

Affordable Housing Trust Fund Spending Plan

Prepared for the:

*Township of Lakewood
Ocean County, New Jersey*

Revised Draft Prepared: August 13, 2019

Prepared by:



Eleven Tindall Road
Middletown, NJ 07748

APPROVED _____, 2019 BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LAKEWOOD

1. INTRODUCTION

The Township of Lakewood (“Township” or “Lakewood”), Ocean County, is seeking to meet the need for affordable housing in Lakewood by implementing a development fee ordinance and this Affordable Housing Trust Fund Spending Plan. Lakewood is an urban aid municipality pursuant to N.J.S.A. 52:27D-178 et seq. and therefore only has an obligation for present need in accordance with N.J.A.C. 5:93-2.5.

A development fee ordinance creating a dedicated revenue source for affordable housing was adopted and approved by the Superior Court (Ordinance 2018-09 of the Township of Lakewood; see also: Section 18-1209 of the Revised General Ordinances of the Township of Lakewood). Lakewood’s development fee ordinance authorizes the Township to collect mandatory development fees from non-residential development in accordance with the Statewide Non-residential Development Fee Act (PL 2008, c.46). The ordinance does not authorize the collection of development fees from residential development. This ordinance also establishes the Township of Lakewood Affordable Housing Trust Fund for which this Affordable Housing Trust Fund Spending Plan is prepared.

This Affordable Housing Trust Fund Spending Plan presents a plan for the expenditure of all monies in the Township’s Affordable Housing Trust Fund.

2. AFFORDABLE HOUSING TRUST FUND REVENUES FOR CERTIFICATION PERIOD

The Township established its affordable housing trust fund with the passage of Ordinance 2018-09 in March 2018 and has been collecting mandatory development fees from non-residential development since its establishment. All affordable housing trust fund revenues are, therefore, projected to be collected in the period from 2018 through 2025. All such revenues shall be deposited into a dedicated, interest-bearing account within an accredited financial institution for the purposes of affordable housing. All monies in the Township of Lakewood Affordable Housing Trust Fund shall be spent in accordance with the applicable regulations of the NJDCA, as described in the sections that follow.

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

1. Development Fees:

From the inception of the township’s affordable housing trust fund in March 2018 through December 2018, the township collected \$624,881 in nonresidential development fees. The projection of nonresidential development fees for the period from

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2019 through 2025 has been derived from the total average amount of nonresidential development fees collected per month during 2018, as rounded to the nearest \$1,000-dollar mark.

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

No payments-in-lieu-of-construction will be collected as part of the Township's plan.

3. Other Funding Sources:

No additional funding sources are currently anticipated.

(d) Projected Interest:

Interest on the projected revenue in the affordable housing trust fund is estimated at the current average interest rate.

PROJECTED AFFORDABLE HOUSING TRUST FUND REVENUES									
January 1, 2018 through December 31, 2025									
Source of Funds	2018*	2019	2020	2021	2022	2023	2024	2025	Total
Development Fees:	\$624,881	—	—	—	—	—	—	—	\$624,881
Projected Development	\$0	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$5,250,000
Payments-in-Lieu-of-Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Other Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$4,147	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$39,147
Total	\$629,028	\$755,000	\$5,914,028						

* Actual amounts collected

Lakewood projects a total of \$5,914,028 in Affordable Housing Trust Fund revenues to be collected between January 1, 2018 and December 31, 2025, including interest earned on the account. This is the total projected amount to implement the Township's Housing Plan Element and Fair Share Plan.

3. ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE MONIES FROM THE AFFORDABLE HOUSING TRUST FUND

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

- (a) Collection of development fee revenues:
Collection of development fee revenues shall be consistent with Lakewood Township's development fee ordinance for non-residential developments in accordance with applicable regulations of the NJDCA and PL 2008, c.46, sections 8 (C. 52:27D-329.2) and 32-38 (C. 40:55D-8.1 through C. 40:55D-8.7).
- (b) Distribution of development fee revenues:
The Municipal Housing Liaison instructs the Chief Financial Officer to release the required amount of funding to the recipient entity based on the type and nature of the affordable housing activity.

