name, Address:</p> <p>Borough of Collingswood 678 Haddon Avenue Collingswood, NJ, 08108 www.collingswood.com Phone: 856-854-0720</p> <p>Development: To be determined for each project</p> <p>✓ FOR RENT UNITS ✓ FOR SALE UNITS</p>	
<p>1c.</p> <ul style="list-style-type: none"> ✓ Number of Units: TBD ✓ Number of Total Affordable Units: TBD ✓ Number of Affordable Sale Units: TBD ✓ Number of Affordable Rental Units: TBD 	<p>1d.</p> <ul style="list-style-type: none"> ✓ Family ✓ Age Restricted ✓ Supportive Housing 	<p>1e. State and Federal Funding Sources (if any)</p> <p>N/A</p>
<p>1f. Approximate Starting Dates</p> <p>Advertising: To be determined for each project Occupancy: To be determined for each project Lottery Date: To be determined for each project</p>	<p>1g. Price or Rental Range</p> <p>From: To be determined for each project To: To be determined for each project</p>	
<p>1h. Physical characteristics of the units – List bedroom counts, total square footage, and accessibility features</p>		
<p>1i. County: Camden</p>	<p>1j. Census Tract(s):</p>	
<p>1k. Managing/Sales Agent's Name, Address, Phone Number To be determined for each project</p>		
<p>1l. Application Fees (if any): Application, Credit and Background Check Fees may apply. To be determined for each project</p>		



FAIR HOUSING AFFIRMATIVE MARKETING PROCESS

For the Borough of Collingswood

For Affordable Housing in (REGION 5)

(Sections II through IV are consistent for all affordable housing developments and programs within the municipality. Sections that differ must be described in the approved contract between the municipality and the administrative agent and in the approved Operating Manual.)

II. RANDOM SELECTION

1. Description of the random selection process that will be used once applications are received.

INITIAL RANDOMIZATION

In carrying out the affirmative marketing process, the administrative agent shall comply with the Housing Affordability Controls rules at N.J.A.C. 5:80-26 (UHAC) Adopted November 6, 2025, and all provisions of the Fair Chance in Housing Act, N.J.S.A. 46:8-52 through 64.

The Affirmative Marketing process will begin approximately four months prior to expected occupancy. At this time, the applicant waitlist opens, and the affordable units are posted on the New Jersey Housing Resource Center (NJHRC) website. During this four-month (120-day) period, the property is advertised and interested applicants have the opportunity to submit Preliminary Applications.

After a minimum of 60 days from the date that the units are posted on the NJHRC website, a lottery randomization takes place. No random selection may be conducted prior to 60 days following the initial advertisement on the New Jersey Housing Resource Center. All preliminary applications received during the affirmative marketing period are included in this lottery randomization, which will establish the applicant waitlist. The lottery date will be included in all affirmative marketing materials. The random selection is conducted prior to households being certified for eligibility.

If the units are Supportive Housing units, within one business day of listing the affordable housing units on the New Jersey Housing Resource Center, the Administrative Agent will notify the local Continuum of Care of any rental housing units for individuals with special needs that are reserved for individuals and families that are homeless and of any permanent supportive housing rental units.

All applicants are included in the lottery and randomized regardless of household size or, desired number of bedrooms. The process is as follows:

The lottery will be conducted by the Administrative Agent with at least two professionals present. The applicant pool will include all applicants who have applied. The Administrative Agent will utilize a computer program to randomly assign a number, which will then become the applicant's lottery number.

When a unit becomes available, the Administrative Agent will identify the applicants that match the number of bedrooms and affordability (very low, low, or moderate income). Those who work or live in Region 1 will be given preference and contacted for the unit first. Pursuant to the New Jersey Fair Housing Act (C.52:27D-311), a preference for up to 50 percent of the restricted units will be given to very low-, low- and moderate-income veterans duly qualified under N.J.A.C. 54:4-8.10 may also be exercised. If a veteran's preference is in effect, the veterans will be offered the unit prior to the general applicant pool.

Preliminary Applications received after the lottery date will be added to the applicant pool in the order they were received.



If the applicant pool becomes close to being depleted, the Administrative Agent will conduct additional marketing until units are filled.

The administrative agent will designate an experienced staff person to provide counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law. Alternatively, the administrative agent or municipality may contract with a HUD-certified housing counselor or an otherwise experienced entity approved by the NJ Department of Community Affairs to provide such counseling services.

III. MARKETING

3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)

White (non-Hispanic)
 Black (non-Hispanic)
 Hispanic
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Other group:

3b. HOUSING RESOURCE CENTER (www.njhrc.gov) A free, online listing of affordable housing. Listed for the duration of the affirmative marketing process. Listing will be posted at minimum 60 days prior to lottery date.

3c. Commercial Media (required) (Check all that apply)

DURATION/ FREQUENCY OF OUTREACH	NAMES OF REGIONAL MEDIA SOURCES	CIRCULATION AREA
---------------------------------	---------------------------------	------------------

TARGETS ENTIRE HOUSING REGION 5

DIGITAL ADVERTISING

<input checked="" type="checkbox"/>	Listed for the duration of the affirmative marketing process	Zillow/Social Media Sites	Statewide
<input checked="" type="checkbox"/>	Listed for the duration of the affirmative marketing process	Social media ads including facebook targeting the housing region. Ads will include an "apply today" button that links to the landing page for each listing	Regional
<input checked="" type="checkbox"/>	Listed for the duration of the affirmative marketing process	NJHRC.gov	Statewide
<input checked="" type="checkbox"/>	Listed for the duration of the affirmative marketing process	Triadhousingprograms.com	Statewide
<input checked="" type="checkbox"/>	Print advertising to run at least one week in conjunction with digital advertising to run at least 4 weeks.	https://thesunpapers.com/c/news/camden-county/	Regional

NEWSPAPERS

<input checked="" type="checkbox"/>	Press Release at beginning of affirmative marketing	Burlington County Times	Regional
<input checked="" type="checkbox"/>	Press Release at beginning of affirmative marketing	South Jersey Times	Regional



