Approved by the Township Committee of the Township of Lakewood

Middletown, NJ 07748
Eleven Tolman Road

Prepared by:

Revised Draft Prepared: August 13, 2019

Ocean County, New Jersey
Township of Lakewood

Prepared for the:

Affordable Housing Trust Fund Spending Plan
1.

Development Revenues:

To project revenue anticipated during the period through 2025, Lakerwood considered the following:

1.1. Affordable Housing Trust Fund Revenues

The Township of Lakerwood Affordable Housing Trust Fund shall be spent in accordance with the applicable regulations of the NjDECA, as described in the sections that follow.

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Plan Element and Fair Share Plan.

Lakewood projects a total of $9,140,028 in Affordable Housing Trust Fund revenues to be collected between January 1, 2018 and December 31, 2022, including interest earned on the account. This is the total projected amount to implement the Township's Housing

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January 1, 2018 through December 31, 2022

PROJECTED AFFORDABLE HOUSING TRUST FUND REVENUES

Interest on the projected revenue in the Affordable Housing Trust Fund is estimated at the current average interest rate.

(d) Projected Interest:

No additional funding sources are currently anticipated.

3. Other Funding Sources:

No Payments-In-Lieu-of-Construction will be collected as part of the Township's plan.

2. Payments-In-Lieu-of-Construction:

During 2018, as rounded to the nearest 1,000-dollar mark. 2019 through 2022 has been derived from the total average amount of nonresidential development fees collected per month.
Authority sets the Council a combined total of 100 units of rental housing for seniors and the disabled. The basis for this project in 2020 to fund the replacement of windows at Park West and Park Ridge on the Township's affordable housing program, the Township will dedicate a total of $457,000.

In addition to funding the Township's Housing Rehabilitation Program, the Township will allocate an average of approximately $254,348 annually from its projected development revenue. For a period of 15 years, this amount may be supplemented with CDG funds. However, CDG funds are not part of the Township's Affordable Housing Trust Fund. Therefore, this Spending Plan does not affect the Township's funding.

The Township's Rehabilitation/Preservation need is 534 units. As described in the Township's Housing Plan Element and Fair Share Plan, Lakewood will address its rehabilitation/preservation needs through a combination of the Township's Housing Rehabilitation/Preservation Need:

(a) Rehabilitation/Preservation Need:

4. DESCRIPTION OF ANTICIPATED USE OF MONEYS FROM THE AFFORDABLE HOUSING TRUST FUND

4. Distribution of development fee revenues:

4.2(2) and 42-38 (C. 40:55D:8.1 through C. 40:55D:8.7). The Municipal Housing Liaison initiates the Chief Financial Officer to release the required amount of funding to the recipient.

Collection of Development Fee Revenues:

Collection of development fee revenues shall be consistent with Lakewood Township's development ordinance for non-residential developments in accordance with applicable regulations of the NJDEP and PL 2009, c.46, sections 8 (C. 40:55D:8.7).

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

ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE MONEYS FROM THE AFFORDABLE HOUSING TRUST FUND
2) Any other 100-percent affordable new construction project that is eligible to be applied toward the Township's rehabilitation need obligation in accordance with N.J.A.C. 5:9-C.4(b)(2).

and 6, in which a total of 124 units are planned:

1) Future phases of the 100-percent affordable housing project that is currently being developed by N.J. Hand (Inc.), phases 5

Projects for which the Township may amend this Spending Plan may include, but shall not be limited to:

and schedule.

of units and rehabilitation credits released by the project's Local Government, project description, a development program, or any other project that will receive credits towards the Township's rehabilitation/rental need obligation according to applicable regulations.

The Township recognizes that any such amendment will require the approval of the Township's Housing Authority's Board of Directors.

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Township Housing Rehabilitation Program is additional rehabilitation projects at Lakewood Housing Authority sites.

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Township Housing Rehabilitation Program is additional rehabilitation projects at Lakewood Housing Authority sites.
Reduce the projected maximum for administrative expenses from January 1, 2018 through December 31, 2023.

<table>
<thead>
<tr>
<th>Amount (in $1,828,803.00)</th>
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* Projected Maximum for Administrative Expenses From 01/10/18 Through 12/13/25

Top 12% Expenditures:
- Total CPA Expenditures:
- Total CPA Expenditures:
- Total CPA Expenditures:

Administrative Expenses:
- Payments-in-Lieu-of-Construction and Other Deposits through 07/17/18:
- Projected Interest from 01/10/18 through 12/31/25:
- Projected Development Fees from 01/10/18 through 12/31/25:
- Actual Interest Earned through 12/31/25:
- Actual Development Fees through 12/31/25:

ADMINISTRATIVE EXPENSES CALCULATION

As indicated in the administrative expenses calculation that is provided on the next page, up to a total of $1,828,803.00 may be used for administrative purposes in the period from January 1, 2018 through December 31, 2023.

The Township fully acknowledges that any such amendment of the Spending Plan will require the approval of the Court.

New Construction:

Projects include:
- New construction is currently proposed as part of the Spending Plan, the Township, as indicated in line 8, of Section 4 (a) above, may seek the approval of the Court to amend its Spending Plan in a manner that includes the Township’s Rehabilitation/Rehabilitation Program and rehabilitation projects in Lakewood Township, subject to the following:

The Lakewood Township Rehabilitation Program will provide for the opportunity to fund the rehabilitation of rental units, which will be reflected in the rehabilitation manual for the program.
as detailed in Subsection 4 of this Spending Plan.

Reimbursement/Provision Reconciliation, as detailed in Subsection 4 of this Spending Plan, of "Affordability Assurance" revenue in any given year, and no 25 percent of the remaining amount will be reallocated towards affordable housing trust fund revenue in any given year, and no 25 percent of the remaining amount will be reallocated towards affordable housing trust fund revenues in any given year.

It is important to note that the maximum to be spent for administration is limited to 20 percent of Affordable Housing Trust Fund revenues in any given year.

3) Payment of other miscellaneous administrative expenses and costs related to the preparation and implementation of the Township Housing Plan Document and Park Shore Plan

2) Payment of employee salary and benefits (in $, this does not include salary and benefits of employees of the Lakewood Resource and Referral Center (LRRC) and Solutions to End Poverty (STEPS))

1) Administration of Affordable Housing Programs

Project administrative expenditures, subject to the 20 percent cap, are as follows:

Administrative expenditures

A maximum of $182,378.60 of the remaining 30 percent will be used for administrative expenses. The Township of Lakewood proposes that $423,390 be used for administrative expenses.
Affordable housing assistance may be provided in a manner that is compatible with applicable rules and regulations. Examples of how

Affordable housing assistance will be provided include:

Resource and Referral Center (TRRC) and Solutions to End Poverty Soon (STEPS), as further detailed in Attachment C.

$80,000 annually to fund the administration of the Affordable Housing Assistance programs that will be administered by the Lakewood Standard Formulas above will be dedicated to the minimum of $3,479,200 toward Affordable Housing Assistance, including $356,000 (10%)

Though Lakewood is only obligated to dedicate a minimum of $3,479,208.40 toward Affordable Housing Assistance based on the

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Affordable Housing Assistance Calculation

$599,402.80 to render units more affordable to very low-income households.

Less $5,479,208.40 must be dedicated to Affordable Housing Assistance in the case of the Township of Lakewood, including at least

30% of the Regional Median Income. As indicated in the following Affordable Housing Assistance calculation, a total of at

least 10% of the Regional Median Income (10% of Regional Median Income) must be dedicated to very low-income households (i.e., households earning less

than one-third of the Regional Median Income) are included in the following Affordable Housing Assistance calculation. A total of 30% of the

Regional Median Income is dedicated to very low-income households.

The following Affordable Housing Assistance calculation is based on the

Municipalities are required to spend a minimum of 30% of 10% of development fee revenue to render existing Affordable

units
been previously described.

Note that the annual allocation of $80,000 is separate from and in addition to the allocation for administrative expenses that has

(d) Temporary crisis grants for low- and moderate-income households receiving eviction

been administered by the Lakewood Housing Authority for several years. Please

(e) Temporary crisis grants for low- and moderate-income households receiving eviction

Please note that the Township's affordable housing programs includes an annual allocation of $80,000 to fund the

Center (LRCC).