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

- (a) Rehabilitation/Present Need:

The Township's rehabilitation/present need is 534 units. As described in the Township's Housing Plan Element and Fair Share Plan, Lakewood will address its rehabilitation/present need obligation through a continuation of the Lakewood Township Housing Rehabilitation Program. Said program has been operational for several years and has resulted in the rehabilitation of approximately 15 units annually. To provide continued support for the Lakewood Township Housing Rehabilitation Program, the Township will allocate an average of approximately \$225,348 annually from its projected development fee revenues, for a total of \$1,577,438 from 2019 through 2025. If available in the future, this amount may be supplemented with CDBG funds. However, CDBG funds are not part of the Township's Affordable Housing Trust Fund. Therefore, this Spending Plan does not project revenues or expenditures associated with CDBG funds.

In addition to funding the Lakewood Township Housing Rehabilitation Program, the Township will dedicate a total of \$457,000 in 2020, to fund the replacement of windows at Peter Ward Tower and Lulu Duffey Cottages, which are Lakewood Housing Authority sites that contain a combined total of 100 units of rental housing for seniors and the disabled. The basis for this project

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is explained in a June 6, 2019 letter from Scott E. Parsons, Acting Executive Director of the Lakewood Housing Authority (Attachment B).

Please note that although the aforementioned letter from Scott E. Parsons, Acting Executive Director of the Lakewood Housing Authority, identifies other rehabilitation needs at Lakewood Housing Authority sites, this Spending Plan only allocates funding to the replacement of windows at Peter Ward Tower and Lulu Duffey Cottages. The Township, however, may seek the approval of the Court to amend this Spending Plan at a later date in order to reallocate funds allocated to the Lakewood Township Housing Rehabilitation Program to additional rehabilitation projects at Lakewood Housing Authority sites.

In addition to the rehabilitation activities that have been described above, please note that a 100-percent affordable housing project is currently being developed by NJ Hand. A total of 120 new affordable units associated with this project have already been issued a certificate of occupancy (CO) since April 1, 2010, and an additional 66 units are currently under construction. Lakewood contends that these 186 units are eligible to be applied toward the Township's rehabilitation/present need obligation in accordance with NJAC 5:97-6.2(b)7, though since Lakewood is not seeking approval of its fair share plan at this point it is not asking the court to formally determine crediting eligibility.

Please also note that the Township may seek the approval of the Court to amend this Spending Plan at a later date in order to use a portion of the above-described allocation for the Lakewood Township Housing Rehabilitation Program and Lakewood Housing Authority sites for any other project that will generate credits towards the Township's rehabilitation/present need obligation according to applicable regulations. The Township recognizes that any such amendment will require the approval of the Court. It is further noted that any such amendment shall include specific information about the proposed project in accordance with applicable regulations, including, but not limited to: amount of funds to be allocated to the project; the number of units and rehabilitation credits generated by the project; location information; project description; a development proforma; and schedule.

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

- 1) Future phases of the 100-percent affordable housing project that is currently being developed by NJ Hand (incl., Phases 5 and 6, in which a total of 124 units are planned); or,
- 2) Any other 100-percent affordable new construction project that is eligible to be applied toward the Township's rehabilitation/present need obligation in accordance with NJAC 5:97-6.2(b)7.

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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. In addition, as noted above, the Township will apply to the Court for an amendment to this spending plan if funds are proposed to be used for activities or projects to address the Township's rehabilitation need other than the above-described Lakewood Township Housing Rehabilitation Program and rehabilitation projects at Lakewood Housing Authority sites.

(b) New Construction:

While no new construction is currently proposed as part of the Spending Plan, the Township, as indicated in in Subsection "a" of Section 4 (i.e., above), may seek the approval of the Court to amend its spending plan at a later date in order to include new construction projects that include affordable housing units eligible to be applied toward the Township's rehabilitation/present need obligation in accordance with NJAC 5:97-6.2(b). The Township fully acknowledges that any such amendment of the Spending Plan will require the approval of the Court.