✓	Press Release at beginning of affirmative marketing	Central Record	Regional
✓	Press Release at beginning of affirmative marketing	News Weekly	Regional
✓	Press Release at beginning of affirmative marketing	Register-News	Regional
✓	Press Release at beginning of affirmative marketing	Gloucester City News	Regional
✓	Press Release at beginning of affirmative marketing	Sun Newspaper Camden County	Regional
✓	Press Release at beginning of affirmative marketing	Retrospect	Regional
✓	Press Release at beginning of affirmative marketing	Gloucester County Times	Regional
✓	Press Release at beginning of affirmative marketing	News Report	Regional

3d. Other Publications (such as neighborhood newspapers, religious publications, and organizational newsletters) (Check all that apply)

DURATION & FREQUENCY OF OUTREACH	NAME OF MEDIA SOURCE	OUTREACH AREA/CONTACT	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
TARGETS ENTIRE HOUSING REGION 5			
✓	Flyers to be mailed at beginning of Marketing	Hispanic Affairs Hispanic@camdencounty.com	Spanish-Language
✓	Flyers to be mailed at beginning of Marketing	Servicios Latinos servicioslatinos@hotmail.com	Burlington County
✓	Flyers to be mailed at beginning of Marketing	Nuestra Comunidad sreece@echo-media.com	Spanish-Language
✓	Flyers to be mailed at beginning of Marketing	Sino Monthly info@sino-monthly.com	Chinese-American
✓	Flyers to be mailed at beginning of Marketing	24 Horas redaccion@24-horas.mx	Portuguese-Language
✓	Flyers to be mailed at beginning of Marketing	Arab Voice Newspaper info@arabamerica.com	Arab-American
✓	Flyers to be mailed at beginning of Marketing	Catholic Advocate, The submissions@rcan.org	Catholic
✓	Flyers to be mailed at beginning of Marketing	New Jersey Jewish News Beth@JewishMediaGroup.com	Jewish
✓	Flyers to be mailed at beginning of Marketing	Desi NJ ilayasq@newsindia-times.com	South Asian
✓	Flyers to be mailed at beginning of Marketing	Ukrainian Weekly staff@ukrweekly.com	Ukrainian Community
✓	Flyers to be mailed at beginning of Marketing	Amerika Magyar Nepszava (American Hungarian Peoples' Voice) usanepszava@gmail.com	Hungarian-Language
✓	Flyers to be mailed at beginning of Marketing	Latino Action Network Info@lanfoundation.org	Statewide - General

3e. Community Contacts (names of community groups/organizations throughout the housing region who will receive direct notification of the availability of affordable housing units and who will be asked to post advertisements and distribute flyers and application forms regarding available affordable housing to their members.



	OUTREACH	GROUP/ORGANIZATION	ADDRESS
✓	Flyers to be mailed at beginning of Marketing	Anti-Poverty Network of NJ	272 Dunns Mill Road, Acme Commons Center, #327 Bordentown, NJ 08505
✓	Flyers to be mailed at beginning of Marketing	Burlington County College	601 Pemberton Browns Mills Rd Pemberton, NJ 08068
✓	Flyers to be mailed at beginning of Marketing	Burlington County Community Action Program	718 Route 130 South, Burlington, NJ 08016
✓	Flyers to be mailed at beginning of Marketing	Burlington County United Way	595 Rancocas Rd Westhampton, NJ 08060
✓	Flyers to be mailed at beginning of Marketing	Camden County Council on Economic Opportunity	538 Broadway Camden, NJ 08103
✓	Flyers to be mailed at beginning of Marketing	Camden County East NAACP	P.O. Box 53 Lawnside, NJ, 08045
✓	Flyers to be mailed at beginning of Marketing	Camden County Housing Authority	1800 S 9th St, Camden, NJ 08104
✓	Flyers to be mailed at beginning of Marketing	Camden County NAACP	1123 1/2 Kaighns Avenue Camden, NJ 08103
✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	Cynthia.LeBron@camdendiocese.org
✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	383 W State Street Trenton, NJ 08607
✓	Flyers to be mailed at beginning of Marketing	Center for Family Services	info@centerffs.org
✓	Flyers to be mailed at beginning of Marketing	DCA Rental Assistance	20 Market St, Camden, NJ 08102
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing Center	510 Park Blvd, Cherry Hill, NJ 08002
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing Development	1 Ethel Lawrence Blvd Mt Laurel, NJ 08054
✓	Flyers to be mailed at beginning of Marketing	Fair Share Housing.org	orlandosalas@fairsharehousing.org
✓	Flyers to be mailed at beginning of Marketing	Gloucester County Division of Senior Services	115 Budd Blvd West Deptford, NJ 08096
✓	Flyers to be mailed at beginning of Marketing	Gloucester County NAACP	GC NAACP, PO Box 545 Williamstown, NJ 08094
✓	Flyers to be mailed at beginning of Marketing	Interfaith Hospitality Network of Burlington County	16 East Main Street Moorestown, NJ 08057
✓	Flyers to be mailed at beginning of Marketing	Latino Action Network	Info@lanfoundation.org
✓	Flyers to be mailed at beginning of Marketing	Medford Leas Continuing Care	1 Medford Leas Medford, NJ 08055
✓	Flyers to be mailed at beginning of Marketing	Native American Advancement Corporation	75 N. Pearl Street P.O. Box 824 Bridgeton, NJ 08302
✓	Flyers to be mailed at beginning of Marketing	New Jersey Housing Resource Center	600 1st Ave, Raritan, NJ 08869
✓	Flyers to be mailed at beginning of Marketing	New Jersey NAACP Conference	info@naacpnjsc.org
✓	Flyers to be mailed at beginning of Marketing	New Jersey SHARES	info@sharesnation.org
✓	Flyers to be mailed at beginning of Marketing	Puerto Rican Action Committee	sholmes@pracnj.com