4. One-time grants for condominuim and homeowners association fees administered by the Lakewood Resource and Referral

Referral Center (LRRC), and

3. Down payment assistance and one-time grants for mortgage payments administered by the Lakewood Resource and

housing Authority to provide the assistance to Lakewood Housing Authority tenants or prospective tenants.

Both programs will be administered by Solutions to End Poverty Soon (STEPS), which will work with the Lakewood

(a) Security deposit assistance program for low- and moderate-income tenants or housing authority projects, including:

These programs are described in detail in this Attachment. Affordable housing assistance expenditures shall be made in accordance with

(b) Temporary crisis grants for low- and moderate-income households receiving eviction

a deed-restricted affordable housing unit awarded by the Lakewood Housing Authority or use a tenant-based voucher

(c) Temporary crisis grants for low- and moderate-income households receiving eviction

a deed-restricted affordable housing unit awarded by the Lakewood Housing Authority or use a tenant-based voucher

a deed-restricted affordable housing unit awarded by the Lakewood Housing Authority or use a tenant-based voucher

a deed-restricted affordable housing unit awarded by the Lakewood Housing Authority or use a tenant-based voucher
**6. EXCESS OR SHORTFALL OF FUNDS**

Proposed to supplement and support the counseling and educational activities of those agencies, as described in Section 4 of the Act, these funds are not being used for administrative purposes. After the completion of the projects funded by these funds, the Township of Lakewood will continue to provide counseling and educational services through the STEPS Program and the Lakewood Resource and Referral Center (LRR). A maximum of 25% of administrative funds will be allocated to the Lakewood Resource and Referral Center (LRR) for administrative purposes. The remaining 75% will be allocated to the development of the Lakewood Resource and Referral Program.

<table>
<thead>
<tr>
<th>Amounts Expressed (in $)</th>
<th>Total</th>
<th><strong>STEPS 4 LWRP Program</strong></th>
<th>Administration Assistance (Funding Authority)</th>
<th>Rehabilitation (Kemp Program)</th>
<th>Rehabilitation (Funding Authority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>2022</td>
<td>2023</td>
<td>2024</td>
<td>2022</td>
<td>2021</td>
</tr>
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<td>$7,957,976</td>
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<tr>
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<td>5,977,957</td>
<td>5,977,920</td>
<td>6,597,920</td>
<td>6,597,920</td>
</tr>
<tr>
<td>5,900,000</td>
<td>5,931,000</td>
<td>5,977,957</td>
<td>5,977,920</td>
<td>6,597,920</td>
<td>6,597,920</td>
</tr>
</tbody>
</table>

**$ AFFORDABLE HOUSING TRUST FUND EXPENDITURE SCHEDULE**

Plan C: Internal and Fair Share Plan and is subject to the following table:

*Administrative expenses, where applicable. The funding schedule below parallels the implementation schedule set forth in the Housing Trust Fund. The Township of Lakewood reserves the right to use these funds for the implementation of strategies to provide an affordable housing solution and the provision of affordable assistance and supportive services. Plan C is subject to approval by the Township Council.*
affordable housing development and administration.

The Township anticipates a total of $59,470.00 in Presidential Housing Trust Fund funds for affordable housing development and regulations and court decisions.

The Township of Lakewood intends to spend affordable housing trust fund revenues pursuant to applicable statutory requirements.

SUMMARY

In accordance with N.J.A.C. 5:78-8.5, Collection and distribution of barrier free funds shall be consistent with Lakewood Township’s Affordable Housing Ordinance.

BARBER FRAME ESCROW

Regulations. Housing Plan/Plan Element and Housing Plan/Plan Element and Housing Plan Resource funds for affordable housing to meet affordable housing needs or Lakewood Township reserves funds for affordable housing to meet affordable housing needs or Lakewood Township’s Affordable Housing Ordinance. In the even that more funds than anticipated are collected, projects funds exceed the amount necessary to implement the Township’s Affordable Housing Ordinance, funds may be determined by the Township.

Lakewood Township will address the shortfall through annual fee receipts or with other available funding sources as may be
<table>
<thead>
<tr>
<th>$</th>
<th>PROJECTED EXPENDITURES</th>
<th>TOTAL REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,432,390</td>
<td>Administration</td>
<td>Interest</td>
</tr>
<tr>
<td>$3,447,200</td>
<td>Affordable Assistance</td>
<td>Other funds</td>
</tr>
<tr>
<td>$2,034,435</td>
<td>Rehabilitation</td>
<td>Paymens-in-lieu of construction</td>
</tr>
<tr>
<td>$5,914,028</td>
<td>=</td>
<td>Development fees</td>
</tr>
</tbody>
</table>

TOTAL PROJECTED EXPENDITURES: $5,914,028

TOTAL REVENUE: $5,914,028

PROJECTED REVENUE (January 1, 2018 through December 31, 2025)
LETTER FROM LAKESWOOD HOUSING AUTHORITY

ATTACHMENT B
June 6, 2019

Ervin E. Gross Jr. PP, AICP
Director CDBG
Township of Lakewood
231 Third Street
Lakewood, NJ 08701

Dear Mr. Gross,

As per our discussion the other day you requested an updated letter regarding the Housing Authority’s needs. While not much has changed since the previous letter was submitted, we do have some actual cost figures based on bid results, pre-bid estimates and proposals from contractors. I have also attached the first/original letter that was provided in August 2018 for reference.

As a result of converting our Public Housing Senior/Disabled sites to RAD (Rental Assistance Demonstration Program) we were required to have a 20 year Physical Needs Assessment performed by a professional firm. That 20-year schedule indicates physical/capital needs of approximately $5 million over the next 20 years. Below is a list of some of the items on the “short” list.

**Physical Needs**

- Window replacement at both Peter Ward and Lulu Duffy (446 + windows) $457,000
  These windows are very old, inefficient and extremely difficult for our senior/disabled residents to open which also creates health/safety issues. (Actual bid price)
- 6 ADA main entrance doors for Peter Ward, entry canopy replacement and related concrete work. (Architect pre-bid estimate) $50,000
- Relocate living room smoke detectors in John Currey to appropriate location approved by Fire Marshal to reduce the ongoing false alarm issues which the fire department responds to. This would reduce the burden on the local fire department and create a safer environment for the residents due to their current desensitization of the alarms due to high frequency of false alarms. (Contractor estimate) $75,000
- Site/Security lighting replacement (all sites) with LED (Contractor proposal) $25,690
  Boiler replacement at Lulu Duffy (Contractor proposal) $43,950
- Replace security access system to the buildings Ward and Currey for safety and security of the residents. (Contractor proposal) $9,500
- Sanitary Sewer lateral replacement Lulu Duffy $200,000
- Fire pump system replacement at Currey $50,000
- Replace fire alarm system/panel at Currey $150,000
- Replace fire alarm system/panel at Peter Ward $150,000
- Elevator Modernization at Peter Ward and John Currey $600,000
- Security camera system upgrades at all sites $100,000
Security Deposit Assistance Program

- Security Deposit Assistance Program (LHA RAD units – 40 units/year @ $804 $32,160/year
- Security Deposit Assistance Program (Lakewood Plaza II – 20 units/year @1,893 37,860 year

Please be advised the Lakewood Housing Authority does administer seventy-two (72) units of Project Based Vouchers at Lakewood Plaza II. This complex, in addition to our own RAD PBV units, has a composition of predominately Hispanic and African American families. The Security Deposit Assistance Program would allow extremely low and very low families to move into our buildings. Often their application comes to the top of our Waiting List but they are unable to move due to not having the money for a security deposit. With Security Deposit Assistance Program these families could immediately move into affordable, decent, and safe housing.

Thank you in advance for your assistance and your dedication to the affordable housing programs in Lakewood Township. Please feel free to reach out if you need clarification or more information.