(c) Administrative Expenses:

As indicated in the administrative expense calculation that is provided on the next page, up to a total of \$1,182,805.60 may be used for administrative purposes in the period from January 1, 2018 through December 31, 2025.

ADMINISTRATIVE EXPENSE CALCULATION		
Actual Development Fees through 12/31/18		\$624,881.00
Actual Interest Earned through 12/31/18	+	\$4,147.00
Projected Development Fees from 01/01/19 through 12/31/25	+	\$5,250,000.00
Projected Interest from 01/01/19 through 12/31/25	+	\$35,000.00
Payments-in-Lieu-of-Construction and Other Deposits through 07/17/08	+	\$0.00
Total RCA Expenditures	-	\$0.00
Total	=	\$5,914,028.00
20 Percent of Total	× 0.2 =	\$1,182,805.60
Administrative Expenses through 12/31/18	-	\$0.00*
Projected Maximum for Administrative Expenses from 01/01/18 through 12/31/25	=	\$1,182,805.60

* Because the Township has not had an Affordable Housing Trust Fund or development fee ordinance prior to December 31, 2018, general municipal funds and other applicable funding sources were used to cover administrative expenses. Use of such funds does not reduce the projected maximum for administrative expenses from January 1, 2018 through December 31, 2025.

A maximum of \$1,182,805.60 may be used for administrative expenses. The Township of Lakewood projects that \$432,390.00, which is equivalent to slightly more than one-third (viz., 36.6 percent) of the permitted maximum, will be used for administrative purposes.

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

- 1) Administration of affordable housing programs.
- 2) Payment of employee salary and benefits (n.b., this does not include salary and benefits of employees of the Lakewood Resource and Referral Center [LRRC] and Solutions to End Poverty Soon [STEPS]).
- 3) Payment of other miscellaneous administrative expenses and costs related to the preparation and implementation of the Township Housing Plan Element and Fair Share Plan.
- 4) Lakewood will use a portion of its administrative funds to provide supplemental funding to support the affordable housing counseling and educational initiatives of the Lakewood Resource and Referral Center (LRRC) and Solutions to End Poverty Soon (STEPS), including: homebuyer education; mortgage counseling; and, foreclosure prevention education. These funds are not being used for administrative purposes, but to supplement and support the counseling and educational activities of these agencies, which are different from the programs proposed to be funded using the affordability assistance component of the trust fund as described below and in Attachment C. No more than 25 percent of the total amount allocated for administration in any given year shall be used to support the counseling and educational services of these agencies. However, a minimum of \$15,000 will be allocated for this purpose with minimums of \$7,500 being allocated to the Lakewood Resource and Referral Center (LRRC) and \$7,500 being allocated to Solutions to End Poverty Soon (STEPS).

It is important to note that the maximum to be spent for administration is limited to 20 percent of Affordable Housing Trust Fund revenue in any given year, and not 20 percent of what is anticipated to be collected through 2025.

If the Township needs less than \$432,390 to cover its administrative expenses, the unneeded amount will be reallocated toward: "Rehabilitation/Present Need," as detailed in Subsection "a" of Section 4 of this Spending Plan; or, "Affordability Assistance," as detailed in Subsection "d" of Section 4 of this Spending Plan.

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(d) Affordability Assistance

Municipalities are required to spend a minimum of 30 percent of development fee revenue to render existing affordable units more affordable, and one-third of that amount must be dedicated to very low-income households (i.e. households earning less than 30 percent of the regional median income). As indicated in the following affordability assistance calculation, a total of at least \$1,774,208.49 must be dedicated to affordability assistance in the case of the Township of Lakewood, including at least \$591,402.80 to render units more affordable to very low-income households.

