A Regular Meeting of the Township Committee of the Township of Plainsboro was called to order by Mayor Edmund C. Yates on March 12, 2026 at 7:00 p.m. in the Municipal Center located at 641 Plainsboro Road, Plainsboro, New Jersey.

Pledge of Allegiance led by Township Administrator Anthony Cancro.

The Township Clerk certified that the meeting was noticed as a Regular Meeting on March 06, 2026. Notices were posted in compliance with statutory requirements, and were posted at the Municipal Center, Library and township website at least 48 hours prior to the meeting. All requirements of the Sunshine Law were met.

Present were: Mayor Edmund C. Yates, Deputy Mayor David Bander, Committeepersons Nuran Nabi and Reeta Sharma. Committeeperson Neil Lewis was absent. Also present were: Township Administrator Anthony Cancro, Assistant Administrator/Township Clerk, Carol J. Torres, Township Attorney Designee Carl Taylor, and Director of Planning and Zoning Bonnie Flynn. There were three (3) interested citizens and no members of the press present.

It was MOVED by NABI and seconded by BANDER that the minutes from February 11, 2026 be approved.

**VOTE: YATES, YES; BANDER, YES; LEWIS, ABSENT; NABI, ABSENT; SHARMA, YES.**

It was MOVED by SHARMA and seconded by NABI that the minutes from February 25, 2026 be approved.

**VOTE: YATES, YES; BANDER, YES; LEWIS, ABSENT; NABI, ABSENT; SHARMA, YES.**

It was MOVED by YATES and seconded by BANDER that the executive session minutes from February 11, 2026 be approved.

**VOTE: YATES, YES; BANDER, YES; LEWIS, ABSENT; NABI, ABSENT; SHARMA, YES.**

It was MOVED by SHARMA and seconded by NABI that the executive session minutes from February 25, 2026 be approved.

**VOTE: YATES, YES; BANDER, YES; LEWIS, ABSENT; NABI, ABSENT; SHARMA, YES.**

The Mayor opened the meeting for comments from the public.

Lisa Chandler Hochman, 10 Monmouth St. – requested that the Plainsboro Police Department enforce penalties or issue citations to property owners for inadequate snow removal on privately owned sidewalks, citing safety concerns.

There being no further comments, it was MOVED by BANDER and seconded by NABI to close the public comment portion of the meeting.

**VOTE: YATES, YES; BANDER, YES; LEWIS, ABSENT; NABI, ABSENT; SHARMA, YES.**

It was MOVED by NABI and seconded by SHARMA that the following Resolutions be approved as a Consent Agenda:

**R-26-71 RESOLUTION TO REFUND RECREATION FEES**

**WHEREAS,** Ordinance Number 0-94-13 authorizes, upon written request, refunds of recreation program fee; and

**WHEREAS,** a written request has been received for a refund for Fall 2025 Winter Break Camp Day for Sufyan Akel, canceled due to low enrollment; excluding administrative fees, in accordance with the refund policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby authorizes the following program fee refund:

| Refund To | Fee Paid | Administrative Fees Deducted | Refund |
|---|---|---|---|
| Nora Yagan<br>16 Greene Drive<br>West Windsor, NJ 08550 | $15.92 | $0.92 | $15.00 |

**R-26-72 RESOLUTION TO REFUND RECREATION FEES**

**WHEREAS,** Ordinance Number 0-94-13 authorizes, upon written request, refunds of recreation program fee; and

**WHEREAS,** a written request has been received for a refund for Winter 2026 Dancing & Dessert for Alla Rosina and Steve Flaumenaum, due to a family emergency; excluding administrative fees, in accordance with the refund policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby authorizes the following program fee refund:

| Refund To | Fee Paid | Administrative Fees Deducted | Refund |
|---|---|---|---|
| Alla Rosina<br>5-G Brookline Court<br>Princeton, NJ 08540 | $24.00 | $0.00 | $24.00 |

**R-26-73 RESOLUTION TO REFUND LICENSE FEE PAYMENT**

**BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby authorize the following refund for an overpayment of the License to Conduct Eating, Drinking or Retail Food Establishment, Carol J. Torres, Assistant Administrator/Clerk:

| Reason | Refund to | Amount |
|---|---|---|
| Overpayment Electronic Online Submission | Salvatore Riccobono<br>Wood Craft Catering<br>600 College Road East<br>Plainsboro, NJ 08536-2191 | $50.00 |

**R-26-74 RESOLUTION RELEASING DEVELOPER'S ESCROW FEES FOR P24-09 NATIONAL ENERGY PARTNERS, LLC. WINDROWS SOLAR PREAPPLICATION BLOCK 201, LOT 5**

**WHEREAS,** the Township has certified that the review is complete, and the developer's escrow fees can be released to National Energy Partners, LLC.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby releases the developer's escrow fees in account no. 16-24-09 in the amount of $767.70 to National Energy Partners LLC.

**R-26-75 RESOLUTION RELEASING DEVELOPER'S ESCROW FOR P15-12 11 FORRESTAL ROAD SOUTH LLC., BEACON 3 BUILDING 2 - FINAL MAJOR SUBDIVISION AND FINAL SITE PLAN APPLICATION BLOCK 701, LOT 33.02**

**WHEREAS,** the Township Engineer has certified that the improvements are complete, and that the remaining Developer Escrow fees can be released to 11 Forrestal Road South LLC.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby releases the remaining Developer's Escrow fees in account no. 16-15-12 in the amount of $1,615.89 to 11 Forrestal Road South LLC.

**R-26-76 RESOLUTION FOR RELEASE AND REPLACEMENT OF PERFORMANCE BOND P16-12 FROM SBLP PRINCETON LLC TO MVB RIVERVIEW URBAN RENEWAL, LLC**

**WHEREAS,** SBLP Princeton LLC has requested a release of the performance bond for only Lot 3.03 Block 1703; and

**WHEREAS,** Bond No. CMS0288294 in the amount of $3,201,973.74, cash bond in the amount of $355,774.86 and inspection fee in the amount of $177,887.43 was accepted by Resolution No. 2018-38 on January 10, 2018 for Block 1703; Lot 3.02 & 3.03; and

**WHEREAS**, partial release of Bond No. CMS0288294 to $1,503,039.00 of which $150,303.90 was held as the cash bond with the remainder $1,352,735.10 was held as a performance bond was accepted by Resolution No. 2021-31 on January 13, 2021 for Block 2021; Lot 3.02 & 3.03; and

**WHEREAS,** SBLP Princeton LLC has requested release of Bond No. CMS0288294 and cash bond in the amount of $150,303.90 for only Lot 3.03 Block 1703; and

**WHEREAS,** Plainsboro Township requires posting of bond and inspection fee to insure the proper performance; and

**WHEREAS,** the Township Engineer has set forth the posting of a performance bond in the amount of $114,572.40, of which $11,457.24 will be a cash bond and the remainder $103,115.16 to be posted as a performance bond, and an inspection fee of $5,728.62 for the remaining Block 1703; Lot 3.02; and

**WHEREAS,** MVB Riverview Urban Renewal, LLC has agreed to replace the remaining performance bond for the improvements to be completed for Block 1703; Lot 3.02; and

**WHEREAS,** MVB Riverview Urban Renewal, LLC will post a replacement performance bond in the amount of $103,115.16, a cash bond of $11,457.24 and an inspection fee of $5,728.62 for Block 1703; Lot 3.02; and

**WHEREAS,** SBLP Princeton LLC has agreed to post the required maintenance bond in the amount of $242,188.73 for Lot 3.03 Block 1703.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby releases Bond No. CMS0288294 and cash bond in the amount of

$150,303.90 plus appropriate interest for Lot 3.03 Block 1703 to SBLP Princeton LLC and additional accepts the maintenance bond in the amount of $242,188.73.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Township Committee of the Township of Plainsboro hereby accepts replacement performance bond in the amount of $103,115.16, cash bond of $11,457.24 and inspection fee of $5,728.62 for Block 1703; Lot 3.02 from MVB Riverview Urban Renewal, LLC.

**R-26-77 RESOLUTION FOR RELEASE OF PERFORMANCE BOND AND ACCEPTING MAINTENANCE BOND TO P16-11, LIFE TIME FITNESS, INC. FOR PRINCETON FORRESTAL CAMPUS**

**WHEREAS,** Life Time Fitness, Inc. has requested a release of the performance bond for Princeton Forrestal Campus Block 701, Lot 33.01; and

**WHEREAS,** Bond No. 106620532 in the amount of $3,859,030.40 and cash bond in the amount of $428,781.16 and inspection fee in the amount of $214,390.58 were accepted by Resolution No. 2016-292 on December 14, 2016; and

**WHEREAS**, Bond No. 190046446 in the amount of $3,859,030.40 replaced Bond No. 106620532 previously posted by Life Time Fitness, Inc. by Resolution No. 2020-284 on November 9, 2020; and

**WHEREAS**, partial release of the performance bond to $1,286,343.47 of which $128,634.35 is to be held as the cash bond with the remainder $1,157,709.12 to be held as a performance bond was accepted by Resolution No. 2025-77 on March 12, 2025; and

**WHEREAS,** the Township Engineer has certified that these improvements are complete and that said bonds can be released; and

**WHEREAS,** Life Time Fitness, Inc. has agreed to post a maintenance bond in the amount of $3,222.00.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro hereby releases Bond No. 190046446, cash bond in the amount of $128,634.35 plus appropriate interest and agrees to accept the maintenance bond as posted by Life Time Fitness, Inc.

**R-26-78 RESOLUTION ADOPTING AN AFFIRMATIVE MARKETING PLAN FOR THE TOWNSHIP OF PLAINSBORO**

**WHEREAS,** in accordance with P.L. 2024, Chapter 2 and the New Jersey Uniform Housing Affordability Controls ("UHAC")(N.J.A.C. 5:80-26.1 *et seq*.), the Township of Plainsboro is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created are affirmatively marketed to very low-, low- and moderate-income households, particularly those living and/or working within Housing Region 2, the Housing Region encompassing the Township of Plainsboro.

**NOW, THEREFORE, BE IT RESOLVED,** that Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey, does hereby adopt the following Affirmative Marketing Plan:

**Affirmative Marketing Plan**

A. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, English-speaking ability, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, to housing units which are being marketed by a developer or sponsor of affordable housing. The Affirmative Marketing Plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward the Housing Region in which the municipality is located and covers the entire period of the deed restriction for each restricted housing unit. The Townhip of Plainsboro is located in Housing Region 3, consisting of Hunterdon, Middlesex and Somerset Counties.

B. The Townhip of Plainsboro has a plan to address both its Prior Round Obligation (1987-2025) and its Fourth Round Obligation (2025-2035). This Affirmative Marketing Plan shall apply to all developments that contain or will contain very low-, low- and moderate-income units, including those that are part of the municipality's Housing Element and Fair Share Plan, and those that may be constructed in future developments not yet anticipated by the Housing Element and Fair Share Plan.

C. The Affirmative Marketing Plan shall be implemented by the Administrative Agent under contract to the Townhip of Plainsboro, or the Administrative Agent of any specific developer approved by the municipality.

D. All of the costs of advertising and affirmatively marketing affordable housing units shall be borne by the developers/sellers/owners of affordable unit(s), and all such advertising and affirmative marketing shall be subject to approval and oversight by the designated Administrative Agent.

E. The implementation of the Affirmative Marketing Plan for a development that includes affordable housing shall commence at least one hundred twenty (120) days prior to expected occupancy. The implementation of the Affirmative Marketing Plan shall continue until all very low-, low- and moderate-income housing units are initially occupied and for as long as the affordable units remain deed restricted such that qualifying new tenants and/or purchasers continues to be necessary.

F. The Affirmative Marketing Plan is a continuing program that shall be followed throughout the entire period of affordability restrictions. In implementing the Affirmative Marketing Plan, the Administrative Agent, whether acting on behalf of the Township of Plainsboro on behalf of a specific developer, shall meet the following requirements at a minimum:

1. The primary marketing and advertising must be employed at the start of the marketing program and continue until all units are leased or sold or until the number of applications received is at least three times the number of units. Additional advertising and publicity shall be on an "as needed" basis. The developer/owner shall disseminate all public service announcements and pay for display advertisements. The developer/owner shall provide proof of all publications to the Administrative Agent. All press releases and advertisements shall be approved in advance by the Administrative Agent.

2. The advertisements shall, at a minimum, include:

a. The name and location of the housing project;

b. An address sufficient to find directions to the housing units;

c. A range of prices or rents for the affordable housing units;

d. The sizes, as measured in number of bedrooms of the affordable housing units;

e. The types (that is, family, age-restricted, or supportive) and number of affordable units available;

f. The number of units available to very low-, low-, and moderate-income households;

g. The accessibility features, if any, of the affordable housing units;

h. The maximum income permitted to qualify for the affordable housing units;

i. The population(s), if any, given preference in the selection process pursuant to N.J.A.C. 5:80-26.17(k)2;

j. Where applications (paper and online) for the affordable housing units may be found;

k. The expected lease-up/closing date(s) for the affordable housing units;

l. The expected date of the random selection;

m. The business hours when interested households may obtain paper applications for the affordable housing units;

n. Contact information, including an email address and phone number that are regularly monitored by the administrative agent;

o. The name of the sales agent and/or rental manager; and

p. Application fees, if any.

3. Affirmative fair marketing of affordable units must be completed in accordance with the requirements set forth in UHAC at N.J.A.C. 5:80-26.16 in all media and outlets required by the rules.

4. Each affordable housing development must complete worksheet substantially in the form of the model affirmative marketing worksheet published by the state.

5. Affordable units must be listed on the New Jersey Housing Resource Center's website (www.njhrc.gov) in accordance with N.J.A.C. 5:80-26.16(f)1 at least sixty (60) days before the random selection.

6. Applications, or notices thereof, used as part of the affirmative marketing program must be available in the following locations:

*a.* List all county administration buildings in the Region

*b.* List all county libraries in the Region

7. Any additional outreach as required by the Settlement Agreement or the Compliance Certification.

8. The municipality's Administrative Agent, or the Administrative Agent of a specific developer, shall comply with all requirements set forth in N.J.S.A. 52:27D-321.3 et seq. with regard to the affirmative marketing of affordable housing units.

G. The municipality's Administrative Agent shall develop, maintain and update a list of community contact person(s) and/or organizations(s) in Hunterdon, Middlesex and Somerset Counties that will aid in the affirmative marketing program with particular emphasis on contacts that will reach out to groups that are least likely to apply for housing within the region, including major regional employers.

H. The Muncipality's Administrative Agent shall develop, maintain and update a list of major employers in Hunterdon, Middlesex and Somerset Counties that will aid in the affirmative marketing program and include any additional outreach as required by the Settlement Agreement or the Compliance Certification.

I. A random selection method to select occupants of very low-, low- and moderate-income housing will be used by the municipality's Administrative Agent, or the Administrative Agent of any specific developer, in conformance with N.J.A.C. 5:80-26.16(d). Pursuant to the New Jersey Fair Housing Act (C.52:27D-311), a preference for very low-, low- and moderate-income veterans duly qualified under N.J.A.C. 54:4-8.10 may also be exercised, provided an agreement to this effect has been executed between the developer or landlord and the municipality prior to the affirmative marketing of the units.

J. All developers/owners of very low-, low- and moderate-income housing units shall be required to undertake and pay the costs of the marketing of the affordable units in their respective developments, subject to the direction and supervision of the municipality's Administrative Agent.

**BE IT FURTHER RESOLVED** that the appropriate municipal officials and professionals are authorized to take all actions required to implement the terms of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect pursuant to law.

**R-26-79 RESOLUTION ADOPTING THE HOME IMPROVEMENT PROGRAM MANUAL PURSUANT TO FOURTH ROUND AFFORDABLE HOUSING COMPLIANCE**

**WHEREAS**, the New Jersey Supreme Court and the New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the New Jersey Fair Housing Act, i.e. N.J.S.A. 52:27D-301, et seq. that every municipality in New Jersey has an affirmative obligation to facilitate the provisions of affordable housing; and

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the New Jersey Fair Housing Act ("Amended FHA"); and

**WHEREAS**, the Township of Plainsboro (the "Township") filed a timely Fourth Round Declaratory Judgment action ("DJ Action") with the Affordable Housing Dispute Resolution Program ("Program") under Docket No. MID-L-494-25, along with its binding resolution, on January 24, 2025; and

**WHEREAS**, on April 4, 2025, the Honorable Thomas Daniel McCloskey, J.S.C., the Mount Laurel Judge of Middlesex Vicinage, prepared an order fixing the Township's obligation, and authorized the Township to proceed with preparing and adopting its Housing Element and Fair Share Plan ("HEFSP") for the Fourth Round; and

**WHEREAS**, on June 16, 2025, the Township's Planning Board adopted its HEFSP; and

**WHEREAS,** the Township endorsed its HEFSP on June 25, 2025; and

**WHEREAS,** the adopted and endorsed HEFSP included a Home Improvement Program Manual, which has since been revised to conform to the amended New Jersey Uniform Housing Affordability Controls, N.J.A.C. 5:80-26., et seq. ("UHAC"); and

**WHEREAS**, the Township must adopt and approve the proposed amended Home Improvement Program Manual; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey on this 11th day of March, 2026, that:

1. The Township of Plainsboro hereby adopts and approves the Home Improvement Program Manual attached hereto, or in a form substantially consistent with the attached.

2. A certified true copy of this Resolution shall be filed by the Municipal Clerk and filed with the Program to be received by the Special Adjudicator and FSHC.

3. This Resolution shall take effect immediately.

(SEE EXHIBIT "A" PAGE 1 OF 32 INCLUSIVE)

**R-26-80 RESOLUTION ADOPTING THE RENTAL PROGRAM OPERATING MANUAL PURSUANT TO FOURTH ROUND AFFORDABLE HOUSING COMPLIANCE**

**WHEREAS**, the New Jersey Supreme Court and the New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the New Jersey Fair Housing Act, i.e. N.J.S.A. 52:27D-301, et seq. that every municipality in New Jersey has an affirmative obligation to facilitate the provisions of affordable housing; and

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the New Jersey Fair Housing Act ("Amended FHA"); and

**WHEREAS**, the Township of Plainsboro (the "Township") filed a timely Fourth Round Declaratory Judgment action ("DJ Action") with the Affordable Housing Dispute Resolution Program ("Program") under Docket No. MID-L-494-25, along with its binding resolution, on January 24, 2025; and

**WHEREAS**, on April 4, 2025, the Honorable Thomas Daniel McCloskey, J.S.C., the Mount Laurel Judge of Middlesex Vicinage, prepared an order fixing the Township's obligation, and authorized the Township to proceed with preparing and adopting its Housing Element and Fair Share Plan ("HEFSP") for the Fourth Round; and

**WHEREAS**, on June 16, 2025, the Township's Planning Board adopted its HEFSP; and

**WHEREAS,** the Township endorsed its HEFSP on June 25, 2025; and

**WHEREAS,** the adopted and endorsed HEFSP included a Rental Program Operating Manual, which has since been revised to conform to the amended New Jersey Uniform Housing Affordability Controls, N.J.A.C. 5:80-26., et seq. ("UHAC"); and

**WHEREAS**, the Township must now adopt and approve the proposed amended Rental Program Operating Manual; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey on this 11th day of March, 2026, that:

1. The Township of Plainsboro hereby adopts and approves the Rental Program Operating Manual attached hereto, or in a form substantially consistent with the attached.

# Home Improvement Program

## Policies and Procedures Manual

# *Plainsboro Township*

## *New Jersey*

Created 6/5/25

*Revised 11/10/25: Funding Limit*

*Revised 2/10/26 for Fourth Round Regulations*

Prepared by:

CGP&H
Community Grants, Planning & Housing
*Good People. Great Results. Since 1993.*

1249 South River Road, Suite 301
Cranbury, NJ 08512-3633
609/664-2769 www.cgph.net

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# Home Improvement Program

*Policies & Procedures Manual*

## I. INTRODUCTION

The purpose of this document is to establish policies, guidelines and procedures which will govern the Home Improvement Program (HIP). The HIP was created by Plainsboro Township to assist properties occupied by very low, low and moderate-income households to correct all existing interior and exterior health, safety and code violations in conformity with the standards of the New Jersey State Housing Code, N.J.A.C. 5:28 and the Rehabilitation Subcode, N.J.A.C. 5:23-6. The HIP is guided by Uniform Housing Affordability Controls (UHAC) promulgated by the New Jersey Housing and Mortgage Finance Agency at N.J.A.C.5:80-26 et seq, the amended Fair Housing Act at N.J.S.A. 52:27D-301 et seq., the Fair Housing Act Regulations promulgated by the Department of Community Affairs, Division of Local Planning Services ("LPS") at N.J.A.C. 5:99 et seq., and statutorily upheld existing regulations of the former Council on Affordable Housing ("COAH") at N.J.A.C. 5:93 and 5:97. and is subject to all laws, regulations, ordinances, and codes of the New Jersey Department of Community Affairs (DCA) and the Municipality. The Municipality contracted with Community Grants, Planning & Housing LLC (CGP&H), a private consulting firm specializing in the implementation of publicly-funded housing rehabilitation programs, to manage and administer the HIP.

This manual reflects changes to UHAC that went into effect in December 2025. These UHAC changes impact every aspect of the Administration of affordable units from income qualification to deed restrictions and there are many outstanding questions about the applicability of the rules and how to implement the regulations. Future changes to the manual will be required after the Department of Community Affairs (DCA) launches its educational program for Administrative Agents. In addition, the New Jersey Housing and Mortgage Finance Agency (NJHMFA) has indicated that they will be publishing and an updated "Understanding UHAC" manual that will provide additional clarification to Administrative Agents on the updated regulations. This manual does not include all provisions of UHAC, and UHAC is a companion document to this manual.

The Program's funding source will be affordable housing trust funds. If the funding source changes, the manual will be updated to reflect the change as well as changes to regulation requirements, if any.

### A. Fair Housing and Equal Housing Opportunities

It is unlawful to discriminate against any person making application to participate in the housing rehabilitation/home improvement programs or rent a unit with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments.

For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or via their website at https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home. Fair Housing and Equal Housing Opportunities apply to both owner and tenant applications.

## II. ELIGIBLE PARTICIPANTS

### A. Program Area

The HIP is a Township wide program currently aimed at scattered site housing rehabilitation of housing occupied by very low, low and moderate-income households throughout Plainsboro Township.

### B. Categories of Participants

Both owner-occupied and renter-occupied housing units are eligible to receive funding for rehabilitation provided that the occupants of the units are determined to be income eligible, the units are determined to be substandard and for primary residency only. Owners of rental properties do not have to be income eligible households. If a structure contains two or more units and an owner, who is not income eligible, occupies one unit, funding may be provided for the rehabilitation of the rest of the units if income-eligible households occupy those units. Rents must be affordable to low- or moderate-income households.

For housing units which received past affordable housing state credit, the following rules for repeat assistance shall apply.

- An owner of a previously rehabbed unit may apply for current rehab assistance if the unit was rehabbed in a prior Round and the affordability period has expired.
- An owner of an existing affordable deed restricted ownership unit with an active deed restriction that is currently meeting a Round 1, Round 2 or Round 3 credit may apply for current rehab assistance for the municipality to obtain a Round 4 present need credit,

unless the affordable housing deed restriction receives a new affordable housing credit during Round 4 due to extended controls.

- Housing units which the municipality receives an affordable housing credit in Round 4 in any category are not eligible for additional assistance from the municipality's housing rehabilitation program during Round 4.
- Essentially, a municipality cannot double credits on a unit within the same affordable housing Round.

### C. Income Limits

Household income is defined as the combined annual income of all family members over 18 years of age including wages, Social Security, disability insurance, unemployment insurance, pensions, dividend/interest income, alimony, etc. Each unit's total household gross income must fall within the State's moderate-income limits based on family size.

Maximum income limits are provided annually by NJHMFA for each of the six Affordable Housing regions. The income limits used for this program are the applicable regional income limits for the region in which the Municipality is located. Current income limits are available at https://nj.gov/dca/hmfa/about/uhac.

### D. Application Selection

At program start-up, and if and when the homeowner intake demand exceeds the number of openings, applications may be prioritized based on the reported income of the household as a percentage of the maximum allowable income for households of that size. This will give priority to the lowest income applicants and assist the municipality in reaching its goal of providing assistance to a minimum of 50% of the properties comprising of low income households. Otherwise, the Program will process new applicants added to the waiting list/applicant pool on a first-come, first served basis, to qualified applicants. If and when there is a waiting list, priority will be given to homeowners with less than $300,000 in liquid assets. Assets in federally recognized retirement accounts do not apply to the liquid asset limit. The HIP will establish the waiting list from the program marketing efforts identified in Section IX of this manual.

***Emergency Processing Order***

Properties with safety and/or health hazards, confirmed/certified as an emergency by the municipal Construction Official or Health Department, can by-pass the first-come, first served process however they must meet all the other program requirements including income eligibility and bringing the unit up to code.

The Program Administrator shall determine that an emergency situation exists based on the following:

A. The repair problem is an immediate and serious threat to the health and safety of the building's residents

B. The problem has been inspected and the threat verified by the appropriate local building inspector, program inspector and/or health official

Depending on the type and extent of the emergency and with the homeowner's permission, the Program may by-pass the standard bid process outlined in *Section V sub-section N* to expedite the bid/contractor selection process. Instead, the Program may have a proven qualified contractor familiar with the Program present at the initial property inspection with the homeowner to count as the contractor's site visit. This will allow for a quick turn-around on emergency scope of work to be contracted on a single quote basis. To be awarded the emergency work, the contractor 's quote must be determined to be a reasonable cost based on the Program Inspector's cost estimate and the contractor must commit to a tight timeline to resolve the emergency situation. This emergency process may apply to heavily leaking roofs, inoperable heating systems during the winter months, immediately hazardous electrical systems and/or blocked sewer lines unresolvable to unclog via a simple service call for under $1,000.

Please note that the loan agreement will state that if the homeowner takes the emergency funds to abate the safety/health hazards and then subsequently decides to voluntarily remove themselves from participation in the Municipality's Home Improvement Program to complete the non-emergency substandard code violation components of their project, essentially negating any opportunity for the municipality to gain credit for a fully rehabilitated home for this unit, those public funds used for the emergency shall be immediately due and payable back to the Municipality.

To address this potential, any homeowner receiving emergency funds will also be required to execute a statement indicating that the Municipality will place a lien on the property assisted for the Municipality to recapture the emergency funds, to be repaid with interest, based on the monthly average mortgage loan commitment rates at the time of closing in the event of noncompliance.

# III. ELIGIBLE ACTIVITIES

### A. Eligible Improvements

The purpose of the program is to bring substandard housing up to code. In order to qualify for participation in the program, the condition of each home must be certifiable as being "substandard" as defined in N.J.A.C. 5:93-1.3.

In other words, at least one of the following major systems must be in need of replacement or substantial repair:

- Roof
- Plumbing (including wells)
- Heating
- Electrical
- Sanitary plumbing (including septic systems)
- Load bearing structural systems
- Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

The related work may include, but not be limited to the following:

- Lead paint remediation
- Interior trim work
- Interior and/or exterior doors
- Interior and/or exterior hardware
- Interior stair repair
- Exterior step repair or replacement
- Porch repair
- Wall surface repair
- Painting
- Exterior rain carrying system repair

### B. Ineligible Improvements

Work not eligible for program funding includes but is not limited to luxury improvements (improvements which are upgrades/higher than mid-grade and/or strictly cosmetic), carpets, additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools, landscaping, solar panels and generators. If determined unsafe, stoves may be replaced. The replacement or repair of other appliances is prohibited. Rehabilitation work performed by property owners shall not be funded under this program.

**C. Rehabilitation Standards**

Funds are to be used for work and repairs required to make the unit standard and abate all interior and exterior violations of the New Jersey State Housing Code (N.J.A.C. 5:28), the Rehabilitation Subcode (N.J.A.C. 5:23-6), and the Township's local property maintenance code (of which the more restrictive requirements will apply), conserve energy and remove health and/or safety hazards; and any other work or repairs, including finishing and painting, which are directly related to the above listed objectives. For projects that require construction permits, the rehabilitated unit shall be considered complete at the date of final approval pursuant to the Uniform Construction Code.

Municipal rehabilitation investment for hard costs shall average at least $10,000 per unit, and include the rehabilitation of at least one major system, as previously defined under eligible improvements.

**D. Certifications of Substandard/Standard**

The Program Building Inspector will inspect the property to determine which systems, if any, are substandard in accordance with sub-section A above and issue a Certification of Substandard. Upon program construction completion, all code deficiencies noted in the inspection report must be corrected and rehabilitated units must be in compliance with the standards proscribed in sub-section C above upon issuance of a municipal certificate of completion/approval.

*Continued on next page*

# IV. FUNDING TERMS FOR OWNER OCCUPIED AND INVESTOR OWNED UNITS

## A. Terms and Conditions for Owner Occupied Units

Table 1 Owner-Occupied Single Family Home Terms & Conditions

| Owner-Occupied Single Family Unit<br>Terms and Conditions of Loan | |
|---|---|
| **Minimum Loan Amount** | The municipality may rehabilitate substandard units that require less than $10,000 of work, provided the municipal rehabilitation activity averages at least $10,000 per unit. |
| **Maximum Loan Amount** | $30,000 per unit |
| **Interest Rate** | 0% (No monthly payments) |
| **Payment Terms:** | 100% forgivable if homeowner maintains occupancy and title during the 10-year period. Original Principal is due if house is sold and/or title/occupancy changes years 1 through 10 except for *Exceptions to Loan Repayment Terms* section below. |
| **Mechanism for Securing Loan** | Mortgage and Mortgage Note recorded against property |

If the owner decides to sell the property, transfer title, or if the owner should die before the terms of the lien expire, the owner, heirs, executors or legal representatives must repay 100% of the original loan per the schedule above upon a title change. Rental of house is allowable under certain conditions subject to approval by the Administrative Agent.

Exceptions to Loan Repayment Terms above during the lien period:

1. If the loan transfers due to inheritance by a Class A beneficiary who will take occupancy upon death of Program mortgagee/Borrower and assume the lien (income eligibility not a requirement); or if by inheritance by a qualified income eligible non-Class A beneficiary, or

2. If the house is sold at an affordable price pursuant to UHAC to someone who can be qualified as income eligible, takes occupancy and agrees to assume the program lien, or

3. If the house is sold at an affordable price pursuant to UHAC to an investor who assumes the lien and also signs a deed restriction for the remaining duration of the affordability period to rent the dwelling at the affordability controls restricted rental rate and according

to the affirmative marketing requirements for re-rentals. When this occurs, the Township's Administrative Agent will be responsible for monitoring compliance over that unit.