Sincerely,

Scott E. Parsons
Acting Executive Director

Cc: Fair Share Housing
    Attention: Adam Gordon
permits to recover security deposits at the end of the lease term, up to a maximum of the cost of the security deposit. The Township shall be entitled to recover such amount for the cost of the security deposit, but in no event shall the Township exceed $1,000 in security deposit assistance.

The Township shall make a reasonable effort to provide such security deposit assistance to tenants of owner-occupied housing units who are tenants of owner-occupied housing units who wish to rent public housing or other affordable rental housing. The Township shall use a tenant-based voucher assistance program to very low-income households and low- and moderate-income households that wish to rent public housing.

Addressing this hardship, the Township will provide a separate security deposit reimbursement program to very low-income households and low- and moderate-income households that wish to rent public housing or other affordable rental housing. The Township shall use a tenant-based voucher assistance program to very low-income households and low- and moderate-income households that wish to rent public housing.

1. Security Deposit Assistance

TOWNSHIP OF LAKWOOD

AFFORDABILITY ASSISTANCE

N.J.A.C. 5:97-8.8(a).

The Township shall create an Affordability Assistance Program that shall include thirty percent (30%) of all development fees collected (excluding earned interest) pursuant to
move out of the unit is市场化, so the tenant will have an incentive to maintain the
property. If the tenant is unable to maintain the unit, the landlord will be able to keep the security deposit.

2. Security Deposit and One-Time Grants for Rent

Income Levels:

Income limits under these programs described above will be restricted to very-low-
income households. At least three-quarters (75%) of the

housings will work with the Lakewood Housing Authority to provide this assistance to Lakewood,

which will be administrated by Shelter to End Poverty Soon (STEPS).
Low-income tenants.

Forty percent (40%) of the funds allocated to this program #2 will be restricted to very-low-income tenants. This program will be available for a maximum of three months of rent per tenant. At least two-thirds of the funds will be used to provide assistance to households that are very-low-income. Assistance under this program will be paid directly to the landlord or to the tenant in the form of a check or an electronic transfer. This program will provide assistance to households that are very-low-income and are facing temporary hardships, including

- job loss or a pay cut
- a medical emergency
- a natural disaster
- or any other situation that makes it difficult to pay rent.

This program is designed to help households that are struggling to make rent payments. The township has determined that other types of financial hardships warrant one-time grants for affordability assistance that deal with temporary crises. Very low-income households and low- and moderate-income households are prioritized under this program.

The township has determined that other types of financial hardships warrant one-time grants for affordability assistance that deal with temporary crises. Very low-income households and low- and moderate-income households are prioritized under this program.

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households. This program will be administered by the T.R.C.

program will provide one-time grants for concomitant
and homeowner association fees for owners of deep-rented affordable housing units
and homeowner association fees for owners of deep-rented affordable housing units
and homeowner association fees for owners of deep-rented affordable housing units
and homeowner association fees for owners of deep-rented affordable housing units
and homeowner association fees for owners of deep-rented affordable housing units
and homeowner association fees for owners of deep-rented affordable housing units

4. One-Time Grants for Condominium and Homeowner Association Fees

assistance under the program will be available for a maximum of three months per
household, up to a maximum of the cost or mortgage payments for that period. This program will
be administered by the Lakewood Resource and Referral Center ("L.R.C."),
| Program Name | Funding Allocation | Appropriated (4%) | Accountability Percentage | Affordability Assistance Allocation
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
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<td>LRC</td>
<td></td>
<td>$824,941.40</td>
<td>30%</td>
<td>$1,733,737.10</td>
</tr>
<tr>
<td>LRC</td>
<td></td>
<td>$824,941.40</td>
<td>20%</td>
<td>$1,542,914.00</td>
</tr>
<tr>
<td>STEPS</td>
<td></td>
<td>$1,733,737.10</td>
<td>30%</td>
<td>$1,733,737.10</td>
</tr>
</tbody>
</table>

The following amounts for the above-described programs:

- For the above-described programs, the full amount of affordability assistance money shall be distributed per annum.
The following procedure shall govern the Township's Affordability Assistance Programs:

1. Applicant submits application.
2. Program administrator reviews and processes application.
3. Program administrator notifies Township and prepares resolution authorizing grant.
4. Township sends assistance to landlord, bank, homeowners' association, etc. Money will not be disbursed directly to applicant.
5. Program administrator records assistance on master reporting spreadsheet. Said spreadsheet will be provided to the court annually as part of the Township's annual reporting process related to activities funded by the Township's spending plan.


[Signature]

ADMINISTRATION PROCEDURE
Lakewood Township Operating Manual

For the Administration of

AFFORDABILITY ASSISTANCE

August 6, 2019

I. Preface

N.J.A.C. 5:97-8.8(a) states that "... at least 30 percent of all development fees collected and interest earned shall be used to provide affordability assistance to low and moderate income households in affordable units included in the municipality's Fair Share Plan. One-third of the affordability assistance portions shall be used to provide affordability assistance to very low income households. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, and assistance with emergency repairs."

II. Introduction

The Township of Lakewood ("Township"), as part of its court approved spending plan, has created an affordability assistance program to help low and moderate income ("LMI") individuals. As set forth therein, each facet of the program shall be administered by either the Lakewood Resource and Referral Center ("LRRC") or Solutions to End Poverty ("STEPS"). For the purposes of this manual both of these entities may be referred to as "Program Administrator."

III. Program Description

1. Security Deposit Assistance to Low And Moderate-Income Households That Rent Public Housing Units or Deed-Restricted Affordable Housing Units Owned by the Lakewood Housing Authority or use Tenant-Based Vouchers Administered by the Lakewood Housing Authority - Many very low-income households and low-
and moderate-income households wish to move into public housing and/or other apartments that are deed-restricted affordable housing units owned by the Lakewood Housing Authority or wish to use a tenant-based voucher administered by the Lakewood Housing Authority to move into other homes in Lakewood. However, many such households are unable to come up with the security deposit necessary to rent such units which, under federal law, are set at one and one-half month rent. To address this hardship, Lakewood Township will provide a separate security deposit assistance program to very low-income households and low- and moderate-income households that wish to rent public housing and/or a deed-restricted affordable housing unit owned by the Lakewood Housing Authority or that use a tenant-based voucher administered by the Lakewood Housing Authority. Because of the larger requirement for security deposits required under federal law, the Township is opting to provide said security deposit assistance instead of first month’s rent. Such assistance will be available up to a maximum of the cost of the security deposit. The Township shall be permitted to recover security deposits at the end of the lease term.

2. Temporary Crisis grants to low and moderate-income households facing potential eviction - The Township has also determined that other types of financial hardships warrant one-time grants for affordability assistance that deal with temporary crisis for households living in public housing and/or other deed-restricted affordable housing units owned by the Lakewood Housing Authority or holding tenant-based vouchers administered by the Lakewood Housing Authority. Very low-income households and low- and moderate-income households struggling with a temporary crisis are often unable to make their monthly rent payments. This puts these households at risk of eviction. The Township wishes to provide special grants for such households as it is important to keep such households from being evicted from public housing and/or other deed-restricted affordable housing units or losing a tenant-based voucher. For the purposes of this program a “temporary crisis” shall be considered: a) loss of a job; b) a wage earner being diagnosed with a debilitating illness that prevents further work; c) the imposition of an unexpectedly large medical expense; or d) a necessary and unanticipated repair to an automobile required to get a member of the household to school or work with proof provided of the expense. Assistance under this program will be available for a maximum of three months of the tenant-paid portion of rent per tenant. This
program will be administered by Solutions to End Poverty Soon ("STEPS") which will work with the Lakewood Housing Authority to provide this assistance to Lakewood Housing Authority tenants or prospective tenants. At least three-quarters (75%) of the funds utilized under this program #1 will be restricted to very-low-income tenants.

3. Security Deposit and One-Time Grants for Rent - This program is meant to help very low-income households and low- and moderate-income households who wish to move into any rental unit in the Township, not just deed-restricted units. When such households wish to move into an apartment, they experience financial hardship resulting from providing a security deposit. To address this hardship, Lakewood Township will provide a security deposit to very low-income households and low- and moderate-income households that wish to rent a home in the Township. Tenants will be able to keep the security deposit upon move out if the unit is maintained, so the tenant will have an incentive to maintain the unit to receive the security deposit back when they move out. This assistance is a grant and does not need to be paid back.