AFFORDABILITY ASSISTANCE CALCULATION		
Actual Development Fees through 12/31/18		\$624,881.00
Actual Interest Earned through 12/31/18	+	\$4,147.00
Projected Development Fees from 01/01/19 through 12/31/25	+	\$5,250,000.00
Projected Interest from 01/01/19 through 12/31/25	+	\$35,000.00
Less housing activity expenditures through 6/2/2008	-	\$0.00
	Total =	\$5,914,028.00
Calculate 30 percent	× .30 =	\$1,774,208.40
Less Affordability assistance expenditures through 12/31/2018	-	\$0.00
PROJECTED MINIMUM Affordability Assistance Requirement 01/01/19 through 12/31/25	=	\$1,774,208.40
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement 01/01/19 through 12/31/25	÷ 3 =	\$591,402.80

Though Lakewood is only obligated to dedicate a minimum of \$1,774,208.40 toward affordability assistance based on the standard formula above, it will dedicate a minimum of \$3,447,200 toward affordability assistance, including \$560,000 (i.e., \$80,000 annually) to fund the administration of the affordability assistance programs that will be administered by the Lakewood Resource and Referral Center (LRRCC) and Solutions to End Poverty Soon (STEPS), as further detailed in Attachment C.

Affordability assistance will be provided in a manner that is compliant with applicable rules and regulations. Examples of how affordability assistance may be provided include:

1. Assistance programs for low- and moderate-income tenants of housing authority projects, including:
 - (a) A security deposit assistance program to low- and moderate-income households that rent either a public housing unit or a deed-restricted affordable housing unit owned by the Lakewood Housing Authority or use a tenant-based voucher administered by the Lakewood Housing Authority; and
 - (b) Temporary crisis grants for low- and moderate-income households facing eviction.
- Both programs 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.
2. Security deposit and one-time grants for rent 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.
3. Down payment assistance and one-time grants for mortgage payments administered by the Lakewood Resource and Referral Center (LRRC); and,
4. One-time grants for condominium and homeowner association fees administered by the Lakewood Resource and Referral Center (LRRC).

These programs are described in detail in Attachment C. Affordability assistance expenditures shall be made in accordance with the policies that are set forth in Attachment C, which shall be incorporated into an affordability assistance program manual approved by the Court.

Please note that the Township's affordability assistance allocation includes an annual allocation of \$80,000 to fund the administration of affordability assistance programs that will be administered by the Lakewood Resource and Referral Center (LRRC) and Solutions to End Poverty Soon (STEPS), with funding to be split evenly between these two organizations. Please note that this annual allocation of \$80,000 is separate from and in addition to the allocation for administrative expenses that has been previously described.

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5. AFFORDABLE HOUSING TRUST FUND EXPENDITURE SCHEDULE

The Township of Lakewood intends to use funds for the rehabilitation of housing units, provision of affordability assistance, and administrative expenses. Where applicable, the funding schedule below parallels the implementation schedule set forth in the Housing Plan Element and Fair Share Plan and is tabulated in the following table.

Developments and Programs	Number of Units	Projected Expenditure Schedule January 1, 2018 – December 31, 2025									
		2018*	2019	2020	2021	2022	2023	2024	2025	Total	
Rehabilitation (Rehab. Program)	305	\$0	\$225,348	\$225,349	\$225,349	\$225,348	\$225,349	\$225,348	\$225,347	\$1,577,438	
Rehabilitation (Housing Authority)	100	\$0	\$0	\$457,000	\$0	\$0	\$0	\$0	\$0	\$457,000	
Affordability Assistance (Program Funding)**	TBD	\$0	\$412,457	\$412,457	\$412,457	\$412,457	\$412,457	\$412,457	\$412,458	\$2,887,200	
Affordability Assistance (Admin. of STEPS & LRRC Programs)*****	TBD	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$560,000	
Subtotal		\$0	\$717,805	\$1,174,806	\$717,806	\$717,805	\$717,806	\$717,805	\$717,805	\$5,481,638	
Administration*****	—	\$0	\$61,770	\$61,770	\$61,770	\$61,770	\$61,770	\$61,770	\$61,770	\$432,390	
Total	—	\$0	\$779,575	\$1,236,576	\$779,576	\$779,575	\$779,576	\$779,575	\$779,575	\$5,914,028	

* Actual amounts expended

** Proposed affordability assistance expenditures are detailed in Attachment C.

*** Funding to be split evenly between STEPS and LRRC.

**** A maximum of 25% of administrative funds will be allocated to Solutions to End Poverty Soon (STEPS) and the Lakewood Resource and Referral Center (LRRC), but at least \$15,000 with minimums of \$7,500 being allocated to the Lakewood Resource and Referral Center (LRRC) and \$7,500 being allocated to Solutions to End Poverty Soon (STEPS), to support the counseling and educational activities of these agencies as described in Section 4 of the text. These funds are not being used for administrative purposes, but to supplement and support the counseling and educational activities of these agencies.