When a trustee of a trust deed ownership of a single-family property is the applicant occupant of the property, the owner-occupied category terms apply.

## B. Terms and Conditions on Owner-Occupied Multi-Family Rental Units

Table 2 Owner-Occupied Multi-Family Home Terms & Conditions

| Owner-Occupied Multi-Family Including Tenant Unit(s) | Terms and Conditions of Loan |
|---|---|
| **Minimum Loan Amount** | The municipality may rehabilitate substandard units that require less than $10,000 of work, provided the municipal rehabilitation activity averages at least $10,000 per unit. |
| **Maximum Loan Amount** | $20,000 per unit |
| **Interest Rate** | 0% (No monthly payments) |
| **Payment Terms** | 100% forgivable if homeowner maintains occupancy and title during the 10-year period. Original Principal is due if not in compliance with affordability controls. Rental restrictions transfer with property. See Restrictions below. |
| **Mechanism for Securing Loan** | Mortgage, Mortgage Note and Deed Restriction recorded on property |

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable

The owner will execute a Mortgage, Mortgage Note, and Deed Restriction, the latter which guarantees the continued availability of the rental unit to low or moderate-income households for the terms of the ten-year deed restricted affordability period. The affordability terms for the rental units do not expire even if the owner sells the property, transfers title to the property, or dies within the ten-year program deed restricted affordability period.

Moreover, if Program funds were expended on the owner-occupied unit, and the homeowner sells, transfers title, dies or is not in compliance during the ten-year deed restricted affordability period, unless ownership is transferred to another low or moderate-income homeowner, any

Program funds expended on work done on the owner's individual unit along with a pro-rata portion of the shared improvements must be fully repaid to the Municipality and used to rehabilitate another housing unit.

**Additionally, for rental units in a multi-family owner-occupied home:**
For tenant units, the maximum permitted rent is pursuant to UHAC and subject to annual adjustment. If a unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the Deed Restriction shall require the unit to be rented to a low- or moderate- income household at an affordable rental price and will be affirmatively marketed by the Township's designated Administrative Agent, in accordance with Plainsboro Township Affordable Housing Affirmative Marketing Plan. Landlords are responsible to pay income certification fees and affirmative marketing cost for re-rentals.

For information regarding future rental increases: Please refer to Section VIII of this manual. When a trustee of a trust deed ownership of a multi-family property is the applicant occupant of the property, the multi-family category terms apply.

### C. Terms and Conditions on Investor-Owned Single and Multi-Family Rental Units

Table 3 Investor-Owned Terms & Conditions

| Investor-Owned Single and Multi-Family Units<br>Terms and Conditions of Loan | |
|---|---|
| **Minimum Loan Amount** | Per NJ.A.C. 5:93-5.2, the municipality may rehabilitate substandard units that require less than $8,000 of work, provided the municipal rehabilitation activity shall average at least $10,000 per unit. |
| **Maximum Loan Amount** | $20,000 per rental unit |
| **Interest Rate** | 0% (No monthly payments) |
| **Payment Terms** | Owner pays 20% of rehab cost at construction agreement signing. 80% balance forgiven if in compliance with rental restrictions. The 20% rehab cost is waived for non-profit corporation rentals*, if any. Rental restrictions transfer with property. See restrictions below. |
| **Mechanism for Securing Loan** | Mortgage, Mortgage Note and Deed Restriction recorded against property |

The ten-year affordability controls against the property will be recorded in a Deed Restriction. The property owner agrees to abide by the rental affordability controls for the life of the Deed Restriction. Additionally, the following conditions apply:

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable and as designated by unit in the Deed Restriction. The maximum permitted rent is determined by the Township's Administrative Agent and is pursuant to UHAC and subject to annual adjustment.

Throughout the ten-year affordability controls, if a rental unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the Deed Restriction shall require the unit to be rented to a low- or moderate-income household(as designated by unit in the Deed Restriction) at an affordable price and will be affirmatively marketed in accordance with the Plainsboro Township Affordable Housing Affirmative Marketing Plan by the Township's current Administrative Agent at the rates and terms defined within that Agreement. Landlords are responsible to pay income certification fees and affirmative marketing costs for re-rentals.

The owner will execute a Mortgage, Mortgage Note and Deed Restriction, the latter which will guarantee the continued availability of the unit to income eligible households for the terms of the ten-year lien affordability period.

Throughout the ten-year deed restrictive period, the affordability terms do not expire even if the owner sells the property, transfers title to the property, dies, or rents to other than low or moderate-income renters, before the terms of the lien expire.

Life estate deed ownership falls under the investor category. Additionally, when a trustee of a trust deed ownership is not the applicant occupant of the property, the investor terms apply.

* Group Homes are ineligible because they are not separate units.

### D. Special Needs Waivers for Higher Cost Rehabilitation Projects

In cases of housing rehabilitation costs exceeding the program maximum loan amounts listed in applicable Tables 1, 2 and 3 above:

- The Program will attempt to negotiate with lowest qualified bidding contractor to lower bid price.
- The Program will review scope of work to omit work items without jeopardizing code status.
- The Program will confirm whether the homeowner can contribute personal funds. It will be mandatory for households with more than $30,000 in liquid assets to contribute personal funds for the difference rather than obtain a special needs waiver.
- If needed, the Program will attempt to partner with other possible funding sources such as the Low Income Home Energy Assistance Program (LIHEAP).
- The Program reserves the right to make an exception and allow the expenditure of up to an additional $5,000 per unit to address code violations. Households with more than thirty thousand dollars in liquid assets will not be considered for additional funding but rather will be required to contribute personal funding for the difference. The Municipality will consider other situations for special needs waivers. Individual files will be reviewed on a case-by-case basis. Upon Program and Township approval, a Special Needs Funding Limit Waiver may be issued.
- If no viable options, the case will have to be terminated.
- Investor properties are not eligible for special need waivers.

### E. Use of Recaptured Program Funds

All recaptured funds will be deposited into a Plainsboro affordable housing trust fund in accordance with N.J.A.C. 5:93-8.15.

# V. IMPLEMENTATION PROCESS

### A. Application/Interview

For each prospective applicant, this process starts with a homeowner either submitting an online preliminary application or the Housing Rehabilitation Specialist pre-qualifies the interested homeowner by phone, whichever is the homeowner's preference. The information is entered in the program applicant pool/waiting list. If the homeowner passes the preliminary criteria review, program information, guidelines, and an application package will be mailed or emailed to the applicant when their name is reached in the program's waiting list. Each prospective applicant is to complete the application and return it to the Housing Rehabilitation Specialist, along with the required verification documents. Upon receipt of the completed application package, a case file will be opened for the applicant and a case file number will be assigned to the unit. The Housing Rehabilitation Specialist will be available via a direct phone line to assist applicants during this and all other phases of the process. Additionally, as needed, a Housing Rehabilitation Specialist will be available for face-to-face prescheduled appointments. Once a case is assigned a number, the cases are processed in the order of receipt of completed applications.

**B. Eligibility Certification**

To be eligible for assistance, households in each unit to be assisted must be determined to be income eligible. All adult members, 18 years of age and older, of both the owner household and tenant household (if any) must be fully certified as income-eligible before any assistance will be provided by the Program.

The Program staff shall determine household income in accordance with the procedure for calculating annual income at the time of household application, stipulated at 24 CFR 5.609, as it was in effect on December 20, 2024, and described in Chapter 5 of HUD [page=2782] Handbook 4350.3: Occupancy Requirements of Subsidized Multifamily Housing Programs, which is available at:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/4350.3.

In the future, the Program Staff shall accept household income determinations made within the previous 180 days by another administrative agent that has successfully completed DCA's Education Program. This is not applicable at this time because the Education Program has not been made available and therefore no Administrative Agents have successfully completed the program.

**C. Other Eligibility Requirements**

Applicant to submit the following in the application package:

- Copy of current Homeowner's insurance declarations page (not the policy or receipt);
- Proof of flood insurance, if property is located in a flood zone;
- Copy of recorded deed to the property to be assisted;
- If deed co-holder resides at another location, provide proof of same (driver's license, etc);
- If widow or widower, copy of spouse's Death Certificate;
- Proof that all mortgage payments and, when applicable, Homeowner Association (HOA) Fees are paid current;
- Copy of any and all other liens recorded against the property;

- Personal identification (a copy of any of the following: Driver's License, Passport, Birth Certificate, Social Security Card, Adoption Papers, Alien Registration Card, etc.); and
- Original of signed Eligibility Release form.

Properties for sale are ineligible for program assistance as well as any property the homeowner plans to sell within the next two years.

### D. Requirements of Property Taxes Paid Current

All applicants' property tax must be paid current. Individual files will be reviewed on a case-by-case basis.

### E. Sufficient Equity and Carrying Cost

Additionally, to be determined eligible, there must be sufficient equity in the home to cover the program lien. In other words, the market value of the house must be greater than the total of the existing liens and anticipated program lien combined. For the sake of this rule, the market value of the home will be calculated using the Municipality's assessed value divided by the equalization ratio. All existing property liens (mortgage, home equity loan, etc.) are then deducted from the calculated house value to determine the current property equity. The Municipality may consider a Special Needs Waiver approved by the municipality on a case-by-case basis for limited equity, but not for negative equity. Additionally, the applicant's income shall be sufficient to meet the carrying costs of the unit or the homeowner is to demonstrate how the unit's carrying costs are funded. This will be reviewed on a case-by-case basis.

### F. House Conditions:

All areas of the house must be readily accessible, uncluttered, and clean. This is in anticipation of the Program Inspector and contractors needs of proper and sanitary access for inspections and construction work progress.

If there are any repairs or renovations currently being undertaken on the home by others or the homeowner or done within the last few years that require or required municipal permits, the work must be completed and the permits closed out prior to the homeowner applying to the Program.

### G. Eligibility Scenarios of Multi-Family Structures

Several possibilities exist concerning the determination of eligibility in an owner-occupied multi-family structure.

**Scenario 1.** The Program Administrator determines that the owner is income eligible and the renters in each unit are income eligible. In this case, all of the units are eligible for rehabilitation.

**Scenario 2.** The Program Administrator determines that the owner is income eligible, but the renters are not. In this case, only the landlord's unit is eligible for rehabilitation. If a home improvement is undertaken which affects all the units in the house (e.g., replacement of a roof), the HIP will only cover a prorated percentage of the cost. For example, in a two-family home with units of approximately equal size, only 50% of the cost of roof replacement will be covered. Where units differ by more than 10% in size, the proration should be based on percentage of square footage within each unit compared to the total interior square footage of all other units in the structure. Shared common areas should not be counted in the denominator for the pro rata calculation.

**Scenario 3.** The Program Administrator determines that the owner is not income eligible, but the renters are. In this case, the rental units are eligible for rehab, but the owner's is not. If a rehab activity is undertaken which affects all of the units in the house (e.g., replacement of roof), the HIP will only cover a prorated percentage of the cost. For example, in a four-family home, only 75% of the cost of roof replacement would be covered. Where units differ in size, the proration is based on percentage of square footage.

If any of the conditions above apply to a particular applicant's case, CGP&H sends a letter that explicitly identifies which of the units is eligible for rehabilitation, as well as specifies any applicable percentage of the hard costs of rehabilitation between the Program and the homeowner. The homeowner's monetary contribution is to be paid prior to the start of construction at the preconstruction conference in the form of a money order or certified check made payable to the contractor. The payment is held by the Program until the work is satisfactorily completed, at which time the Program will release the payment to the contractor.

**Investor Properties:**

The Program Administrator determines the tenant income for eligibility. The owner's income is not applicable for eligibility review because the owner does not occupy the property getting repair assistance via the Program. Instead, the owner of an investment property pays a set required direct contribution toward construction cost rather than the above prorated portion for owner-occupied multiple family properties. Refer to section IV-C.

## H. Eligibility Certification

After the Program Administrator has determined that the household is income eligible and meets all other eligible requirements, the Program Manager will complete and sign the Eligibility Certification. This certification is valid for 180 days starting from date of eligibility certification. A

Construction Agreement must be signed within this time period. If not, the Program Administrator must reevaluate the household's eligibility.

After the household is certified as income eligible, the Homeowner/Program Agreement will be executed between the homeowner and the Municipality.

If an applicant is determined ineligible, for any reason, the Program will issue a Notice of Ineligibility explaining the reason for the ineligibility determination and case termination.

### I. Housing Inspection/Substandard Certification/Work Write Up/Cost Estimate

The Program Inspector will perform a comprehensive inspection to determine what work items are necessary to bring the home up to code, as identified in section III C. Photos will be taken at the comprehensive inspection to document existing conditions. As a result of the comprehensive inspection, the Program Inspector will prepare a work write-up and cost estimate. All repairs needed to bring the home up to code will be identified. To the extent that the budget may permit, home weatherization will also be included. This work write-up will include a breakdown of each work item by category and by location in the house. The work write-up will contain information as to the scope of work and specifics on materials such as type, quantity and cost. A total cost estimate will be calculated for each housing unit. Improvements approved under the Program shall be based on the cost of mid-grade fixtures and materials. No upgrades from this standard shall be allowed. Only eligible rehab work will be funded by the Program. In the event that not all items can be accomplished due to program funding caps, the Program Inspector will establish a priority repair system which addresses the code violations before the non-code violations. The HIP's policy is to create Work Write-Ups and Cost Estimates that fall within the HIP funding caps. In unusual hardship cases and when the cost to correct all code violations exceeds the program funding limit, the HIP will seek the homeowner's monetary contribution. If the homeowner is unable to contribute funds or obtain funds from another funding source, the HIP will request additional funds from Plainsboro Township.

For houses built prior to 1978, refer to Section VII Lead Base Paint (LBP).

### J. Contractor Selection

The homeowner, with the approval of the Program Inspector, will select the contractor. The Housing Rehabilitation Specialist will provide the homeowner with a copy of the work write up and the Program Contractor List. The homeowner will complete the Work Write-Up Review Form indicating review and approval of the work write-up and advising of any contractors currently on the Program Contractor List that the homeowner does not wish to have notified of the availability of the bid package. If the homeowner wishes to solicit a bid from a contractor not currently on the Program Contractor List, the homeowner will provide the contractor's name, address and telephone number on the Work Write-Up Review Form. Any contractors that have not been previously qualified are eligible to participate but must submit their qualifications as well as their bid in the bid package.

The Housing Rehabilitation Specialist will notify at least three (3) currently active contractors that a bid package for the property is available. Each contractor must contact the Housing Rehabilitation Specialist to obtain a full bid package and the contractor must submit a bid to the Housing Rehabilitation Specialist by the submission deadline (usually within three (3) weeks of the date of the bid notification letter). All submitted bids will be opened and recorded by the Program Administrator at a meeting open to all interested parties.

The submitted bids will be reviewed by the homeowner and the Program Inspector. Generally, the lowest responsible bid from a qualified contractor will be chosen. If the homeowner selects a higher bid, he/she must pay the difference between the chosen and the lowest responsible bid.

The Housing Rehabilitation Specialist will email the following documentation to the Municipality:

- Bid Tabulation sheet of all bids received
- Awarded contractor's bid including completed Contractor Award Checklist
- For each contractor's first award in a calendar year, will also include awarded contractor Business Registration Certificate (BRC) and W-9.

Contractor award is passed via a Resolution by the Municipal Committee. The Municipality will provide the Housing Rehabilitation Specialist with a copy of the Resolution for placement in the case file.

### K. Pre-Construction Conference/Contract Signing

The Program Inspector will conduct a pre-construction conference with the homeowner and contractor. Prior to the pre-construction conference the homeowner will be provided with copies of the loan documents and the Construction Agreement and the contractor will be provided with a copy of the Construction Agreement for review. At the time of the pre-construction conference, the scope of work will once again be reviewed. The homeowner and contractor responsibilities will also be reviewed, as well as the Program's construction procedures and program limitations. The homeowner and contractor will each sign the Construction Agreement and receive copies. The homeowner will sign and receive copies of the Mortgage and Mortgage Note in the amount of the HIP subsidy. For rental properties, the property owner will also sign the Deed Restriction.

If the homeowner is providing any funds for the rehabilitation of his/her home, those funds must be provided at the time of the pre-construction conference in the form of a certified check or money order made payable to the contractor. The check will be held by the Program and will be applied towards the contractor's first progress payment.

The contractor will be provided with information regarding the Lead-Based Paint Poisoning Prevention Act (4a.USC 483 1 (b)). The homeowner will be advised of the hazards of lead base paint in houses built prior to 1978 and provided with the EPA booklet Renovate Right. Both contractor and homeowner will each sign the respective Certifications. Additionally, for houses built prior to 1978, Section VII Lead Base Paint (LBP) applies.

Following the pre-construction conference, the Housing Rehabilitation Specialist will provide the Municipality with a copy of the Construction Agreement which includes an itemized price list of the work.

It is the contractor's responsibility to ensure all required permits are applied for prior to the start of construction and, if applicable, at the time of any change orders.

The construction permitting process is handled by the municipality's Construction office.

**L. Initiate Municipal Voucher**

Upon contractor award decision, the Municipality will provide the Housing Rehabilitation Specialist with a blanket purchase order to create two purchase orders for each case for the contractor to sign at the pre-construction conference at time of contract signing. The contractor's signed purchase orders will be held by the Housing Rehabilitation Specialist until construction progress is sufficient to submit to the municipality.

The Municipal voucher will be separated into two potential payments. The Program staff will match the payment request up with the Municipal voucher issued at the pre-construction conference and adjust the payment amount as per the inspection results. Ultimately upon construction completion, the payments will equal the full voucher amount plus or minus any change orders.

For each contractor's first award in a calendar year, the Housing Rehabilitation Specialist will provide the municipal applicable staff with the awarded contractor Business Registration Certificate (BRC) and W-9 form.

**M. Progress Inspections**

The Program Inspector will make the necessary inspections of the progress of property improvements. Inspections are necessary to ensure that the ongoing improvements coincide with the scope of work outlined in the work write-up. It is the contractor's responsibility to notify the Program Inspector when a minimum of 40% of the total contract work is completed. The Program Inspector will schedule the inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the work is ready for inspection.

If work passes the satisfactory progress inspection, the Housing Rehabilitation Specialist will follow the procedures spelled out in Section V subsection T *Payment Structure and Process* to process a contractor's progress payment request.

The Program Inspector will notify the contractor and the homeowner in writing of any work deficiencies discovered during the progress inspection. Work deficiencies must be corrected prior to the contractor's request for the next inspection.

For houses built prior to 1978, a work item marked EPA RRP Rule cannot be paid for until the contractor provides a post renovation report to the Program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

### N. Change Orders

If it is determined during rehabilitation that a change from the original work write-up is required, a Program Change Order Authorization form must be completed and approved by the homeowner, the contractor, the Program and the Municipality.

The Housing Rehabilitation Specialist will forward the executed change order to the Municipality for approval via a Resolution by the Municipal Committee. If the change order work discovery is urgent, such as during roof tear off and cannot wait until the next Committee meeting, it will be submitted for Municipality's preliminary special needs approval prior to Resolution at upcoming Committee meeting.

The contractor will be notified by the Housing Rehabilitation Specialist of the results, and no change order work should be undertaken by the contractor until he has received a copy of the fully executed Change Order Authorization or the contractor risks non-payment for the change order work.

### O. Final Inspection

Prior to requesting a final inspection, it is the contractor's responsibility to:

- Properly close out all the permits and to provide proof of closed out permits to the Housing Rehabilitation Specialist via the municipal Certificate of Approval;

- Deliver to the homeowner a complete release of all liens arising out of the Construction Agreement, a receipt in full covering all labor, materials and equipment for which a lien could be filed or a bond satisfactory to the owner indemnifying owner against any lien; and;
- Provide the homeowner with all applicable warranties for items installed and work completed during the course of the rehabilitation.

Once the contractor has provided the Housing Rehabilitation Specialist with all required job closeout forms, the contractor will be responsible to request the Program's final inspection. The Program Inspector will schedule the final inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the rehabilitation work has been completed and is ready for inspection. The Program Inspector will then conduct a final inspection to certify that the required property improvements are complete. The homeowner will be present during the final inspection and the contractor will be present if there are issues to resolve.

Construction progress on work line items will be inspected and considered for payment. If the work passes satisfactory final inspection, the Housing Rehabilitation Specialist will follow the procedures spelled out in Section V subsection T. *Payment Structure and Process* to process the contractor's final payment request.

For houses built prior to 1978, a work item marked EPA RRP Rule cannot be paid for until the contractor provides a post renovation report to the program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

If the Program Inspector identifies any work deficiencies during the final inspection, the Program Inspector will notify the contractor and the homeowner of the deficiencies in writing and the value of said deficiencies will be deducted from the final payment request. Work deficiencies discovered during the final inspection will require the Program Inspector to conduct a subsequent inspection upon contractor's correction of deficiencies. The Rehabilitation Program reserves the right to hold the contractor responsible to pay the cost of any additional inspections beyond the final inspection at a rate per inspection determined by the program administrative contract current at that time, for prematurely requesting the final inspection with the work not 100% completely done in a workman-like manner. Additional inspections are those in excess of the one progress inspection and the final inspection which are needed to inspect corrected deficiencies. The contractor must issue the failed final inspection penalty payment directly to the Program Administrator, CGP&H, via a check prior to the Program Inspector scheduling and repeating the final inspection process. CGP&H will notify the municipality each time a penalty is levied.

The Program lien period will commence upon satisfactory completion of the final inspection. Photographs will be taken of the rehabilitated housing unit by the Program Inspector at the time of the satisfactory final inspection.

**P. Payment Structure and Process**

The Municipality will issue all payments, which will be made according to the following schedule:

One progress payment (representing a minimum of 40% of total contract work completed) will be paid. Upon completion of one hundred percent (100%) of the rehabilitation work, the contractor is eligible for final payment of the contract price.

Upon a satisfactory program inspection, and confirmation from the Housing Rehabilitation Specialist that all contractor's documents have been submitted according to program procedures, the Housing Rehabilitation Specialist will submit to the Municipality:

- Program's Request for Payment form with Owner's and Program's written approval
- The Municipal voucher signed by the contractor and adjusted to match the current payment amount
- Copy of change order, if one occurred

The Municipality retains the right to make payments to the contractor without homeowner approval should the homeowner become unavailable to sign the Program contractor payment form due to illness or absence. In such instance, the Program shall make reasonable attempts to contact the homeowner. If such efforts are not successful within a two-week period from the final inspection date, the Program shall advise the Municipality, provide documentation of efforts to obtain homeowner approval, and may authorize contractor payment without homeowner sign-off, to not hold up payment rightfully due to the contractor.

The Housing Rehabilitation Specialist is to submit the contractor payment request to the applicable municipal staff and, if acceptable, the payment request will be placed on the upcoming Bill List agenda. The Municipality will forward to the Housing Rehabilitation Specialist a copy of the executed payment to the contractor for case file records.

Upon job completion, the combined Municipality payments will total the Construction Agreement, including all applicable change order(s) if any, and minus owner contribution, if any. The combined Municipality payments will also match the final Municipal Voucher amount. Progress and final payments will be made payable to the contractor.

**Q. Standard Certification**

A Certificate of Approval issued by the municipal construction official at the time the contractor closes out the rehabilitation construction permits, will confirm the scope of rehabilitation work has been completed and that the housing unit is now up to code standard. The contractor is to provide the Certificate of Approval to the Housing Rehabilitation Specialist when requesting the final inspection. The Housing Rehabilitation Specialist will ensure that a copy of the Certificate of Approval is placed in the case file.

**R. Record Mortgage Documentation**

At construction completion, the Housing Rehabilitation Specialist will forward the executed mortgage to the Township's Director of Planning and Community Development for recording. The Municipality will immediately file the mortgage with the County Clerk. For rental properties, the Deed Restriction will also be recorded.

**S. File Closing**

The Housing Rehabilitation Specialist will close the homeowner's file after the final payment is made and the mortgage, and when applicable, Deed Restriction is/are returned from the County with recorded date, book and page.

The Housing Rehabilitation Specialist will send the homeowner a case closeout letter explaining the warranty period, importance of program documents for personal record keeping, explaining the homeowner's responsibility to continue to maintain the home, providing the homeowner with a home maintenance checklist as guidance, thanking the owner for program participation, and encouraging him/her to recommend the program to other households in the community and, when applicable, reminding owner of the affordable housing rental requirements listed in the program lien documents and deed restriction.

**T. Requests for Subordination or Program Loan Payoff**

The Plainsboro Township may agree to subordination of its lien if the mortgage company supplies an appraisal showing that the new loan plus the balance(s) on all unpaid loans (including the value of the rehabilitation assistance) does not exceed ninety-five (95%) of the appraised value of the unit. If the homeowner is simply refinancing their primary mortgage to a lower interest rate and not "cashing out" any equity, The Plainsboro Township will subordinate up to 100% of the appraised value.

The fee to process program loan subordination requests will be paid by the homeowner directly to the Program Administrator in accordance with the fee set forth in the yearly program administration contract.

# VI. CONTRACTOR REQUIREMENTS AND RECRUITMENT

### A. Marketing

The Program will coordinate with the Municipality to advertise the availability of construction work on the Municipality's website and display a contractor outreach poster and handouts in the municipal building, including the local construction office. Additionally, CGP&H will reach out to home improvement contractors registered with Consumer Affairs who are geographically near or in the Plainsboro Township. If determined needed, additional outreach will be conducted in the local newspapers and through the posting of community notices. As necessary, the Program will advertise the availability of construction work by posting information at local building supply dealers. All interested contractors will have the opportunity to apply for inclusion on the Program Contractor List, which will be made available for the homeowner's use in selecting rehabilitation contractors. The contractor outreach material will also be posted on CGP&H's website.

### B. Contractor Qualifications

To qualify, contractors must meet the following minimum requirements:

- Contractors must carry at least $1,000,000 in general liability insurance. The Contractor shall carry full workmen's compensation coverage including Employer's Liability limits of at least $500,000 and statutory state coverage for all his/her employees and those of his/her subcontractors engaged in program rehab work. The Contractor must provide the Housing Rehabilitation Specialist with a certificate of insurance naming the Program as Certificate Holder, and naming the Municipality and CGP&H as additional insureds at time of Program job award; and
- At least three favorable references on the successful completion of similar work; and
- The Contractor's State Business Registration Certificate; and
- Current Consumer Affairs Home Improvement Contractor license; and
- Applicable lead certifications for contractors working on houses built prior to 1978. As identified in the scope of work, the contractor must comply with the EPA Renovation, Repair and Painting (RRP) Rule regarding certification; and
- If claiming prior experience with local, state or federally funding housing rehabilitation programs, a record of satisfactory performance in a neighborhood rehabilitation program or other federal/state programs; and

- Appropriate licenses; e.g. plumbing, electrical.

Contractors must also complete a Contractor Qualification Form. The contractor's qualifications will be reviewed and the references cited will be checked by the Program Inspector before the contractor is awarded a job.

Additionally, CGP&H will also conduct periodic contractor orientation sessions via Zoom. Contractors who are new to the program are required to attend an orientation session either via Zoom or one-on-one with the Program Inspector.

# VII. Lead Based Paint (LBP):

For houses built prior to 1978, contractors must comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) when any work item is marked with (EPA-RRP Rule) in the work specifications. The requirements are spelled out in the General Conditions of the work specifications.

The Program has the option to refer the homeowner to the State of New Jersey Department of Community Affairs (DCA) Lead-Safe Home Remediation Program / HUD Lead-Based Hazard Reduction Program for houses built prior to 1978.

Though lead remediation is not a DCA or Court requirement for the HIP or for state rehab credit, the municipality has the option to add a lead safe component into the HIP as an eligible activity for the occupants' health concerns. If that option is added:

- Program assisted homes constructed prior to 1978 will be tested for lead-based paint via a lead risk assessment.
- The HIP will then follow the lead-based paint (LBP) provisions in accordance with HUD regulations 24 CFR Part 35 Lead-Safe Housing Rule for lead hazard reduction.
- The HIP manual will be revised under this VII section accordingly.

# VIII. Rental Procedures:

Rental units are subject to Uniform Housing Affordability Controls (UHAC) promulgated by the New Jersey Housing and Mortgage Finance Agency at N.J.A.C.5:80-26 et seq, the amended Fair Housing Act at N.J.S.A. 52:27D-301 et seq., the Fair Housing Act Regulations promulgated by the Department of Community Affairs, Division of Local Planning Services ("LPS"). once the rental units are rehabilitated. In addition to the mortgage and mortgage note, the controls on affordability shall be in the form of a deed restriction.

- If a unit is vacant, upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit be rented to an income eligible household at an affordable rent and affirmatively marketed pursuant to UHAC.
- If a unit is renter-occupied, upon completion of the rehabilitation, the maximum rate of rent shall be the lesser of the current rent or the maximum permitted rent pursuant to UHAC.

The municipality's Administrative Agent will administer the rental affordability controls during the 10-year affordability period for each rental property assisted. Landlords are responsible to pay income certification fees for re-rentals.

# IX. MARKETING STRATEGY

In coordination with the Municipality, the Program Administrator will employ a variety of proven strategies to advertise the program within the Plainsboro Township to establish the Program's applicant pool/waiting list. The marketing strategy/plan possibilities include but are not limited to:

- Creation and distribution of Program homeowner outreach posters, flyers and handouts
- Place Program outreach material on the Municipal website and, of available, social media
- Place Program outreach material on CGP&H's website and social media
- Municipal E-newsletter and paper newsletter (if available)
- Appending announcements and/or flyers to other municipal mailings as they become available (tax, etc.) or direct mailing, if approved by the municipality
- Municipal email blasts
- Program marketing will be distributed to local community organizations and major employers including religious organizations, civic groups, senior group, ethnic organizations, etc.
- Free local cable TV advertising (when available)
- Periodic Press releases

- Program group presentations to community organizations or at the Municipal Building to prospective homeowners and even to local contractors
- Paid newspaper advertisements (last resort) when deemed necessary and appropriate
- The order of method used will be analyzed to implement the most effective combination of strategies. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives.

Available rental units assisted via the HIP will be affirmatively marketed in accordance with the Plainsboro Township Affordable Housing Affirmative Marketing Plan.

# X. MAINTENANCE OF RECORDS AND CLIENT FILES

**A. Programmatic Recording**

The Program files will include:

- The policies and procedures manual, which will also be updated when applicable.
- An applicant pool will be maintained by the Program staff to track intake of the people interested in the program and the corresponding outgoing application invites.
- A rehabilitation log will be maintained by the Program staff that depicts the status of all applications in progress.