The Township has also determined that other types of financial hardships warrant one-time grants for affordability assistance that deal with temporary crisis. Very low-income households and low- and moderate-income households struggling with a temporary crisis often are unable to make their monthly rent payments. This puts these households at risk of eviction. For the purposes of this program a “temporary crisis” shall be considered: a) loss of a job; b) a wage earner being diagnosed with a debilitating illness that prevents further work; c) the imposition of an unexpectedly large medical expense; or d) a necessary and unanticipated repair to an automobile required to get a member of the household to school or work with proof provided of the expense. This program will provide one-time grants for rent for very low-income households and low- and moderate-income households that are renting units in the Township and are facing temporary crisis and are unable to pay their rent. This program will be administered by STEPS. Assistance under this program will be available for a maximum of three months of rent per tenant. At least forty percent (40%) of the funds utilized in this program #2 will be restricted to very-low-income tenants.
4. Down Payment Assistance and One-Time Grants for Mortgage Payments - When very low-income households and low- and moderate-income households wish to purchase a home, they often experience financial hardship resulting from providing a down payment. To address this hardship, Lakewood Township will provide down payment assistance of a maximum of $7,500 per homebuyer to very low-income households and low- and moderate-income households that wish to purchase a home in the Township. Down payment assistance grants will be secured by a note and mortgage which will permit the Township to recover same if the grantee vacates or transfers title to the property within ten (10) years of signing the note.

The Township has determined that other types of financial hardships warrant one-time grants for affordability assistance that deal with temporary crisis. Very low-income households and low- and moderate-income households struggling with a temporary crisis often are unable to make their monthly mortgage payments. This puts these households at risk of foreclosure. For the purposes of this program a “temporary crisis” shall be considered: a) loss of a job; b) a wage earner being diagnosed with a debilitating illness that prevents further work; c) the imposition of an unexpectedly large medical expense; or d) a necessary and unanticipated repair to an automobile required to get a member of the household to school or work with proof provided of the expense. This program will provide one-time grants for low- and moderate-income households that own a home in the Township and are unable to make a mortgage payment due to a temporary crisis. Assistance under this program will be available for a maximum of three months per household up to the cost of mortgage payments for that period. This program will be administered by the Lakewood Resource and Referral Center (“LRRRC”).

5. One-Time Grants for Condominium and Homeowner Association Fees - It has come to the Township’s attention that a number of very low-income households and low- and moderate-income households that are currently living in deed-restricted affordable housing units are unable to pay their condominium and homeowner association fees because they are facing temporary crisis. This, in turn, puts negative financial stress on developments with significant numbers of deed-restricted affordable housing units. For the purposes of this program, a “temporary crisis” shall be considered: a) loss of a job; b) a wage earner being diagnosed with a debilitating illness that

(A3143333.1) Affordability Assistance Manual-Township of Lakewood
August 6, 2019
prevents further work; or c) the imposition of an unexpectedly large medical expense; or d) a necessary and unanticipated repair to an automobile required to get a member of the household to school or work with proof provided of the expense. This program will provide one-time grants for condominium and homeowner association fees for owners of deed-restricted affordable housing units that are facing temporary crisis and are unable to pay these fees. Assistance under this program will be available up to a maximum of the cost of three months of such fees per household. This program will be administered by the LRRC.

**IV. Funding and Distribution**

The Township’s Spending Plan provides an outline of funding available, on an annual basis, for the above captioned affordability assistance programs. The Funding projections are detailed in the Spending Plan.

Based on the current balance and the projected revenues of the Township’s affordable housing trust fund, the Township has allocated an estimated $412,457.00 for the affordability assistance program annually.

The funding for each program shall be broken down as follows:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Percentage (%)</th>
<th>Anticipated Affordability Assistance Funding</th>
<th>Administering Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit Assistance and One-Time Grants for Deed-Restricted Affordable Housing Units Owned by and Tenant Based Vouchers Administered by the Lakewood Housing Authority</td>
<td>Thirty percent (30%)</td>
<td>$123,737.10</td>
<td>STEPS</td>
</tr>
<tr>
<td>Security Deposit Assistance and One-Time Grants for Rent</td>
<td>Thirty percent (30%)</td>
<td>$123,737.10</td>
<td>STEPS</td>
</tr>
<tr>
<td>Down Payment Assistance and One-Time Grants for Mortgage Payments</td>
<td>Twenty percent (20%)</td>
<td>$82,491.40</td>
<td>LRRC</td>
</tr>
<tr>
<td>One-Time Grants for</td>
<td>Twenty</td>
<td>$82,491.40</td>
<td>LRRC</td>
</tr>
</tbody>
</table>
V. The Process

1. Applicant submits application to the relevant Program Administrator (the LRRC or STEPS).

2. Program Administrator reviews and processes application to determine whether same meets the requirements for the program which they are administering. The Program Administrator shall certify the income of the application pursuant to the Household certification process set forth in Exhibit “A.” The Program Administrator shall also certify that the applicant meets the specific requirements of each program as set forth in Paragraph III above.

3. Program administrator notifies the Township’s Municipal Affordable Housing Liaison of the approval or denial of the application.

4. For applications which have been approved by the Program Administrator, the Municipal Affordable Housing Liaison prepares resolution authorizing grant.

5. The Township Council approves the resolution and the Township sends assistance to landlord, bank, Homeowners’ Association, etc. Moneys will not be disbursed directly to applicant.

6. Program administrator records assistance on master reporting spreadsheet. Said spreadsheet shall be provided, annually, to the Township’s Municipal Affordable Housing Liaison.

7. The Municipal Affordable Housing Liaison will audit the affordability assistance program by contacting a random number of tenants to ensure that the funding has been properly credited.

VI. Program Limitations

The affordability assistance program will continue, contingent on available funds. The reduction or elimination of available funds will result in a corresponding reduction or elimination of grants. Likewise, if there are funds available in excess of the program projections, the annual grants will be increased proportionally.

[A11439331] Affordability Assistance Manual-Township of Lakewood
August 6, 2019
Exhibit "A"
HOUSEHOLD INCOME CERTIFICATION

Before any certain households, as set forth in the Township’s Affordability Assistance Manual, can receive affordability assistance, PROGRAM ADMINISTRATOR must certify the household as eligible. Certification of a household involves the verification of two critical pieces of data: 1) Household size and composition, including gender; and 2) The total income and assets for all household members over 18 years of age. The certification process begins with the applicant completing an application in its entirety and providing the required backup documentation. Once eligibility documents and data have been collected, PROGRAM ADMINISTRATOR will begin the process of calculating the household’s income.

Procedure for Income-Eligibility Certification

PROGRAM ADMINISTRATOR will require each member of an applicant household who is 18 years of age or older to provide documentation to verify their income. Income verification documentation includes, 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 both the check and the stub), 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.

- Copies of Federal and State income tax returns for each of the preceding three tax years - 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.

- A letter or appropriate reporting form verifying monthly benefits such as:
  - Social Security or SSI - Current award letter or computer print out letter
  - Unemployment - verification of Unemployment Benefits

1 Applicants must also meet the requirements for the particular Affordability Assistance programs to which they are applying.

(A1143933.1) Affordability Assistance Manual-Township of Lakewood
August 6, 2019
- Welfare - TANF² current award letter
- Disability - Worker’s compensation letter
- Pension income (monthly or annually) - a pension letter.

- 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 or education scholarship/stipends - current award letter.

- Current reports of savings and checking accounts (bank statements and passbooks) and income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds (In brokerage accounts - most recent statements and/or in certificate form - photocopy of certificates).

- Evidence or reports of income from directly held assets, such as real estate or businesses.

- 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.

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.

**Income**

1. Wages, salaries, tips, commissions
2. Alimony
3. Regularly scheduled overtime

²TANF - Temporary Assistance for Needy Families

[11459531] Affordability Assistance Manual-Township of Lakewood
August 6, 2019
4. Pensions

5. Social security

6. Unemployment compensation (verify the remaining number of weeks they are eligible to receive)

7. TANF

8. Verified regular child support

9. Disability

10. Net income from business or real estate

11. Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds

12. 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.