✓	Flyers to be mailed at beginning of Marketing	Rancocas Valley Clergy Ass.	125 Garden St Mt Holly NJ 08060
✓	Flyers to be mailed at beginning of Marketing	Rowan University	201 Mullica Hill Road Glassboro, NJ 08028
✓	Flyers to be mailed at beginning of Marketing	Southern Burlington County NAACP	PO Box 3211 Cinnaminson, NJ 08077
✓	Flyers to be mailed at beginning of Marketing	Southern NJ Continuum of Care	ccarty@monarchhousing.org
✓	Flyers to be mailed at beginning of Marketing	Supportive Housing Assoc.	kate.kelly@shanj.org
✓	Flyers to be mailed at beginning of Marketing	Volunteers of America Delaware Valley	info@voadv.org
✓	Flyers to be mailed at beginning of Marketing	Willingboro NAACP	PO Box 207 Roebling NJ 09854
✓	Flyers to be mailed at beginning of Marketing	Anti-Poverty Network of NJ	272 Dunns Mill Road, Acme Commons Center, #327 Bordentown, NJ 08505
✓	Flyers to be mailed at beginning of Marketing	Burlington County College	601 Pemberton Browns Mills Rd Pemberton, NJ 08068
✓	Flyers to be mailed at beginning of Marketing	Burlington County Community Action Program	718 Route 130 South, Burlington, NJ 08016
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✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	Cynthia.LeBron@camdendiocese.org
✓	Flyers to be mailed at beginning of Marketing	Catholic Charities	383 W State Street Trenton, NJ 08607
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✓	Flyers to be mailed at beginning of Marketing	Puerto Rican Action Committee	sholmes@pracnj.com
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✓	Flyers to be mailed at beginning of Marketing	Rowan University	201 Mullica Hill Road Glassboro, NJ 08028
✓	Flyers to be mailed at beginning of Marketing	Southern Burlington County NAACP	PO Box 3211 Cinnaminson, NJ 08077
✓	Flyers to be mailed at beginning of Marketing	Southern NJ Continuum of Care	ccarty@monarchhousing.org

IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:

4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that apply)

	BUILDING	LOCATION
✓	Camden County Library Headquarters	203 Laurel Road Voorhees, NJ 08043 (856)772-1636
✓	Camden Court House Square	520 Market St, Camden NJ 08102-1375 (856)225-5000
✓	Gloucester County Library	389 Wolfert Station Rd. Mullica Hill, NJ 08062 (856)223-6000
✓	Gloucester County Court House	1 N Broad St, Woodbury, NJ 08096 (856)853-3390
✓	Burlington County Library Headquarters	5 Pioneer Boulevard, Westampton, NJ 08060
✓	Burlington County Human Services Building	795 Woodlane Road, Westampton, NJ 08060
✓	Burlington County Office Building	49 Rancocas Rd, Mount Holly NJ 08060 (609)265-5000

4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)

Borough of Collingswood
678 Haddon Avenue
Collingswood, NJ, 08108
www.collingswood.com
Phone: 856-854-0720

Collingswood Free Public Library
771 Haddon Avenue
Collingswood, NJ 08108
www.collingswoodlib.org
Phone: (856) 858-0649



4c. Sales/Rental Office for units (if applicable)

To be determined for each project

V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the Municipality's substantive certification.

Susan DiBiasio
Susan DiBiasio, Triad Associates
Administrative Agent & Affirmative Marketing

February 27, 2026
Date

**BOROUGH OF COLLINGSWOOD
CAMDEN COUNTY, NEW JERSEY**

RESOLUTION 2026-77

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BOROUGH OF
COLLINGSWOOD AUTHORIZING THE EXECUTION OF A PROFESSIONAL
SERVICE AGREEMENT WITH TRIAD ADVISORY SERVICES, INC. (d/b/a TRIAD
ASSOCIATES) FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT
SERVICES FOR THE PERIOD FEBRUARY 15, 2026
THROUGH DECEMBER 31, 2026**

WHEREAS, the Borough of Collingswood (the "Borough") is required under New Jersey law, including the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq., to administer and enforce affordability controls on affordable housing units located within its boundaries; and

WHEREAS, the Borough requires the professional services of a qualified Administrative Agent to perform comprehensive affordable housing administrative agent services, including administration of sale and rental units, affirmative marketing, household certifications, affordability controls, trust fund reporting, and technical assistance in connection with the Borough's Fourth Round Affordable Housing obligations; and

WHEREAS, Triad Advisory Services, Inc., trading as Triad Associates, 1301 W. Forest Grove Road, Vineland, New Jersey 08360 ("Triad Associates"), is a professional firm with extensive experience in affordable housing administration and compliance under the New Jersey Fair Housing Act and applicable COAH/DCA regulations; and

WHEREAS, the Board of Commissioners has determined that Triad Associates is qualified to render the affordable housing administrative agent services described in the Professional Service Agreement dated February 20, 2026, including Exhibit A – Project Description and Scope of Services and Exhibit B – Compensation and Method of Payment, attached thereto; and

WHEREAS, compensation for services shall be paid in accordance with the fee schedule set forth in Exhibit B of the Agreement, with fees payable by the Principal, property owners, or developers as specified therein, and unspecified technical services to be performed only upon prior authorization from the Borough; and

WHEREAS, the Chief Financial Officer of the Borough has certified that sufficient funds are available in line item T-39-55-900-105 of the Borough's municipal budget to satisfy the Borough's compensation obligations under said Agreement; and

WHEREAS, this Agreement is being awarded pursuant to the professional services exception to the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), as the services involve specialized expertise and are not subject to competitive bidding; and

WHEREAS, notice of this action shall be published in the official newspaper of the Borough within ten (10) days of adoption as required by law.