**B. Participant Record Keeping**

The Program will be responsible for ensuring that individual files for each unit are established, maintained and then submitted to the municipality upon completion. Each completed file will contain a minimum of the following:

- Checklist
- Application form
- Tenant Application form (Rental Units Only) including rental lease
- Proof of ownership
- Income verification (for all households)
- Proof of currency of property tax and water/sewer accounts
- Proof of homeowner extended coverage/hazard insurance (Declaration Page)

- Proof that the municipal lien plus the total of other liens does not exceed the market value of the unit.
- Certification of Eligible Household or Notice of Ineligible Household (whichever is applicable)
- Homeowner/Program Agreement
- Certificate of Substandard
- Work Specifications/Cost Estimate aka Work Write-Up
- Bid Notice
- Contractor bids
- Bid Tabulation
- Construction Agreement
- Mortgage and Mortgage Note, and for rental properties, Deed Restriction
- Notice of Right of Rescission
- Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet
- Contractor Confirmation of Receipt of Lead Paint Notice
- Copies of all required permits
- Change orders, if any
- Work progress and final inspection reports
- Copies of contractor payment documentation
- Photographs (Before and After)
- Close-out documents
- Certification of Approval

**C. State Reporting**

For each unit, the following information must be retained to be reported annually:

- Street Address
- Block/Lot/Unit Number

- Owner/Renter
- Income: Low/Mod
- Final Inspection Date
- Funds expended on Hard Costs
- Funds Recaptured
- Major Systems Repaired
- Unit Below Code & Raised to Code
- Effective date of affordability controls
- Length of Affordability Controls (yrs.)
- Date Affordability Controls removed
- Reason for removal of Affordability Controls

The Program Administrator will provide each completed unit's data for annual monitoring and entry into the State's online AHMS.

**D. Financial Recordkeeping**

Financial recordkeeping is the responsibility of the Municipal Housing Liaison, with assistance from the Administrative Agent, as may be requested from time to time.

# XI. HOUSING ADVISORY COMMITTEE AND APPEALS PROCESS

The Program staff is skilled in effectively achieving resolution of homeowner/contractor disputes, in a fair and documented manner.

If a homeowner refuses to pay the contractor and work has been done to work specification and to the satisfaction of the Program, it may authorize payment to the contractor directly. However, the Program will make a reasonable attempt to resolve the differences before taking this step.

However, on the rare occasion if a homeowner or contractor decides to dispute a Program staff decision, the Program will refer the matter to the Municipality for further resolution. It is recommended the Municipality forms a Housing Advisory Committee to mediate and resolve the differences. Homeowners or contractors involved in a dispute will be instructed to submit their concerns in writing. The homeowner or contractor may request a hearing conducted by the Housing Advisory Committee. All Housing Advisory Committee decisions are final. The Housing Advisory Committee formation may occur when the first need arises.

# XII. CONCLUSION

If the procedures described in this manual are followed, the Plainsboro Township's Home Improvement Program should operate smoothly and effectively. Where it is found that a new procedure will eliminate a recurring problem, that procedure may be incorporated into the program operation. In addition, this manual may be periodically revised to reflect changes in local, state and federal policies and regulations relative to the Home Improvement Program.

# APPENDIX A - LIST OF PROGRAM FORMS

- Application Transmittal Letter
- Program Information Handout
- Application for Assistance- Homeowner
- Application for Assistance- Landlord (Investor)
- Application for Assistance- Tenant
- Eligibility Release Form
- Checklist
- Special Needs Waiver (Eligibility Requirements)
- Special Needs Waiver (Exceed Program Limit)
- Certification of Eligible Household
- Eligibility Determination Form
- Notification of Eligibility
- Notification of Ineligibility
- Homeowner/Program Agreement
- Certificate of Substandard
- Certificate of Substandard – Emergency Situation
- Letter: forward work write-up and contractor list to homeowner
- Work Write-Up Review form
- Request for Rehabilitation Bid
- Affidavit of Contractor
- Subcontractor Bid Sheet
- Bid Tabulation/Contractor Selection
- Construction Agreement
- Mortgage
- Mortgage Note – single family, multi family, investor versions
- Notice of Right of Rescission
- COAH Deed Restriction (when applicable)
- Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet
- Contractor Confirmation of Receipt of Lead Paint Notice
- Notice to Proceed
- Contractor's Request for Final Inspection
- Change Order Authorization
- Certificate and Release
- Closeout Statement

2. A certified true copy of this Resolution shall be filed by the Municipal Clerk and filed with the Program to be received by the Special Adjudicator and FSHC.

3. This Resolution shall take effect immediately.

(SEE EXHIBIT "B" PAGE 1 OF 40 INCLUSIVE)

**R-26-81 RESOLUTION ADOPTING THE SALES AND RESALES OPERATING MANUAL PURSUANT TO FOURTH ROUND AFFORDABLE HOUSING COMPLIANCE**

**WHEREAS**, the New Jersey Supreme Court and the New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the New Jersey Fair Housing Act, i.e. N.J.S.A. 52:27D-301, et seq. that every municipality in New Jersey has an affirmative obligation to facilitate the provisions of affordable housing; and

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the New Jersey Fair Housing Act ("Amended FHA"); and

**WHEREAS**, the Township of Plainsboro (the "Township") filed a timely Fourth Round Declaratory Judgment action ("DJ Action") with the Affordable Housing Dispute Resolution Program ("Program") under Docket No. MID-L-494-25, along with its binding resolution, on January 24, 2025; and

**WHEREAS**, on April 4, 2025, the Honorable Thomas Daniel McCloskey, J.S.C., the Mount Laurel Judge of Middlesex Vicinage, prepared an order fixing the Township's obligation, and authorized the Township to proceed with preparing and adopting its Housing Element and Fair Share Plan ("HEFSP") for the Fourth Round; and

**WHEREAS**, on June 16, 2025, the Township's Planning Board adopted its HEFSP; and

**WHEREAS,** the Township endorsed its HEFSP on June 25, 2025; and

**WHEREAS,** the adopted and endorsed HEFSP included a Sales & Resales Operating Manual, which has since been revised to conform to the amended New Jersey Uniform Housing Affordability Controls, N.J.A.C. 5:80-26., et seq. ("UHAC"); and

**WHEREAS**, the Township must now adopt and approve the proposed amended Sales & Resales Operating Manual; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey on this 11th day of March, 2026, that:

1. The Township of Plainsboro hereby adopts and approves the Sales & Resales Operating Manual attached hereto, or in a form substantially consistent with the attached.

2. A certified true copy of this Resolution shall be filed by the Municipal Clerk and filed with the Program to be received by the Special Adjudicator and FSHC.

3. This Resolution shall take effect immediately.

(SEE EXHIBIT "C" PAGE 1 OF 48 INCLUSIVE)

**R-26-82 RESOLUTION ADOPTING THE SPENDING PLAN PURSUANT TO**

# Township of Plainsboro

## Affordable Housing Services

## Operating Manual

## RENTAL PROGRAM

Plainsboro
Non Profit
Housing
Corporation

**Plainsboro Non-Profit Housing Corp. ◆ 201 Rockingham Row ◆ Princeton, NJ 08540**

**T.609.786.1101 ◆ F.609-786-1105 ◆ www.HousingQuest.com**

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**A.** Equal Housing Opportunity Posters
**B.** Annual Regional Income Limits Chart
**C.** Application for Affordable Housing
**D.** Applicant Questionnaire and Document Checklist

## INTRODUCTION

This Operating Manual has been prepared by Plainsboro Non-Profit Housing Corporation, the Administrative Agent for the Municipality, to assist in the administration of rental units. General questions regarding its content can be addressed to Plainsboro Non-Profit Housing Corp. 201 Rockingham Row, Princeton, NJ 08540; by telephone to 609-786-1101; or by email at info@HousingQuest.com.

This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures. Updates to our manual will be available on our website at: https://www.piazzanj.com/policies/.

This manual explains the steps in the rental process. It describes the eligibility requirements for participation in the program, record keeping and overall program administration. The Operating Manual governs all of the current affordable housing rental offerings in the Municipality, including units at Wyndhurst at Plainsboro, which is owned and operated by Plainsboro Non-Profit Housing Corporation; Icon at Riverwalk; and Princeton Lakeview.

Implementation of any procedure, even if it is not included in this Operating Manual, shall be in accordance with the Federal Fair Housing Act and Equal Opportunities laws[1], the Uniform Housing Affordability Controls (UHAC) N.J.A.C. 5:80-26.1 et seq.[2], the substantive rules of the Council on Affordable Housing N.J.A.C. 5:96[3] and 5:97[4]and the affordable housing regulations of the Township of Plainsboro (hereafter referred to as the "Regulations").

All prior references to COAH have been replaced with references to the New Jersey Fair Housing Act ("NJ-FHA").

## FAIR HOUSING AND EQUAL HOUSING OPPORTUNITIES

EQUAL HOUSING OPPORTUNITY

In accordance with the Federal Fair Housing Act, it is unlawful to discriminate against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. In addition, New Jersey Law prohibits discrimination in housing on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment (including Section 8) by all persons including real estate agents or

[1] https://www.hud.gov/helping-americans/fair-housing-act-overview

[2] https://www.nj.gov/dca/hmfa/about/uhac/docs/Current_UHAC_Regulations.pdf

[3] https://www.nj.gov/dca/dlps/hss/thirdroundregs/596.pdf

[4] https://www.nj.gov/dca/dlps/hss/thirdroundregs/597.pdf

brokers, financial institutions, property owners, landlords, or building superintendents, and their agents and employees with respect to the sale, rental or lease of real property, listing or advertising of real property, receipt or transmittal of offers to purchase or rent real property, application and terms of a mortgage or other loan. See Exhibit A.

## FAIR HOUSING PROMISE AND POLICY

Plainsboro Non-Profit Housing Corporation is an Administrative Agent for affordable housing. As such, it is responsible for processing applications for compliance to affordable housing regulations for rental and sale units throughout the State of New Jersey. Most of these affordable units are not owned, operated, managed or sold by Plainsboro Non-Profit Housing Corporation in which case we rely on the owners, sellers, managers, leasing and real estate agents and landlords to screen applications for their own specific units under the terms and conditions of their own selection policies. For example, Plainsboro Non-Profit Housing Corporation may not screen for credit or make a determination as to an applicant's qualifications based on a credit report, which is the responsibility of the leasing agent, manager, landlord, etc.

**As a result, Plainsboro Non-Profit Housing Corporation has no authority or ability to transfer tenants from one property to another except as part of the normal application process.**

With respect to its responsibility to review, evaluate and process applications for adherence to the parameters of the affordable housing programs it administers, it is the policy and promise of Plainsboro Non-Profit Housing Corporation to comply with the Federal Fair Housing Act, the New Jersey Law Against Discrimination (LAD), N.J.S.A. § 10:5-1 to -49, and the Fair Chance in Housing Act (FCHA).

*LAD:*

In compliance with the LAD, Plainsboro Non-Profit Housing Corporation ensures that all housing, as well as all terms, conditions, and privileges associated with such housing, are available to all persons without regard to actual or perceived race, creed, religion, color, national origin, nationality, ancestry, pregnancy or breastfeeding, sex, gender identity or expression, sexual orientation, familial status (defined as having care or custody of a child under age 18 or being pregnant), disability, liability for service in the Armed Forces of the United States, marital status, civil union status, or domestic partnership status. The LAD also prohibits housing discrimination based on the source of lawful income used for rental or mortgage payments (including Section 8 housing choice vouchers, COVID-19 Emergency Rental Assistance Program (CVERAP), State Rental Assistance Programs (SRAP), temporary rental assistance (TRA), Eviction Prevention Program (EPP), unemployment benefits, child support, alimony, and supplemental security income.

This policy means that, among other things, the owners and operators of Plainsboro Non-Profit Housing Corporation do not discriminate against persons in any aspect of the sale, rental, or occupancy of housing on the basis of their actual or perceived membership in an LAD-protected category or their association with someone who is a member of an LAD-protected category, or their source of lawful income. Specifically, they do not and will not:

1. Refuse to sell or rent, refuse to negotiate the sale or rental of, or otherwise make housing unavailable to any person on the basis of an LAD-protected category;

2. Discriminate against any person in the terms, conditions, or privileges of sale, rental, or occupancy, including cost of rental, on the basis of an LAD-protected category;

3. Make, print, or publish any statement, including print advertisements and online postings, expressing any preference for, limitation of, or discrimination based on an LAD-protected category;

4. Steer persons away from their desired housing, or represent that a neighborhood is changing in a way that could lower property values, increase crime, or lower the quality of public services, including schools, because of an LAD-protected category;

5. Refuse to approve an applicant to rent to a prospective tenant or discourage a prospective tenant from renting because they plan to pay with Section 8 housing choice vouchers, COVID-19 Emergency Rental Assistance Program (CVERAP), SRAP (State Rental Assistance Program), TRA (temporary rental assistance), Eviction Prevention Program (EPP), or any other subsidy or voucher provided by federal, state, or local rental-assistance programs; or other sources of income including unemployment benefits, child support, alimony, and supplemental security income; or express any such limitation or refusal in any printed advertisement, oral or written statement, or online posting (for example, statements like "No Section 8," "TRA not accepted," or "This property not approved for Section 8" are all prohibited);

6. Condition a person's housing, or any of the terms, conditions, or privileges thereof, on acceptance of unwanted sexual advances or requests for sexual favors, or engage in unwanted, harassing conduct of a sexual nature that creates an intimidating, hostile, or offensive housing environment, or permit others to do so;

7. Engage in unwanted, harassing conduct based on any LAD-protected category that creates an intimidating, hostile, or offensive housing environment, or permit others to do so;

8. Undertake any of the actions listed in subsections (A) through (I) based on the person's perceived membership in an LAD-protected category or their association with someone who is an actual or perceived member of an LAD-protected category;

9. Impose unreasonable occupancy restrictions to prevent families with children from moving in;

10. Refuse to grant reasonable accommodations and reasonable modifications to a person with a disability as explained further in Addendum A;

11. Selectively inquire about, or request information about and/or documentation of, a prospective tenant's or buyer's immigration or citizenship status because of the person's actual or perceived national origin, race, or ethnicity;

12. Fail to account for a person's receipt and use of rental assistance (such as Section 8 housing choice vouchers, SRAP, or TRA, EPP, unemployment benefits, child support, alimony, or supplemental security income) when applying minimum income requirements to a person's rental application (any minimum income requirement, financial standard, or income standard must be calculated based only on the portion of the rent to be paid by the tenant, rather than the entire monthly rent);

13. Violate the S. Department of Housing and Urban Development's April 2016 Guidance by imposing blanket exclusions on all individuals with any prior arrest or conviction; or

14. Use criminal history as a pretext for intentionally discriminating on the basis of race or national origin.

<u>FCHA</u>

In compliance with the FCHA, Plainsboro Non-Profit Housing Corporation affirms that they will not inquire into applicants' criminal histories on initial application materials, or otherwise consider applicants' criminal records in any way., until after a conditional housing offer has been made, except for convictions of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing, or if the applicant is subject to a lifetime registration on a state sex offender registry.

Nothing about the FCHA requires landlords or housing providers to consider a person's criminal record in housing. If a housing provider does review an applicant's criminal history after a conditional offer, specific restrictions apply. A housing provider must conduct an individualized analysis of an applicant's criminal record and may only deny housing if withdrawing a conditional offer is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

Making affordable housing opportunities equally accessible for all persons is our mission and our vocation. Any agent, employee, or designee of Plainsboro Non-Profit Housing Corporation who fails to comply with this policy will be subject to appropriate disciplinary action. Please report any violation of this policy to Frank Piazza Jr. at FPiazza@PiazzaNJ.com or 609-786-1101, ext. 301. You cannot and will not be subjected to retaliation for making a complaint under this policy or for attempting to exercise your rights under this policy, the LAD, or the FCHA.

Any action taken by Plainsboro Non-Profit Housing Corporation's agent, employee, or designee in violation of the requirements laid out in this policy may constitute a violation of the LAD and/or the FCHA. Any applicant who believes that any owner, agent, employee, or designee of Plainsboro Non-Profit Housing Corporation has violated any of the above may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov or **(866) 405-3050.** A complaint must be filed with the New Jersey Division on Civil Rights within 180 days of the allegedly discriminatory conduct. DCR has a number of fair housing fact sheets that are available at https://www.nj.gov/oag/dcr/housing.html.

Addendum A: Reasonable Accommodations and Modifications for Persons with a Disability

In most cases, physical accommodations will be the responsibility of the owner, seller, landlord or manager, which has control over the subject property. Although Plainsboro Non-Profit Housing Corporation ("PNP") does not have control over the physical accommodations of the affordable homes, PNP will grant reasonable accommodations to its rules, policies, practices, procedures, or services when such accommodations are possible and necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and when the accommodation will not cause an undue hardship to or conflict with the responsibility to make affordable units open to the general public as required by law. If PNP cannot grant the requested accommodation or modification because it does not have control over the physical property, we will refer your request to the owner, landlord, manager, as appropriate. Generally, PNP is unable to grant priority access to one property to accommodate an applicant who is unable to acquire an accessible unit at another property.

To request a reasonable accommodation or reasonable modification, contact Frank Piazza Jr. at FPiazza@PiazzaNJ.com or 609-786-1101, ext. 301. To process your request, PNP may require supporting documentation from a treating doctor or mental health professional to confirm that you have a disability as defined by the LAD and that the requested accommodation or modification is necessary to provide you with an equal opportunity to use and enjoy the dwelling. All requests and information related to a request, including medical information, will be kept confidential unless disclosure is required by law.

PNP will make a prompt decision on your request and will provide that decision in writing. If PNP cannot grant the requested accommodation or modification, we will refer your request to the owner, landlord, manager, as appropriate. You cannot and will not be subjected to retaliation for requesting an accommodation or modification under this policy or for attempting to exercise your rights under this policy or under the LAD. Any person who believes a request for an accommodation or modification has been unlawfully denied or unreasonably delayed may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov or 1-866-405-3050. A complaint must be filed with the New Jersey Division on Civil Rights within 180 days of the housing provider's denial of the accommodation request.

## WHAT IS AFFORDABLE HOUSING?

Affordable housing, unlike market rate housing, has affordability controls limiting the price for at least 30 years. The Regulations consider housing "affordable" if the household pays approximately 30% or less of the household's gross income on housing costs. Affordable housing is priced to be affordable to households earning up to 80% of the area median income for the region in which the affordable housing is located.

## WHO QUALIFIES FOR AFFORDABLE HOUSING?

In order to be eligible for affordable housing in New Jersey, a household's income will be below the income limit for the region in which the affordable housing is located, for very low-, low-, or moderate-income levels. A moderate-income household is classified as earning more than 50 percent and less than 80 percent of the area median income. A low-income household is classified as earning 50 percent or less of area median income. A very low-income household is classified as earning 30 percent or less of area median income. Municipalities shall decide what projects will be required to help meet this obligation. Depending on when a property is placed into service, rental projects may have an obligation to provide 13% of the affordable units as very low-income units at 30% of the AMI and reserved for very low-income households.

The Affordable Housing Regional Income Limits Chart (Exhibit B) provides information about income limits for each of the six housing regions Each region has different calculated median incomes, which are adjusted periodically. The Township of Plainsboro is located in Middlesex County, which is part of Region 3, together with Hunterdon and Somerset Counties.

## LOCAL AFFORDABLE HOUSING PROGRAMS FOR RENT

The following affordable housing program is currently being administered for the Township of Plainsboro:

1. Icon Riverwalk
2. Wyndhurst at Plainsboro
3. Princeton Lakeview

A copy of the Municipality Housing Element and Fair Share Plan is available at the municipal building, located at 641 Plainsboro Rd, Plainsboro, NJ 08536.

## OTHER AFFORDABLE HOUSING PROGRAMS AND OPPORTUNITIES

In addition to affordable rental opportunities, the Municipality has purchase opportunities. Please contact Plainsboro Non-Profit Housing Corp. for further information:

Affordable housing throughout the State of New Jersey is administered by a wide variety of organizations and agencies. Further information can be found at https://nj.gov/njhrc/.

Individuals interested in applying for affordable housing should contact the Municipal Housing Liaison in the municipality in which they are interested in living. Each municipality has a Municipal Housing Liaison who is responsible for administering the municipality's affordable housing program. Some municipalities administer their own affordable housing and have their own application process. If not, the Municipal

Housing Liaison can direct applicants to developers, nonprofit agencies, State agencies or consultants that may administer the affordable housing within the municipality. A list of Municipal Housing Liaisons can be found at:
http://www.nj.gov/dca/divisions/lps/hss/admin_files/muniliaisons.pdf

The New Jersey Housing and Mortgage Finance Agency has established New Jersey's Housing Resource Center, an on-line, searchable database of affordable housing in the State. The Housing Resource Center provides a listing posted by developers, landlords, and municipalities of available affordable housing. Available units are listed with contact and application information. Look for the Housing Resource Center at www.njhrc.gov.

The New Jersey Guide to Affordable Housing, which can be found at https://www.nj.gov/dca/codes/publications/guide.shtml, is a listing compiled by the New Jersey Department of Community Affairs Division of Codes and Standards. It lists all types of affordable housing by county. The housing units on the list have a variety of qualification requirements, including age-restricted housing and housing for the developmentally disabled. **Applicants who do not have access to the Internet should call 211 for assistance.**

Plainsboro Non-Profit Housing Corp. also provides information on many affordable housing programs throughout the state of New Jersey. Detailed information about these affordable housing opportunities can be found at www.HousingQuest.com.

## OVERVIEW OF THE AFFORDABLE HOUSING ADMINISTRATION PROCESS FOR NEW RENTALS AND RE-RENTALS

- The Municipal Housing Liaison serves as an initial point of contact for unsolicited calls to the municipality about affordable housing and where appropriate directs applicants to an Administrative Agent, who may be developers, nonprofit agencies, State agencies or consultants that may administer the affordable housing within the municipality.

- The Administrative Agent implements the municipality's Affirmative Marketing Plan.

- The Administrative Agent serves as the initial point of contact for all inquiries generated by the affirmative marketing efforts and sends out pre-applications to interested callers.

- An initial deadline date, no less than 45 days after the start of the marketing process (90 days for those projects with a Veterans' Preference), will be established. All of the preliminary applications received by the Administrative Agents, on or before the initial deadline date, shall be deemed received on that date.

- Households that apply for very low-, low- and moderate-income housing will pre-screen themselves for preliminary income eligibility by comparing their total income and household size to the very low-, low- and moderate-income limits pursuant to the Uniform Housing Affordability Controls, 5:80-26.1 et seq. ("UHAC"). All households will be notified as to their preliminary status.

- No less than 15 days after the deadline, a drawing (using a web-based randomizer) will be held under the direction of Plainsboro Non-Profit Housing Corporation to determine the priority order of the pre-qualified applications received on or before the initial deadline date. All preliminary applications received after the initial deadline will be processed on a "first come, first served" basis after the applicants who were in the initial random selection.

- In order to ensure an adequate supply of qualified applicants, the advertising phase will continue until there are at least ten (10) pre-qualified applicants for each very low-, low-, and moderate-income unit available, or until all of the very low-, low- and moderate-income units within the development have been rented.

- When units become available, final applications will be emailed by Plainsboro Non-Profit Housing Corporation to an adequate number of pre-qualified applicants, in priority order, for each available very low-, low- and moderate-income unit. The final application will require the applicants to supply documents to verify their identity and household composition as well as their income and assets.

- Completed final applications will be forwarded to the Administrative Agent, who will make a determination as to their eligibility for a very low-, low-, or moderate-income unit. Applicants will receive notification from the Administrative Agent with respect to the status of their application each time a review is performed.

- When submitting final applications, applicants will also be asked to make an appointment to visit the leasing office.

- Rental applicants will be subject to the Tenant Selection Criteria set forth by the Landlord.

- Certified applicants will be given a pre-determined amount of time to sign a lease with the landlord or developer.

- For rental units, Plainsboro Non-Profit Housing Corporation will provide certifications that must be signed and notarized by the applicant.

- The certified household moves into the affordable rental unit.

- Subsequent to the initial rent-up period, a list of pre-qualified applicants will be maintained by Plainsboro Non-Profit Housing Corporation on a rental waiting list.

## ROLES AND RESPONSIBILITIES

### Responsibilities of the Municipal Housing Liaison or MHL

The Municipal Housing Liaison is responsible for coordinating all the activities of the municipal government as it relates to the creation and administration of affordable housing units, in conjunction with the Municipal Attorney, where appropriate (see **Responsibilities of the Municipal Attorney**). The primary purpose of the MHL to ensure that all affordable housing projects are established and administered according to the Regulations as outlined in an Operating Manual. The duties of the MHL include the following duties and may include the responsibilities for providing administrative services as described in the next Section, under **Responsibilities of an Administrative Agent**.

**Monitor the status of all restricted units in the municipality's Fair Share Plan.** Regardless of any arrangements the municipality may have with one or more Administrative Agents, it is the Municipal Housing Liaison's responsibility to know the status of all restricted units in their community.

**Serve as the municipality's primary point of contact for all inquiries from the State, Administrative Agents, developers, affordable housing sponsors, owners, property managers, and interested households.** The MHL serves as the municipality's primary point of contact on affordable housing issues. Interested applicants should be provided with information on the types of affordable units within the municipality and, where applicable, the name of the Administrative Agent that manages the units and the contact information for the Administrative Agent.

**Compile, verify and submit annual reporting.** Administrative Agents are responsible for collecting much of the data that is ultimately included in an annual NJDCA monitoring report. However, it is the Municipal Housing Liaison's responsibility to collect and verify this data and consolidate it into the annual report to NJDCA. Any requests from NJDCA for additional information or corrections will be directed to the MHL.

**Coordinate meetings with Administrative Agents and Developers/Affordable Housing Sponsors/Owners.** When a new affordable unit or series of units is in the planning process, the MHL should coordinate a meeting between the Administrative Agent and the developer, affordable housing sponsor or owner. The developer, affordable housing sponsor or owner may serve as their own Administrative Agent, if they meet the applicable requirements and are approved by the municipality and NJDCA. The purpose of this initial meeting is to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all NJDCA-related local ordinances -- that have already been adopted by the municipality.

It is the responsibility of the Municipal Housing Liaison, in conjunction with the Municipal Attorney, to have the affordable housing provisions of any Master Deed and Public Offering reviewed for consistency with NJDCA and UHAC regulations before they are recorded and submitted to DCA for approval.

**Provide Administrative Services, unless those services are contracted out**. The responsibilities for providing administrative services are described in the next Section under, **Responsibilities of an Administrative Agent.**

**Responsibilities of an Administrative Agent**

The primary responsibility of an Administrative Agent is to establish and enforce affordability controls and ensure that units in the Administrative Agent's portfolio are sold to eligible households. Administrative Agents will:

**Secure written acknowledgement from all developers, affordable housing sponsors and owners that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent.**

**Create and adhere to an Operating Manual.** All Administrative Agents are required to follow the policies and procedures of an Operating Manual, as applicable to the scope of services they have been contracted to perform.

**Implement the municipality's Affirmative Marketing Plan**. The Administrative Agent, the developer, affordable housing sponsor or owner could be responsible for implementing the Affirmative Marketing Plan adopted by the municipality. At the first meeting with the Municipal Housing Liaison, Administrative Agent and the developer, affordable housing sponsor or owner, this responsibility should be discussed. Affirmative marketing includes conducting regional outreach and advertising for available affordable units. Advertising costs are the responsibility of the developer or current owner.

**Accept applications from interested households.** In response to marketing initiatives or by referral from the Municipal Housing Liaison, interested households will contact the Administrative Agent. The Administrative Agent will supply applicants with applications, provide additional information on available units and accept completed applications.

**Conduct random selection of applicants for rental of restricted units**. The Administrative Agent is responsible for conducting the random selection in accordance with the Affirmative Marketing Plan and any related local ordinances, and as described in the Operating Manual.

**Create and maintain a pool of applicant households.** This includes reaching out to households in the applicant pool to determine continued interest and/or changes in household size and income.

**Determine eligibility of households.** The task of collecting application materials and documentation from applicant households and analyzing it for eligibility is the responsibility of an Administrative Agent. A written determination on a household's eligibility will be provided within twenty (20) days of the Administrative Agent's determination of eligibility or non-eligibility. Whether or not the household is determined to be eligible for a unit, it is an Administrative Agent's responsibility to secure all information provided by the household in individual files and to maintain strict confidentiality of all information regarding that household. An Administrative Agent is required to ensure that all certified applicants execute a Disclosure Statement acknowledging the rights and requirements of owning an affordable unit, in the form of Appendix K of UHAC.

**Establish and maintain effective communication with property managers and landlords.** Property managers and landlords of restricted units should be instructed and regularly reminded that the Administrative Agent is their primary point of contact. The Administrative Agent must immediately inform all property managers and landlords of any changes to the Administrative Agent's contact information or business hours.

Property managers and landlords should be instructed to immediately contact the Administrative Agent:

- Immediately upon learning that an affordable rental unit will be vacated.

- For review and approval of annual rental increases.

**Provide annual notification of maximum rents.** Each year when the New Jersey Housing and Mortgage Finance Agency releases its very low-, low-, and moderate-income limits, rental households must be notified of the new maximum rent that may be charged for their unit. The Administrative Agent's contact information must be included on such notification in case the tenant is being overcharged.

**Serve as the custodian of all legal documents.** An Administrative Agent is responsible for maintaining originals of all legal instruments for the units in their portfolio. Throughout the duration of a control period, an Administrative Agent must maintain a file containing its affordability control documents. This includes, but is not limited to, the recorded Declarations of Covenants, Conditions and Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, Recapture Mortgage Notes and Appendix J and K.

**Serve as point of contact on all matters relating to affordability controls.** It is recommended that the Administrative Agent develop a system to be notified by lenders when a unit is at risk of foreclosure. In the event of a foreclosure, the Administrative Agent should work with the foreclosing institution to ensure that the affordability controls are maintained. The Administrative Agent should seek the counsel of the municipality's attorney on legal matters that threaten the durability of the affordability controls.

**Provide annual activity reports to Municipal Housing Liaison for use in the annual monitoring report.** An Administrative Agent is responsible for collecting the reporting data on each unit in the Administrative Agent's portfolio.

**Maintain and distribute information on HUD-approved Housing Counseling Programs.**

**Responsibilities of the Municipal Attorney**

The Municipal Attorney assists the municipality with developing, administrating, and enforcing affordability controls, including but not limited to:

- Assisting the Municipal Housing Liaison with the review of the affordable housing provisions of any Master Deed and Public Offering for consistency with DCA/NJHMFA and UHAC regulations before they are recorded and submitted to DCA for approval.

- Providing all reasonable and necessary assistance in support of the Administrative Agent's efforts to ensure compliance with the housing affordability controls, including reviewing legal documents and legal actions required on foreclosures and violations.

**Responsibilities of Developers**

When a new affordable unit or series of units is in the planning process, the developer of affordable housing should contact the Municipal Housing Liaison, who shall coordinate a meeting with the Administrative Agent, where applicable, and the developer, affordable housing sponsor or owner.