13. Rent from real estate is considered income

14. Any other forms of regular income reported to the Internal Revenue Service

Not Income

1. Rebates or credits received under low-income energy assistance programs

2. Food stamps

3. Payments received for foster care

4. Relocation assistance benefits

5. Income of live-in attendants

6. Scholarships

7. Student loans

(A1143933.1) Affordability Assistance Manual-Township of Lakewood
August 6, 2019
8. Personal property such as automobiles

9. Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements

10. Part-time income of persons enrolled as full-time students

11. Court ordered payments for alimony or child support paid to another household are deducted from gross annual income

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months.

**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 who is enrolled in a degree seeking program for 12 credit hours or more per semester; and part-time income is income earned on less than a 35-hour workweek.

**The Real Estate Asset Limit**

This section is not relevant because COAH has agreed that all prospective purchasers must be first time homebuyers.

**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 payments, real estate taxes, property owner insurance and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount is counted as income.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, PROGRAM ADMINISTRATOR will determine the imputed interest from the value of the property. PROGRAM ADMINISTRATOR will deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Based on current money market rates, interest will be imputed on the determined value of the real estate.
Maximum Monthly Payments

The percentage of funds that a household can contribute toward housing expenses is limited. However, an applicant may qualify for an exception based on the household’s current housing cost (see below). PROGRAM ADMINISTRATOR will strive to place an applicant in a unit with a monthly housing cost equal to or less than the applicant’s current housing cost.

A certified household is not permitted to purchase a unit that would require more than 33 percent of the verified household income to pay principal, interest, taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable. However, at the discretion of PROGRAM ADMINISTRATOR, this limit can be exceeded if the applicant:

- Obtains a firm mortgage loan commitment at the higher level from a licensed financial institution, under terms consistent with the requirements of the New Jersey Home Ownership Security Act of 2002, N.J.S.A. 46:10B-22 et seq.; and

- Submits a certification from a non-profit counselor approved by HUD or the New Jersey Department of Banking and Insurance that the household has received counseling on the advisability of the loan transaction.

The Applicant Interview

PROGRAM ADMINISTRATOR will complete the certification process via telephone and mail.

Records Documents Household Composition and Circumstances

The following are various records for documenting household information:

- Social Security records or cards. Either individual Social Security card or letter from Social Security Administration

- Adoption papers or legal documents showing adoption in process

- Income tax return
• Birth Certificate or Passport

• Alien Registration Card

Approving or Rejecting a Household

PROGRAM ADMINISTRATOR will notify applicant households of their eligibility within 20 days of PROGRAM ADMINISTRATOR’s determination.

In addition to non-eligibility based on income, PROGRAM ADMINISTRATOR may deny a certification because of the household’s failure or inability to document household composition, income, assets, sufficient funds for down payment, or any other required facts and information. A household may also be denied certification if PROGRAM ADMINISTRATOR determines that there was a willful or material misstatement of fact made by the applicant.
TOWNSHIP OF LAKEWOOD

HOUSING REHABILITATION PROGRAM

PROGRAM GUIDELINES

July 22, 2005
Modified August 4, 2006
Modified March 20, 2008

REHABCO, INC.
470 Mantoloking Road
Brick, NJ 08723
732-477-7750
LAKEWOOD TOWNSHIP
HOUSING REHABILITATION PROGRAM GUIDELINES
Prepared By: Rehabco, Inc.

THE TOWNSHIP OF LAKEWOOD IS AN EQUAL OPPORTUNITY EMPLOYER AND
ACTIVELY AFFIRMS FAIR HOUSING OPPORTUNITIES. THE TOWNSHIP SHALL DELIVER ALL
SERVICES TO ALL CITIZENS REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX
OR HANDICAPPING CONDITIONS. ALL PERCEIVED VIOLATIONS OF THIS STANDARD MAY
APPLY TO THE DIRECTOR OF COMMUNITY DEVELOPMENT FOR ACTION SPECIFICS.

I. OBJECTIVE

To provide Deferred Loans for the rehabilitation and improving of low and
moderate-income single family and rental housing in Lakewood Township.

II. DESCRIPTION

The Deferred Loans shall cover 100% of the cost of rehabilitation under the
Guidelines of the Program not to exceed a maximum of $25,000. However, at the
discretion of Program Officials this maximum can be exceed in cases of health, safety
and code violations. The Homeowner shall be required to execute a Mortgage and
Mortgage Note, which will place a conditional lien on the home for a period of ten (10)
years. Should there be an increase or decrease in the loan, a Mortgage and Mortgage
Note Modification shall be executed. All lien documents will be recorded at the Ocean
County Clerk's Office. The program will be marketed to the local population periodically
through the calendar year either through formal newspaper announcements, press releases
or postings on the official municipal bulletin board.

III. ELIGIBILITY

1) The applicant must be a resident of Lakewood Township. Landlords who own
property in Lakewood yet are not residents of the municipality can apply for their
units to be rehabilitated through the program.

2) The applicant must be the Owner of the property and the property must be the
applicant’s principal place of residence.

3) The GROSS annual income of all persons residing in the household must not
exceed the maximum income level established by the Department of Housing and
Urban Development (HUD) and/or the New Jersey Council on Affordable
Housing (COAH), whichever is applicable, at the time of eligibility
determination. These limits are subject to change annually.

4) Property taxes must be current.
III a. APPLICANT PREFERENCE

There will be an applicant preference given to 25% of all applicants slated for rehabilitation in one program year (based on the availability of funds) who are 65 years of age or older and 25% of all applicants with Very-Low Income as set for in HUD Section 8 Income Guidelines and COAH Regional Income Limits, whichever is lower.

IV. APPLICANT’S DOCUMENTATION REQUIREMENTS

No application will be deemed complete or processed until ALL of the applicable documentation listed below is received:

- Copy of the recorded property deed, recorded mortgage and any other liens against property. (i.e. Equity loans, second mortgages, etc.)
- In cases of separation and divorce, where property is listed in both names and only one spouse resides on the premise, the program will require a copy of the separation/divorce agreement. As well as executing all necessary acknowledgement documents to marital situation.
- If a spouse files their taxes separately, the married applicant must be required to submit their income as well in order to determine household income eligibility.
- Earned income of minors and the income of full time students must also be included in the application submission in order to determine household income. This would also include income dedicated to the care of a minor dependent such as Child Support, SSS, SSI, etc.
- Copy of Homeowner’s current, valid property insurance policy.
- Flood Insurance is required if property is located in a flood zone.
- Signed copies of the previous year’s Federal and State Income Tax Returns (If not filed, a signed statement explaining why taxes are not filed.)
- Proof of paid property taxes.
- Documentation of all non-taxable and taxable income received by all household members. This included, but is not limited to, the following:
  - Wages (pay stubs); Pension; Annuity; Disability; Unemployment; Social Security & Supplemental; Interest; Dividends; Welfare; Alimony; Child Support; Capital Gains; Business Income; Rental Property Income; Public Assistance; Income received from Child Care or Home Cleaning, etc.

Income documentation for household minors and full-time students is required. But will be waived in determining household gross annual income. Applicants who do not qualify for assistance will be notified by mail that they are ineligible.
V. APPLICANT LOG

Applications received which are complete shall be logged in a bound book on the date they determined eligible. Applications deemed ineligible will be so noted in the logbook. Applications shall be processed on a FIRST COME, FIRST SERVED BASIS and an annual public notice will be published at the beginning of each program announcing the availability of funds. Incomplete applications will be returned to the homeowner with a list of the missing items.

VI. EMERGENCY REPAIRS

Only emergency situations shall be handled out of logbook order. A situation relating to a safety and/or health hazard for the occupants would constitute an emergency. In emergency cases, the formal solicitation process will not be followed. A minimum of three (3) estimates will be obtained when possible for the “emergency” work. However, eligibility, as stated in Section “IX. A” must be determined prior to soliciting estimates. All other work needed on the home will wait until the application reaches the top of applicant log. The amount of the “Emergency” deferred loan will be deducted from the $35,000 maximum and the remainder will be available for the applicant when their name reaches the top of the log. It will be noted in the Applicant Log Book that “Emergency” work was performed. EXAMPLE: $25,000 Maximum less $3,000 “Emergency” work = $22,000 remaining for general housing rehabilitation improvements.