6. EXCESS OR SHORTFALL OF FUNDS

All fees shall be committed for expenditure within four years from the date of collection pursuant to N.J.S.A. 52:27D-329.2d, effective July 17, 2008.

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In the event of any expected or unexpected shortfall (i.e., in the event that anticipated revenues are insufficient to implement the plan), Lakewood Township will address the shortfall through annual fee receipts, or with other available funding sources, as may be determined by the Township.

In the event that more funds than anticipated are collected, projected funds exceed the amount necessary to implement the Township's Housing Plan Element and Fair Share Plan, or Lakewood Township reserves funds for affordable housing to meet a future affordable housing obligation, these excess funds will be used to fund an eligible affordable housing activity pursuant to applicable rules and regulations.

7. BARRIER FREE ESCROW

Collection and distribution of barrier free funds shall be consistent with Lakewood Township's Affordable Housing Ordinance in accordance with N.J.A.C. 5:97-8.5.

8. SUMMARY

The Township of Lakewood intends to spend affordable housing trust fund revenues pursuant to applicable statutory requirements, regulations, and court decisions.

The Township anticipates a total of \$5,914,028 in its affordable housing trust fund for affordable housing development and administration.

Lakewood will dedicate: \$2,034,438 toward rehabilitation, including \$1,577,438 dedicated toward the Lakewood Township Housing Rehabilitation Program and \$457,000 dedicated toward specific rehabilitation projects at Lakewood Housing Authority sites; \$3,447,200 toward affordability assistance, including \$2,887,200 dedicated toward program funding and \$560,000 (\$80,000 annually) dedicated toward the administration of programs administered by Solutions to End Poverty Soon (STEPS) and the Lakewood Resource and Referral Center (LRRC); and, \$432,390 toward administrative costs, of which up to 25% will be used to supplement and support the counseling and educational activities of STEPS and the LRRC. This results in a total of \$5,914,028 in expenditures for affordable housing development and administration.

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ATTACHMENT A:
SPENDING PLAN SUMMARY

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PROJECTED REVENUE (January 1, 2018 through December 31, 2025)		
Development fees	+	\$5,874,881
Payments-in-lieu of construction	+	\$0
Other funds	+	\$0
Interest	+	\$39,147
	TOTAL REVENUE =	\$5,914,028
EXPENDITURES (January 1, 2018 through December 31, 2025)		
Rehabilitation	-	\$2,034,438
Affordability Assistance	-	\$3,447,200
Administration	-	\$432,390
	TOTAL PROJECTED EXPENDITURES =	\$5,914,028
	EXPECTED SHORTFALL =	\$0

ATTACHMENT B:
LETTER FROM LAKEWOOD HOUSING AUTHORITY

Scott E. Parsons
Acting Executive Director



June 6, 2019

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

Dear Mr. Oross,

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

**ATTACHMENT C:
AFFORDABILITY ASSISTANCE**

AFFORDABILITY ASSISTANCE
TOWNSHIP OF LAKEWOOD

The Township shall create an Affordability Assistance Program that shall include thirty percent (30%) of all development fees collected (including earned interest) pursuant to N.J.A.C. 5:97-8.8(a).

TYPES OF AFFORDABILITY ASSISTANCE

1. Assistance programs for low- and moderate-income tenants of housing authority projects, including:
 - a. 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.

b. 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.

Both programs 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 these programs described above will be restricted to very-low-income tenants.

2. 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

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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.

3. 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

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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 unexpected 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 ("LRRC").

4. 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 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.