The purpose of this initial meeting is to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all affordable-related local ordinances -- that have already been adopted by the municipality.

If provided for by ordinance and made a condition of the approval of the planning board or zoning board of adjustment, the developer may be responsible for the costs of advertising affordable units.

The Administrative Agent will secure from the developer written acknowledgement that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent.

**Responsibilities of Owners of Rental Developments**

Open and direct communication between the Owners of rental developments, the Municipal Housing Liaison and the Administrative Agent is essential to ongoing administration of affordability controls. Although the Administrative Agent is required to serve as the primary point of contact with households, the Owner must provide the Municipal Housing Liaison and Administrative Agent with information on vacancies. Owners of rental developments are also responsible for working with the Administrative Agent to ensure that the Municipal Housing Liaison has all necessary information to complete the annual reporting.

### Responsibilities of Landlords and Property Managers

Landlords and property managers must place a notice in all rental properties annually informing residents of the rent increase for the year and the contact information for the Administrative Agent.

## AFFIRMATIVE MARKETING

### Overview of the Requirements of an Affirmative Marketing Plan

All affordable units are required to be affirmatively marketed using the Municipality's Affirmative Marketing Plan (AMP). The AMP is designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, English speaking ability, marital or familial status, gender, affectional or sexual orientation, disability, age (except for "housing for older persons" as defined at N.J.S.A 10:5-1 et seq., and age-restricted units as permitted pursuant to 42 U.S.C § 3601 et seq.), number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 through 50, to housing units which are being marketed by an Administrative Agent or a developer, sponsor, owner or property manager of affordable housing. The primary objectives of an AMP are to target households who are least likely to apply for affordable housing and to target households throughout the entire housing region in which the units are located.

Every Affirmative Marketing Plan will include all of the following:

- A listing of the available affordable housing units on the New Jersey Housing Resource Center (HRC) at least 60 days before the random selection process and within one day of accepting or soliciting applications.
- Publication of at least one advertisement in a regional print or digital newspaper;
- Advertisement on at least one housing search website, in addition to HRC, which will be HousingQuest.com;
- At least two additional regional marketing strategies, with at least one non-digital strategy if the newspaper was in print, or at least two non-digital strategies if the newspaper was digital such as: a neighborhood newspaper, religious publication, organizational newsletter, advertisement(s) with major employer(s), or notification through community and regional organizations such as non-profit, religious and civic organizations.

For each affordable housing opportunity within the municipality, the Affirmative Marketing Plan will include the following information:

- The name and location of the housing project;

- An address sufficient to find directions to the housing units;
- A range of prices or rent for the affordable housing units;
- The sizes, as measured in number of bedrooms and square footage, of the affordable housing units;
- The types (family, age-restricted, or supportive) and number of affordable units available;
- The number of units available to very low-, low-, and moderate-income households within the pertinent eligible income ranges;
- The accessibility features, if any, of the affordable housing units;
- The maximum income permitted to qualify for the affordable housing units;
- The population(s), if any, given preference in the selection process;
- Where applications (paper and online) for the affordable housing units may be found;
- The expected lease up/closing date(s) for the affordable housing units;
- A description of the random selection process that will be used to select occupants of affordable housing units and the expected date of the random selection;
- The business hours when interested households may obtain paper applications;
- Contact information, including an email address and phone number for the Administrative Agent;
- The name of the sales agent and/or rental manager; and
- Application fees, if any.

Advertisements will contain the same information contained in the AMP, listed above, for each affordable housing opportunity.

**Veterans' Preference**

The Municipality has by ordinance provided a preference of up to 50 percent of the restricted rental units in a particular project for very-low-, low-, and moderate-income veterans who served in time of war or other emergency, pursuant to N.J.S.A. 52:27D-311.j.

### Implementation of the Affirmative Marketing Plan

The affirmative marketing process for new affordable units shall begin at least four months prior to expected occupancy. In implementing the marketing program, the Administrative Agent shall undertake all of the strategies outlined in the Township of Plainsboro Affirmative Marketing Plan. Advertising and outreach shall take place during the first week of the marketing program and each month thereafter until all the units have been sold. Applications for affordable housing shall be available in several locations in accordance with the Affirmative Marketing Plan. The time period when applications will be accepted will be posted with the applications. Applications shall be mailed to prospective applicants upon request.

An applicant pool will be maintained by the Administrative Agent for re-rentals.

When a re-rental affordable unit becomes available, the applicants will be selected from the applicant pool and, if necessary, the unit will be affirmatively marketed as described above.

The selection of applicants from the applicant pool is described in more detail in this manual under Random Selection & Applicant Pool(s).

### Developer, Affordable Housing Sponsor

If permitted by the municipality, the developer or affordable housing sponsor may be responsible for advertising the affordable housing in accordance with the municipality's adopted Affirmative Marketing Plan. Prior to publication or broadcast, draft copies of the marketing material will be submitted to the Administrative Agent for approval. Proof of publication will be submitted, including a copy of the final advertisements with a copy of the paid bill. Public Service Announcements shall be submitted by the Administrative Agent.

## RANDOM SELECTION & APPLICANT POOL(S)

Applicants are selected at random before income-eligibility is determined, regardless of household size or desired number of bedrooms. The process is as follows:

After advertising is implemented, preliminary applications are accepted for 45 days (90 days for those projects with a Veterans' Preference). Applicants are required to determine their eligibility based upon information provided at the time of application. Confirmation that the Preliminary Application was properly submitted is indicated on the webpage at the time the Application is submitted. Applicants that are deemed, at this stage, to be ineligible are notified at the time they submit their online application.

Applications are entered into a database and sorted by the unit size and affordability type that is appropriate. Applicants may check their eligibility on our webpage for the property prior to the random selection process.

At the end of the 45-day (or 90-day) period, the Administrative Agent arranges a time and date for the random selection process to take place. The MHL and a representative of the developer are invited and encouraged to attend. An announcement of the time and date is made by way of an email blast to those applicants who have submitted a preliminary application by the deadline date.

It is important to note that applicants need not be present at the random selection, and that there is no advantage given those applicants who do attend.

At the random selection, a website is used to generate a random list of numbers. The numbers are applied to the list in the order that was prearranged. A copy of the random numbers and the final list are sent to the MHL for verification and file.

All applicants are assigned a random number. Priority numbers will be posted on the property page after the random selection and are available for applicants to review if they provide the required security information. A random number does not guarantee that the applicant will be deemed eligible. Applicants who submit more than one application and receive more than one priority number will forfeit the lower number with the highest priority.

When units become available, final applications are emailed in the prioritized order as specified previously. The Administrative Agent can keep the applicant pool open after the initial lottery and add names to the existing list based on time and date of submission. On-going marketing is done primarily through www.HousingQuest.com.

If there are sufficient names remaining in the pool to fill future re-rentals, the applicant pool shall be closed.

When the applicant pool is close to being depleted, the Administrative Agent will re-open the pool and conduct a new random selection process after fulfilling the affirmative marketing requirements. The new applicant pool will be added to the remaining list of applicants.

For future re-rentals only, the Administrative Agent can keep the applicant pool open after the initial lottery and add names to the existing list based on time and date of submission. Ongoing marketing is done primarily through www.HousingQuest.com.

## MATCHING HOUSEHOLDS TO AVAILABLE UNITS

In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the Administrative Agent shall strive to implement the following policies:

- Ensure each bedroom is occupied by at least one person, except for age-restricted units;
- Provide a bedroom for every two adult occupants;

- For occupants under the age of 18, accommodate the household's requested arrangement, except that such an arrangement may not result in more than two minor occupants occupying any bedroom; and
- Avoid placing a one-person household into a unit with more than one bedroom.

A household is placed only on one unit list for eligibility. A household may choose to change the unit type for which they are eligible within the scope of the program.

## APPLICATION FEES

The Administrative Agent does not charge a fee to applicants. Application fees assessed by the landlord (including the charge for any credit check) may not exceed five percent of the monthly rent of the applicable restricted unit

## HOUSEHOLD CERTIFICATION

Before any household can lease a restricted unit, the Administrative Agent will 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 18 years of age or older. 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, the Administrative Agent can begin the process of calculating the household's income.

### Household Composition and Circumstances

Generally, a Household is defined as everyone who intends to reside in the affordable unit. Temporarily absent members of a household will be counted in very limited circumstances, such as a member of the military in active duty. Unborn children and children in the process of being adopted shall be counted as members of the household.

The following are generally excluded from the household for the purposes of income qualifying but may be considered by the Administrative Agent for the purposes of determining the size of the unit: live-in aid, foster children and children who live in the household with less than 50% joint physical custody.

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

- Driver's License
- Birth Certificate or Passport
- Alien Registration Card
- Divorce Decree and Settlement Agreement
- Adoption Agency / Legal Correspondence and/or Certification
- Correspondence / Certification from Foster Care Services
- Doctor's Authorization for Live-in Aid.
- The Administrative Agent always reserves the right to require any other such documentation that, in its sole discretion, it deems necessary to verify composition.

**Procedure for Income-Eligibility Certification**

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months. Applicants may NOT change or modify their situation relative to their income once they have submitted a Final Application.

Through the submission of the Final Application, the Administrative Agent shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify their income. The application and a schedule of required documentation can be found in the Appendix. Generally, the documentation required is as follows:

- Four current consecutive pay stubs, including bonuses, overtime or tips, or a signed and dated 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 current monthly benefits such as
  - Social Security or SSI – Award letter or computer print out letter
  - Unemployment – verification of Unemployment Benefits
  - Welfare -TANF[5] current award letter

[5] TANF – Temporary Assistance for Needy Families

- Disability - Worker's compensation letter
- Pension income – a pension letter.

- A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony, child support and education stipends.

- 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.

- 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 a contract with a real estate broker which sets forth the price of the property and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property, attach copies of all leases.

- The Administrative Agent always reserves the right to require any other such documentation that, in its sole discretion, it deems necessary to verify household income.

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
4. Pensions and regular distributions from retirement accounts
5. Social security benefits
6. Unemployment compensation
7. TANF
8. Verified regular child support

9. Disability benefits

10. Net income from business or real estate

11. Actual 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 checking accounts, cash on hand, and equity in non-income producing real estate.

13. Net rental income from real estate

14. Non-tuition stipends for living expenses for students

15. Non-Governmental financial support

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

17. Regular financial support from any source.

***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

***Student Income***

The administrative agent shall require each member of an applicant household who is 18 years of age or older, except full-time students under the age of 26 and those under the age of 26 participating in a registered apprenticeship program, who are dependents of the household (not the head of household, spouse or co-head), to provide documentation to verify the member's income, including income received by adults on behalf of minor children for their benefit. Household members 18 years of age or older who do not receive income or who qualify for the full-time student or apprenticeship exemption must produce documentation as to their current status.

**The Asset Limit**

If the applicant household possesses net household assets valued at an amount greater than the net asset limit, defined as the median home equity held by New Jersey homeowners as determined annually by the United States Census Bureau's Survey of Income and Program Participation and published by the Census Bureau in "State-Level Wealth, Asset Ownership & Debt of Households Tables" series, available at https://www.census.gov/topics/income-poverty/wealth/data/tables.html, the Administrative Agent shall deny the certificate of eligibility. The household net assets will be calculated in accordance with the procedure for calculating "net family assets" stipulated at 24 CFR 5.603(b), as it may be updated from time to time. Exclusions to the asset limit may apply, pursuant to N.J.A.C. 5:80-26.17(b)3.

**Income from Real Estate**

If real estate owned by an applicant for affordable housing is a rental property, the net revenue is considered income. Specifically, rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance and reasonable property management expenses as reported to the Internal Revenue Service. Other expenses are not deductible. If actual rent is less than fair market rent, the administrative agent shall impute a fair market rent.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, the Administrative Agent should determine the imputed interest from the value of the property. The Administrative Agent should deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Based on current HUD Passbook Savings Rate, interest will be imputed on the determined value of the real estate.

**Minimum Income**

The annual rent and utility allowance as determined by the Administrative Agent shall not exceed 35% of the applicant's gross annual income unless the applicants' liquid assets exceed 100 times the monthly rent.

**Housing Counseling**

The Administrative Agent will provide referrals for counseling, as a part of its services. Although housing counseling is recommended, a household is only required to attend counseling if their monthly housing expense exceeds UHAC standards. A HUD-approved housing counseling agency, or a counseling agency approved by the NJ Department of Banking and Insurance, meets UHAC's requirements for an experienced Housing Counseling Agency. This counseling to low- and moderate-income housing applicants will focus on subjects such as budgeting, credit issues, and mortgage qualification, and is free of charge. A list of non-profit counselors approved by HUD and/or the New Jersey Department of Banking and Insurance is included on NJDCA's website and is available from the Administrative Agent.

In addition, the Administrative Agent will:

- Confirm and update all information provided on the application.
- Explain program requirements, procedures used to verify information, and penalties for providing false information. Ask the head of household, co-head, spouse and household members 18 years of age or older to sign the Authorization for Release of Information forms and other verification requests.
- Review the applicant's identification and financial information and documentation, ask any questions to clarify information on the application, and obtain any additional information needed to verify the household's income.
- Seek to ensure, to a reasonable degree, that the applicant has reported all sources for earned and benefit income and assets (including assets disposed of for less than fair market value in the past two years). Require the applicant to give a written certification as to whether any household member did or did not dispose of any assets for less than fair market value during the past two years.

**Approving or Rejecting a Household**

Administrative Agents will notify applicant households of their eligibility within twenty (20) days of the Administrative Agent's determination.

Households with a verified total household income that exceeds 80 percent of the regional income limit for the appropriate family size are ineligible for purchase or rental of restricted units. A letter rejecting the household's application shall be mailed to the household.

Similarly, households with a verified total household income that is within the income limits, but too low to afford any of the units administered by the Administrative Agent shall be sent a letter rejecting the household's application, and/or referring them to housing counseling.

Households with a verified total household income of less than 80 percent shall be issued a letter certifying eligibility. This certification is valid for 180 days. If the applicant does not sign a Lease Agreement within that time frame, an extension may be granted once the household's eligibility is updated and verified.

Once the applicant is certified and matched to an available unit, the Administrative Agent will secure from the applicant a signed and notarized acknowledgement of their requirements and responsibilities in purchasing a restricted unit. UHAC's Disclosure Statement shall be forwarded to the applicants.

In addition to non-eligibility based on income, the Administrative Agent 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 the Administrative Agent determines that there was a willful or material misstatement of fact made by the applicant.

**Dismissal of Applications**

Applications can be dismissed for the following reasons:

1. The application is not signed or submitted on time;
2. The applicant's sources of income or household composition changes after the submission of the final application, but before approval;
3. The applicant commits fraud, or the application is not truthful or complete;
4. The applicant cannot or does not provide documentation to verify their income or other required information when due;
5. The household income does not meet the minimum or maximum income requirements for a particular property;
6. The applicant owns assets that exceeds the Asset Limits for deed-restricted properties;
7. The applicant fails to respond to any inquiry in a timely manner;
8. The applicant had a greater chance than any other applicant submitted for a random selection;
9. The applicant is non-cooperative or abusive with our staff, property managers or the sellers of affordable units;
10. The applicant changes address or other contact information without informing us in writing;
11. The applicant is unable to obtain suitable and legitimate financing for a sale unit or fails to verify attendance in a home buyer credit counseling program when required to do so by the program rules;
12. The applicant does not respond to a periodic update inquiry in a timely fashion;
13. The applicant fails to sign the Compliance Certification, Certificate for Applicant; Lease Documents, as may be required; or
14. The applicant, once approved, fails to sign a lease in a timely manner.

Applicants will also be withdrawn from all lists held by us in the Municipality once they have been approved for an affordable unit within that same municipality. However, these applicants may re-apply for other opportunities in that municipality once they have occupied their unit. Applicants withdrawn for fraud may be withdrawn from all programs administered by Plainsboro Non-Profit Housing Corporation and/or Piazza & Associates, Inc., and may be subject to prosecution under the law.

Applicants who are withdrawn and who wish to re-apply to that specific program may do so using a new Preliminary Application. The new Preliminary Application will NOT be given preferential treatment but will be processed in the same way that all new Preliminary Applications for that specific program are processed. In the event that an application list is closed when the application is withdrawn, the applicant will be required to wait until the list is re-opened to apply again.

Applicants who are dismissed must re-apply. A minimum time period of six months applies in most situations where the applicant has been withdrawn for fraud, poor credit, uncooperative behavior or other serious matters.

Applications may be held in abeyance for a period not to exceed 90 days if there is an error on the credit report, so that the applicant can correct the error and re-apply. Units will not be held open for that applicant. However, once the credit report is corrected, the applicant will be given a priority for the next opportunity at that property.

**Appeals**

Appeals from all decisions of an Administrative Agent shall be made in writing to the Municipal Housing Liaison (MHL) for the Township of Plainsboro. A decision of the MHL may be appealed to the Executive Director of the New Jersey Housing and Mortgage Finance Agency.

## DETERMINING AFFORDABLE RENTS

To determine the affordable rents, the Administrative Agent uses the calculators located at https://nj.gov/dca/hmfa/about/uhac/docs/2025_UHAC_Calculator.xlsm.

### Development Considerations and Compliance Issues

There are several regulations that must be considered from the *development perspective* before the rents of individual units can be calculated. These requirements should be discussed at the first meeting between the Municipal Housing Liaison, Administrative Agent and developer or affordable housing sponsor. The following is a summary of the requirements for rental projects.

**Bedroom Distribution**. The standards on the distribution of unit sizes for affordable developments require that:

- No more than 20% of all restricted units, rounded up or down to the nearest whole number; are efficiency or one-bedroom units;
- At least 30 percent of all restricted units, rounded up or down to the nearest whole number, are two-bedroom units;
- At least 20 percent of all restricted units rounded up or down to the nearest whole number, are three-bedroom units; and

- The remainder, if any, may be allocated at the discretion of the developer in accordance with the municipality's housing element and fair share plan.

**Pricing by Household Size**. Initial rents are based on targeted "model" household sizes for each size home as determined by the number of bedrooms. Initial rents must adhere to the following rules. These maximum rents are based on the Annual Regional Income Limits Chart at the time of occupancy:

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a three-person household;
- A three-bedroom unit shall be affordable to a four- and one-half person household; and
- A four-bedroom unit shall be affordable to a six-person household.

The above rules are only to be used for setting initial rents. They are not guidelines for matching household sizes with unit sizes. The pricing of age-restricted units may not exceed affordability based on a two-person household.

**Age-restricted Units.** Affordable age-restricted units are not held to these bedroom distribution standards. For affordable age-restricted units, the number of age-restricted very low-, low- and moderate-income bedrooms must be structured such that, at a minimum, the number of bedrooms within the restricted units equals the number of restricted units. In other words, the average bedroom size in an age-restricted development must be equal to or greater than one bedroom per unit. For example, an age-restricted development can meet this standard by creating a two-bedroom unit for each efficiency unit. In affordable developments with 20 or more age-restricted units, at least five percent (5%) of the restricted units must be two-bedroom units

**Pricing by Household Size for Age-Restricted Units.** Initial rents are based on targeted "model" household sizes for each size home as determined by the number of bedrooms. Initial rents must adhere to the following rules. These maximum rents are based on the Annual Regional Income Limits Chart at the time of occupancy:

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a two-person household or to two one-person households; and
- A three-bedroom unit shall be affordable to a two- and one-half person household.

The above rules are only to be used for setting initial rents. They are not guidelines for matching household sizes with unit sizes. The pricing of age-restricted units may not exceed affordability based on a two-person household.

**Additional Regulations for a Rental Development**

In addition to the regulations covered earlier in the Section **Development Considerations and Compliance Issues,** rental projects must also comply with the following regulations:

**Split Between Low- and Moderate-income Rental Units.** At least 50 percent (of the affordable units within each bedroom distribution (unit size) must be low-income units and at least 13 percent of those affordable units must be very-low income units affordable to households earning no more than 30 percent of the regional median income. The remainder of the affordable units must be affordable to moderate-income households.

**Affordability Average.** The average rent for all affordable units cannot exceed 52 percent of the regional median income. At least one rent for each bedroom type must be offered for very low-income, low-income and moderate-income units. Calculation of the affordability average is available on the New Jersey Department of Community Affairs website.

**Maximum Rent.** The maximum rent of restricted rental units within each affordable development shall be affordable to households earning no more than 60 percent of the regional median income. Other rounding rules may apply.

**Additional Fees.** No additional fees, operating costs, or charges may be added to the approved rent without the express written approval of the Administrative Agent. Operating costs for the purposes of this section include certificate of occupancy fees, move-in fees, move-out fees, mandatory internet fees, mandatory cable fees, mandatory submetering fees, and for developments with more than one and a half off-street parking spaces per unit, parking fees for one parking space per household. Any fee structure that would remove or limit affordable renters' access to any amenities or services that are required or included for market-rate renters is prohibited. Fees for truly optional, unit-specific, non-communal items that are charged to market rate tenants on an optional basis may be charged to affordable tenants, as applicable, pursuant to N.J.A.C. 5:80-26.13(c).

**Determining Rent Increases**

Annual rent increases are permitted in affordable units. Rent increases are permitted at the anniversary of tenancy. The maximum increase is based on the consumer price index for housing in the northeast as published by the New Jersey Housing and Mortgage Finance Agency, typically in the Spring. Pursuant to State law, the maximum increase in any given year is 5%. These increases must be filed with and approved by the Administrative Agent. Property managers or landlords who have charged less than the permissible increase may use the maximum allowable rent with the next tenant with permission of the Administrative Agent. The maximum allowable rent would be calculated by starting with the rent schedule approved as part of initial lease-up of the development and calculating the annual increase from the initial lease-up year to the present. Rents may not be increased more than once a year, may not be increased by more than one approved increment at a time, and may not be increased at the time of new occupancy if this occurs less than one year from the last rental. No additional fees may be added to the approved rent without the express written approval of the Administrative Agent.

## VIOLATIONS, DEFAULTS AND REMEDIES

In the event of a threatened breach of any of the regulations governing the affordable unit by an Owner, the Administrative Agent shall have all the remedies provided at law or equity, including the right to seek injunctive relief or specific performance, it being recognized by both parties that it will cause irreparable harm to the municipality, in light of the public policies set forth in the Fair Housing Act and the obligation for the provision of low- and moderate-income housing.

Upon the occurrence of a breach of any of the regulations governing the affordable unit by an Owner, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

## MAINTENANCE OF RECORDS AND APPLICANT FILES

Pursuant to N.J.A.C. 5:80-26.15, N.J.A.C. 5:80-26.16(c) and N.J.A.C. 5:80-26.18 current records will be maintained by the Administrative Agent and outdated records will be given to the municipality for safe-keeping. A file will be created and maintained on each restricted unit for its control period.

The Administrative Agent will maintain detailed records on all marketing initiatives.

### Files to Be Maintained on Every Applicant

The Administrative Agent will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

- Application Form.
- Income Verification
- Letter of Certification of Eligibility or Letter of Determination of Ineligibility.

Individual files will be maintained throughout the process.

### Files to Be Maintained on Every Unit

The Administrative Agent will maintain files on every unit for the length of the affordability controls. The unit file will contain at a minimum:

- Base rent
- Identification as low- or moderate-income
- Description of number of bedrooms and physical layout
- Floor plan
- Application materials, verifications and certifications of all present owners, pertinent correspondence
- Copy of lease
- Disclosure Statement (Appendix K)

**Files to Be Maintained on Every Project**

The Administrative Agent will maintain files on every project for the length of the affordability controls. The project file will contain at a minimum:

- Condominium Master Deed
- Condominium Public Offering
- Crediting Information
- Original deed restriction
- Affordability control documents, including Declarations of Covenants, Conditions and Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, Recapture Mortgage Notes, Disclosure Statement (Appendix J)

**Files to Be Maintained on The Applicant Pool**

- Any changes to the applicant pool
- Any action taken with regard to the applicant pool
- Any activity that occurs that affects a particular applicant
- Current applications for all applicants whose status is active in the applicant pool
- The application, the initial rejection notice, the applicant's reply to the notice, a copy of the Administrative Agent's final response to the applicant, and all documentation of the reason the applicant's name was removed from the applicant pool.

**Monitoring**

A sample Deed will be submitted for each project. Additionally, the current annual monitoring information required to be maintained and reported annually to the Municipal Housing Liaison can be found on COAH's website. The information required for each unit includes but is not limited to:

- A sample Deed for each project.
- Street Address
- Block/Lot/Qualifier/Unit Number
- Housing Type
- Income: Very Low/Low/Moderate
- Initial Rental Price

- % of affordability
- Bedroom Type
- Age-restricted
- Handicap accessible/adaptable
- Co #, date
- Effective date of affordability controls
- Length of affordability controls (yrs)
- Date Affordability controls removed

EXHIBIT A

U. S. Department of Housing and Urban Development

EQUAL HOUSING OPPORTUNITY

## We Do Business in Accordance With the Federal Fair Housing Law

(The Fair Housing Amendments Act of 1988)

## It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin

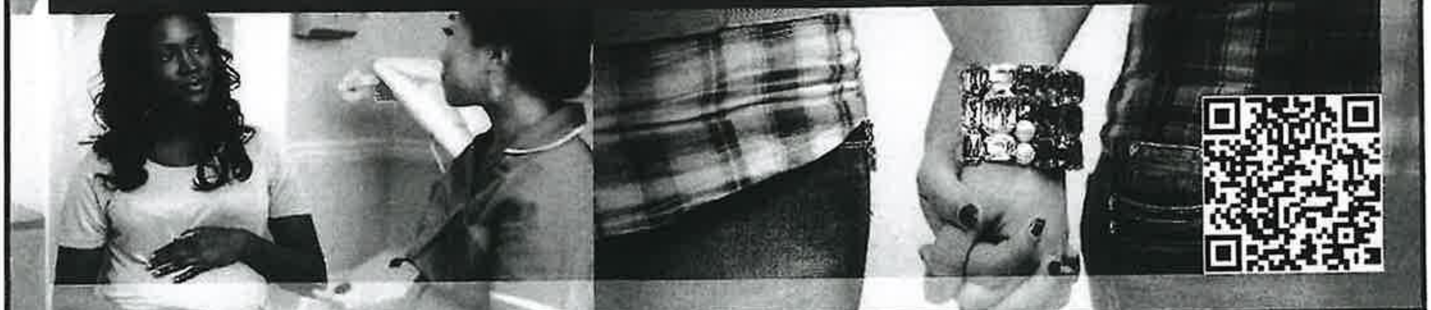
- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the provision of real estate brokerage services
- In the appraisal of housing
- Blockbusting is also illegal

**Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:**
**1-800-669-9777 (Toll Free)**
**1-800-927-9275 (TTY)**

**U.S. Department of Housing and Urban Development**
**Assistant Secretary for Fair Housing and Equal Opportunity**
**Washington, D.C. 20410**

New Jersey Law Prohibits

# Discrimination in Housing



**ON THE BASIS OF:** Race, Creed, Color, National Origin, Ancestry, Nationality, Marital or Domestic Partnership or Civil Union Status, Familial Status, Sex, Pregnancy, Gender Identity or Expression, Affectional or Sexual Orientation, Disability, Source of Lawful Income or Source of Lawful Rent Payment (including Section 8)

**BY:** All Persons Including Real Estate Agents or Brokers, Financial Institutions, Property Owners, Landlords, or Building Superintendents, and Their Agents and Employees

**WITH RESPECT TO:**

- The Sale, Rental or Lease of Real Property
- Listing or Advertising of Real Property
- Receipt or Transmittal of Offers to Purchase or Rent Real Property
- Application and Terms of a Mortgage or Other Loan

**REMEDY MAY INCLUDE:** An Order Restraining Unlawful Discrimination, Reimbursement for Financial Loss, Damages for Pain and Humiliation Experienced as a Result of Unlawful Discrimination, Punitive Damages, and Attorney's Fees

*It is also unlawful to publish real estate advertisements which express any discrimination against persons protected by the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.*

Need help? 211 **Dial "2-1-1"** for more information and access to language translation or TTY services.