VII. ELIGIBLE REHABILITATION & IMPROVEMENTS

The Lakewood Township Housing Rehabilitation Program targets the health and safety and building inspection code violations which are prevalent in pre-qualified units. Such improvements are to be classified as “major repairs”. All other improvements are to be classified as “minor improvements” and are able to be addressed only if adequate funds exist for such repairs.

MAJOR REPAIRS:

Repair or replace:

- Roof
- Heating System (includes hot water heater)
- Plumbing (includes sewer & water connections)
- Electric (inspected by Brick Township Electrical Inspectors)
- Weatherization to reduce energy consumption
- Structural Damage
- Handicap Facilities (documentation required)
- Additional bedroom space (MUST be approved by program administration/agent; primarily in cases where boys & girls are in same room.)
- Stove (only when a safety hazard or inoperable)

MINOR REPAIRS:

Repair or replace:

- Minor Painting
- Masonry
- Gutters and Leaders
- Drywall and Flooring
- Fixtures
- Minor Carpentry
- Repair Driveways and Sidewalks

VIII. INELIGIBLE REHABILITATION & IMPROVEMENTS

INELIGIBLE ITEMS:

- Custom Painting
- Cosmetic or Luxury Fixtures
- Purchase of Appliances Not Required by Local Code
- Acquisition of Land
- Landscaping
- Custom Tile
- Retention Walls
- Detached garages
- Swimming pool improvements
IX. PROCEDURES

A. ELIGIBILITY

1) After an application is determined as eligible, a logbook number will be issued. The logbook number will then be recorded in the logbook. Eligibility is determined based on all the documents received for all household members as listed under previous section “IV. Applicant’s Documentation Requirements” and HUD “Technical Guidebook for Determining Income” as well as the New Jersey Council on Affordable Housing (COAH) Uniform Housing Affordability Controls (UHAC) as it applies to local housing rehabilitation programs. If deemed eligible, a Status of Application letter will be forwarded to the applicant. The approved application will remain on file until it reaches the top of the Applicant Log list due to it being a FIRST COME, FIRST SERVE program. Only in an emergency situation, as stated under “VI. Emergency Repairs”, will an application be taken out of order.

If an application is on file for more than six (6) months, it is necessary to reverify eligibility prior to the applicant receiving any rehabilitation work. Again, eligibility will be determined based on all the NEW and most recent income documentation received for all household members and the NEW and most recent annual Section 8 income limits as established by the US Department of Housing and Urban Development (HUD) and NJ COAH Regional Income Limits.

2) Eligibility determination also includes proof of current property taxes and title search. If property taxes are in arrears, the applicant is given 30 (thirty) days to bring taxes to current status. If the applicant fails to do so in this time span, they are determined ineligible. If the taxes are brought up-to-date during this time, we will then proceed to the next step.

3) Gross assets will be considered in cases of excessive funds in stocks, bonds, CD’s, Money Markets, real estate, refinancing primary residences for cash return.

3) An environmental review will be prepared for each application by Rehabco, Inc. staff. This will consist of a Flood Zone Review – Property located in a Flood Zone A area must have current, valid flood insurance. Historical Property Review – Property listed as historical will require work write-up approval from the Office of New Jersey Heritage. Noise Level Review – will be conducted by the Program Inspector during his primary inspection of the property.
B. INITIAL INSPECTION:

The next step is to have the property inspected. An electrical inspection will be performed by the Ocean County Electrical Inspections Department. Also, the Program Inspector will perform a housing inspection. These two (2) reports will be combined to make a complete work write-up packet. Rehabco, Inc. will also implement the “new code construction” for integrated battery back-up smoke detectors (i.e. One hard-wired battery back-up unit in each bedroom, hallway and on each separate floor.) Placement will be at the discretion of the Fire Inspector. Carbon monoxide detectors (CO2) will also be installed according to local code. A copy of the work write-up will be forwarded to the Homeowner for their review, approval and/or comments. The confidential file copy for office use only will contain the Inspector’s cost estimates and bid bracket.

However, in an “VI. Emergency Repair” situation, only the “Emergency” item(s) will be listed on the Work Write-up. When the applicant’s name reaches the top of the Applicant Log list, all other items within the guidelines of the program will be addressed. The deferred loan amount available will be the remainder after subtracting the “Emergency” work loan from the maximum $35,000. It will be noted in the Applicant Log Book that “Emergency” work was performed.

C. SOLICITATIONS:

After the work write-up is reviewed by the Homeowner(s), price proposals will be publicly solicited through the “Asbury Park Press” legal section to general contractors for each project (either individually or bundled together). After the solicitation opening, all proposal packages are reviewed for completeness. Any incomplete package will be disqualified.

The project will be awarded to the lowest qualified Contractor who rendered a solicitation price proposal. Nevertheless, the applicant has the right to select any Contractor on the list with the following two (2) conditions:

1) If the Homeowner selects a Contractor with a higher price proposal, the Homeowner will be required to pay the difference between the price submitted by the lowest qualified Contractor in the bracket and the price submitted by the Contractor of their choosing. Should the price submitted by the lowest qualified Contractor be higher than the maximum allowed amount of $35,000, the Homeowner will be asked to contribute the additional funding. However, if the Homeowner cannot contribute this funding, the Program Inspector will delete the least important items from the work write-up to bring the total price within the guidelines of the program with the understanding that all “major repairs” which affect either the health and safety or code violation condition of the residence, will not be eliminated.
2) If the Homeowner selects a Contractor with a price proposal below the Inspector’s bracket, the Homeowner will be asked to sign a waiver to that effect. The Contractor will also be asked to review his “itemization” with the Program Inspector. If the contractor states the work listed on the work write-up can be performed in a workmanlike manner for the price submitted, he likewise will be asked to sign a waiver.

3) Rehabco reserves the right to limit to no more than three (3) projects to any one contractor at any one given solicitation opening.

D. PRE-CONSTRUCTION CONFERENCE:

A Pre-Construction Conference will be conducted and attended by the Program Representative, Homeowner(s) and the selected Contractor. When necessary, the Program Inspector will be asked to attend the conference to discuss the work write-up.

During this conference, all related documents (liens, contracts, deferred loan, etc.) will be reviewed and signed by the appropriate parties. Also at this time, the Contractor will present to the Program representative a copy of their Certificate of Insurance (minimum liability coverage of $300,000) stating Lakewood Township and Rehabco, Inc. as Certificate Holder. Each item of the work write-up will be reviewed with the Homeowner(s) and Contractor. The contractor shall also submit a copy of “State of New Jersey Business Registration Certificate” which is obtained from the NJ Department of Treasury.

E. PROCEED ORDER:

A Proceed Order to begin work will be issued to the Contractor AFTER copies of all applicable permits for the individual projects are on file in Rehabco Inc. office. The Contractor is responsible to pay for and obtain all permits applicable to the project. Under Article V- Section IA. “Proceed Orders”, all contractors are to forward all copies of all required building permits to Rehabco, Inc., where staff will render a “Proceed Order” with a requirement that the project commence within a 15-day period. All contractors who do not comply with this requirement do risk contract termination.

F. CONTRACTOR PAYMENTS:

Requisitions are prepared for payment to the Contractor and forwarded to the Purchasing Department for processing. Payment schedules can be either 90% & 10% or 40%, 50% & 10%. The funding is then encumbered by the Treasurer’s Office. A voucher is then completed and placed on a resolution for Township Committee approval.
A 90% (or 50%) Payment will not be released to the Contractor until Section “IX, G, Progress and Final Inspections” is fulfilled. If the conditions in said Section are met, the Contractor will receive a 90% (or 50%) payment, and when applicable, the Homeowner’s contribution. The 10% payment will be released 30 days after the final inspection. In cases of partial payments, the first payment (40%) will only need the approvals of the homeowner and program inspector to release payment, not the municipal inspectors. All inspection related decisions rendered by Rehabco Inc. Inspectors may be appealed to the Lakewood Building Inspections Department for final ruling.