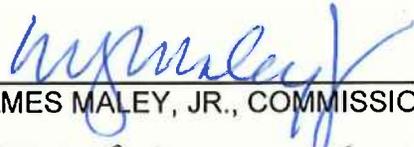
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Collingswood, County of Camden, State of New Jersey, as follows:

1. The Board of Commissioners hereby approves and authorizes the execution of a Professional Service Agreement between the Borough of Collingswood and Triad Advisory Services, Inc. (d/b/a Triad Associates), 1301 W. Forest Grove Road, Vineland, New Jersey 08360, for the provision of Affordable Housing Administrative Agent Services for the period February 15, 2026 through December 31, 2026.
2. The scope of services to be performed by Triad Associates shall be as set forth in Exhibit A of the Agreement, and shall include Administrative Agent Services for Sale Units and Rental Units, Affordability Assistance Program Development and Implementation, Compliance Operating Manuals, Affordable Housing Trust Fund Reporting, and Technical Assistance on Affordable Housing Requirements.
3. Compensation for services shall be paid in accordance with the fee schedule set forth in Exhibit B of the Agreement. Fees shall be payable by the Borough, property owners, or developers as specified in Exhibit B. All unspecified technical services shall require prior written authorization from the Borough before being performed.
4. The Director of Revenue and Finance, and/or the Borough Administrator, Cassandra Duffey, CPM, is hereby authorized and directed to execute the Professional Service Agreement on behalf of the Borough of Collingswood, in a form approved by the Borough Attorney.
5. The Chief Financial Officer of the Borough is hereby directed to certify that funds are available and set aside in the Borough's 2026 budget to pay for the Borough's obligations under this Agreement, and to execute the Certification of Funds as required by the Agreement.
6. The Municipal Clerk is hereby directed to publish notice of this Resolution in the Borough's official newspaper within ten (10) days of adoption in accordance with the Local Public Contracts Law.
7. All prior resolutions or actions inconsistent with this Resolution are hereby superseded to the extent of any such inconsistency.

8. This Resolution shall take effect immediately upon adoption in accordance with law.

BE IT FURTHER RESOLVED that the Mayor, Borough Administrator, and all other officers and officials of the Borough of Collingswood are hereby authorized and directed to execute any and all documents and to take any and all actions necessary or appropriate to carry out the purposes and intent of this Resolution.

Adopted: March 2, 2026


M. JAMES MALEY, JR., COMMISSIONER


AMY HENDERSON RILEY, COMMISSIONER


DANIELA SOLANO WARD, MAYOR


K. HOLLY MANNEL, BOROUGH CLERK

EXHIBIT A

PROJECT DESCRIPTION AND SCOPE OF SERVICES

Attached to and made a part of the Agreement dated February 20, 2026, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF COLLINGSWOOD** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

PROJECT DESCRIPTION / SUMMARY OF SERVICES:

- I. Administrative Agent Services: Sale Units
- II. Administrative Agent Services: Rental Units
- III. Affordability Assistance Program Development and Operating Manuals
- IV. Affordability Assistance Program Implementation (Established Program)
- V. Compliance – Operating Manuals
- VI. Affordable Housing Trust Fund Reporting
- VII. Technical Assistance on Affordable Housing Requirements
- VIII. Municipality's Responsibilities

SCOPE OF SERVICES:

I. ADMINISTRATIVE AGENT SERVICES: SALE UNITS

The Consultant, upon the request of the Principal and in compliance with the Court Judgment of Repose and Compliance Order or Fourth Round Compliance Certification (if applicable), shall assist the Principal to perform the duties and responsibilities of an administrative agent as are governed by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq., (the Act), Section 5:80-26.1 et seq. of the regulations promulgated there under (the Rules) for the administration of units approved through the Fair Share Housing Center Settlement Agreement and the Housing Element and Fair Share Plan, and the Substantive Rules of the New Jersey Council on Affordable Housing (N.J.A.C. 5:99-1.1, et seq.), governing the responsibilities of Administrative Agents, which include:

A. Operating Manual

1. Creating, reviewing and/or updating written operating manual, for approval by the Court, setting forth procedures for administering affordability controls;

B. Affirmative Marketing

1. Assisting the Municipality with the preparation of an updated Affirmative Marketing Plan consistent with provisions of the applicable law;
2. Conducting an outreach process to ensure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Municipality and the provisions of New Jersey Fair Housing Act;
3. Ensure that new development/waiting lists are posted on the New Jersey Housing Resource Center website (www.njhrc.gov) at least 60 days prior to holding a lottery, pursuant to P.L.2020, c.51 (C.52:27D-321.3 et seq.);
4. Market units in accordance with the Fair Chance in Housing Act of 2022;
5. Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as required; and
6. Providing information for counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

C. General Administrative/Waitlist Management

1. Maintain an applicant pool and waiting list for sale/resale units;
2. Waiting lists may be closed when there are sufficient number of applicants to fill approximately two years' worth of vacant units. Wait lists will be re-opened when the applicant pool is not sufficient to fill vacant units. Additional marketing may be required;
3. Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in the applicable law; and

D. Household Certification

1. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a very-low, low- or moderate-income unit;
2. Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
3. Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of the ownership certificate set forth in the New Jersey Fair Housing Act regulations.; and
4. Employing a random selection process as provided in the Affirmative Marketing Plan of the Municipality when referring households for certification to affordable units.

E. Affordability Controls

1. Furnishing to attorneys or closing agents' forms of deed restrictions, mortgage, mortgage note and Certificate for Applicants Certified to Ownership Unit required for recording at the time of conveyance of title of each restricted unit;
2. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
3. Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or county clerk's office after the termination of the affordability controls for each restricted unit;
4. Communicating with lenders regarding foreclosures; and

F. Resales

1. Institute and maintain an effective means of communicating information between owners and the Administrative Agent regarding the resale of restricted units;
2. Institute and maintain an effective means of communicating information to very-low, low- and moderate-income households regarding the availability of restricted units for resale or rental; and
3. Ensuring ongoing compliance with the applicable regulations set forth in the New Jersey Fair Housing Act.

G. Processing Requests from Unit Owners

1. Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
2. Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems;
3. Notifying the Municipality of an owner's intent to sell a restricted unit; and
4. Processing requests and making determinations on requests by owners of restricted units for hardship waivers.