**Violations should be reported to the nearest office of the NJ Division on Civil Rights at 866-405-3050 (Toll-Free) or online at www.NJCivilRights.gov**

Division on **CIVIL RIGHTS**

Department of Community Affairs

rev. 6.7.16

*Last updated May 5, 2025, by New Jersey Housing and Mortgage Finance Agency (NJHMFA). Effective May 16, 2025.*

# UHAC 2025 Affordable Housing Regional Income Limits by Household Size - EXHIBIT B

**Regional Income Limits**

| | | Household Size | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **1 Person** | **1.5 Persons** | **2 Persons** | **2.5 Persons** | **3 Persons** | **4 Persons** | **4.5 Persons** | **5 Persons** | **6 Persons** | **7 Persons** | **8 Persons** |
| **Region 1** | Median | $89,100 | $95,450 | $101,800 | $108,150 | $114,500 | $127,200 | $132,300 | $137,400 | $147,600 | $157,800 | $168,000 |
| Bergen, Hudson, | Moderate (80%) | $71,280 | $76,360 | $81,440 | $86,520 | $91,600 | $101,760 | $105,840 | $109,920 | $118,080 | $126,240 | $134,400 |
| Passaic, Sussex | Low (50%) | $44,550 | $47,725 | $50,900 | $54,075 | $57,250 | $63,600 | $66,150 | $68,700 | $73,800 | $78,900 | $84,000 |
| | Very Low (30%) | $26,730 | $28,635 | $30,540 | $32,445 | $34,350 | $38,160 | $39,690 | $41,220 | $44,280 | $47,340 | $50,400 |
| **Region 2** | Median | $94,800 | $101,550 | $108,300 | $115,050 | $121,800 | $135,300 | $140,750 | $146,200 | $157,000 | $167,800 | $178,600 |
| Essex, Morris, | Moderate (80%) | $75,840 | $81,240 | $86,640 | $92,040 | $97,440 | $108,240 | $112,600 | $116,960 | $125,600 | $134,240 | $142,880 |
| Union, Warren | Low (50%) | $47,400 | $50,775 | $54,150 | $57,525 | $60,900 | $67,650 | $70,375 | $73,100 | $78,500 | $83,900 | $89,300 |
| | Very Low (30%) | $28,440 | $30,465 | $32,490 | $34,515 | $36,540 | $40,590 | $42,225 | $43,860 | $47,100 | $50,340 | $53,580 |
| **Region 3** | Median | $107,400 | $115,100 | $122,800 | $130,450 | $138,100 | $153,400 | $159,550 | $165,700 | $178,000 | $190,300 | $202,500 |
| Hunterdon, Middlesex, | Moderate (80%) | $85,920 | $92,080 | $98,240 | $104,360 | $110,480 | $122,720 | $127,640 | $132,560 | $142,400 | $152,240 | $162,000 |
| Somerset | Low (50%) | $53,700 | $57,550 | $61,400 | $65,225 | $69,050 | $76,700 | $79,775 | $82,850 | $89,000 | $95,150 | $101,250 |
| | Very Low (30%) | $32,220 | $34,530 | $36,840 | $39,135 | $41,430 | $46,020 | $47,865 | $49,710 | $53,400 | $57,090 | $60,750 |
| **Region 4** | Median | $94,300 | $101,000 | $107,700 | $114,450 | $121,200 | $134,600 | $140,000 | $145,400 | $156,200 | $167,000 | $177,700 |
| Mercer, Monmouth, | Moderate (80%) | $75,440 | $80,800 | $86,160 | $91,560 | $96,960 | $107,680 | $112,000 | $116,320 | $124,960 | $133,600 | $142,160 |
| Ocean | Low (50%) | $47,150 | $50,500 | $53,850 | $57,225 | $60,600 | $67,300 | $70,000 | $72,700 | $78,100 | $83,500 | $88,850 |
| | Very Low (30%) | $28,290 | $30,300 | $32,310 | $34,335 | $36,360 | $40,380 | $42,000 | $43,620 | $46,860 | $50,100 | $53,310 |
| **Region 5** | Median | $83,600 | $89,600 | $95,600 | $101,550 | $107,500 | $119,400 | $124,200 | $129,000 | $138,600 | $148,100 | $157,700 |
| Burlington, Camden, | Moderate (80%) | $66,880 | $71,680 | $76,480 | $81,240 | $86,000 | $95,520 | $99,360 | $103,200 | $110,880 | $118,480 | $126,160 |
| Gloucester | Low (50%) | $41,800 | $44,800 | $47,800 | $50,775 | $53,750 | $59,700 | $62,100 | $64,500 | $69,300 | $74,050 | $78,850 |
| | Very Low (30%) | $25,080 | $26,880 | $28,680 | $30,465 | $32,250 | $35,820 | $37,260 | $38,700 | $41,580 | $44,430 | $47,310 |
| **Region 6** | Median | $71,900 | $77,050 | $82,200 | $87,350 | $92,500 | $102,700 | $106,850 | $111,000 | $119,200 | $127,400 | $135,600 |
| Atlantic, Cape May, | Moderate (80%) | $57,520 | $61,640 | $65,760 | $69,880 | $74,000 | $82,160 | $85,480 | $88,800 | $95,360 | $101,920 | $108,480 |
| Cumberland, Salem | Low (50%) | $35,950 | $38,525 | $41,100 | $43,675 | $46,250 | $51,350 | $53,425 | $55,500 | $59,600 | $63,700 | $67,800 |
| | Very Low (30%) | $21,570 | $23,115 | $24,660 | $26,205 | $27,750 | $30,810 | $32,055 | $33,300 | $35,760 | $38,220 | $40,680 |

| Bedroom Count | Household Size (Family)* | Household Size (Senior)** |
|---|---|---|
| 0BR | 1 Person | 1 Person |
| 1BR | 1.5 Persons | 1.5 Persons |
| 2BR | 3 Persons | 2 Persons |
| 3BR | 4.5 Persons | 2.5 Persons |
| 4BR | 6 Persons | N/A |

**Maximum Sale Price Increase*****

| | |
|---|---|
| Region 1 | 5.64% |
| Region 2 | 4.55% |
| Region 3 | 4.92% |
| Region 4 | 3.50% |
| Region 5 | 4.10% |
| Region 6 | 4.41% |

**Maximum Rent Increase******

| | |
|---|---|
| Statewide | 5.0% |

**Net Asset Limit*******

| | |
|---|---|
| Statewide | $300,000 |

* N.J.A.C. 5:80-26.4(i).
** N.J.A.C. 5:80-26.4(j).
*** N.J.A.C. 5:80-26.7(c).
**** N.J.A.C. 5:80-26.13(b).
***** N.J.A.C. 5:80-26.17(b)3.

PROPERTY / DEVELOPMENT NAME: ______________________ EXHIBIT C

NAME OF APPLICANT: ______________________________________

**(HEAD OF HOUSEHOLD NAME MUST MATCH THAT IN EMAIL)**

# AFFORDABLE HOUSING APPLICATION

**Read this application carefully and return it with the required documentation. We reserve the right to disqualify applicants who do not submit ALL of the documentation requested in this application packet. Please complete, sign and return this application AND the required documentation to:**

**Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540.**

EQUAL HOUSING OPPORTUNITY

It's the law: We shall deny a certificate of eligibility to an applicant who makes any willful or material misstatement of fact in seeking eligibility. N.J.A.C. 5:80-26.17(h)

Federal law prohibits discrimination against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. State law prohibits discrimination on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment (including Section 8). All household members that intend to reside at the property must be listed on the application. No un-emancipated minor maybe a member of the household unless a parent or legal guardian is also a member of the household. The affordable housing must be the intended primary residence of the applicant. If changes in household composition occur during the application process, the applicant is required to notify Plainsboro Non-Profit Housing Corp.. immediately. Applications may be withdrawn if the household composition or sources of income changes after the submission of this application. Applications must be truthful, complete and accurate. Any false statement makes the application null and void and subjects the applicant to penalties imposed by law.

**Income Verification:** The affordable homes are provided as a service to low- and moderate- income households. Occupancy is regulated by certain municipal and state statutes that require us to verify the income of every applicant. Your cooperation is appreciated. Applications and supporting documentation are the property of the municipality and cannot be returned.

**Identification.** Please include a photocopy of identification for every person who will reside in the affordable home. Typically, a birth certificate, drivers license or passport will be sufficient. **Verification of Income.** Every applicant must submit a copy of each of the most recent three (3) years of signed state and federal tax returns (1040). Please include all accompanying documents such as W2 form(s), 1099's etc. If the applicant has not filed a return in any of the three (3) previous years, he / she must submit a verification of non-filing letter from the IRS. Every applicant must submit the six (6) most recent statements from every Checking account and three (3) statements from every other bank and financial account (including, Savings, CD's, Money Market Accounts, etc.) to which the applicant is a depositor or signatory. **All sources of income must be verified.** Acceptable forms of verification include... **Salary:** Four (4) most recent pay statements (stubs). **Social Security:** A letter from the Social Security Administration. **Public Assistance:** A letter from the appropriate agency which details the amount and frequency of the benefit. **Alimony and Child Support:** The separation or divorce agreement which details the amount and frequency of child support or alimony received by the applicant. **Pension Plan, IRA, Annuity** and/or other retirement account, plan or service under which the applicant receives an income or financial distribution: The most recent statement for each which clearly indicates the amount and frequency of the distribution. In lieu of a statement, a letter of verification from the appropriate authority will be considered. Savings Bonds: A copy of all bonds held by the applicant(s). **Stocks, Bonds, Treasury Bills and Notes or other financial instruments** which are owned in whole or in part by the applicant: The most recent statement which verifies the value of the assets and current dividends (if any). If these are not available, a notarized letter from a Certified Public Accountant or attorney who has access to these records will be considered. **Real Estate:** If the real estate is the current residence of the applicant, and if the applicant intends to sell the real estate, submit one of the following: a certified appraisal, a contract with a real estate broker which sets forth the price of the property, or a signed contract for the sale of the property. If there is a mortgage, a statement from the Mortgage Company or bank which clearly indicates the principal balance of the mortgage(s) must be submitted. If other real estate is owned, in whole or in part by the applicant, and that parcel or parcels of real estate generate(s) income, verification of income must be supplied. In addition, verification of mortgage payments, property taxes and insurance should be submitted. **Business Income:** Equals the sum of gross revenue less expenses (prior to taxes).
**Important:** Answer all questions. Please answer "none" in the sections which ask for information about income that you do not have. Enter "n/a" if a question does not apply to you.

If you have any questions, or are in need of further information, please call us:
(609) 786-1101 ext. 300, or contact us by e-mail at **Info@HousingQuest.com**.

Application services provided by Plainsboro Non-Profit Housing Corp., an affordable housing services corporation. This is an Equal Housing Opportunity. All housing is subject to applicable affordable housing regulations and availability. The terms and conditions of this affordable housing opportunity are subject to change without notice. We cannot guarantee that an affordable home will be available to you. All homes meet certain criteria for "affordable housing," but the sales prices and rental rates are **not** adjusted to meet any specific household income or financial situation. Therefore, we cannot and do not represent that these homes will be affordable to any individual applicant.

***DO NOT FAX OR EMAIL YOUR FINAL APPLICATION!***
***YOU MUST MAIL OR DROP IT OFF AT OUR OFFICE***
*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

**PLEASE CALL US IF YOU NEED CLARIFICATION OR FURTHER INSTRUCTIONS: (609) 786-1100.**

## A. Head of Household Information (Please verify the information below and make corrections if necessary.)

1. Last Name: ____________________
2. First Name: ____________________
3. Home Address: ____________________
4. City/State/ Zip: ____________________

5. Soc. Sec. No: ____________________
6. Home Phone: ____________________
7. Work Phone: ____________________
8. County: ____________________
9: Email: ____________________

## B. Household Composition (Every person who will occupy the affordable home must be listed.)

| Name (First and Last) | Relation To | Date of Birth | Sex | Social Security Number |
|---|---|---|---|---|
| #1 | | | | |
| #2 | | | | |
| #3 | | | | |
| #4 | | | | |
| #5 | | | | |
| #6 | | | | |

## C. Current Situation

1. Do you currently: ___ Rent ___ Own ___Other
2. Do you currently reside in an affordable home?
   Yes ___ or No____
3. How long at the address above? _________ Years
4. Previous address:____________________
   City: ____________________
   State: ___________ Zip Code: ______________

5. What is your monthly rent or mortgage payment?
   $______________
6. If you currently own your home, what is the value of this home?
   $______________
7. What is the Principal Balance of your mortgage?
   $______________

## D. References

**If you rent**, please check "Landlord" and list the name and address of your landlord below. **If you own** your home, please check "Mortgage Co." and list the name and address of the mortgage company and account number below.

1. Name of ___Landlord or ___Mortgage Co.: ______________________________
2. Address: ______________________________
3. City, State and Zip Code: ______________________________
4. Telephone Number: ____________________ 5. Mortgage Account No.: ______________

**If you own** your home, please attach documentation verifying the value of the home and mortgage principal amount.

***DO NOT FAX OR EMAIL YOUR FINAL APPLICATION!***
***YOU MUST MAIL OR DROP IT OFF AT OUR OFFICE***
*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

**E. Salary** **(Please list GROSS salary for every person over 18 years of age who will reside at the affordable home. Attach the 4 most recent pay statements (stubs) to this application. Please include overtime in calculation.)**

| **Name (First and Last)** Repeat Employee's Name if applicant has more than one employer. Use additional pages for additional jobs. | **Occupation** | **Gross Salary per Pay Period** | **Pay Period** (Bi-Weekly, Weekly, etc.) | **Annual Gross Salary** |
|---|---|---|---|---|
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |

**F. Benefits Income:** **Social Security, Pension, Disability, Welfare, Public Assist., IRA's, Annuities, Child Support, Alimony, Retirement, etc. (Include all sources which currently provide direct income. Provide documentation.)**

| **Type of Income** (From List Above) | **Source** (Specify name of Bank, Fund, Agency, etc.) | **Client / Account Number** | **Gross Monthly Benefit** | **Gross Annual Benefit** |
|---|---|---|---|---|
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |

***DO NOT FAX OR EMAIL YOUR FINAL APPLICATION!***
***YOU MUST MAIL OR DROP IT OFF AT OUR OFFICE***
*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

**G. Assets: Financial Institutions** **(Checking Account, Savings Accounts, Certificates of Deposit, Money Market Funds, Mutual Funds or other assets held by financial institutions. Provide documentation. Refer to Instructions.)**

| Type of Asset or Account | Financial Institution | Account Number | Current Market Value of Asset | Interest Rate | Annual Income |
|---|---|---|---|---|---|
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |

**H. Assets: Directly Held** **(Stocks, Bonds, Income-Producing Real Estate, Business or other directly held assets. Provide documentation. To determine the Annual Income from Real Estate or Business, refer to the Instructions.)**

| Type of Asset | Name of Asset | Number of Shares | Current Market Value | Annual Income |
|---|---|---|---|---|
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |

**I. Marital Status: ___Married; ___Single; ___Divorced; ___Widowed; ___Legally Separated**

**J. Additional Information** **(Please include any information which will assist us in serving you such as special needs, accessibility requirements, etc.)** ______________________________________

**Applicant's Certification and Authorization:** The undersigned hereby states that all the information provided in connection with this Affordable Housing Application is true and complete. I/We am/are aware that, if any statements made by me/us are willingly false, the application is null and void, and I/we may be subject to penalties imposed by law. Plainsboro Non-Profit Housing Corp. or its agents are hereby authorized to contact references to verify the information provided in these applications, and to make other inquiries regarding income, assets, credit status, employment, and residency history for the purpose of determining my/our eligibility for this affordable housing program. Further, I/we understand that there is no obligation at this time on my/our part to enter into a sales or rental agreement if the application is approved. **Void if not signed by all Applicants 18 years of age and over.**

Signed: ______________________________ Signed: ______________________________

Signed: ______________________________ Signed: ______________________________

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## APPLICANT QUESTIONNAIRE & DOCUMENT CHECKLIST -EXHIBIT D

This questionnaire must be filled out and signed by all applicants over the age of 17.

Rev. 09/06/12

**ATTENTION: DO NOT SUBMIT ORIGINALS!** Documents cannot be returned.

**IMPORTANT**
**If you answer yes, you must submit a COPY of all of the required documents!**

Applicant/Tenant Name: ____________________

**Applicant/Tenant: Please check "yes" or "no" for each line**

| Yes | No | ***Check "Yes" if the answer applies to one or more applicants.*** | (√) | ***Place check mark if enclosed!*** |
|---|---|---|---|---|
| ___ | ___ | I am entitled to file a tax return.................................. | ___ | 3 most recent federal & st. tax returns |
| | | | ___ | ... with all attachments (w-2 forms, etc.) |
| ___ | ___ | I am currently a student - (please circle below):...................... (a) Full Time (b) Part Time | ___ | Current transcript or letter from school |
| ___ | ___ | I am presently employed and receive wages/tips/commissions.. | ___ | 4 most recent pay statements... |
| ___ | ___ | I am presently employed at more than one job (NOT self employed) | | ...for every job held by everyone over 17. |
| ___ | ___ | I am self employed.................................................... | ___ | Schedule "C" and tax returns |
| ___ | ___ | I own a business...................................................... | ___ | Current Profit and Loss statements |
| ___ | ___ | I currently am on leave of absence from work........................ | ___ | Letter from employer to verify status |
| ___ | ___ | I currently receive unemployment benefits........................... | ___ | 6 most recent statements from agency |
| ___ | ___ | I have a savings account............................................ | ___ | 3 most recent statements from each acct |
| ___ | ___ | I have a checking account........................................... | ___ | 6 most recent statements from each acct |
| ___ | ___ | I have a money market account...................................... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own a certificate of deposit (CD).................................. | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own stocks/bonds. (NOT held in a retirement plan)................ | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own real estate or I am in the process of selling real estate...... | ___ | Market value and mortgage statements |
| ___ | ___ | I have sold or gifted property or other assets in the past 2 years | ___ | What was sold, the value and sale price |
| ___ | ___ | I have an IRA. (NOT yet receiving income)........................... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I have a pension plan at work (NOT yet receiving income)........ | ___ | 3 most recent statements from each acct |
| ___ | ___ | I receive Social Security Income..................................... | ___ | Most recent benefit letter from SS Admin |
| ___ | ___ | I receive income from a pension/annuity/retirement fund.......... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I receive money periodically from my family, church, friends, etc. | ___ | Letter detailing the amount & frequency |
| ___ | ___ | I am entitled to receive child support................................ | ___ | 3 most recent statements from source |
| ___ | ___ | **I am currently paying child support...............................** | ___ | Proof of last 6 payments |
| ___ | ___ | I am entitled to receive alimony...................................... | ___ | 3 most recent statements from source |
| ___ | ___ | **I am currently paying alimony......................................** | ___ | Proof of last 6 payments |
| ___ | ___ | I receive AFDC/TANF................................................. | ___ | Most recent benefits letter |
| ___ | ___ | I receive assistance from a Public Housing Authority............... | ___ | Most recent benefits letter |
| ___ | ___ | I receive Supplemental Social Security (SSI)........................ | ___ | Most recent benefits letter |
| ___ | ___ | I receive Workman's Compensation.................................. | ___ | 3 most recent statements from source |
| ___ | ___ | I have a Trust Fund................................................... | ___ | 3 most recent statements from source |
| ___ | ___ | ***Valid form of ID for every household member is required!*** | ___ | birth cert., driver's license or passport |

| | | | |
|---|---|---|---|
| Signature: | Date | Signature | Date |
| Signature | Date | Signature | Date |

# Township of Plainsboro

## Affordable Housing Services

## Operating Manual

## SALES & RESALES

Plainsboro
Non Profit
Housing
Corporation

**Plainsboro Non-Profit Housing Corp. ◆ 201 Rockingham Row ◆ Princeton, NJ 08540**

**T.609.786.1101 ◆ F.609-786-1105 ◆ www.HousingQuest.com**

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**A.** Equal Housing Opportunity Posters
**B.** Annual Regional Income Limits Chart
**C.** Application for Affordable Housing
**D.** Applicant Questionnaire and Document Checklist
**E.** Resale Procedures for Owners Wishing to Sell an Affordable Unit

## INTRODUCTION

This Operating Manual has been prepared by Plainsboro Non-Profit Housing Corporation, the Administrative Agent for the Township of Plainsboro, to assist in the administration of for-sale units. General questions regarding its content can be addressed to Plainsboro Non-Profit Housing Corp. 201 Rockingham Row, Princeton, NJ 08540; by telephone to 609-786-1101; or by email at info@HousingQuest.com.

This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures. Updates to our manual will be available on our website at: https://www.piazzanj.com/policies/.

This manual explains the steps in the initial sale process and in the resale process. It describes the eligibility requirements for participation in the program, record keeping and overall program administration. The Operating Manual governs all of the current affordable housing rental offerings in the Municipality.

Implementation of any procedure, even if it is not included in this Operating Manual, shall be in accordance with the Federal Fair Housing Act and Equal Opportunities laws[1], the Uniform Housing Affordability Controls (UHAC) N.J.A.C. 5:80-26.1 et seq.[2], the substantive rules of the Council on Affordable Housing N.J.A.C. 5:96[3] and 5:97[4] and the affordable housing regulations of the Municipality (hereafter referred to as the "Regulations").

All prior references to COAH have been replaced with references to the New Jersey Fair Housing Act ("NJ-FHA").

### FAIR HOUSING AND EQUAL HOUSING OPPORTUNITIES

In accordance with the Federal Fair Housing Act, it is unlawful to discriminate against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. In addition, New Jersey Law prohibits discrimination in housing on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment (including Section 8) by all persons including real estate agents or brokers, financial institutions, property owners, landlords, or building superintendents,

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[1] https://www.hud.gov/helping-americans/fair-housing-act-overview

[2] https://www.nj.gov/dca/hmfa/about/uhac/docs/Current_UHAC_Regulations.pdf

[3] https://www.nj.gov/dca/dlps/hss/thirdroundregs/596.pdf

[4] https://www.nj.gov/dca/dlps/hss/thirdroundregs/597.pdf

and their agents and employees with respect to the sale, rental or lease of real property, listing or advertising of real property, receipt or transmittal of offers to purchase or rent real property, application and terms of a mortgage or other loan. See Exhibit A.

## FAIR HOUSING PROMISE AND POLICY

Plainsboro Non-Profit Housing Corporation is an Administrative Agent for affordable housing. As such, it is responsible for processing applications for compliance to affordable housing regulations for rental and sale units throughout the State of New Jersey. These affordable units are not owned, operated, managed or sold by Plainsboro Non-Profit Housing Corporation, which relies on the owners, sellers, and real estate agents to screen applications for their own specific units under the terms and conditions of their own selection policies.

With respect to its responsibility to review, evaluate and process applications for adherence to the parameters of the affordable housing programs it administers, it is the policy and promise of Plainsboro Non-Profit Housing Corporation to comply with the Federal Fair Housing Act, the New Jersey Law Against Discrimination (LAD), N.J.S.A. § 10:5-1 to -49, and the Fair Chance in Housing Act (FCHA).

*LAD:*

In compliance with the LAD, Plainsboro Non-Profit Housing Corporation. ensures that all housing, as well as all terms, conditions, and privileges associated with such housing, are available to all persons without regard to actual or perceived race, creed, religion, color, national origin, nationality, ancestry, pregnancy or breastfeeding, sex, gender identity or expression, sexual orientation, familial status (defined as having care or custody of a child under age 18 or being pregnant), disability, liability for service in the Armed Forces of the United States, marital status, civil union status, or domestic partnership status. The LAD also prohibits housing discrimination based on the source of lawful income used for rental or mortgage payments (including Section 8 housing choice vouchers, COVID-19 Emergency Rental Assistance Program (CVERAP), State Rental Assistance Programs (SRAP), temporary rental assistance (TRA), Eviction Prevention Program (EPP), unemployment benefits, child support, alimony, and supplemental security income.

This policy means that, among other things, the owners and operators of Plainsboro Non-Profit Housing Corporation do not discriminate against persons in any aspect of the sale, rental, or occupancy of housing on the basis of their actual or perceived membership in an LAD-protected category or their association with someone who is a member of an LAD-protected category, or their source of lawful income. Specifically, they do not and will not:

1. Refuse to sell or rent, refuse to negotiate the sale or rental of, or otherwise make housing unavailable to any person on the basis of an LAD-protected category;

2. Discriminate against any person in the terms, conditions, or privileges of sale, rental, or occupancy, including cost of rental, on the basis of an LAD-protected category;

3. Make, print, or publish any statement, including print advertisements and online postings, expressing any preference for, limitation of, or discrimination based on an LAD-protected category;

4. Steer persons away from their desired housing, or represent that a neighborhood is changing in a way that could lower property values, increase crime, or lower the quality of public services, including schools, because of an LAD-protected category;

5. Refuse to approve an applicant to rent to a prospective tenant or discourage a prospective tenant from renting because they plan to pay with Section 8 housing choice vouchers, COVID-19 Emergency Rental Assistance Program (CVERAP), SRAP (State Rental Assistance Program), TRA (temporary rental assistance), Eviction Prevention Program (EPP), or any other subsidy or voucher provided by federal, state, or local rental-assistance programs; or other sources of income including unemployment benefits, child support, alimony, and supplemental security income; or express any such limitation or refusal in any printed advertisement, oral or written statement, or online posting (for example, statements like "No Section 8," "TRA not accepted," or "This property not approved for Section 8" are all prohibited);

6. Condition a person's housing, or any of the terms, conditions, or privileges thereof, on acceptance of unwanted sexual advances or requests for sexual favors, or engage in unwanted, harassing conduct of a sexual nature that creates an intimidating, hostile, or offensive housing environment, or permit others to do so;

7. Engage in unwanted, harassing conduct based on any LAD-protected category that creates an intimidating, hostile, or offensive housing environment, or permit others to do so;

8. Undertake any of the actions listed in subsections (A) through (I) based on the person's perceived membership in an LAD-protected category or their association with someone who is an actual or perceived member of an LAD-protected category;

9. Impose unreasonable occupancy restrictions to prevent families with children from moving in;

10. Refuse to grant reasonable accommodations and reasonable modifications to a person with a disability as explained further in Addendum A;

11. Selectively inquire about, or request information about and/or documentation of, a prospective tenant's or buyer's immigration or citizenship status because of the person's actual or perceived national origin, race, or ethnicity;

12. Fail to account for a person's receipt and use of rental assistance (such as Section 8 housing choice vouchers, SRAP, or TRA, EPP, unemployment benefits, child support, alimony, or supplemental security income) when applying minimum income requirements to a person's rental application (any minimum income requirement, financial standard, or income standard must be calculated based only on the portion of the rent to be paid by the tenant, rather than the entire monthly rent);

13. Violate the S. Department of Housing and Urban Development's April 2016 Guidance by imposing blanket exclusions on all individuals with any prior arrest or conviction; or

14. Use criminal history as a pretext for intentionally discriminating on the basis of race or national origin.

Making affordable housing opportunities equally accessible for all persons is our mission and our vocation. Any agent, employee, or designee of Plainsboro Non-Profit Housing Corporation who fails to comply with this policy will be subject to appropriate disciplinary action. Please report any violation of this policy to Frank Piazza Jr. at FPiazza@PiazzaNJ.com or 609-786-1101, ext. 301. You cannot and will not be subjected to retaliation for making a complaint under this policy or for attempting to exercise your rights under this policy or the LAD.

Any action taken by Plainsboro Non-Profit Housing Corporation's agent, employee, or designee in violation of the requirements laid out in this policy may constitute a violation of the LAD. Any applicant who believes that any owner, agent, employee, or designee of Plainsboro Non-Profit Housing Corporation has violated any of the above may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov or **(866) 405-3050.** A complaint must be filed with the New Jersey Division on Civil Rights within 180 days of the allegedly discriminatory conduct. DCR has a number of fair housing fact sheets that are available at https://www.nj.gov/oag/dcr/housing.html.

## Addendum A: Reasonable Accommodations and Modifications for Persons with a Disability

In most cases, physical accommodations will be the responsibility of the owner, seller, landlord or manager, which has control over the subject property. Although Plainsboro Non-Profit Housing Corporation ("PNP") does not have control over the physical accommodations of the affordable homes, PNP will grant reasonable accommodations to its rules, policies, practices, procedures, or services when such accommodations are possible and necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and when the accommodation will not cause an undue hardship to or conflict with the responsibility to make affordable units open to the general public as required by law. If PNP cannot grant the requested accommodation or modification because it does not have control over the physical property, we will refer your request to the owner, landlord, manager, as appropriate. Generally, PNP is unable to grant priority access to one property to accommodate an applicant who is unable to acquire an accessible unit at another property.

To request a reasonable accommodation or reasonable modification, contact Frank Piazza Jr. at FPiazza@PiazzaNJ.com or 609-786-1101, ext. 301. To process your request, PNP may require supporting documentation from a treating doctor or mental health professional to confirm that you have a disability as defined by the LAD and that the requested accommodation or modification is necessary to provide you with an equal opportunity to use and enjoy the dwelling. All requests and information related to a request, including medical information, will be kept confidential unless disclosure is required by law.

PNP will make a prompt decision on your request and will provide that decision in writing. If PNP cannot grant the requested accommodation or modification, we will refer your request to the owner, landlord, manager, as appropriate. You cannot and will not be subjected to retaliation for requesting an accommodation or modification under this policy or for attempting to exercise your rights under this policy or under the LAD. Any person who believes a request for an accommodation or modification has been unlawfully denied or unreasonably delayed may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov or 1-866-405-3050. A complaint must be filed with the New Jersey Division on Civil Rights within 180 days of the housing provider's denial of the accommodation request.

**WHAT IS AFFORDABLE HOUSING?**

Affordable housing, unlike market rate housing, has affordability controls limiting the price for at least 30 years. The Regulations considers housing "affordable" if the household pays approximately 30% or less of the household's gross income on housing costs. Affordable housing is priced to be affordable to households earning up to 80% of the area median income for the region in which the affordable housing is located.

**WHO QUALIFIES FOR AFFORDABLE HOUSING?**

In order to be eligible for affordable housing in New Jersey, a household's income will be below the income limit for the region in which the affordable housing is located, either for low or moderate levels. A moderate-income household is classified as earning more than 50 percent and less than 80 percent of the area median income. A low-income household is classified as earning 50 percent or less of area median income. A very low-income household is classified as earning 30 percent or less of area median income. Municipalities shall decide what projects will be required to help meet this obligation. Municipalities are not required to provide affordable sale housing to very low-income households.

The Affordable Housing Regional Income Limits Chart (Exhibit B) provides information about income limits for each of the six housing regions Each region has different calculated median incomes, which are adjusted periodically. Plainsboro is located in Middlesex County, which is part of Region 3, together with Hunterdon and Somerset Counties.

## LOCAL AFFORDABLE HOUSING PROGRAMS FOR PURCHASE

The following affordable housing program is currently being administered for the Municipality:

1. Tamarron
2. The Villages at Princeton Crossings
3. The Aspen
4. Ravens Crest

A copy of the Township of Plainsboro Housing Element and Fair Share Plan is available at the municipal building, located at 641 Plainsboro Rd, Plainsboro, NJ 08536.

## OTHER AFFORDABLE HOUSING PROGRAMS AND OPPORTUNITIES

In addition to the purchase opportunities, the Municipality has rental opportunities. Please contact Plainsboro Non-Profit Housing Corp., for further information:

Affordable housing throughout the State of New Jersey is administered by a wide variety of organizations and agencies. Further information can be found at: https://nj.gov/njhrc/.

Individuals interested in applying for affordable housing should contact the Municipal Housing Liaison in the municipality in which they are interested in living. Each municipality has a Municipal Housing Liaison who is responsible for administering the municipality's affordable housing program. Some municipalities administer their own affordable housing and have their own application process. If not, the Municipal Housing Liaison can direct applicants to developers, nonprofit agencies, State agencies or consultants that may administer the affordable housing within the municipality. A list of Municipal Housing Liaisons can be found at:
http://www.nj.gov/dca/divisions/lps/hss/admin_files/muniliaisons.pdf

The New Jersey Housing and Mortgage Finance Agency has established New Jersey's Housing Resource Center, an on-line, searchable database of affordable housing in the State. The Housing Resource Center provides a listing posted by developers, landlords, and municipalities of available affordable housing. Available units are listed with contact and application information. Look for the Housing Resource Center at www.njhrc.gov.

The New Jersey Guide to Affordable Housing, which can be found at https://www.nj.gov/dca/codes/publications/guide.shtml, is a listing compiled by the New Jersey Department of Community Affairs Division of Codes and Standards. It lists all types of affordable housing by county. The housing units on the list have a variety of qualification requirements, including age-restricted housing and housing for the developmentally disabled. **Applicants who do not have access to the Internet should call 211 for assistance.**

Plainsboro Non-Profit Housing Corp. also provides information on many affordable housing programs throughout the state of New Jersey. Detailed information about these affordable housing opportunities can be found at www.HousingQuest.com.

## OVERVIEW OF THE AFFORDABLE HOUSING ADMINISTRATION PROCESS

- The Municipal Housing Liaison serves as an initial point of contact for unsolicited calls to the municipality about affordable housing and where appropriate directs applicants to an Administrative Agent, who may be developers, nonprofit agencies, State agencies or consultants that may administer the affordable housing within the municipality.