G. PROGRESS and FINAL INSPECTIONS:

Inspections will be conducted during the performance of the work and at the completion of each project. Prior to a 90% (or 50%) payment being released to the Contractor, approval for all work performed through this program must be received from all applicable Municipal Inspectors, the Program Inspector and the Homeowner. A Release of Payment form must be signed by the Program Inspector and the Homeowner after inspecting and approving all work completed. In cases of partial payments, the first payment (40%) will only need the approvals of the homeowner and program inspector to release payment, not the municipal inspectors. All inspection related decisions rendered by Rehabco Inc. Inspectors may be appealed to the Lakewood Building Inspections Department for final ruling. Payments to contractors for matters within the appeal process will be suspended until an official decision has been rendered by the municipal Building Inspector.

If all inspectors and not the Homeowner approve the work, the Program Official has the right to overrule the Homeowner’s decline and pay the Contractor if all of the Inspectors and Official agree there is no valid reason to withhold the payment.

H. CHANGE OF WORK REQUEST:

If while the project is in progress, an unforeseen problem arises the Program Inspector will investigate the situation and determine if a change order is necessary. When deemed necessary, a Change Order Form is completed and signed by all parties. A voucher is also processed for the change order payment. If the Contract price is at the maximum and the Homeowner cannot contribute any funding, a lesser important item will be deleted from the work write-up to cover the cost of the change. The exclusion of any one item will not include a “major repair” as stated in Section VII. The Change Order payment will not be released to the Contractor until Section “IX. G” is again fulfilled.
I. WORK GUARANTEE:

The Contractor agrees to a one (1) year guarantee from the date of the “Final Approved Inspection” for all work performed through this program as stated in the Construction Contract which is signed by the Contractor and Homeowner. Notice by the Owner to the Contractor to repair, replace or rebuild such defective work shall be deemed timely if given no later than ten (10) days after the expiration of the one (1) year period.

X. PRIOR PARTICIPANT

Applicants cannot reapply to the Program while there is a Lakewood Township Housing Rehabilitation Program Deferred Loan Lien recorded against their property as follows:

1. The project was awarded a Deferred Loan as stated in “II. Description”.

2. A project was awarded a Deferred Loan(s) for both “Emergency Work” and remaining work items as stated in Sections “II. Description” and “V. Emergency Work”.

3. If only “Emergency Work” has been completed, this Section will not apply until after the remaining work items have been contracted (when the application reaches the top of the Applicant Log List).

The only exception to the above statements in Section X would be a situation which qualifies under Section “V. Emergency Work”. However, this would be at the discretion of the Program Officials and will not qualify the property for any additional work items other than the “emergency” work item.

XI. MISCELLANEOUS

The Lakewood Township Housing Rehabilitation Program will abide by all rules and regulations as set forth by the US Department of Housing and Urban Development (HUD) including any and all amendments made to said Regulations and the New Jersey Council on Affordable Housing (COAH) as reflected in N.J.A.C. 5:94.
XII. MORTGAGE SUBORDINATE

In instances where program participants (those who have received a loan/grant through the Township’s Housing Rehabilitation Program) require the program’s Mortgage/Lien to subordinate to a personal mortgage which either refines their original mortgage; a loan is obtained, or their original mortgage is re-structured, the Township may agree to subordinate mortgage ranking. If this indeed is the case, the Township reserves the right to; a) charge a $150 fee, and increase said fee in $100 increments for each act of subordination, b) bar any subordinations within (6) months prior to the scheduled date of forgiveness of deferred loan, c) grant the Township Attorney’s Office thirty (30) days from date of request and payment of fee, to review a mortgage subordination request, d) grant the Township’s Chief Financial Officer (CFO) or Township Clerk to execute said mortgage subordination with the consent of the Township Attorney, and without specific Governing Body authorization through resolution approval. The Township of Lakewood reserves the right to deny subordination if it is determined that such action would threaten the security or legal standing of the municipality in any way.

XIII. AUTHORIZATION

Signature Mayor Raymond Coles: __________________________

Date: ________
APPROPRIATE MARKETING PLAN
ATTACHMENT E
AFFIRMATIVE MARKETING PLAN
for the Lakewood Township
AFFORDABILITY ASSISTANCE AND
AFFORDABLE HOUSING PROGRAMS

September 4, 2019

Authored By: Ervin Oross Jr. PP AICP CPM
Director, Lakewood Township Community Development
AFFIRMATIVE MARKETING PLAN

This affirmative marketing plan is a local marketing strategy designed to inform the public including persons and families seeking to make use of the Township of Lakewood’s affordable housing and affordability assistance programs.

The Township’s affordability assistance program and housing units available through the Lakewood Affordable Housing Program are to be marketed through the Lakewood Community Development Department and REHABCO Inc. the designated “Administrative Agent” for Lakewood Township. This plan will address the requirements of N.J.A.C. 5:26-80 of the NJ Fair Housing Act and also incorporate its provisions of prohibiting discrimination in the sale, rental and the financing or other services related to housing on the basis of race, color, sex religion, handicapped, familial status/size or national origin. Lakewood Township is in Ocean County which in within New Jersey Department of Community Affairs “Housing Region 4” consisting of Mercer, Monmouth and Ocean Counties. The affirmative marketing plan is a continuing program which will meet the following affirmative marketing requirements:

- All newspaper public and legal notices, announcements electronic media and articles regarding affordable housing units will appear in the following daily or weekly newspapers and publications:

  The Asbury Park Press
  The Lakewood Shopper
  The Voice
  Latinos Unidos
  The Lakewood Township Municipal Website
  New Jersey Housing Resource Website (HMFA)

- The primary marketing will take the form of at least one press release sent to the above publications and websites and a paid display advertisement in each of the above publications. Additional advertising and in each of the newspapers or electronic media will be on “as needed basis”:
  o Street address
  o Directions to development
  o Number of bedrooms
  o Range of sales prices
  o Size of units
  o Household income limits
  o Location of where applications can be obtained. Including what the hours of operation are and where and how applications can be obtained.
• All newspaper publications which will announce the availability of affordable housing will appear in the following local neighborhood-oriented weekly newspapers:
  ○ The Shopper
  ○ The Voice
  ○ BP Weekly
  ○ Latinos Unidos

• The following regional radio stations will be used:
  ○ 92.7 WOBM-FM
  ○ 1160 WOBM-AM

• The following locations are where applications for affordable housing can be obtained during regular office hours:
  ○ The Lakewood Resource and Referral Center (LRRC) 212 Second Street, Lakewood NJ
  ○ The Offices of Solutions to End Poverty Soon (STEPS) 14 East Clifton Avenue, Lakewood NJ
  ○ Lakewood Town Hall, Community Development Department, 231 Third Street Lakewood NJ
  ○ Lakewood Library, 301 Lexington Avenue, Lakewood NJ

• The following is a list of community contact persons and or organizations in Mercer, Monmouth and Ocean Counties that will further aid in the marketing of the affordable housing program and opportunity in Lakewood Township which will similarly benefit all persons in Housing Region 4 region:
  ○ NJ Housing Resource Center www.njhousing.gov
  ○ Ocean County Planning Board
  ○ Ocean County Administrator’s Office
  ○ The Presbyterian Church of Toms River
  ○ Homes For All, Toms River NJ
  ○ Homes Now, Brick NJ
  ○ OCEAN Inc.
  ○ Housing and Community Development Network of NJ
  ○ Congregation B’Nai Israel
- St. Pau Lutheran Church
- NJ Catholic Charities
- NJ Hand, Lakewood NJ
- Christ Episcopal Church, Lakewood NJ
- The United Way
- Interfaith Hospitality Network
- University Beth Medrash Govoha NJ
- Georgian Court College, Lakewood NJ
- Ocean County NAACP
- Puerto Rican Action Board
- Meridian Health Care
- Center for Health, Education Medicine & Dentistry (CHAMED) Lakewood NJ
- Meridian Health Care Systems
- St Barnabas- Hackensack Health Care Providers
- The Office of the Mercer, Monmouth and Ocean County Clerk

Applications will be available on-line on the Lakewood Township Municipal Website. Applications can be emailed or emailed upon request by either calling Lakewood’s Community Development Department at 732 364-2773 ext. 5947 or emailing the Department at erooss@lakewoodnj.gov

The following is a brief description of the selection process for affordable units through Lakewood’s Affordable Housing Program.