H. Enforcement

1. Securing annually from municipalities lists of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;

2. Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
 3. Providing reports to Principal and/or DCA, as requested.
- I. **Public Records:** Records received, retained, retrieved, or transmitted under the terms of this contract may constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality. The Administrative Agent named in this contract must agree to administer and dispose of such records in compliance with the State's public records laws and associated administrative rules.
- J. The Administrative Agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities hereunder

II. **ADMINISTRATIVE AGENT SERVICES: RENTAL UNITS**

The Consultant, upon the request of the Principal and in compliance with the Court Judgment of Repose and Compliance Order (if applicable), shall assist the Principal to perform the duties and responsibilities of an administrative agent as are set forth, including but not limited to the Municipality's Fair Share Plan, New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq., (the Act) Fair Housing Act rules and regulations, UHAC regulations, including those set forth in N.J.A.C. 5:80-26.14, 16 and 18 thereof, and the Substantive Rules of the New Jersey Council on Affordable Housing (N.J.A.C. 5:99-1.1, et seq.), governing the responsibilities of Administrative Agents, which includes:

A. **Operating Manuals**

1. Creating/reviewing and publishing written operating manual(s), as approved by the Court, setting forth procedures for administering affordability controls;

B. **Affirmative Marketing (as needed)**

1. Assisting the Municipality with the preparation of an updated Affirmative Marketing Plan consistent with the provisions of the applicable law;
2. Conducting an outreach process to ensure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Municipality and the provisions of the New Jersey Fair Housing Act;
3. Ensure that new development/waiting lists are posted on the New Jersey Housing Resource Center website (www.njhrc.gov) at least 60 days prior to holding a lottery, pursuant to P.L.2020, c.51 (C.52:27D-321.3 et seq.);
4. Market units in accordance with the Fair Chance in Housing Act of 2022;
5. Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as needed; and
6. Providing information for counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

C. **General Administrative/Waitlist Management**

1. Maintain an applicant pool and waiting list for rental units with at least two years' worth of applicants for anticipated units available;
2. Sending annual letters to all tenants of affordable dwelling units, providing them with the maximum allowable rents and the contact information for Triad Associates where complaints of excess rents can be reported pursuant to the applicable law; and
3. Notification of annual allowable rent increases sent to landlords upon the release of the annual Affordable Housing Regional Income Limits by Household Size.

D. **Household Certification**

1. Soliciting, scheduling, conducting and following up on interviews with interested households;

2. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a very-low, low- or moderate-income unit;
 3. Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of the rental certificate set forth in the New Jersey Fair Housing Act regulations;
 4. Employing a random selection process as provided in the Affirmative Marketing Plan of the Municipality when referring households for certification to affordable units.
 5. Ensuring ongoing compliance with the applicable regulations set forth in the New Jersey Fair Housing Act.
- E. Enforcement:** The posting annually in all rental properties, of a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent can be made;
- F. Public Records:** Records received, retained, retrieved, or transmitted under the terms of this contract may constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality. The Administrative Agent named in this contract must agree to administer and dispose of such records in compliance with the State's public records laws and associated administrative rules.
- G.** The Administrative Agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.

III. AFFORDABILITY ASSISTANCE PROGRAM DEVELOPMENT AND OPERATING MANUAL

The Consultant shall, upon the request of the Principal, in accordance with the provisions of the Fair Housing Act, the Uniform Housing Affordability Control (UHAC) regulations (N.J.A.C. 5:80-26.1 et seq.), and the Substantive Rules of the New Jersey Council on Affordable Housing (N.J.A.C. 5:99-1.1, et seq.), governing the responsibilities of Administrative Agents, work with municipal staff to identify eligible services and level of financing for the Affordability Assistance Program. Once determined, Consultant will create or update an Affordability Assistance Operating Manual for sales and rental units, to include:

1. Overview
2. Eligible Services
3. Eligible Participants
4. Eligible Properties
5. Level of Financing
6. Program Financing
7. Administration
8. Forms for Program Implementation

Technical Assistance Services: Upon Principal's request, Consultant will provide technical assistance as needed to address in-house staff questions, follow up discussions with government officials and/or staff, follow up with other issues associated with the Affordability Assistance Program. Technical Assistance services to be pre-approved by Principal.

IV. AFFORDABILITY ASSISTANCE PROGRAM IMPLEMENTATION SERVICES

Process Applications and provide approvals or denials to the Principal for the following programs that were identified in the Operating Manual:

- A. Down Payment Assistance** - The Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. Funds provided to title company and secured by mortgage and mortgage note.
- B. Emergency And Health/Safety Repairs For Owner Occupied Affordable Units-** Affordability Assistance funding is available to assist income qualified owners of low-and moderate-units to make emergency and/or health and safety related repairs that they do not have the financial resources to make otherwise. Funds provided to the construction contractor upon completion of service and secured by mortgage and mortgage note. Additional Case Management Services provided by Triad include:
 - Coordinate inspections by the municipal building inspector to document emergency

- Assist Homeowner to obtain quotes from contractors
 - Review required documentation from contractors to verify they are qualified
 - Present quotes for review and approval/denial by municipality
 - Prepare construction contract
 - Coordinate final inspection by the municipal building inspector
 - Prepare close out documentation for the homeowner
 - Process payment request from contractor to municipality
 - Prepare mortgage and mortgage note for recording by municipality
- C. Energy Efficiency Program (EEP) For Owner Occupied Affordable Units** - This program makes available funding to income-qualified owners of deed restricted affordable homes in the municipalities. The eligible Energy Efficiency upgrades/replacements are listed in the Operating Manual. Funds provided to the construction contractor upon completion of service and secured by mortgage and mortgage note. Additional Case Management Services provided by Triad include:
- Assist Homeowner to obtain quotes from contractors
 - Review required documentation from contractors to verify they are qualified
 - Present quotes for review and approval/denial by municipality
 - Prepare construction contract
 - Coordinate final inspection by the municipal building inspector
 - Prepare close out documentation for the homeowner
 - Process payment request from contractor to municipality
 - Prepare mortgage and mortgage note for recording by municipality
- D. Homeownership Assistance Program** - The Program is designed to help income qualified low- and moderate-income homeowners retain stable finances. This program will provide funding to homeowners of deed restricted affordable properties within the municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees, as outlined in the Operating Manual. Payments will be made to the applicable entity and secured with mortgage and mortgage note. Additional analysis of applicants ongoing ability to maintain expenses of unit will be made prior to approving any funds being dispersed. Additional case management services will include:
- Obtaining bills/invoices with outstanding balances and account numbers
 - Preparing and presenting recommendations of assistance and amounts to the municipality
 - Preparing requests for payments to each entity and submitting to municipality
 - Prepare mortgage and mortgage note for recording by municipality
- E. Rental Assistance** - This program makes available grants to income-qualified tenants of deed restricted affordable apartments in the municipality in an amount equal to the amount of rent that the landlord charges for the first month of occupancy or security deposit. Funds will be sent to Landlord and secured by a landlord agreement. Triad will prepare all documents for the municipality.
- F. Create Additional Very Low-Income Units** – Affordability assistance may be utilized to create additional very low-income units by converting a moderate or low-income unit into a very low-income unit in new developments. The affordability assistance will result in additional very low-income units beyond what is required by state affordable housing rules. Triad is available to provide technical assistance.
- G. Income-qualify applicants** if not completed as part of the purchasing or renting certifications.
- H. Other Administrative Agent Notification** – If applicable, Consultant will contact other Administrative Agents overseeing affordable units in the municipality to inform them of the program and how to assist low- and moderate-households access these funds.
- I. Homeowner Notification** - Notify current homeowners of availability of Affordability Assistance Program through creation of flyer that will be mailed/emailed.
- J. Small Development Affordability Assistance.** Offer developers of projects proposing 1 – 4 total housing units a subsidy to construct one (1) or two (2) affordable units as part of the total proposed rental units.
- K. Revisions/Updates to Operating Manual, as needed.**