- The Administrative Agent implements the municipality's Affirmative Marketing Plan.

- The Administrative Agent serves as the initial point of contact for all inquiries generated by the affirmative marketing efforts and sends out pre-applications to interested callers.

- Households that apply for very low-, low- and moderate-income housing will prescreen themselves, using an online application, for preliminary income eligibility by comparing their total income and household size to the very low-, low- and moderate-income limits adopted by NJDCA (NJ Department of Community Affairs) and other program restrictions that may apply. All households will be notified as to their preliminary status.

## OVERVIEW OF THE NEW SALE PROCESS

- An initial deadline date, no less than 45 days after the start of the marketing process, will be established. All of the preliminary applications received by Plainsboro Non-Profit Housing Corp., on or before the initial deadline date, shall be deemed received on that date.

- Households that apply for low- and moderate-income housing will prescreen themselves for preliminary income eligibility by comparing their total income and household size to the very low-, low- and moderate-income limits adopted by NJDCA and other program restrictions that may apply. All households will be notified as to their preliminary status.

- No less than 15 days after the deadline, a drawing (using a web-based randomizer) will be held under the direction of Plainsboro Non-Profit Housing Corp. to determine the priority order of the pre-qualified applications received on or before the initial deadline date. All preliminary applications received after the initial deadline will be processed on a "first come, first served" basis after the applicants who were in the initial random selection.

- In order to ensure an adequate supply of qualified applicants, the advertising phase will continue until there are at least ten (10) pre-qualified applicants for each low- and moderate-income unit available, or until all of the very low-, low- and moderate-income units within the development have been sold.

- Final applications will be emailed by Plainsboro Non-Profit Housing Corp. to an adequate number of pre-qualified applicants, in priority order, for each available very low-, low- and moderate-income unit. The final application will require the applicants to supply documents to verify their identity and household composition as well as their income and assets.

- Completed final applications will be forwarded to Plainsboro Non-Profit Housing Corp. Plainsboro Non-Profit Housing Corp. will make a determination as to their eligibility for a very low-, low- or moderate- income unit. Applicants will receive notification from Plainsboro Non-Profit Housing Corp. with respect to the status of their application each time a review is performed.
- When submitting final applications, applicants will also be asked to provide a pre-qualification letter from a qualified lending institution.
- Certified applicants will be given a timeframe, specified by the developer, to sign a sales agreement. Mortgage contingencies may not be an acceptable term of the agreement.
- The sales agreement may also limit closing to a reasonable time to be approved by Plainsboro Non-Profit Housing Corp. in advance of the process.
- Subsequent to the initial sale closings, a list of pre-qualified applicants will be maintained by Plainsboro Non-Profit Housing Corp. on a re-sale waiting list.

**OVERVIEW OF THE RESALE PROCESS**

When an Owner of a restricted unit wishes to sell, the sale will be processed through the Administrative Agent. Prior to the initial date of purchase, the Owner makes a certification regarding his or her understanding of this requirement.

The Administrative Agent coordinates certain aspects of the sales process for affordable homes on behalf of designated municipalities. The Administrative Agent is not a real estate agent, however, and recommends that the Seller use a qualified real estate professional. The process is outlined below.

- The Seller submits a Preliminary Notice and Request for Maximum Sale Price (MSP).
- The Administrative Agent will respond to the Seller in writing, explaining some of the details of the process and informing the Seller of the MSP (maximum sale price). The MSP is calculated by using the Affordable Housing Annual Regional Income Limits Chart, or approved alternative, and can be estimated on the Resale Calculator at HousingQuest.com.
- The Seller then submits a Final Notice of Intention to Sell to the Administrative Agent.
- The Administrative Agent will respond by emailing or mailing the seller copies of a QR code which directs applicants to an address specific online application.

- The Administrative Agent will email a "Notice of Availability" to households on the waiting list for an affordable home of the same bedroom size and income category. The Notice will ask interested households to contact the Seller or their agent, directly, to make an appointment to see the affordable home within a two-week time frame. The Seller may want to prepare a flyer for us to distribute with the notice of availability. The Administrative Agent reserves the right to limit the number of notices that are emailed, based on the chronological order in which the prequalified applications were received. If the notices are limited in this way, applicants receiving notices will have a priority over those who do not.

- The Administrative Agent will affirmatively market the unit if there is no current applicant pool.

- The Seller or their agent may also want to advertise. Ads should include the "Equal Housing Opportunity" logo and should be sent to our office for review prior to distribution.

- The Seller or their agent, upon showing the home, provides potential buyers with a copy of the QR code (which may be duplicated if necessary).

- Interested households complete the application and upload a mortgage pre-approval letter from a qualified lending institution.

- At the end of the two-week time period, the Administrative Agent reviews all of the online applications submitted for a particular home. These applications are prioritized on the basis of a blind selection process or lottery. Preference may be given to households that can utilize all of the bedrooms, as well as handicap accommodations, when applicable.

- The first applicant (or more, as deemed necessary) on the prioritized list is emailed a letter which requires them to complete a final application within fourteen days. When an applicant is approved as a buyer, a copy of the approval letter is sent to the Seller and their agent, as applicable.

- The Seller and the certified interested household (now Buyer) execute a "Contract of Sale." The Administrative Agent ensures that the Deed, Recapture Mortgage, Recapture Mortgage Note and Disclosure Statement (Appendix J) form are submitted as part of the closing package to the attorney responsible for the closing or other closing agent.

- The remaining applicants are maintained on the waiting list for this home or other homes in the same size and income categories. In the event that the potential buyer is not able and/or willing to purchase the affordable home, the next applicant on the prioritized list is notified pursuant to the process described above.

- When an applicant is in second priority position to purchase an affordable home (the *original* home), and another home of the same size and type in the same municipality (the *next* home) becomes available within 90 days of the deadline date of the *original* home, the applicant will have the option to transfer priority from the *original* home to the *next* home. The following conditions will apply: This opportunity only applies to the *next* home of the same bedroom number and income category as the *original* home that becomes available within the 90-day period. This offer will be made only one time and only for the *next* home. It does not apply to other similar homes that become available. The applicant must have completed a final application and be pre-qualified for the *original* home in order to be considered. The applicant will be notified by phone that an alternate home is available. The applicant will then have 3 business days in which to view the *next* home and make the determination if he/she would like to pursue that purchase. If so, the applicant would relinquish the secondary priority position for the *original* home. Once the decision to transfer to the *next* home is made, the applicant cannot be reinstated to the secondary position for the *original* home if he/she is unwilling to purchase the *next* home. Conversely, once the decision is made to remain in the secondary position for the *original* home, the applicant cannot then transfer to the *next* home if he/she is unable or unwilling to purchase the *original* home.

- A copy of the Sales Contract will be submitted to the Administrative Agent prior to closing. The terms of the contract (e.g., closing dates and mortgage contingencies) should be reasonable to both buyer and seller.

- During the final stages of the process, the Seller should provide a "Notice of Intent to Transfer Title" form. It will be necessary to make arrangements for the Mortgage and Note to be satisfied with respect to the Seller and new documents filed with respect to the Buyer.

- A copy of the TILA-RESPA or HUD Closing Statement (as applicable) will be submitted to the Administrative Agent. A certified copy of the recorded deed, the original recorded repayment mortgage and note, and the certificate of ownership should also be sent to the Administrative Agent after closing.

- The filing and recording of documents is the responsibility of the seller's or buyer's attorney, but the Administrative Agent may also elect to file the documents. Once all documents are filed and recorded and returned to the Administrative Agent for inclusion in the file, the Administrative Agent will process a release of the original documents.

- Annually, the Administrative Agent shall send a mailing to the Owner of the affordable unit reminding them of the rights and requirements of owning an affordable unit.

This outline is meant to describe the process utilized prior to the expiration of the deed restrictions. It is not meant to be a legal representation of the rights or responsibilities of any party, nor is it meant to modify the Affordable Housing Agreement, Mortgage Note or other Deed Restrictions. Buyers and Sellers are encouraged to seek legal counsel for specific questions in this regard. The Administrative Agent is available to both the Seller and the Buyer throughout the process to answer any questions that they may have.

## ROLES AND RESPONSIBILITIES

**Responsibilities of the Municipal Housing Liaison or MHL**

The Municipal Housing Liaison is responsible for coordinating all the activities of the municipal government as it relates to the creation and administration of affordable housing units, in conjunction with the Municipal Attorney, where appropriate (see **Responsibilities of the Municipal Attorney**). The primary purpose of the MHL to ensure that all affordable housing projects are established and administered according to the Regulations as outlined in an Operating Manual. The duties of the MHL include the following duties and may include the responsibilities for providing administrative services as described in the next Section under **Responsibilities of an Administrative Agent**.

**Monitor the status of all restricted units in the municipality's Fair Share Plan.** Regardless of any arrangements the municipality may have with one or more Administrative Agents, it is the Municipal Housing Liaison's responsibility to know the status of all restricted units in their community.

**Serve as the municipality's primary point of contact for all inquiries from the State, Administrative Agents, developers, affordable housing sponsors, owners, property managers, and interested households.** The MHL serves as the municipality's primary point of contact on affordable housing issues. Interested applicants should be provided with information on the types of affordable units within the municipality and, where applicable, the name of the Administrative Agent that manages the units and the contact information for the Administrative Agent.

**Compile, verify and submit annual reporting.** Administrative Agents are responsible for collecting much of the data that is ultimately included in an annual NJDCA monitoring report. However, it is the Municipal Housing Liaison's responsibility to collect and verify this data and consolidate it into the annual report to NJDCA. Any requests from NJDCA for additional information or corrections will be directed to the MHL.

**Coordinate meetings with Administrative Agents and Developers/Affordable Housing Sponsors/Owners.** When a new affordable unit or series of units is in the planning process, the MHL should coordinate a meeting between the Administrative Agent and the developer, affordable housing sponsor or owner. The developer, affordable housing sponsor or owner may serve as their own Administrative Agent, if they meet the applicable requirements and are approved by the municipality and NJDCA. The purpose of this initial meeting is to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all NJDCA-related local ordinances -- that have already been adopted by the municipality.

It is the responsibility of the Municipal Housing Liaison, in conjunction with the Municipal Attorney, to have the affordable housing provisions of any Master Deed and

Public Offering reviewed for consistency with NJDCA and UHAC regulations, before they are recorded and submitted to DCA for approval.

**Provide Administrative Services, unless those services are contracted out**. The responsibilities for providing administrative services are described in the next Section under, **Responsibilities of an Administrative Agent**.

**Responsibilities of an Administrative Agent**

The primary responsibility of an Administrative Agent is to establish and enforce affordability controls and ensure that units in the Administrative Agent's portfolio are sold to eligible households. Administrative Agents will:

**Secure written acknowledgement from all developers, affordable housing sponsors and owners that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent**.

**Create and adhere to an Operating Manual.** All Administrative Agents are required to follow the policies and procedures of an Operating Manual, as applicable to the scope of services they have been contracted to perform.

**Implement the municipality's Affirmative Marketing Plan**. The Administrative Agent, the developer, affordable housing sponsor or owner could be responsible for implementing the Affirmative Marketing Plan adopted by the municipality. At the first meeting with the Municipal Housing Liaison, Administrative Agent and the developer, affordable housing sponsor or owner, this responsibility should be discussed. Affirmative marketing includes conducting regional outreach and advertising for available affordable units. Advertising costs are the responsibility of the developer or current owner.

**Accept applications from interested households.** In response to marketing initiatives or by referral from the Municipal Housing Liaison, interested households will contact the Administrative Agent. The Administrative Agent will supply applicants with applications, provide additional information on available units and accept completed applications.

**Conduct random selection of applicants for sale and resale of restricted units**. The Administrative Agent is responsible for conducting the random selection in accordance with the Affirmative Marketing Plan and any related local ordinances, and as described in the Operating Manual.

**Create and maintain a pool of applicant households.** This includes reaching out to households in the applicant pool to determine continued interest and/or changes in household size and income.

**Determine eligibility of households.** The task of collecting application materials and documentation from applicant households and analyzing it for eligibility is the responsibility of an Administrative Agent. A written determination on a household's eligibility will be provided within twenty (20) days of the Administrative Agent's determination of eligibility or non-eligibility. Whether or not the household is determined to be eligible for a unit, it is an Administrative Agent's responsibility to secure all information provided by the household in individual files and to maintain strict confidentiality of all information regarding that household. An Administrative Agent is required to ensure that all certified applicants execute a Disclosure Statement acknowledging the rights and requirements of owning an affordable unit, in the form of Appendix J of UHAC, as applicable.

**Establish and maintain effective communication with owners and property managers.** Owners and property managers of restricted units should be instructed and regularly reminded that the Administrative Agent is their primary point of contact. The Administrative Agent will immediately inform all owners and property managers of any changes to the Administrative Agent's contact information or business hours. The Administrative Agent will create and distribute annual mailings to all Owners of affordable units reminding them of the rights and requirements of owning an affordable unit.

Owners should be instructed to immediately contact the Administrative Agent in the following circumstances:

- If they are considering or have decided to sell their home.
- In the event they wish to refinance their mortgage or take out a home equity loan and, consequently, will be seeking a subordination of their mortgage.
- If they are seeking an increase in the sales price of their unit due to capital improvements.
- If they are seeking a Hardship Waiver to allow them to rent their unit.

**Preserve affordability controls during the sale of restricted units.** Immediately upon being notified of an Owner's intent to sell their property, an Administrative Agent should inform the Owner of the Owner's role in the marketing and sale of the home. An Administrative Agent is responsible for extinguishing the affordability controls with the Seller and re-establishing them with the Buyer. An Administrative Agent is responsible for providing closing attorneys/agents with the appropriate legal instruments.

**Ensure cancellations of Recapture Mortgages are effectuated.** It is the Administrative Agent's responsibility to ensure that Recapture Mortgages are cancelled at the conclusion of the control period when the Recapture Mortgage is satisfied. If the Recapture Mortgage is being cancelled due to a sale of the property during the control period, then the Administrative Agent may wish to cancel the original Recapture Mortgage only after the Recapture Mortgage with the new Owner has been recorded.

**Send out annual mailings about restrictions.** Administrative Agents will annually mail to all Owners of affordable housing units a reminder of their rights and responsibilities as Owners of an affordable unit.

**Ensure unit has Continuing Certificate of Occupancy at final transfer.** To help ensure a healthy and safe living environment for all families, an Administrative Agent is responsible for obtaining an inspection or a certified statement from the local Building Inspector at the first sale after the expiration of the minimum affordability control period.

**Serve as the custodian of all legal documents.** An Administrative Agent is responsible for maintaining originals of all legal instruments for the units in their portfolio. Throughout the duration of a control period, an Administrative Agent will maintain a file containing its affordability control documents. This includes, but is not limited to, the recorded Declarations of Covenants, Conditions and Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, Recapture Mortgage Notes and Disclosure Statement.

**Serve as point of contact on all matters relating to affordability controls.** It is recommended that the Administrative Agent develop a system to be notified by lenders when a unit is at risk of foreclosure. In the event of a foreclosure, the Administrative Agent should work with the foreclosing institution to ensure that the affordability controls are maintained. The Administrative Agent should seek the counsel of the municipality's attorney on legal matters that threaten the durability of the affordability controls.

**Provide annual activity reports to Municipal Housing Liaison for use in the annual monitoring report.** An Administrative Agent is responsible for collecting the reporting data on each unit in the Administrative Agent's portfolio.

**Maintain and distribute information on HUD-approved Housing Counseling Programs.**

**Responsibilities of the Municipal Attorney**

The Municipal Attorney assists the municipality with developing, administrating, and enforcing affordability controls, including but not limited to:

- Assisting the Municipal Housing Liaison with the review of the affordable housing provisions of any Master Deed and Public Offering for consistency with DCA/NJHMFA and UHAC regulations, before they are recorded and submitted to DCA for approval.

- Providing all reasonable and necessary assistance in support of the Administrative Agent's efforts to ensure compliance with the housing affordability controls, including reviewing legal documents and legal actions required on foreclosures and violations.

**Responsibilities of Developers**

When a new affordable unit or series of units is in the planning process, the developer of affordable housing should contact the Municipal Housing Liaison, who shall coordinate a meeting with the Administrative Agent, where applicable, and the developer, affordable housing sponsor or owner.

The purpose of this initial meeting is to develop a clear division of labor between the parties and to transmit any components of the Operating Manual – including copies of all affordable-related local ordinances -- that have already been adopted by the municipality.

As provided for by ordinance, the developer will be responsible for the costs of advertising affordable units.

The Administrative Agent will secure from the developer written acknowledgement that no restricted unit can be offered or in any other way committed to any person other than a household duly certified by the Administrative Agent.

**Responsibilities of an Owner**

Owners should read annual mailings from the Administrative Agent and cooperate with any and all requests for information from either the Municipal Housing Liaison or the Administrative Agent.

The Owner may sell the unit only to a household that has been approved in advance and in writing by the Administrative Agent. No sale of the unit shall be lawful unless approved in advance and in writing by the Administrative Agent. No sale shall be for a consideration greater than the maximum resale price, as determined by the Administrative Agent.

When an Owner wishes to sell an affordable unit, it is the Owner's responsibility to notify the Administrative Agent and to execute a "Notice of Intent to Sell". If a potential, certified Buyer makes an offer of the maximum resale price of an affordable unit, then the Owner is obligated to enter into a sales contract with that Buyer for the sale of that unit or withdraw the "Notice of Intent to Sell".

An Owner may not rent out the Owner's unit to any other person, not even to members of the Owner's family.

The Owner shall at all times maintain the unit as his or her principal place of residence, defined as residing at the unit at least 260 days out of each calendar year.

An Owner shall make no improvements to the unit that would affect its bedroom configuration or to increase the maximum permitted resale price, except for improvements approved in advance and in writing by the Administrative Agent.

The Owner shall pay all taxes and public assessments and assessments by the condominium association levied upon or assessed against the unit, or any part thereof, when they become due and before penalties accrue.

The Owner shall pay all charges of any utility authority when they become due and before penalties accrue.

The Owner shall not permit any lien, except those approved by the Administrative Agent, to attach and remain on the property for more than 60 days.

The Owner will have approval of the Administrative Agent if they wish to refinance their mortgage or take out a home equity loan and, consequently, will be seeking a subordination of their mortgage.

In the event that any first mortgagee or other creditor of an Owner of a low- and moderate-income unit exercises its contractual or legal remedies available in the event of default or nonpayment by the Owner of a low- and moderate-income unit, the Owner shall notify the Administrative Agent in writing within 10 days of such exercise by the first mortgagee or creditor and no later than 10 days after service of any summons and complaint.

An Owner shall notify the Administrative Agent within 10 days, in writing, of any default in the performance by the Owner of any obligation under either the master deed of the condominium association, including the failure to pay any lawful and proper assessment by the condominium association, or any mortgage or other lien against the low- and moderate-income unit, which default is not cured within 60 days of the date upon which the default first occurs.

## AFFIRMATIVE MARKETING

### Overview of the Requirements of an Affirmative Marketing Plan

All affordable units are required to be affirmatively marketed using the Township of Plainsboro's Affirmative Marketing Plan (AMP). The AMP is designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, English speaking ability, marital or familial status, gender, affectional or sexual orientation, disability, age (except for "housing for older persons" as defined at N.J.S.A 10:5-1 et seq., and age-restricted units as permitted pursuant to 42 U.S.C § 3601 et seq.), number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 through 50, to housing units which are being marketed by an Administrative Agent or a developer, sponsor, owner or property manager of affordable housing. The primary objectives of an AMP are to target households who are least likely to apply for affordable housing and to target households throughout the entire housing region in which the units are located.

Every Affirmative Marketing Plan will include all of the following:

- A listing of the available affordable housing units on the New Jersey Housing Resource Center (HRC) at least 60 days before the random selection process and within one day of accepting or soliciting applications.

- Publication of at least one advertisement in a regional print or digital newspaper;

- Advertisement on at least one housing search website, in addition to HRC, which will be HousingQuest.com;

- At least two additional regional marketing strategies, with at least one non-digital strategy if the newspaper was in print, or at least two non-digital strategies if the newspaper was digital such as: a neighborhood newspaper, religious publication, organizational newsletter, advertisement(s) with major employer(s), or notification through community and regional organizations such as non-profit, religious and civic organizations.

For each affordable housing opportunity within the municipality, the Affirmative Marketing Plan will include the following information:

- The name and location of the housing project;

- An address sufficient to find directions to the housing units;

- A range of prices or rent for the affordable housing units;

- The sizes, as measured in number of bedrooms and square footage, of the affordable housing units;

- The types (family, age-restricted, or supportive) and number of affordable units available;

- The number of units available to very low-, low-, and moderate-income households within the pertinent eligible income ranges;

- The accessibility features, if any, of the affordable housing units;

- The maximum income permitted to qualify for the affordable housing units;

- The population(s), if any, given preference in the selection process;

- Where applications (paper and online) for the affordable housing units may be found;

- The expected lease up/closing date(s) for the affordable housing units;

- A description of the random selection process that will be used to select occupants of affordable housing units and the expected date of the random selection;
- The business hours when interested households may obtain paper applications;
- Contact information, including an email address and phone number for the Administrative Agent;
- The name of the sales agent and/or rental manager; and
- Application fees, if any.

Advertisements will contain the same information contained in the AMP, listed above, for each affordable housing opportunity.

**Implementation of the Affirmative Marketing Plan**

The affirmative marketing process for new affordable units shall begin at least four months prior to expected occupancy. In implementing the marketing program, the Administrative Agent shall undertake all of the strategies outlined in the Municipality Affirmative Marketing Plan. Advertising and outreach shall take place during the first week of the marketing program and each month thereafter until all the units have been sold. Applications for affordable housing shall be available in several locations in accordance with the Affirmative Marketing Plan. The time period when applications will be accepted will be posted with the applications. Applications shall be mailed to prospective applicants upon request.

An applicant pool will be maintained by the Administrative Agent for re-sales. When an affordable resale unit becomes available, the applicants will be selected from the applicant pool and the unit will be affirmatively marketed as described in the Resale process, above

The selection of applicants from the applicant pool is described in more detail in this manual under Random Selection & Applicant Pool(s).

**Developer, Affordable Housing Sponsor**

If permitted by the municipality, the developer or affordable housing sponsor may be responsible for advertising the affordable housing in accordance with the municipality's adopted Affirmative Marketing Plan. Prior to publication or broadcast, draft copies of the marketing material will be submitted to the Administrative Agent for approval. Proof of publication will be submitted, including a copy of the final advertisements with a copy of the paid bill. Public Service Announcements shall be submitted by the Administrative Agent.

## RANDOM SELECTION & APPLICANT POOL(S)

Applicants are selected at random before income-eligibility is determined, regardless of household size or desired number of bedrooms. The process is as follows:

After advertising is implemented, preliminary applications are accepted for 45 days. Applicants are required to determine their eligibility based upon information provided at the time of application. Confirmation that the Preliminary Application was properly submitted is indicated on the webpage at the time the Application is submitted. Applicants that are deemed, at this stage, to be ineligible are notified at the time they submit their online application.

Applications are entered into a database and sorted by the unit size and affordability type that is appropriate. Applicants may check their eligibility on our webpage for the property prior to the random selection process.

At the end of the 45-day period, the Administrative Agent arranges a time and date for the random selection process to take place via webinar. The MHL and a representative of the developer are invited and encouraged to attend. An announcement of the time and date is made by way of an email blast to those applicants who have submitted a preliminary application by the deadline date.

It is important to note that applicants need not be present at the random selection, and that there is no advantage given those applicants who do attend.

At the random selection, a website is used to generate a random list of numbers. The numbers are applied to the list in the order that was prearranged. A copy of the random numbers and the final list are sent to the MHL for verification and file.

All applicants are assigned a random number. Priority numbers will be posted on the property page after the random selection and are available for applicants to review if they provide the required security information. A random number does not guarantee that the applicant will be deemed eligible. Applicants who submit more than one application and receive more than one priority number will forfeit the lower number with the highest priority.

When units become available, Final Applications are emailed in the prioritized order as specified previously. The Administrative Agent may keep the applicant pool open after the initial lottery and add names to the existing list based on time and date of submission. On-going marketing is done primarily through www.HousingQuest.com.

For re-sales, applications received subsequent to the initial random selection may be subject to a random selection on a per-unit basis.

## MATCHING HOUSEHOLDS TO AVAILABLE UNITS

In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the Administrative Agent shall strive to implement the following policies:

- Ensure each bedroom is occupied by at least one person, except for age-restricted units;
- Provide a bedroom for every two adult occupants;
- For occupants under the age of 18, accommodate the household's requested arrangement, except that such an arrangement may not result in more than two minor occupants occupying any bedroom; and
- Avoid placing a one-person household into a unit with more than one bedroom.

A household is placed only on one unit list for eligibility. A household may choose to change the unit type for which they are eligible within the scope of the program.

## APPLICATION FEES

The Administrative Agent does not charge a fee to applicants.

## HOUSEHOLD CERTIFICATION

Before any household can purchase a restricted unit, the Administrative Agent will 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 18 years of age or older. 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, the Administrative Agent can begin the process of calculating the household's income.

### Household Composition and Circumstances

Generally, a Household is defined as everyone who intends to reside in the affordable unit. Temporarily absent members of a household will be counted in very limited circumstances, such as a member of the military in active duty. Unborn children and children in the process of being adopted shall be counted as members of the household.

The following are generally excluded from the household for the purposes of income qualifying but may be considered by the Administrative Agent for the purposes of determining the size of the unit: live-in aid, foster children and children who live in the household with less than 50% joint physical custody.

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

- Driver's License

- Birth Certificate or Passport

- Alien Registration Card

- Divorce Decree and Settlement Agreement

- Adoption Agency / Legal Correspondence and/or Certification

- Correspondence / Certification from Foster Care Services

- Doctor's Authorization for Live-in Aid.

- The Administrative Agent always reserves the right to require any other such documentation that, in its sole discretion, it deems necessary to verify composition.

**Procedure for Income-Eligibility Certification**

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months. Applicants may NOT change or modify their situation relative to their income once they have submitted a Final Application.

Through the submission of the Final Application, the Administrative Agent shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify their income. The application and a schedule of required documentation can be found in Exhibits C and D. Generally, the documentation required is as follows:

- Four current consecutive pay stubs, including bonuses, overtime or tips, or a signed and dated 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 current monthly benefits such as
  - Social Security or SSI – Award letter or computer print out letter
  - Unemployment – verification of Unemployment Benefits
  - Welfare -TANF[5] current award letter
  - Disability - Worker's compensation letter
  - Pension income – a pension letter.
- A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony, child support and education stipends.
- 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.
- 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 a contract with a real estate broker which sets forth the price of the property and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property, attach copies of all leases.
- The Administrative Agent always reserves the right to require any other such documentation that, in its sole discretion, it deems necessary to verify household income.

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

[5] TANF – Temporary Assistance for Needy Families

3. Regularly scheduled overtime
4. Pensions and regular distributions from retirement accounts
5. Social security benefits
6. Unemployment compensation
7. TANF
8. Verified regular child support
9. Disability benefits
10. Net income from business or real estate
11. Actual interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
12. Imputed interest (using the current HUD Passbook Rate) from non-income producing assets, such as checking accounts, cash on hand, and equity in non-income producing real estate.
13. Net rental income from real estate
14. Non-tuition stipends for living expenses for students
15. Non-Governmental financial support
16. Any other forms of regular income reported to the Internal Revenue Service
17. Regular financial support from any source.

***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

***Student Income***

The administrative agent shall require each member of an applicant household who is 18 years of age or older, except full-time students under the age of 26 and those under the age of 26 participating in a registered apprenticeship program, who are dependents of the household (not the head of household, spouse or co-head), to provide documentation to verify the member's income, including income received by adults on behalf of minor children for their benefit. Household members 18 years of age or older who do not receive income or who qualify for the full-time student or apprenticeship exemption must produce documentation as to their current status.

**The Asset Limit**

If the applicant household possesses net household assets valued at an amount greater than the net asset limit, defined as the median home equity held by New Jersey homeowners as determined annually by the United States Census Bureau's Survey of Income and Program Participation and published by the Census Bureau in "State-Level Wealth, Asset Ownership & Debt of Households Tables" series, available at https://www.census.gov/topics/income-poverty/wealth/data/tables.html,
the Administrative Agent shall deny the certificate of eligibility. The household net assets will be calculated in accordance with the procedure for calculating "net family assets" stipulated at 24 CFR 5.603(b), as it may be updated from time to time. Exclusions to the asset limit may apply, pursuant to N.J.A.C. 5:80-26.17(b)3.

**Income from Real Estate**

If real estate owned by an applicant for affordable housing is a rental property, the net revenue is considered income. Specifically, rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance and reasonable property management expenses as reported to the Internal Revenue Service. Other expenses are not deductible. If actual rent is less than fair market rent, the administrative agent shall impute a fair market rent.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, the Administrative Agent should determine the imputed interest from the value of the property. The Administrative Agent should deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Based on current HUD Passbook Savings Rate, 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). The Administrative Agent 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 30 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 the Administrative Agent, 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.

**Housing Counseling**

The Administrative Agent will provide referrals for counseling, as a part of its services. Although housing counseling is recommended, a household is only required to attend counseling if their monthly housing expense exceeds UHAC standards. A HUD-approved housing counseling agency, or a counseling agency approved by the NJ Department of Banking and Insurance, meets UHAC's requirements for an experienced Housing Counseling Agency. This counseling to low- and moderate-income housing applicants will focus on subjects such as budgeting, credit issues, and mortgage qualification, and is free of charge. A list of non-profit counselors approved by HUD and/or the New Jersey Department of Banking and Insurance is included on NJDCA's website and is available from the Administrative Agent.

In addition, the Administrative Agent will:

- Confirm and update all information provided on the application.

- Explain program requirements, procedures used to verify information, and penalties for providing false information. Ask the head of household, co-head, spouse and household members 18 years of age or older to sign the Authorization for Release of Information forms and other verification requests.

- Review the applicant's identification and financial information and documentation, ask any questions to clarify information on the application, and obtain any additional information needed to verify the household's income.

- Seek to ensure, to a reasonable degree, that the applicant has reported all sources for earned and benefit income and assets (including assets disposed of for less than fair market value in the past two years). Require the applicant to give a written certification as to whether any household member did or did not dispose of any assets for less than fair market value during the past two years.

**Approving or Rejecting a Household**

Administrative Agents will notify applicant households of their eligibility within twenty (20) days of the Administrative Agent's determination.

Households with a verified total household income that exceeds 80 percent of the regional income limit for the appropriate family size are ineligible for purchase or rental of restricted units. A letter rejecting the household's application shall be mailed to the household.