ALLOCATION OF MONEYS

The allocations of affordability assistance moneys shall be distributed, per annum, in the following amounts for the above-described program.

Affordability Assistance Annual Program Funding Expectation: \$412,457 (Annual Average)

Program Name	Percentage (%)	Anticipated Affordability Assistance Funding	Administering Entity
Assistance programs for low- and moderate-income tenants of housing authority projects including (a) Security Deposit Assistance and 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 and (b) one-time crisis grants	Thirty percent (30%)	\$123,737.10	STEPS
Security Deposit Assistance and One-Time Grants for Rent	Thirty percent (30%)	\$123,737.10	STEPS
Down Payment Assistance and One-time Grants for Mortgage Payments	Twenty percent (20%)	\$82,491.40	LRRC
One-Time Grants for Condominium and Homeowner Association Fees	Twenty percent (20%)	\$82,491.40	LRRC

{41146015.11}

*Township of Lakewood Spending Plan
Revised Draft Prepared: August 13, 2019*

Affordability Assistance Annual Funding Expectation for Administration of Programs Administered by STEPS and LRRC: \$80,000 (split evenly between STEPS and LRRC)

{A1146015.1}

*Township of Lakewood Spending Plan
Revised Draft Prepared: August 13, 2019*

ADMINISTRATION PROCEDURE

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. Moneys 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.

See "Attachment D: Affordability Assistance Program Administrative Manual" for complete details.

{A1146015.1}

ATTACHMENT D:
AFFORDABILITY ASSISTANCE PROGRAM ADMINISTRATIVE MANUAL

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 ("LRRC").

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

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:

Program Name	Percentage (%)	Anticipated Affordability Assistance Funding	Administering Entity
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	Thirty percent (30%)	\$123,737.10	STEPS
Security Deposit Assistance and One-Time Grants for Rent	Thirty percent (30%)	\$123,737.10	STEPS
Down Payment Assistance and One-time Grants for Mortgage Payments	Twenty percent (20%)	\$82,491.40	LRRC
One-Time Grants for	Twenty	\$82,491.40	LRRC

Condominium and Homeowner Association Fees	percent (20%)		
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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.

Exhibit "A"

HOUSEHOLD INCOME CERTIFICATION¹

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:
 - o Social Security or SSI - Current award letter or computer print out letter
 - o Unemployment - verification of Unemployment Benefits

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

- o Welfare -TANF² current award letter
- o Disability - Worker's compensation letter
- o 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

² TANF - Temporary Assistance for Needy Families

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

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.

ATTACHMENT E:
REHABILITATION PROGRAM ADMINISTRATIVE MANUAL

{A1146015.1}

Township of Lakewood Spending Plan
Revised Draft Prepared: August 13, 2019

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

LAKESWOOD TOWNSHIP HOUSING REHABILITATION PROGRAM GUIDELINES

Prepared By: Rehabco, Inc.

THE TOWNSHIP OF LAKESWOOD 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 1A. "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 SUBORDINATION

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 refinances 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: _____

**ATTACHMENT F:
AFFIRMATIVE MARKETING PLAN**

{A1146015.1}

*Township of Lakewood Spending Plan
Revised Draft Prepared: August 13, 2019*

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, handicap, familial status/size or national origin. Lakewood Township is in Ocean County which is 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":
 - Street address
 - Directions to development
 - Number of bedrooms
 - Range of sales prices
 - Size of units
 - Household income limits
 - 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 WOBBM-FM
 - 1160 WOBBM-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 ecross@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.

ATTACHMENT G1:
RESOLUTION DESIGNATING MUNICIPAL HOUSING LAISON

**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.

ATTACHMENT G2:
RESOLUTION DESIGNATING ADMINISTRATIVE AGENT

**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.

ATTACHMENT G3:
ORDINANCE CREATING THE OFFICE ADMINISTRATIVE AGENT AND MUNICIPAL HOUSING LIAISON

**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:

TOWNSHIP OF LAKEWOOD

Kathryn Hutchinson, Clerk

Raymond G. Coles, Mayor