- L. TECHNICAL ASSISTANCE SERVICES:** Upon Principal's request, Consultant will provide technical assistance as needed to address in-house staff questions, follow up discussions with government officials and/or staff, follow up with other issues associated with the Affordability Assistance Program. Technical Assistance services to be pre-approved by Principal.

V. COMPLIANCE: OPERATING MANUALS

- A. Creating, reviewing and/or updating written operating manual, for approval by the Court, setting forth procedures for administering affordability controls and adhering to all Affordable Housing regulations;
- B. Operating Manuals can be for the following programs, as needed:
1. Operating Manual for the Administration of For Sale Programs
 2. Operating Manual for the Administration of For Rent Programs
 3. Accessory Apartment Manual
 4. Affordability Assistance Manual
 5. Housing Rehabilitation for Owner Occupied Units
 6. Housing Rehabilitation for Rental Units

VI. AFFORDABLE HOUSING TRUST FUND REPORTING:

Upon Principal's request, Triad will provide the following:

- A. The preparation and submission of the Affordable Housing Trust Fund reporting. These services to include:
- Analyze the data from the date of the adoption of the Municipality's most recent Spending Plan to the date determined by NJDCA.
 - Prepare the reporting form and file the reporting with the NJDCA by the date determined by NJDCA.
- B. Additional Hours may be needed if analysis of data during the time period prior to the adoption of the Municipality's most recent spending plan, any forensic accounting analysis, or other tasks are required to address any discrepancies. This will be performed on an hourly basis after approval from the Principal.

VII. MUNICIPAL ADMINISTRATIVE AGENT-TECHNICAL ASSISTANCE ON AFFORDABLE HOUSING REQUIREMENTS:

Upon request, Consultant will provide the following services:

- A. Meet with Municipality's designated staff to establish project implementation goals for contract year;
- B. Meet with Municipality's designated staff to review general oversight responsibilities of the Municipality, the Administrative Agent and the those of each project developer;
- C. Prepare and/or update Trust Fund Spending Plan, Illustrative Rents/Sales Prices and/or Affirmative Marketing Plan for the For-Sale and Rental Program, as needed;
- D. Preparation of Mid-Point Reviews and Annual Reports as required by the NJ Department of Community Affairs;
- E. Complete Annual Monitoring of all affordable units as follows and to obtain needed information:
1. Report any non-compliance identified to Municipality's Solicitor and ensure all follow-up notices and actions are taken;
 2. Contact all Administrative Agents to obtain updated information on waiting lists, affirmative marketing efforts and lists of units sold or rented to date and current allowable rents from landlords; and
 3. Contact all Group Home managers to obtain documentation on continued use and current licenses;

- F. Provide technical assistance with affordable unit documentation required for Fourth Round Plan compliance and attend case management/compliance hearings, as needed.

VIII. MUNICIPALITY'S RESPONSIBILITIES: The Municipality shall:

1. Provide to the name, title and telephone number and email address of the municipal official designated as the Municipal Housing Liaison and primary contact person for all matters related to this Scope of Work to the Administrative Agent;
2. Review applicable local ordinances to ensure they are not in conflict with, and will enable efficient implementation of, the Scope of Work;
3. Monitor the status of all restricted units in the Municipality's Fair Share Plan based on the information supplied and reports submitted by the Administrative Agent;
4. Review and verify monthly/annual reports, manuals, Affirmative Marketing Plans and other documents supplied by the Administrative Agent, and submit, if required, to the Court or FSHC;
5. Attend meetings with affordable housing providers as arranged by the Administrative Agents, as applicable;
6. Monitor that all restricted affordable units are identified as affordable within the tax assessor's office and any Municipal Utility Authority (MUA) database. The Municipality and MUA shall promptly notify the Administrative Agent of a change in billing address, payment delinquency of two billing cycles, transfer of title, or institution of a writ of foreclosure on all affordable units;
7. Provide all reasonable and necessary assistance to the Administrative Agent in support of efforts to enforce provisions of the Municipality Fair Share Plan, the Fair Housing Act Rules and regulations, as amended, deed covenants, mortgages, court decisions or other authorities governing the affordability control services to be provided under this Scope of Work and subsequent Agreements.

AGENCY ENFORCEMENT AND DELEGATION. Under this Agreement, the Principal delegates to the Consultant, and the Consultant accepts, the primary responsibility for enforcing the substantive provisions of the Act and the Rules. However, if the Consultant fails to Act, the Principal shall retain ultimate responsibility for ensuring effective compliance with the Rules and the Consultant will come under the supervision of the Principal.

ASSIGNMENT OF AFFORDABLE HOUSING UNITS. This Agreement shall govern the provision of affordability control services for the following affordable housing units located within the municipality that fall under the jurisdiction of the Act: Units to be specified upon receipt of Substantive Certification for the municipality's Fourth Round Plan.

INFORMATION TO BE FURNISHED TO CONSULTANT: The Principal shall provide the Consultant information and documentation on a timely basis, which the Consultant may require to properly render the services provided for in this Agreement.