Similarly, households with a verified total household income that is within the income limits, but too low to afford any of the units administered by the Administrative Agent, shall be sent a letter rejecting the household's application and/or referring them to housing counseling.

Households with a verified total household income of less than 80 percent shall be issued a letter certifying eligibility. This certification is valid for 180 days. If the applicant does not sign a Sales Agreement within that time frame, an extension may be granted once the household's eligibility is updated and verified.

Once the applicant is certified and matched to an available unit, the Administrative Agent will secure from the applicant a signed and notarized acknowledgement of their requirements and responsibilities in purchasing a restricted unit. UHAC's Disclosure Statement shall be forwarded to the applicants.

In addition to non-eligibility based on income, the Administrative Agent 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 the Administrative Agent determines that there was a willful or material misstatement of fact made by the applicant.

**Dismissal of Applications**

Applications can be dismissed for the following reasons:

1. The application is not signed or submitted on time;
2. The applicant's sources of income or household composition changes after the submission of the final application, but before approval;
3. The applicant commits fraud, or the application is not truthful or complete;
4. The applicant cannot or does not provide documentation to verify their income or other required information when due;

5. The household income does not meet the minimum or maximum income requirements for a particular property;
6. The applicant owns assets that exceeds the Asset Limits for NJDCA properties;
7. The applicant fails to respond to any inquiry in a timely manner;
8. The applicant had a greater chance than any other applicant submitted for a random selection;
9. The applicant is non-cooperative or abusive with the our staff, property managers or the sellers of affordable units;
10. The applicant changes address or other contact information without informing us in writing;
11. The applicant is unable to obtain suitable and legitimate financing for a sale unit or fails to verify attendance in a home buyer credit counseling program when required to do so by the program rules;
12. The applicant does not respond to a periodic update inquiry in a timely fashion;
13. The applicant fails to sign the Compliance Certification, Certificate for Applicant; Lease Documents, Contract for Sale, Affordable Housing Agreement and/or Deed Restrictions as may be required; or
14. The applicant, once approved, fails to close on a sale in a timely manner.

Applicants will also be withdrawn from all lists held by us in the Municipality once they have been approved for an affordable unit within that same municipality. However, these applicants may re-apply for other opportunities in that municipality once they have occupied their unit. Applicants withdrawn for fraud may be withdrawn from all programs administered by Plainsboro Non-Profit Housing Corp., and may be subject to prosecution under the law.

Applicants who are withdrawn and who wish to re-apply to that specific program may do so using a new Preliminary Application. The new Preliminary Application will NOT be given preferential treatment but will be processed in the same way that all new Preliminary Applications for that specific program are processed. In the event that an application list is closed when the application is withdrawn, the applicant will be required to wait until the list is re-opened to apply again.

Applicants who are dismissed must re-apply. A minimum time period of six months applies in most situations where the applicant has been withdrawn for fraud, uncooperative behavior or other serious matters.

**Appeals**

Appeals from all decisions of an Administrative Agent shall be made in writing to the Municipal Housing Liaison (MHL) for the Municipality. A decision of the MHL may be appealed to the Executive Director of the New Jersey Housing and Mortgage Finance Agency.

## DETERMINING AFFORDABLE SALES PRICES

**Development Considerations and Compliance Issues**

There are several regulations that will be considered from the development perspective before the sales prices of individual units can be calculated. These requirements should be discussed at the first meeting between the Municipal Housing Liaison, Administrative Agent and developer or affordable housing sponsor. The following is a summary of the requirements for ownership projects.

**Bedroom Distribution**. The standards on the distribution of unit sizes for affordable developments require that:

- No more than 20% of all restricted units, rounded up or down to the nearest whole number; are efficiency or one-bedroom units;
- At least 30 percent of all restricted units, rounded up or down to the nearest whole number, are two-bedroom units;
- At least 20 percent of all restricted units rounded up or down to the nearest whole number, are three-bedroom units; and
- The remainder, if any, may be allocated at the discretion of the developer in accordance with the municipality's housing element and fair share plan.

**Pricing by Household Size.** Initial sales prices and rents are based on targeted "model" household sizes for each size home as determined by the number of bedrooms. Initial sales prices and rents will adhere to the following rules. These maximum sales prices and rents are based on NJDCA's Annual Regional Income Limits Chart at the time of occupancy:

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a three-person household;
- A three-bedroom unit shall be affordable to a four- and one-half person household; and
- A four-bedroom unit shall be affordable to a six-person household.

The above rules are only to be used for setting initial sales prices. They are not guidelines for matching household sizes with unit sizes.

**Age-restricted Units.** Affordable age-restricted units are not held to these bedroom distribution standards. For affordable age-restricted units, the number of age-restricted very low-, low- and moderate-income bedrooms must be structured such that, at a minimum, the number of bedrooms within the restricted units equals the number of restricted units. In other words, the average bedroom size in an age-restricted development must be equal to or greater than one bedroom per unit. For example, an age-restricted development can meet this standard by creating a two-bedroom unit for each efficiency unit. In affordable developments with 20 or more age-restricted units, at least five percent (5%) of the restricted units must be two-bedroom units

**Pricing by Household Size for Age-Restricted Units.** Initial rents are based on targeted "model" household sizes for each size home as determined by the number of bedrooms. Initial rents must adhere to the following rules. These maximum rents are based on the Annual Regional Income Limits Chart at the time of occupancy:

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a two-person household or to two one-person households; and
- A three-bedroom unit shall be affordable to a two- and one-half person household.

The above rules are only to be used for setting initial prices. They are not guidelines for matching household sizes with unit sizes. The pricing of age-restricted units may not exceed affordability based on a two-person household.

**Determining Maximum Initial Sales Price**

To determine the affordable sale prices the Administrative Agent uses the regulations set forth in UHAC.

The initial sales price for all restricted ownership units is calculated so that the monthly carrying costs of the unit, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the FreddieMac 30-Year Fixed Rate-Mortgage rate of interest) taxes, homeowner and private mortgage insurance, and realistic condominium or homeowner association fees, do not exceed 30 percent of the eligible monthly income of an appropriate household size as determined pursuant to N.J.AC 5:80-26.4; provided, however, that the price is subject to the affordability average requirement at N.J.A.C 5:80-26.4.

**Additional Regulations for an Ownership Development**

In addition to the regulations in the previous Section entitled **Development Considerations and Compliance Issues,** ownership developments will also comply with the following regulations:

**Division of Units: Low- and Moderate-income.** In each affordable ownership development, at least 50 percent of each unit type will be affordable to low-income households. The remaining affordable units will be affordable to moderate-income households.

**Affordability Average.** Each affordable development will achieve an affordability average of no more than 55 percent of the regional median income for restricted ownership units. In achieving this affordability average, moderate-income ownership units will be available for at least three different prices for each bedroom type, and low-income ownership units will be available for at least two different prices for each bedroom type.

**Maximum Initial Sales Price.** The maximum initial sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70 percent of the regional median income.

**Condominium/Homeowner Association Fees.** The master deeds of affordable developments shall provide no distinction between the condominium or homeowner association fees and special assessments paid by low- and moderate-income purchasers and those paid by market purchasers.

**Determining Resale Prices**

Calculating the maximum resale price (MRP) for an ownership unit involves applying the annual percentage increase corresponding with each calendar year since the Seller bought the house. No increase is permitted during the balance of the calendar year immediately after the sale. A Resale Price Calculator has been created by the Administrative Agent to provide an estimate of the MRP to owners of affordable homes. It can be accessed at www.HousingQuest.com, by clicking on "Resale Calculator" on the menu bar and choosing the municipality in which your affordable home is located. In the alternative, homeowners can also call Plainsboro Non-Profit Housing Corp., at 609-786-1100, and request a verbal estimate by phone. The official MRP can only be given in writing in response to a written request, together with a copy of the recorded deed.

**Requests for Increases in Maximum Sales Price**

The Seller of an ownership unit may ask the Administrative Agent to increase the sales price of their home beyond the maximum sales price under limited circumstances. Only those improvements "that render the unit suitable for a larger household or that add an additional bathroom" can increase the calculated maximum sales price. In no event shall the maximum sales price of an improved housing unit exceed the limits of affordability for the larger households.

## WAIVERS AND EXEMPTIONS

### Hardship and Income Waivers

An Owner may not rent out the Owner's unit to any other person, not even to members of the Owner's family. The Administrative Agent may grant a Hardship Waiver for the following extenuating circumstances:

- The Owner's employer is temporarily sending the Owner to a work place a great distance from the Owner's home, and the employer expects the Owner to resume work for the employer back at home within the next 12 months.

- The Owner is called up for military service

An Owner of a low-income unit may request that the unit be sold to a household whose income exceeds the established income eligibility criteria for a low-income household, but does not exceed the income criteria for a moderate-income household, by submitting a written request for an Income Waiver to the Administrative Agent. The Owner will demonstrate that this request is consistent with the following reasons for an Income Waiver:

- The unit is in marketable condition as determined by the Administrative Agent.
- The Owner has made a good faith effort to sell the unit to a certified household for no less than six (6) months, in accordance with procedures required by the Administrative Agent and no certified household has made a "reasonable" offer during the that six-month period.
- The Owner has demonstrated a willingness to consider price offers lower than the maximum allowable resale price, taking into account current market conditions and the marketability of the unit.
- The Owner has advertised the unit's availability in newspapers and other locations likely to be noticed by potential purchasers, or has engaged the services of a qualified real estate agent to sell the home.

The Administrative Agent may grant an Income Waiver upon demonstration that the Owner has made a good faith effort to sell the unit and subject to NJDCA determining that there is an insufficient number of low-income purchasers in the market to permit prompt occupancy of the unit.

Upon receipt of a request for an Income Waiver, the municipality shall have first option to purchase the unit at the approved resale price and holding, renting or conveying it to a certified household. The municipality shall have 30 days in which to exercise this option.

The Administrative Agent shall approve or deny a Hardship Waiver in writing within 30 days of receipt all requested verification.

The Administrative Agent shall approve or deny an Income Waiver in writing within 30 days of receipt of all requested verification from the Owner and a determination by NJDCA that there are an insufficient number of low-income purchasers in the market to permit prompt occupancy of the units. The Income Waiver shall be provided to the Owner with a copy to the Buyer at the time of closing. The original shall be filed with the Deed. The Income Waiver is only valid for the designated resale transaction. All future resales will be in accordance with the Deed restrictions and sold to income eligible households for no more than the approved indexed resale price.

The approval of an Income Waiver for a particular resale does not guarantee receipt of the maximum resale price to the Owner.

If the Administrative Agent denies a Hardship Waiver or Income Waiver, the Owner may appeal the decision of the Administrative Agent within 30 days from the date of notification of the decision of the Administrative Agent (see **Appeals**). If a written request has not been received within 30 days following the household's receipt of notification, the denial will be final. Owners shall be required to produce documentation to support their claim.

**Exempt Transactions**

The following title transactions shall be deemed exempt transactions and, when requested, the Administrative Agent shall provide the Owner receiving title with written confirmation of the exemption to those restrictions that determine occupancy of the unit.

- Transfer of ownership between former spouses ordered as a result of a judicial decrees of divorce or judicial decree of separation (but not including sales to third parties);

- Transfer of ownership between family members by will or intestate succession;

- Transfer of ownership through an Executor's Deed to a Class A beneficiary; and

- Transfer of ownership by Court Order.

An exempt transfer of ownership does not terminate the resale restrictions or existing liens on the property. All liens will be satisfied in full prior to subsequent resale and all subsequent resale prices will be calculated using the resale price index in compliance with the term of the affordable housing regulations.

The exempt transaction shall not be considered as a recorded transaction in calculating subsequent resale prices.

The Owner shall notify the Administrative Agent in writing of any proposed transaction that requires approval as an exempt transaction. The Owner shall supply the Administrative Agent with all necessary documentation to demonstrate that the transaction qualifies as an exemption as defined above.

If the Administrative Agent denies the exemption, the Owner may appeal the decision of the Administrative Agent within 30 days from the date of notification of the decision of the Administrative Agent (see Appeals). If a written request has not been received within 30 days following the household's receipt of notification, the denial will be final. Owners shall be required to produce documentation to support their claim.

## VIOLATIONS, DEFAULTS AND REMEDIES

In the event of a threatened breach of any of the regulations governing the affordable unit by an Owner, the Administrative Agent shall have all the remedies provided at law or equity, including the right to seek injunctive relief or specific performance, it being recognized by both parties that it will cause irreparable harm to the municipality, in light of the public policies set forth in the Fair Housing Act and the obligation for the provision of low- and moderate-income housing.

Upon the occurrence of a breach of any of the regulations governing the affordable unit by an Owner, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

## MAINTENANCE OF RECORDS AND APPLICANT FILES

Pursuant to N.J.A.C. 5:80-26.15, N.J.A.C. 5:80-26.16(c) and N.J.A.C. 5:80-26.18 current records will be maintained by the Administrative Agent and outdated records will be given to the municipality for safe-keeping. A file will be created and maintained on each restricted unit for its control period. The Administrative Agent will maintain detailed records on all marketing initiatives.

**Files To Be Maintained on Every Applicant**

The Administrative Agent will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

- Application Form.
- Income Verification
- Letter of Certification of Eligibility or Letter of Determination of Ineligibility.

Individual files will be maintained throughout the process and submitted to the municipality upon termination of the program.

**Files To Be Maintained on Every Unit**

The Administrative Agent will maintain files on every unit for the length of the affordability controls. The unit file will contain at a minimum:

- Base sales prices
- Identification as low- or moderate-income
- Description of number of bedrooms and physical layout
- Floor plan
- Original deed restriction
- Affordability control documents, including Declarations of Covenants, Conditions and Restrictions, Deed Restrictions, Deeds, Recapture Mortgages, Recapture Mortgage Notes, Disclosure Statement
- Application materials, verifications and certifications of all present owners, pertinent correspondence, any documentation of home improvement, hardship or income waivers or other approvals granted by an AA, certificate of exemption

**Files To Be Maintained on Every Project**

The Administrative Agent will maintain files on every project for the length of the affordability controls. The project file will contain at a minimum:

- Condominium Master Deed
- Condominium Public Offering

**Files To Be Maintained on The Applicant Pool**

- Any changes to the applicant pool
- Any action taken with regard to the applicant pool
- Any activity that occurs that affects a particular applicant
- Current applications for all applicants whose status is active in the applicant pool
- The application, the initial rejection notice, the applicant's reply to the notice, a copy of the Administrative Agent's final response to the applicant, and all documentation of the reason the applicant's name was removed from the applicant pool.

**Monitoring**

A sample Deed will be submitted for each project. Additionally, the current annual monitoring information required to be maintained and reported annually to the Municipal Housing Liaison can be found on NJDCA's website. The information required for each unit includes but is not limited to:

- Street Address
- Block/Lot/Qualifier/Unit Number
- Housing Type

- Income: Very Low/Low/Moderate
- Initial Sale Price
- % of affordability
- Bedroom Type
- Age-restricted
- Handicap accessible/adaptable
- Co #, date
- Effective date of affordability controls
- Length of affordability controls (yrs)
- Date Affordability controls removed
- 95/5

EXHIBIT A

U. S. Department of Housing and Urban Development

EQUAL HOUSING OPPORTUNITY

**We Do Business in Accordance With the Federal Fair Housing Law**

(The Fair Housing Amendments Act of 1988)

## It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the provision of real estate brokerage services
- In the appraisal of housing
- Blockbusting is also illegal

**Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:**
**1-800-669-9777 (Toll Free)**
**1-800-927-9275 (TTY)**

**U.S. Department of Housing and Urban Development**
**Assistant Secretary for Fair Housing and Equal Opportunity**
**Washington, D.C. 20410**

## New Jersey Law Prohibits
# Discrimination in Housing

**ON THE BASIS OF:** Race, Creed, Color, National Origin, Ancestry, Nationality, Marital or Domestic Partnership or Civil Union Status, Familial Status, Sex, Pregnancy, Gender Identity or Expression, Affectional or Sexual Orientation, Disability, Source of Lawful Income or Source of Lawful Rent Payment (including Section 8)

**BY:** All Persons Including Real Estate Agents or Brokers, Financial Institutions, Property Owners, Landlords, or Building Superintendents, and Their Agents and Employees

**WITH RESPECT TO:**

- The Sale, Rental or Lease of Real Property
- Listing or Advertising of Real Property
- Receipt or Transmittal of Offers to Purchase or Rent Real Property
- Application and Terms of a Mortgage or Other Loan

**REMEDY MAY INCLUDE:** An Order Restraining Unlawful Discrimination, Reimbursement for Financial Loss, Damages for Pain and Humiliation Experienced as a Result of Unlawful Discrimination, Punitive Damages, and Attorney's Fees

*It is also unlawful to publish real estate advertisements which express any discrimination against persons protected by the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.*

Need help? 211 **Dial "2-1-1"** for more information and access to language translation or TTY services.

**Violations should be reported to the nearest office of the NJ Division on Civil Rights at 866-405-3050 (Toll-Free) or online at www.NJCivilRights.gov**

Division on **CIVIL RIGHTS**

Department of **Community Affairs**

rev. 6.7.16

*Last updated May 5, 2025, by New Jersey Housing and Mortgage Finance Agency (NJHMFA). Effective May 16, 2025.*

# UHAC 2025 Affordable Housing Regional Income Limits by Household Size - EXHIBIT B

**Regional Income Limits**

| | | Household Size | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 Person | 1.5 Persons | 2 Persons | 2.5 Persons | 3 Persons | 4 Persons | 4.5 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| **Region 1** | Median | $89,100 | $95,450 | $101,800 | $108,150 | $114,500 | $127,200 | $132,300 | $137,400 | $147,600 | $157,800 | $168,000 |
| Bergen, Hudson, | Moderate (80%) | $71,280 | $76,360 | $81,440 | $86,520 | $91,600 | $101,760 | $105,840 | $109,920 | $118,080 | $126,240 | $134,400 |
| Passaic, Sussex | Low (50%) | $44,550 | $47,725 | $50,900 | $54,075 | $57,250 | $63,600 | $66,150 | $68,700 | $73,800 | $78,900 | $84,000 |
| | Very Low (30%) | $26,730 | $28,635 | $30,540 | $32,445 | $34,350 | $38,160 | $39,690 | $41,220 | $44,280 | $47,340 | $50,400 |
| **Region 2** | Median | $94,800 | $101,550 | $108,300 | $115,050 | $121,800 | $135,300 | $140,750 | $146,200 | $157,000 | $167,600 | $178,600 |
| Essex, Morris, | Moderate (80%) | $75,840 | $81,240 | $86,640 | $92,040 | $97,440 | $108,240 | $112,600 | $116,960 | $125,600 | $134,240 | $142,880 |
| Union, Warren | Low (50%) | $47,400 | $50,775 | $54,150 | $57,525 | $60,900 | $67,650 | $70,375 | $73,100 | $78,500 | $83,900 | $89,300 |
| | Very Low (30%) | $28,440 | $30,465 | $32,490 | $34,515 | $36,540 | $40,590 | $42,225 | $43,860 | $47,100 | $50,340 | $53,580 |
| **Region 3** | Median | $107,400 | $115,100 | $122,800 | $130,450 | $138,100 | $153,400 | $159,550 | $165,700 | $178,000 | $190,300 | $202,500 |
| Hunterdon, Middlesex, | Moderate (80%) | $85,920 | $92,080 | $98,240 | $104,360 | $110,480 | $122,720 | $127,640 | $132,560 | $142,400 | $152,240 | $162,000 |
| Somerset | Low (50%) | $53,700 | $57,550 | $61,400 | $65,225 | $69,050 | $76,700 | $79,775 | $82,850 | $89,000 | $95,150 | $101,250 |
| | Very Low (30%) | $32,220 | $34,530 | $36,840 | $39,135 | $41,430 | $46,020 | $47,865 | $49,710 | $53,400 | $57,090 | $60,750 |
| **Region 4** | Median | $94,300 | $101,000 | $107,700 | $114,450 | $121,200 | $134,600 | $140,000 | $145,400 | $156,200 | $167,000 | $177,700 |
| Mercer, Monmouth, | Moderate (80%) | $75,440 | $80,800 | $86,160 | $91,560 | $96,960 | $107,680 | $112,000 | $116,320 | $124,960 | $133,600 | $142,160 |
| Ocean | Low (50%) | $47,150 | $50,500 | $53,850 | $57,225 | $60,600 | $67,300 | $70,000 | $72,700 | $78,100 | $83,500 | $88,850 |
| | Very Low (30%) | $28,290 | $30,300 | $32,310 | $34,335 | $36,360 | $40,380 | $42,000 | $43,620 | $46,860 | $50,100 | $53,310 |
| **Region 5** | Median | $83,600 | $89,600 | $95,600 | $101,550 | $107,500 | $119,400 | $124,200 | $129,000 | $138,600 | $148,100 | $157,700 |
| Burlington, Camden, | Moderate (80%) | $66,880 | $71,680 | $76,480 | $81,240 | $86,000 | $95,520 | $99,360 | $103,200 | $110,880 | $118,480 | $126,160 |
| Gloucester | Low (50%) | $41,800 | $44,800 | $47,800 | $50,775 | $53,750 | $59,700 | $62,100 | $64,500 | $69,300 | $74,050 | $78,850 |
| | Very Low (30%) | $25,080 | $26,880 | $28,680 | $30,465 | $32,250 | $35,820 | $37,260 | $38,700 | $41,580 | $44,430 | $47,310 |
| **Region 6** | Median | $71,900 | $77,050 | $82,200 | $87,350 | $92,500 | $102,700 | $106,850 | $111,000 | $119,200 | $127,400 | $135,600 |
| Atlantic, Cape May, | Moderate (80%) | $57,520 | $61,640 | $65,760 | $69,880 | $74,000 | $82,160 | $85,480 | $88,800 | $95,360 | $101,920 | $108,480 |
| Cumberland, Salem | Low (50%) | $35,950 | $38,525 | $41,100 | $43,675 | $46,250 | $51,350 | $53,425 | $55,500 | $59,600 | $63,700 | $67,800 |
| | Very Low (30%) | $21,570 | $23,115 | $24,660 | $26,205 | $27,750 | $30,810 | $32,055 | $33,300 | $35,760 | $38,220 | $40,680 |

| Bedroom Count | Household Size (Family)* | Household Size (Senior)** |
|---|---|---|
| 0BR | 1 Person | 1 Person |
| 1BR | 1.5 Persons | 1.5 Persons |
| 2BR | 3 Persons | 2 Persons |
| 3BR | 4.5 Persons | 2.5 Persons |
| 4BR | 6 Persons | N/A |

**Maximum Sale Price Increase*****

| | |
|---|---|
| Region 1 | 5.64% |
| Region 2 | 4.55% |
| Region 3 | 4.92% |
| Region 4 | 3.50% |
| Region 5 | 4.10% |
| Region 6 | 4.41% |

**Maximum Rent Increase******

| | |
|---|---|
| Statewide | 5.0% |

**Net Asset Limit*******

| | |
|---|---|
| Statewide | $300,000 |

* N.J.A.C. 5:80-26.4(i).
** N.J.A.C. 5:80-26.4(j).
*** N.J.A.C. 5:80-26.7(c).
**** N.J.A.C. 5:80-26.13(b).
***** N.J.A.C. 5:80-26.17(b)3.

PROPERTY / DEVELOPMENT NAME: ____________________ EXHIBIT C

NAME OF APPLICANT: ______________________________

**(HEAD OF HOUSEHOLD NAME MUST MATCH THAT IN EMAIL)**

# AFFORDABLE HOUSING APPLICATION

**Read this application carefully and return it with the required documentation. We reserve the right to disqualify applicants who do not submit ALL of the documentation requested in this application packet. Please complete, sign and return this application AND the required documentation to:**

**Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540.**

It's the law: We shall deny a certificate of eligibility to an applicant who makes any willful or material misstatement of fact in seeking eligibility. N.J.A.C. 5:80-26.17(h)

Federal law prohibits discrimination against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. State law prohibits discrimination on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment (including Section 8). All household members that intend to reside at the property must be listed on the application. No un-emancipated minor maybe a member of the household unless a parent or legal guardian is also a member of the household. The affordable housing must be the intended primary residence of the applicant. If changes in household composition occur during the application process, the applicant is required to notify Plainsboro Non-Profit Housing Corp.. immediately. Applications may be withdrawn if the household composition or sources of income changes after the submission of this application. Applications must be truthful, complete and accurate. Any false statement makes the application null and void and subjects the applicant to penalties imposed by law.

**Income Verification:** The affordable homes are provided as a service to low- and moderate- income households. Occupancy is regulated by certain municipal and state statutes that require us to verify the income of every applicant. Your cooperation is appreciated. Applications and supporting documentation are the property of the municipality and cannot be returned.

**Identification.** Please include a photocopy of identification for every person who will reside in the affordable home. Typically, a birth certificate, drivers license or passport will be sufficient. **Verification of Income.** Every applicant must submit a copy of each of the most recent three (3) years of signed state and federal tax returns (1040). Please include all accompanying documents such as W2 form(s), 1099's etc. If the applicant has not filed a return in any of the three (3) previous years, he / she must submit a verification of non-filing letter from the IRS. Every applicant must submit the six (6) most recent statements from every Checking account and three (3) statements from every other bank and financial account (including, Savings, CD's, Money Market Accounts, etc.) to which the applicant is a depositor or signatory. **All sources of income must be verified.** Acceptable forms of verification include... **Salary:** Four (4) most recent pay statements (stubs). **Social Security:** A letter from the Social Security Administration. **Public Assistance:** A letter from the appropriate agency which details the amount and frequency of the benefit. **Alimony and Child Support:** The separation or divorce agreement which details the amount and frequency of child support or alimony received by the applicant. **Pension Plan, IRA, Annuity** and/or other retirement account, plan or service under which the applicant receives an income or financial distribution: The most recent statement for each which clearly indicates the amount and frequency of the distribution. In lieu of a statement, a letter of verification from the appropriate authority will be considered. Savings Bonds: A copy of all bonds held by the applicant(s). **Stocks, Bonds, Treasury Bills and Notes or other financial instruments** which are owned in whole or in part by the applicant: The most recent statement which verifies the value of the assets and current dividends (if any). If these are not available, a notarized letter from a Certified Public Accountant or attorney who has access to these records will be considered. **Real Estate:** If the real estate is the current residence of the applicant, and if the applicant intends to sell the real estate, submit one of the following: a certified appraisal, a contract with a real estate broker which sets forth the price of the property, or a signed contract for the sale of the property. If there is a mortgage, a statement from the Mortgage Company or bank which clearly indicates the principal balance of the mortgage(s) must be submitted. If other real estate is owned, in whole or in part by the applicant, and that parcel or parcels of real estate generate(s) income, verification of income must be supplied. In addition, verification of mortgage payments, property taxes and insurance should be submitted. **Business Income:** Equals the sum of gross revenue less expenses (prior to taxes).
**Important:** Answer all questions. Please answer "none" in the sections which ask for information about income that you do not have. Enter "n/a" if a question does not apply to you.

If you have any questions, or are in need of further information, please call us:
(609) 786-1101 ext. 300, or contact us by e-mail at **Info@HousingQuest.com**.

Application services provided by Plainsboro Non-Profit Housing Corp., an affordable housing services corporation. This is an Equal Housing Opportunity. All housing is subject to applicable affordable housing regulations and availability. The terms and conditions of this affordable housing opportunity are subject to change without notice. We cannot guarantee that an affordable home will be available to you. All homes meet certain criteria for "affordable housing," but the sales prices and rental rates are **not** adjusted to meet any specific household income or financial situation. Therefore, we cannot and do not represent that these homes will be affordable to any individual applicant.

***DO NOT FAX OR EMAIL YOUR FINAL APPLICATION!***
***YOU MUST MAIL OR DROP IT OFF AT OUR OFFICE***
*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

**PLEASE CALL US IF YOU NEED CLARIFICATION OR FURTHER INSTRUCTIONS: (609) 786-1100.**

## A. Head of Household Information (Please verify the information below and make corrections if necessary.)

| | |
|---|---|
| 1. Last Name: ________ | 5. Soc. Sec. No: ________ |
| 2. First Name: ________ | 6. Home Phone: ________ |
| 3. Home Address: ________ | 7. Work Phone: ________ |
| | 8. County: ________ |
| 4. City/State/ Zip: ________ | 9: Email: ________ |

## B. Household Composition (Every person who will occupy the affordable home must be listed.)

| Name (First and Last) | Relation To | Date of Birth | Sex | Social Security Number |
|---|---|---|---|---|
| #1 | | | | |
| #2 | | | | |
| #3 | | | | |
| #4 | | | | |
| #5 | | | | |
| #6 | | | | |

## C. Current Situation

1. Do you currently: ___ Rent ___ Own ___Other
2. Do you currently reside in an affordable home?
   Yes ___ or No____
3. How long at the address above? ________ Years
4. Previous address:________
   City: ________
   State: ________ Zip Code: ________
5. What is your monthly rent or mortgage payment?
   $________
6. If you currently own your home, what is the value of this home?
   $________
7. What is the Principal Balance of your mortgage?
   $________

## D. References

**If you rent**, please check "Landlord" and list the name and address of your landlord below. **If you own** your home, please check "Mortgage Co." and list the name and address of the mortgage company and account number below.