Owner or renter selection of units will be made on a random/lottery based process. A public notice will be prepared to announce the availability of affordable housing opportunity in Lakewood and said notice will be published as described herein (above) with the date and time all applications are due to the Administrative Agent (AA). Applications will be made available through all entities as described (above) herein and returned to the Administrative Agent as indicated in the announcement. After initial income review from applicants of the “Preliminary Application” for housing, applicants’ will be given a lottery ball number and date for the official public lottery. All applicants will be notified in writing of their acceptance or non-acceptance into the lottery process.

At the conclusion of the lottery event, the Administrative Agent will rank in terms of income, size and original address and be communicated directly to the developer or
landlord where the applicant will be paired with a unit commensurate with their size, income and their availability to obtain a mortgage if required.

The Township’s affordability assistance program is to be provided on a first come first served basis.

The Lakewood Resource and Referral Center (LRRC) and the Solutions to End Poverty Soon (STEPS) will provide a whole-array of affordable housing counseling including credit counseling, first-time homebuyer direct assistance, down payment direct assistance, referral to affordable mortgages and assistance with homeownership fees and condominium association fees if required. The LRRC and STEPS, under the supervision of the Administrative Agent, also manage the Township’s affordability assistance program.

The Administrative Agent in conjunction with the Lakewood Township Affordable Housing Liaison will review and approve all invoices for payment through the Affordable Housing Trust fund in accordance with the processes as described in the Affordability Assistance Program Manual, and Affordable Housing Program Operating Manual and Homeownership Counseling Plan.
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAKEWOOD, OCEAN COUNTY, NEW JERSEY, MUNICIPAL MANAGER AS MUNICIPAL AFFORDABLE HOUSING LIAISON

WHEREAS, on January 17, 2019, pursuant to In re N.J.A.C. 5:96 and 5:97, 221 N.J. 1 (2015) (Mount Laurel IV), the Township of Lakewood ("Township") filed a Declaratory Judgment Complaint in the Ocean County Superior Court, Law Division, (the "Declaratory Judgment Action") seeking approval of a municipal development fee ordinance and spending plan; and

WHEREAS, as part of implementing the Township's spending plan, an affordable housing liaison must be appointed; and

WHEREAS, the duties and responsibilities of the affordable housing liaison shall be as set forth in Ordinance 19-XX of the Township of Lakewood.

BE IT RESOLVED by the Township Committee of the Township of Lakewood, in the County of Ocean, and State of New Jersey, interim municipal manager Patrick Donnelly, is appointed affordable housing liaison.
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAKEWOOD, OCEAN COUNTY, NEW JERSEY, APPOINTING ERVIN OROSS AS ADMINISTRATIVE AGENT.

WHEREAS, on January 17, 2019, pursuant to In re N.J.A.C. 5:96 and 5:97, 221 N.J. 1 (2015) (Mount Laurel IV), the Township of Lakewood ("Township") filed a Declaratory Judgment Complaint in the Ocean County Superior Court, Law Division, (the "Declaratory Judgment Action") seeking approval of a municipal development fee ordinance and spending plan; and

WHEREAS, as part of implementing the Township’s spending plan, an administrative agent must be appointed; and

WHEREAS, the duties and responsibilities of the administrative agent shall be as set forth in Ordinance 19-XX of the Township of Lakewood.

BE IT RESOLVED by the Township Committee of the Township of Lakewood, in the County of Ocean, and State of New Jersey, that Ervin Oross, is appointed administrative agent.
ORDINANCE CREATING THE OFFICE ADMINISTRATIVE AGENT AND MUNICIPAL HOUSING LIAISON

ATTACHMENT C3:
ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
LAKEWOOD, OCEAN COUNTY, NEW JERSEY, AMENDING AND
SUPPLEMENTING CHAPTER XVIII TITLED "UNIFIED DEVELOPMENT
ORDINANCE" BY REVISING ARTICLE XII TITLED "AFFORDABLE
HOUSING PROVISIONS."

BE IT ORDAINED by the Township Committee of the Township of Lakewood, in the
County of Ocean, and State of New Jersey as follows:

Section 1. Article XII "Affordable Housing Provisions" of Chapter XVIII "Unified
Development Ordinance" is hereby amended as follows:

18-1200 [Reserved.] Municipal Housing Liaison

A. The Township of Lakewood has established the position of Municipal Housing
Liaison. The Township of Lakewood shall appoint a specific municipal employee to
serve as a Municipal Housing Liaison for purposes of administering the Township's
affordable housing program. The Municipal Housing Liaison shall be responsible for
overseeing the Township's affordable housing program, including overseeing the
administration of affordability controls on the affordable units and the affirmative
marketing of available affordable units in accordance with the Township's Affirmative
Marketing Plan; overseeing the Township's rehabilitation program and affordability
assistance programs and fulfilling monitoring and reporting requirements; and
supervising Administrative Agent(s). Lakewood Township shall adopt a Resolution
appointing the person to fulfill the position of Municipal Housing Liaison. The Municipal
Housing Liaison shall be appointed by the Township Committee and may be a full-time
or part-time municipal employee. Compensation may be fixed by the Township
Committee at the time of appointment of the Municipal Housing Liaison. The Municipal
Housing Liaison shall be approved by the Court and shall be duly qualified through a
training program sponsored by Affordable Housing Professionals of New Jersey before
assuming the duties of Municipal Housing Liaison.

B. The Municipal Housing Liaison shall be responsible for oversight and administration
of the affordable housing program for Lakewood Township, including the following
responsibilities which may not be contracted out to the Administrative Agent:
1. Serving as Lakewood Township’s primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents and interested households;

2. Compiling, verifying, submitting and posting all monitoring reports as required by the Court and by this Ordinance;

3. Coordinating meetings with affordable housing providers and Administrative Agents, as needed; and

4. Attending continuing education opportunities on affordability controls, compliance monitoring and affirmative marketing at least annually and more often as needed.

C. Subject to the approval of the Court, the Township of Lakewood shall designate one or more Administrative Agent(s) to administer and to affirmatively market the affordable units constructed or rehabilitated in the Township in accordance with UHAC and this Ordinance and to administer the Township’s rental affordability program. An Operating Manual for each affordable housing program shall be provided by the Administrative Agent(s) to be adopted by resolution of the Township Committee and subject to approval of the Court. The Operating Manual(s) shall be available for public inspection in the office of the Township Clerk, in the office of the Municipal Housing Liaison, and in the office(s) of the Administrative Agent(s). The Municipal Housing Liaison shall supervise the work of the Administrative Agent(s).

18-1201[ Reserved.] Administrative Agent.

An Administrative Agent shall be an independent entity serving under contract to and reporting to the municipality. The fees of the Administrative Agent shall be paid by the owners of the affordable units for which the services of the Administrative Agent are required. The Administrative Agent shall perform the duties and responsibilities of an Administrative Agent as set forth in UHAC, including those set forth in Sections 5:80-26, 14, 16 and 18 thereof.

Section 2. All ordinances or parts of ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency. All other parts of Chapter XVIII of the Code of the Township of Lakewood not inconsistent herewith are ratified and confirmed.
Section 3. If any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this Ordinance.

Section 4. A copy of this Ordinance shall be forwarded, after introduction, to the Lakewood Township Planning Board for a Master Plan consistency review in accordance with N.J.S.A. 40:55D-64.

Section 5. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 6. This ordinance shall take effect following its final passage by the Township Committee, approval by the Mayor, and publication as required by law.

Note to Codifier: language in brackets [ ] is to be deleted from the original text. Underlined language is new language to the original text.

ATTEST:

Kathryn Hutchinson, Clerk

TOWNSHIP OF LAKEWOOD

Raymond G. Coles, Mayor