EXHIBIT B

COMPENSATION AND METHOD OF PAYMENT

Attached to and made a part of the Agreement dated February 20, 2026, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF COLLINGSWOOD** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: The Principal shall provide compensation for Affordable Housing Administrative Agent services provided in accordance with Exhibit A as follows:

I. ADMINISTRATIVE AGENT SERVICES: SALE UNITS

Service	Fee	Paid by
<u>Operating Manual:</u> Prepare/Update Operating Manual and/or Affirmative Marketing Plan, as needed	\$165.00 per hour not to exceed \$2,000.00 for each manual/plan as needed	Principal
<u>Affirmative Marketing:</u> For NEW DEVELOPMENTS only, Consultant will be paid for Affirmative Marketing to Homebuyers, completion of randomization process (lottery) and the establishment of an applicant pool. <u>Post Lottery:</u> Wait list management fee will be charged.	\$3,500.00 Lump sum fee plus 100% reimbursement for all direct costs associated with marketing, as needed, including but not limited to advertising fees, printing/ postage. <i>Direct costs not to exceed \$750.00</i> Additional direct costs will be billed after prior approval from Principal	Principal or Developer if authorized by Ordinance
Additional Outreach needed once wait list becomes exhausted will be performed on an hourly basis after approval from the Principal or Developer.	\$165.00 per hour plus direct costs for ads, marketing etc., after prior approval from Principal or Developer.	Principal or Developer if authorized by Ordinance
<u>General Administration/Wait list Management</u> <ul style="list-style-type: none"> • Maintain Waiting List/Applicant pool and complete annual mailing to ensure owner compliance with UHAC guidelines. 	\$200.00 per month plus direct costs for postage.	Principal or Developer under separate contract
<u>Household Certifications - Sales:</u> <ul style="list-style-type: none"> • Certify applicants for eligibility (Per case fee) • Certification fee may be charged if income qualification is required for Affordability Assistance Program 	\$1,200.00 for the completion of each Eligibility Certification or Denial	Principal or Developer under separate contract
<u>Affordability Controls</u> <ul style="list-style-type: none"> • Prepare closing documents to include deed restriction, mortgage, mortgage note and Certificate for Applicants Certified to Ownership Unit • Removal of Deed Restrictions and cancellation of mortgage note upon expiration of controls 	\$650.00 for each certified applicant that proceeds to closing \$275.00 for each mortgage discharge or subordination as needed.	Principal
<u>For Re-Sales only</u> <ul style="list-style-type: none"> • Issue Notice of Intent to Re-Sell • Consultant will be paid three percent (3%) of sales price upon closing. 	3% of the Sales Price (Fee Payable by Seller at Closing) Minimum fee - \$1,500.00	Property Owner
<u>Refinancing & Home Equity Transactions – Owner Occupied Units only</u>	Lump Sum Fee of \$375.00 per case to be paid at closing	Property Owner

Service	Fee	Paid by
Enforcement <ul style="list-style-type: none"> Notifying absentee owners of compliance issues Providing project status reports, as requested 	\$165.00 per hour	Principal

II. ADMINISTRATIVE AGENT SERVICES: RENTAL UNITS

Service	Fee	Paid by
Operating Manual: Prepare/Update Operating Manual and/or Affirmative Marketing Plan, as needed	\$165.00 per hour not to exceed \$2,000.00 for each manual or Plan as needed	Principal
Affirmative Marketing: For NEW DEVELOPMENTS only, Consultant will be paid for Affirmative Marketing to Renter Households, completion of randomization process (lottery) and the establishment of an applicant pool. Post Lottery: Wait list management fee will be charged.	\$3,500.00 Lump sum fee plus 100% reimbursement for all direct costs associated with marketing, as needed, including but not limited to advertising fees, printing/ postage. <i>Direct costs not to exceed \$750.00</i> Additional direct costs will be billed after prior approval from Principal	Principal or Developer if authorized by Ordinance
Additional Outreach needed once wait list becomes exhausted will be performed on an hourly basis after approval from the Principal or Developer.	\$165.00 per hour plus direct costs for ads, marketing etc., after prior approval from Principal or Developer.	Principal or Developer if authorized by Ordinance
General Administration/Wait list Management <ul style="list-style-type: none"> Maintain Waiting List/Applicant pool Annual Letters to Tenants Annual Rental Increase Allowances to Landlords 	\$200.00 per month plus direct costs for postage.	Principal or Developer under separate contract
Household Certifications – Rentals/Re-rentals: <ul style="list-style-type: none"> Certify applicants for eligibility (Per case fee) Certification fee may be charged if income qualification is required for Affordability Assistance Program 	\$950.00 for the completion of each Eligibility Certification or Denial	Principal or Developer under separate contract
Enforcement <ul style="list-style-type: none"> Notifying absentee owners of compliance issues Providing project status reports, as requested 	\$165.00 per hour as needed	Principal

III. AFFORDABILITY ASSISTANCE PROGRAM DEVELOPMENT

Service	Fee	Paid by
Affordability Assistance Program Development: <ul style="list-style-type: none"> Consult with Municipality regarding program options Create draft manual for review Revise existing operating manual, if needed Prepare Resolution to adopt Manual, if needed 	\$165.00 per hour not to exceed \$2,000.00	Principal
Technical Assistance Services: Upon Principal's request, Consultant will provide technical assistance and attendance at meetings with Municipality as needed to address in-house staff questions, follow up discussions with government officials and/or staff, follow up with other issues associated with Affordability Assistance Program. Technical Assistance services to be pre-approved by Principal.	\$185.00 per hour with prior approval	Principal

IV. AFFORDABILITY ASSISTANCE PROGRAM IMPLEMENTATION SERVICES

Service	Fee	Paid By
Income Qualification: If applicant requires income qualification for program approval/denial	\$950.00 per income qualification, If needed	Principal
Down Payment Assistance Program: <ul style="list-style-type: none"> Review and process each Affordability Assistance application for Down Payment and/or Closing Cost Assistance in accordance with the Scope of Services. Preparation of mortgage and mortgage note. 	\$550.00 for each Sales applicant that is certified for the Down payment Assistance program.	Principal
Emergency & Health/Safety Repairs for Owner Occupied Affordable Units: Review and process each Affordability Assistance application for Emergency & Health Safety Repairs including: <ul style="list-style-type: none"> Coordinate inspection by Municipality Building Inspector to document Emergency Assist Homeowner with obtaining contractor proposals Preparation of Construction Contract Coordinate/process final payment in accordance with the Scope of Services. Prepare Mortgage/Mortgage Note 	\$1,250.00 for each Owner-Occupied case processed through the Emergency & Health/Safety Repairs	Principal
Energy Efficiency Program For Owner Occupied Affordable Units: Review and process each Affordability Assistance application for Energy Efficiency including: <ul style="list-style-type: none"> Assist Homeowner with obtaining contractor proposals Preparation of Construction Contract Coordinate/process final payment in accordance with the Scope of Services. Prepare Mortgage/Mortgage Note 	\$1,250.00 for each Owner-Occupied case processed through the Energy Efficiency Program	Principal
Homeownership Assistance Program: Review and process each application from homeowners of deed restricted affordable properties within the Municipality who are in arrears with mortgage payments, taxes, utility payments, special assessments, or homeowners' fees, including: <ul style="list-style-type: none"> Review documents submitted on arrears and prepare approval or denial letter Coordinate/process payment in accordance with the Scope of Services. Prepare Mortgage/Mortgage Note 	\$1,250.00 for each Owner-Occupied case processed through the Homeownership Assistance Program	Principal
Rental Assistance: Review and process each application from an income-qualified tenant of deed restricted affordable apartments for assistance for rent and/or security deposit assistance, including: <ul style="list-style-type: none"> Preparation of grant agreement Coordinate/process payment in accordance with the Scope of Services 	\$350.00 for each Rental Assistance application processed through the Rental Assistance Program	Principal
Create Additional Very Low-Income Units: Provide Technical Assistance, as requested.	\$165.00 per hour	Principal
Other Administrative Agent Notification: If applicable, Consultant will contact other Administrative Agents overseeing affordable units in the municipality to inform them of the program and how to assist low- and moderate-households access these funds.	\$165.00 per hour	Principal

Service	Fee	Paid By
<u>Homeowner Notification:</u> Notify current homeowners of availability of Affordability Assistance Program through creation of flyer that will be mailed/emailed, if needed.	\$165.00 per hour	Principal
<u>Small Development Affordability Assistance.</u> Offer developers of projects proposing 1 – 4 total housing units a subsidy to construct one (1) or two (2) affordable units as part of the total proposed rental units.	\$165.00 per hour	Principal
<u>Revisions/Updates to Operating Manual,</u> as needed.	\$165.00 per hour	Principal
<u>Technical Assistance Services:</u> Upon Principal's request, Consultant will provide technical assistance and attendance at meetings with Municipality as needed to address in-house staff questions, follow up discussions with government officials and/or staff, follow up with other issues associated with Affordability Assistance Program. Technical Assistance services to be pre-approved by Principal.	\$185.00 per hour with prior approval	Principal

V. COMPLIANCE – OPERATING MANUALS

Service	Fee	Paid by
<u>Operating Manuals:</u> Fee for Preparation/Review of Policy & Procedure Operating Manual to include affordability controls for Court compliance and adhering to all Affordable Housing regulations; Operating Manuals can be for the following programs, as needed: <ul style="list-style-type: none"> • Operating Manual for the Administration of For Sale Programs • Operating Manual for the Administration of For Rent Programs • Affordability Assistance Manual • Accessory Apartment Manual • Housing Rehabilitation for Owner Occupied Units • Housing Rehabilitation for Rental Units 	\$165.00 per hour not to exceed \$2,000.00 per manual as needed	Principal

VI. AFFORDABLE HOUSING TRUST FUND REPORTING

Service	Fee	Paid by
Prepare and submit the Affordable Housing Trust Fund Reporting documentation on or before the date determined by NJDCA	We anticipate 12 hours billed hourly at \$185.00 per hour or \$1,800.00	Principal
Additional Hours may be needed if analysis of data during the time period prior to the adoption of the Municipality's most recent spending plan, any forensic accounting analysis, or other tasks are required to address any discrepancies. This will be performed on an hourly basis after approval from the Principal.	\$185.00 per hour	

VII. TECHNICAL ASSISTANCE SERVICES

Service	Fee	Paid by
Program Consultant will be paid a fee for the provision of the following services: <ul style="list-style-type: none"> • Meet with Municipality designated staff to establish project implementation goals for contract year; 	\$185.00 per hour	Principal

Service	Fee	Paid by
<ul style="list-style-type: none"> • Meet with Municipality designated staff to review general oversight responsibilities of the Municipality, the Administrative Agent and the those of each project developer; • Prepare and/or update Trust Fund Spending Plan, Illustrative Rents/Sales Prices and/or Affirmative Marketing Plan, as needed; • Preparation of Mid-Point Reviews and Annual Reports as required by the NJ Department of Community Affairs • Complete Annual Monitoring of all affordable units as follows and to obtain needed information: <ul style="list-style-type: none"> ○ Report any non-compliance identified to Municipality Solicitor and ensure all follow-up notices and actions are taken; ○ Contact all Administrative Agents to obtain updated information on waiting lists, affirmative marketing efforts and lists of units sold or rented to date and current allowable rents from landlords; and ○ Contact all Group Home managers to obtain documentation on continued use and current licenses; • Provide technical assistance with affordable unit documentation required for Fourth Round Plan compliance and attend case management/compliance hearings, as needed. • Throughout the term of the contract, attend meetings and provide monthly update reports, as needed. 		

METHOD OF PAYMENT:

- Monthly invoices will be submitted for services performed by the Consultant for the provision of all Administrative Agent Services identified in Exhibit A.
- Principal shall process all invoices for payment upon receipt.
- **Payment Address:** All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Ste. 3A, Vineland, NJ 08360

UNSPECIFIED TECHNICAL SERVICES: For services outside the scope of this contract, Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified technical services will be performed upon prior authorization from the Principal and/or Principal's staff.

OVERNIGHT DELIVERY AND CERTIFIED MAIL SERVICES: Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail Service, USPS Certified mail, or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.