1. Name of ___Landlord or ___Mortgage Co.: ________
2. Address: ________
3. City, State and Zip Code: ________
4. Telephone Number: ________ 5. Mortgage Account No.: ________

**If you own** your home, please attach documentation verifying the value of the home and mortgage principal amount.

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*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

**E. Salary** **(Please list GROSS salary for every person over 18 years of age who will reside at the affordable home. Attach the 4 most recent pay statements (stubs) to this application. Please include overtime in calculation.)**

| **Name (First and Last)**<br>Repeat Employee's Name if applicant has more than one employer. Use additional pages for additional jobs. | **Occupation** | **Gross Salary per Pay Period** | **Pay Period** (Bi-Weekly, Weekly, etc.) | **Annual Gross Salary** |
|---|---|---|---|---|
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |
| Name of Employee:<br><br>Name of Employer:<br>Date First Employed:<br>Immediate Supervisor:<br><br>Address:<br><br>Telephone: | | $ | | $ |

**F. Benefits Income:** **Social Security, Pension, Disability, Welfare, Public Assist., IRA's, Annuities, Child Support, Alimony, Retirement, etc. (Include all sources which currently provide direct income. Provide documentation.)**

| **Type of Income** (From List Above) | **Source** (Specify name of Bank, Fund, Agency, etc.) | **Client / Account Number** | **Gross Monthly Benefit** | **Gross Annual Benefit** |
|---|---|---|---|---|
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |

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**G. Assets: Financial Institutions** **(Checking Account, Savings Accounts, Certificates of Deposit, Money Market Funds, Mutual Funds or other assets held by financial institutions. Provide documentation. Refer to Instructions.)**

| Type of Asset or Account | Financial Institution | Account Number | Current Market Value of Asset | Interest Rate | Annual Income |
|---|---|---|---|---|---|
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |
| | | | $ | % | $ |

**H. Assets: Directly Held** **(Stocks, Bonds, Income-Producing Real Estate, Business or other directly held assets. Provide documentation. To determine the Annual Income from Real Estate or Business, refer to the Instructions.)**

| Type of Asset | Name of Asset | Number of Shares | Current Market Value | Annual Income |
|---|---|---|---|---|
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |
| | | | $ | $ |

**I. Marital Status: ___Married; ___Single; ___Divorced; ___Widowed; ___Legally Separated**

**J. Additional Information** **(Please include any information which will assist us in serving you such as special needs, accessibility requirements, etc.)** ________________________________________

**Applicant's Certification and Authorization:** The undersigned hereby states that all the information provided in connection with this Affordable Housing Application is true and complete. I/We am/are aware that, if any statements made by me/us are willingly false, the application is null and void, and I/we may be subject to penalties imposed by law. Plainsboro Non-Profit Housing Corp. or its agents are hereby authorized to contact references to verify the information provided in these applications, and to make other inquiries regarding income, assets, credit status, employment, and residency history for the purpose of determining my/our eligibility for this affordable housing program. Further, I/we understand that there is no obligation at this time on my/our part to enter into a sales or rental agreement if the application is approved. **Void if not signed by all Applicants 18 years of age and over.**

Signed: ____________________________ Signed: ____________________________

Signed: ____________________________ Signed: ____________________________

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*Plainsboro Non-Profit Housing Corp., 201 Rockingham Row, Princeton, NJ 08540*

## APPLICANT QUESTIONNAIRE & DOCUMENT CHECKLIST-EXHIBIT D

Rev. 09/06/12

This questionnaire must be filled out and signed by all applicants over the age of 17.

**ATTENTION: DO NOT SUBMIT ORIGINALS!** Documents cannot be returned.

**IMPORTANT**
**If you answer yes, you must submit a COPY of all of the required documents!**

Applicant/Tenant Name: ______________________________

**Applicant/Tenant: Please check "yes" or "no" for each line**

| Yes | No | ***Check "Yes" if the answer applies to one or more applicants.*** | (√) | ***Place check mark if enclosed!*** |
|---|---|---|---|---|
| | | Mortgage prequalification letter (REQUIRED!) | ___ | Letter(**Application will not be processed without it**) |
| ___ | ___ | I am entitled to file a tax return.................................... | ___ | 3 most recent federal & state tax returns |
| | | To request tax transcripts call IRS- (800)-829-1040 | ___ | ... with all attachments (w-2 forms, etc.) |
| ___ | ___ | I am currently a student (check one) FT______ PT______ | ___ | Current transcript or letter from school |
| ___ | ___ | I am presently employed and receive wages/tips/commissions.. | ___ | 4 most recent pay statements... |
| ___ | ___ | I am presently employed at more than one job (NOT self employed) | | ...for every job held by everyone over 17. |
| ___ | ___ | I receive tips (federal minimum calculation may be applied) | ___ | payroll verification or self-affidavit |
| ___ | ___ | I am self employed........................................................ | ___ | Schedule "C" and tax returns |
| ___ | ___ | I own a business.......................................................... | ___ | Current Profit and Loss statements |
| ___ | ___ | I currently am on leave of absence from work......................... | ___ | Letter from employer to verify status |
| ___ | ___ | I currently receive unemployment benefits............................ | ___ | 6 most recent statements from agency |
| ___ | ___ | I have a savings account................................................ | ___ | 3 most recent statements from each acct |
| ___ | ___ | I have a checking account............................................... | ___ | 6 most recent statements from each acct |
| ___ | ___ | I have a money market account......................................... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own a certificate of deposit (CD).................................... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own stocks/bonds. (NOT held in a retirement plan)............... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I own real estate or I am in the process of selling real estate...... | ___ | Market value and mortgage statements |
| ___ | ___ | I have sold or gifted property or other assets in the past 2 years | ___ | What was sold, the value and sale price |
| ___ | ___ | I have an IRA. (NOT yet receiving income).......................... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I have a pension plan at work (NOT yet receiving income)........ | ___ | 3 most recent statements from each acct |
| ___ | ___ | I receive Social Security Income....................................... | ___ | Most recent benefit letter from SS Admin |
| ___ | ___ | I receive income from a pension/annuity/retirement fund........... | ___ | 3 most recent statements from each acct |
| ___ | ___ | I receive money periodically from my family, church, friends, etc. | ___ | Letter detailing the amount & frequency |
| ___ | ___ | I am entitled to receive child support................................. | ___ | 3 most recent statements from any source |
| ___ | ___ | **I am currently paying child support...............................** | ___ | Proof of last 6 payments |
| ___ | ___ | I am entitled to receive alimony......................................... | ___ | 3 most recent statements from source |
| ___ | ___ | **I am currently paying alimony.........................................** | ___ | Proof of last 6 payments |
| ___ | ___ | I receive AFDC/TANF..................................................... | ___ | Most recent benefits letter |
| ___ | ___ | I receive assistance from a Public Housing Authority............... | ___ | Most recent benefits letter |
| ___ | ___ | I receive Supplemental Social Security (SSI)......................... | ___ | Most recent benefits letter |
| ___ | ___ | I receive Workman's Compensation.................................... | ___ | 3 most recent statements from source |
| ___ | ___ | I have a Trust Fund....................................................... | ___ | 3 most recent statements from source |
| ___ | ___ | ***Valid form of ID for every household member is required!*** | ___ | birth cert., driver's license or passport |

| | | | |
|---|---|---|---|
| Signature | Date | Signature | Date |
| Signature | Date | Signature | Date |

**Process for Selling an Affordable Home** **EXHIBIT E**

Our organization coordinates certain aspects of the sales process for affordable homes on behalf of your municipality. We are not real estate agents, however, and recommend that Sellers use a qualified real estate professional. Information regarding real estate agents who have expressed interest in providing such services can be found on our web site: www.HousingQuest.com, under "News and Information." The process is outlined below.

1. The Seller submits a Preliminary Notice with a copy of their recorded deed in order to determine the maximum resale price.
2. We will respond to the Seller in writing, explaining some of the details of the process and informing the Seller of the Maximum Sales Price (based on the change in median income as set forth by the New Jersey Dept. of Community Affairs) as well as the Maximum Income allowed for potential purchasers, as adjusted for family size. A form, entitled, "Notice of Intent to Sell", is attached.
3. Once we receive the "Notice of Intent to Sell", we will email a "Notice of Availability" to households on our waiting list for an affordable home of the same size and income category. We will provide the QR code linking applicants to the online application for the specific address of the affordable home to the Seller. The Notice will ask interested households to contact the Seller or their agent, directly, to make an appointment to see the affordable home within a two-week time frame. The Seller may want to prepare a flyer for us to distribute with our notice of availability. We reserve the right to limit the number of notices that are emailed, based on the chronological order in which the prequalified applications were received. If the notices are limited in this way, applicants receiving notices will have a priority over those who do not.
4. With permission of the Seller, we automatically place a notification of the availability on NJHRC.gov. The Seller or their agent may also want to advertise. Ads should include the "Equal Housing Opportunity" logo and should be sent to our office for review prior to distribution.
5. The Seller or their agent, upon showing the home, provides potential buyers with a copy of the QR code for the online application (which may be duplicated if necessary). All interested parties must submit an online Preliminary Application for the home along with proof of funds, whether or not they have already submitted an application to our office or are on our waiting list. Also, the Seller or their agent must keep a record of the name, address and telephone number of everyone who viewed the home.
6. At the end of the two-week time period, our office collects all of the Preliminary Applications submitted for a particular home. They are prioritized on the basis of a blind selection process or lottery. Preference may be given to households that can utilize all of the bedrooms, as well as handicap accommodations, when applicable.
7. The first two applicants on the prioritized list are emailed a letter which requires them to complete a final application within fourteen days.

8. When an applicant is approved, the Seller may begin to negotiate a contract with the potential Buyer at this time, but there must be a contingency clause in the contract which voids the contract, without penalty to the buyer, if the potential buyer is not able to obtain financing within 30 days.
9. The remaining applicants are maintained on the waiting list for this home or other homes in the same size and income categories. In the event that the potential buyer is not able and/or willing to purchase the affordable home, the next applicant on the prioritized list is notified pursuant to the process described above.
10. The Seller must sell the affordable home with the same or comparable appliances and amenities that were in the home when it was first sold as an affordable home.
11. The Seller may NOT charge more than the Maximum Selling Price for any reason, except the addition of a room, the installation of central air conditioning (where there was none before) or comparable upgrade, but ONLY with prior written approval from us. For the most part, condominiums in this program are NOT eligible for such upgrades and/or adjustments to the selling price. The cost of broker fees; municipal inspections and required repairs that may be necessary to receive a Certificate of Occupancy; new appliances, carpeting or other flooring upgrades; and decorating and remodeling projects are NOT eligible costs for an increase in the Maximum Sales Price.
12. A copy of the Sales Contract must be submitted to our office prior to closing.
13. During the final stages of the process, it will be necessary for the Buyer to make arrangement for the Affordable Housing Agreement and Mortgage Note to be satisfied with respect to the Seller and new documents filed with respect to the Buyer. Our office typically provides the Buyer's attorney with the name and phone number of the attorney who can address these issues.
14. A copy of the TILA-RESPA Integrated Disclosure Closing Statement must be submitted to our office after the sale of the home.
15. Note: We do not guarantee that the Buyer can sell an affordable home for the Maximum Sales Price. An affordable home is also susceptible to market conditions, and the Fair Market Value of an affordable home may be lower than the Maximum Selling Price. In this case, the Seller may not be able to sell the home for more than its Fair Market Value
16. This outline is meant to describe the process utilized prior to the expiration of the deed restrictions. It is not meant to be a legal representation of the rights or responsibilities of any party, nor is it meant to modify the Affordable Housing Agreement, Mortgage Note or other Deed Restrictions. Buyers and Sellers are encouraged to seek legal counsel for specific questions in this regard.
17. Our office is available to both the Seller and the Buyer throughout the process to answer any questions that they may have.

**FOURTH ROUND AFFORDABLE HOUSING COMPLIANCE**

**WHEREAS**, the New Jersey Supreme Court and the New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the New Jersey Fair Housing Act, i.e. N.J.S.A. 52:27D-301, et seq. that every municipality in New Jersey has an affirmative obligation to facilitate the provisions of affordable housing; and

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the New Jersey Fair Housing Act ("Amended FHA"); and

**WHEREAS**, the Township of Plainsboro (the "Township") filed a timely Fourth Round Declaratory Judgment action ("DJ Action") with the Affordable Housing Dispute Resolution Program ("Program") under Docket No. MID-L-494-25, along with its binding resolution, on January 24, 2025; and

**WHEREAS**, on April 4, 2025, the Honorable Thomas Daniel McCloskey, J.S.C., the Mount Laurel Judge of Middlesex Vicinage, prepared an order fixing the Township's obligation, and authorized the Township to proceed with preparing and adopting its Housing Element and Fair Share Plan ("HEFSP") for the Fourth Round; and

**WHEREAS**, on June 16, 2025, the Township's Planning Board adopted its HEFSP; and

**WHEREAS,** the Township endorsed its HEFSP on June 25, 2025; and

**WHEREAS**, the adopted and endorsed HEFSP included a Spending Plan, which provides for the use of Affordable Housing Trust Funds in furtherance of the provision of affordable housing in the Township; and

**WHEREAS**, the adopted and endorsed Spending Plan in the HEFSP has since been revised; and

**WHEREAS**, the Township now must adopt and approve the proposed amended Spending Plan; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey, on this 11th day of March, 2026, that:

1. The Township of Plainsboro hereby adopts and approves the Spending Plan attached hereto, or in a form substantially consistent with the attached.

2. A certified true copy of this Resolution shall be filed by the Municipal Clerk and filed with the Program to be received by the Special Adjudicator and FSHC.

3. This Resolution shall take effect immediately.

(SEE EXHIBIT "D" PAGE 1 OF 5 INCLUSIVE)

**R-26-83 RESOLUTION OF THE TOWNSHIP OF PLAINSBORO OF INTENT TO APPROPRIATE FUNDS OR BOND IN THE EVENT OF A FUNDING SHORTFALL ASSOCIATED WITH THE TOWNSHIP'S ADOPTED FOURTH ROUND HOUSING ELEMENT AND FAIR SHARE PLAN**

10.j.

# TOWNSHIP OF PLAINSBORO
# AFFORDABLE HOUSING TRUST FUND SPENDING PLAN

The Township of Plainsboro has a history of compliance with its Mount Laurel affordable housing obligation and has previously implemented all necessary ordinances for establishing an affordable housing trust fund financed through the collection of mandatory development fees to assist in accomplishing the provision of affordable housing.

The Township has prepared a Fourth Round Housing Element and Fair Share Plan that advances a comprehensive strategy for meeting its regional share of affordable housing need in accordance with the intent of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and the Fair Housing Act (N.J.S.A. 52:27D-301), and in accordance with the procedural and substantive requirements of N.J.A.C. 5:93-1 et seq. and N.J.A.C. 5:91-1 et seq. The Township has actively participated in the Fourth Round compliance process.

The Township's development fee ordinance, codified as Chapter 57 of the Township's General Legislation, most recently revised in 2026, will continue to require and regulate the collection of non-residential development fees as revenue for the Township's affordable housing trust fund. The sections below outline the Township's plan for the administration and use of collected development fee revenues as per the requirements of N.J.A.C. 5:93-5.1(c).

## I. Projected Revenues through 2035

A projection of anticipated revenues to be collected during the tenure of the Fourth Round has been calculated based on historical annualized trends in the amount of development fees collected to date.

As of June 30, 2025, the Township of Plainsboro's Affordable Housing Trust Account had a balance of $1,425,756.83. The Township anticipates a total of approximately $2,310,000.00 from development fees to be collected during the Fourth Round period through June 30, 2035.

This projection is realistic, as the Township is anticipating development in the Fourth Round of several approved and pending projects. The North Jersey Transportation Planning Authority (NJTPA) is projecting the Township's population to increase by approximately 6,000 residents, an increase of 26%, between 2020 and 2050. It's likely this anticipated population growth will also spur a commensurate increase in development in the Township, resulting in an increase in development fee revenue.

The Township projects a total of $2,671,858.40 in development fees and interest to be collected from July 1, 2025 to June 30, 2035. This figure is based on anticipated development fees from the future mixed-use projects and anticipated interest accrual of approximately $3,000 per month through June 30, 2035.

The projected amounts when added to the trust fund balance from June 30, 2025, results in an anticipated total revenue of $4,097,615.23 available to fund and administer the Township's affordable housing plan and programs. All interest earned shall accrue to the account and only be used for the purposes of affordable housing. See Projected Revenues in appended Table 3.

## II. Administrative Mechanisms for Collecting and Distributing Revenues

The Township of Plainsboro's existing Development Fee Ordinance is recorded in Chapter 57 of the Township's General Legislation. Procedures for collection, administration, and distribution of development fees as affordable housing trust fund revenues are fully established in this section. The Township's ordinance complies with P.L. 2008, c.46 section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7).

The Development Fee Ordinance covers the following general topics:

1. Determination of residential development fees;
2. Determination of non-residential development fees;
3. Fee collection procedures;
4. Operation of the affordable housing trust fund;
5. Permitted uses of funds;
6. Monitoring; and
7. Ongoing collection of fees as related to affordable housing compliance.

All development fees are deposited in a separate affordable housing trust fund held in an account at Provident Bank. Per stipulations in the Development Fee Ordinance the account and the record of distribution of funds are maintained by the Township's Chief Financial Officer.

## III. Anticipated Use of Development Fees

As per the Township's ordinance, development fees shall be used for the sole purpose of providing low- and moderate-income housing. Funding mechanisms can be set up as a grant or revolving loan program to cover costs associated activities including, but not limited to, the following:

1. Preservation or purchase of housing for maintaining or implementing affordability controls;
2. Rehabilitation grants;
3. New construction of affordable housing units and related costs;
4. Implementing accessory apartment, market to affordable, or regional housing partnership programs;
5. Conversion of existing non-residential buildings to create new affordable units;
6. Green building strategies designed to be cost saving and in accordance with accepted national or State standards;
7. Purchase of land or improvement of land to be used for affordable housing;
8. Extensions or improvements of roads and infrastructure to affordable housing sites;
9. Financial assistance designed to increase affordability; and
10. Administration necessary for implementation of the Housing Element and Fair Share Plan.

### (A) Home Improvement Program – Rehabilitation Program

The Township of Plainsboro will dedicate $1,590,000 toward rehabilitation opportunities. As discussed in the Housing Element and Fair Share Plan, the Township has a rehabilitation present need obligation of 53 units. To address this need, the Township plans to provide eligible households with equivalent grant funding to meet this obligation at an estimated cost of $30,000 per grant. The Township anticipates rehabilitating an average of five (5) units per year to satisfy its rehabilitation obligation. See Projected Expenditures in appended Table 3.

The Township of Plainsboro's Home Improvement Program will be managed by CGP&H and all required and ongoing marketing will be completed by CGP&H and the Municipal Housing Liaison. The availability of the program shall be advertised continually on the Township's website.

### (B) Affordability Assistance Requirement

As per the requirements of N.J.A.C. 5:93-8.16, at least thirty (30%) percent of all development fees and interest earned shall be used to provide low- and moderate-income households in affordable units with affordability assistance. One-third of the required affordability assistance shall specifically be used to provide affordability assistance to very low-income households (i.e. those households earning thirty percent or less of regional median income). The Township anticipates using a minimum of $1,499,284.57 toward affordability assistance.

The projected minimum affordability assistance requirement through 2035 is calculated as follows:

**Table 1. Minimum Affordability Assistance**

| | |
|---|---|
| Trust fund balance as of 6/30/25 | $1,425,756.83 |
| Projected development fees and interest through 6/30/35 | $2,671,858.40 |
| **PROJECTED TOTAL** | $4,097,615.23 |
| Projected minimum affordability assistance requirement (30%) | $1,229,284.00 |
| Projected minimum required for very low-income households (1/3 of total affordability assistance) | $409,761.52 |

### (C) Administrative Expenses

The Township of Plainsboro may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan. Also in accordance with N.J.A.C. 5:93-8.16, to the extent that funds are available after funding the programs outlined above, the Township can use up to twenty (20%) percent of all revenues collected from development fees on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a new construction program, rehabilitation program, a Housing Element and Fair Share Plan, an affirmative marketing program, income qualification of households, monitoring the turnover of sale and rental units, and/or compliance with monitoring requirements.

The projected maximum administrative expenditures through 2035 are calculated as follows:

**Table 2. Maximum Administrative Expenditures**

| | |
|---|---|
| Trust fund balance as of 6/30/25 | $1,425,756.83 |
| Projected development fees and interest through 6/30/35 | $2,671,858.40 |
| **PROJECTED TOTAL** | $4,097,615.23 |
| Projected maximum administrative expenditures (20%) | $819,523.00 |

Through June 30, 2035, the Township of Plainsboro may use up to a total of $819,523.00 for administrative expenses.

## IV. Schedule for New or Rehabilitated Housing Units

The schedule for new or rehabilitated housing units is documented by year in the Projected Expenditures Table (Table 3) attached to this Spending Plan.

## V. Implementation in the Event of Unexpected Shortfalls

The Township of Plainsboro will commit to funding any shortfall of revenue needed to implement the Housing Element and Fair Share Plan as outlined above. Shortfalls will be addressed as need arises. The Township will fill gaps in funding through municipal bond. Any excess funds shall be put toward additional affordability assistance measures.

## VI. In Sum

The Township of Plainsboro has prepared this Spending Plan in support of the implementation of its Fourth Round Housing Element and Fair Share plan, and in accordance with the administrative requirements of N.J.A.C. 5:93-1 et seq. The Spending Plan represents the Township's intended use of development fee revenues that are collected in its Housing Trust Fund, illustrating how the Township will use these funds to provide for its fair share of regional affordable housing need.

**Table 3: Affordable Housing Trust Fund Fourth Round Spending Plan**
**Plainsboro Township, New Jersey**

**Projected Revenues for 2025 - 2035**

| Funding Source | 7/1/25-12/31/25 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 1/1/35-6/30/35 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AHTF Balance as of 6/30/25 | $1,425,756 83 | | | | | | | | | | | $ 1,425,756 83 |
| Projected Development Fees* | | | | $ 300,000 00 | $ 300,000.00 | $ 300,000.00 | $ 300,000 00 | $ 300,000.00 | $ 300,000.00 | $ 300,000.00 | $ 210,000.00 | $ 2,310,000 00 |
| Payments in lieu of construction | | | | | | | | | | | | |
| Other funds | | | | | | | | | | | | |
| Interest (actual and anticipated) | $ 19,858.40 | $ 36,000.00 | $ 36,000.00 | $ 36,000.00 | $ 36,000.00 | $ 36,000.00 | $ 36,000 00 | $ 36,000.00 | $ 36,000.00 | $ 36,000.00 | $ 18,000.00 | $ 361,858 40 |
| Total | $1,445,615.23 | $36,000.00 | $36,000.00 | $336,000.00 | $336,000.00 | $336,000.00 | $336,000.00 | $336,000.00 | $336,000.00 | $336,000.00 | $228,000.00 | $ 4,097,615.23 |

**Projected Expenditures for 2025 - 2035**

| Type | 7/1/25-12/31/25 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 1/1/35-6/30/35 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rehabilitation Program** | | $ 180,000.00 | $ 180,000.00 | $ 180,000.00 | $ 180,000.00 | $ 180,000.00 | $ 150,000.00 | $ 150,000.00 | $ 150,000.00 | $ 150,000.00 | $ 90,000.00 | $ 1,590,000.00 |
| Affordability Assistance (30%) | $ 61,466.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 122,928.00 | $ 61,466.00 | $ 1,229,284 00 |
| Administrative Costs (20%) | $ 98,685.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 75,000.00 | $ 45,838.00 | $ 819,523 00 |
| Total | $ 160,151.00 | $ 377,928.00 | $ 377,928.00 | $ 377,928.00 | $ 377,928.00 | $ 377,928.00 | $ 347,928.00 | $ 347,928.00 | $ 347,928.00 | $ 347,928.00 | $ 197,304.00 | $ 3,638,807.00 |
| | | | | | | | | | | | *Projected Balance available for Future Projects and Programs* | $ 458,808 23 |

*Fusion and Nurseries projects
** 53 Units @ $30,000 each

**WHEREAS**, the New Jersey Supreme Court and the New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the Fair Housing Act, i.e. N.J.S.A. 52:27D-301, et seq., that every municipality in New Jersey has an affirmative obligation to facilitate the provisions of affordable housing; and

**WHEREAS**, on March 20, 2024, Governor Murphy signed into law P.L. 2024, c.2, which amended the 1985 New Jersey Fair Housing Act ("Amended FHA"); and

**WHEREAS**, pursuant to the Amended FHA and the Administrative Office of the Court's Directive No. 14-24 ("Directive #14-24) the Township timely filed its Fourth Round Plan on August 17, 2025; and

**WHEREAS**, Directive #14-24 requires that a municipality adopt resolutions needed to implement the Fourth Round Plan, including a resolution of intent to fund any shortfall in the costs of any municipally sponsored affordable housing developments as well as any home improvement programs, including by bonding if necessary; and

**WHEREAS**, the Township's Fourth Round Plan includes a home improvement program that is projected to rehabilitate an average of five (5) units per year at a cost of up to $30,000 for owner-occupied single-family units and up to $20,000 for owner-occupied multi-family with tenants or investor-occupied units; and

**WHEREAS**, the Township proposes to fund the home improvement program with monies from the Township's affordable housing trust fund; and

**WHEREAS**, in the event that the above funding source proves inadequate to complete the home improvement program, in addition to any other affordable housing programs included in the Township of Plainsboro's Fourth Round Plan, the Township of Plainsboro shall take all appropriate actions to secure and make available sufficient funding from all sources to address any shortfalls.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey, that the Township Committee does hereby agree to take appropriate actions, consistent with the law, to fund any shortfall in its approved affordable housing programs that may arise whether due to inadequate funding from other sources or for any other related reason; and

**BE IT FURTHER RESOLVED** that any shortfall may also be funded by bonding if there are no other resources, provided, however, that the Township shall first utilize all other funding sources available to it, including but not limited to, development fees.

**R-26-84 RESOLUTION ADOPTING A PURCHASING MANUAL TO ESTABLISH THE PURCHASING POLICY AND PROCEDURES FOR THE TOWNSHIP OF PLAINSBORO**

**WHEREAS,** the Qualified Purchasing Agent has developed a Purchasing Manual to establish the purchasing policy and procedures for the Township of Plainsboro and

**WHEREAS** the adoption of such a Purchasing Manual will help to assure the Township's purchasing policy and procedures are in compliance with the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.);* and

**WHEREAS** the Qualified Purchasing Agent recommends that the Governing Body adopt the Purchasing Manual to implement the purchasing policy and procedures to ensure compliance and improve efficiency for the Township; and

**WHEREAS** the Qualified Purchasing Agent recommends that the Purchasing Manual be distributed to all Department Directors and Division Managers, with a directive that the policy and procedures contained therein are to be followed for all purchases of and/or for the Township of Plainsboro

**WHEREAS** the Chief Financial Officer and Administration agree with the recommendations made by the Qualified Purchasing Agent.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Plainsboro, County of Middlesex, State of New Jersey, that the Purchasing Manual attached hereto, which contains the purchasing policy and procedures for the Township of Plainsboro, is hereby adopted and effective February 11, 2026.

**BE FURTHER RESOLVED** that a copy of this Resolution and the Purchasing Manual shall be forwarded to each Department Director, Division Manager, the Clerk, and the Qualified Purchasing Agent.

(SEE EXHIBIT "E" PAGE 1 OF 71 INCLUSIVE)

**R-26-85** **RESOLUTION CONCURRING THE PAYMENT OF BILLS**

**WHEREAS,** there exists the need to pay certain claims in a timely manner; and

**WHEREAS,** the Chief Financial Officer has deemed it proper to pay these claims as needed; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey concurs with the payment of the following bills by the CFO:

| | | | | |
|---|---|---|---|---|
| 02/02/26 | ACH | 225.00 | Heartland Fee | Current |
| 02/02/26 | 1968W | 435,684.27 | ACR Health Insurance | Current |
| 02/02/26 | 1969W | 39,040.00 | Debt Service | Current |
| 02/10/26 | 238643 | 6,429,929.00 | School Tax | Current |
| 02/17/26 | 1970-72W | 4,688,602.89 | County Tax | Current |
| 02/17/26 | 238729 | 1,000.00 | NJ Economic Development Authority | Current |

Payroll

| | | | |
|---|---|---|---|
| 02/12/26 | Transfer | 552,136.45 | Gross Payroll-Employer Taxes |
| 02/26/26 | Transfer | 552,898.79 | Gross Payroll-Employer Taxes |

The Mayor announced the following proclamations:

Youth Arts Month
Read Across America

# Township of Plainsboro

## COUNTY OF MIDDLESEX

## STATE OF NEW JERSEY

## PURCHASING POLICY MANUAL

**Mayor Edmund Yates**
**Deputy Mayor David Bander**

**Members of Township Committee:**
**Neil Lewis**
**Nuran Nabi**
**Reeta Sharma**

**Administrator: Anthony Cancro**
**Chief Financial Officer: Ehab Salama**
**Municipal Clerk: Carol J. Torres**
**Purchasing Agent: Robert Dolan**

January 1, 2026

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## SECTION 1

### I. Goals of the Township of Plainsboro

A. The New Jersey Local Public Contract Law (N.J.S.A. 40A:11-1 et seq.) requires that no purchase of goods and services, construction, or all related services to the Township of Plainsboro be made without certification that there is adequate adherence to procurement law, as well as certification of funding. The purpose of said laws and this policy manual is to ensure that the public tax dollars are expended transparently and legally.

B. This manual describes the purchasing system of the Township of Plainsboro; its relationship to the certification of available funds, which is required for the purchase of goods and services, materials, as well as construction, or improvements to facilities.

### II. Standards of Conduct for Employees Engaged in the Selection, Award, and Administration of Contracts:

A. All classified and unclassified personnel engaged in the selection, award, and administration of contracts shall adhere to the standard of conduct outlined in N.J.S.A. 40A:9-22.5, as more specifically provided for therein, which is reiterated below:

B. No local government officer or employee or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction,or professional activity, which is in substantial conflict with the proper discharge ofhis duties in the public interest;

C. No independent local authority shall, for a period of one year next after the termination of the office of a member of that authority.

a. Award any contract which is not publicly bid to a former member of that authority;

b. Allow a former member of that authority to represent, appear for, or negotiate on behalf of any other party before that authority; or

c. Employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.

d. The restrictions contained in this subsection shall also apply to any business organization in which the former authority member holds an interest.

D. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;

E. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;

F. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of his official duties;

G. No local government officer or employee, member of their immediate family, or business organization in which he/she has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution,service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties.

H. No local government officer or employee shall use, or allow to be used, his/her public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;

I. No local government officer or employee or business organization in which he/she has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application, or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities.

J. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;

K. No elected local government officer shall be prohibited from inquiring about information on behalf of a constituent, if no fee, reward, or other thing of value is promised to, given to, or accepted by the officer or a member of their immediate family, whether directly or indirectly, in return; therefore, and

L. Nothing shall prohibit any local government officer or employee, or members of their immediate family, from representing himself/herself, or themselves in negotiations or proceedings concerning their own interests.

M. Any employee found to be violating any of these standards of conduct shall be disciplined pursuant to the Township's Employee Handbook, or the Union's

Collective Bargaining Agreement or any applicable ethics board, whichever applies.

## III. General Principles

a. Each Department Head has jurisdiction over their department, and budgetary and financial management must be consistent with the State of New Jersey statutes, procedural guidance, and regulations. The New Jersey Division of Local Government Services guides procurement through the administration of the New Jersey Administrative Code (N.J.A.C. 5:34-1 et seq.) and the issuance of Local Finance Notices.

b. No Township employee, elected or appointed official may purchase, or commit to buy any goods or services, without obtaining a certification of available funds by the Chief Financial Officerand approval by the Township of Plainsboro's Qualified Purchasing Agent.

## IV. Definitions

A. "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year, including all Township agencies and departments.

## SECTION 2

I. **Threshold Concepts (N.J.S.A. 40A:11-3)**

All Township Agencies must adhere to the following basic concepts of New Jersey Public Procurement.

A. The bidding threshold is $53,000.00.

B. "Bid threshold" means the dollar amount of $53,000.00, above which the Township shall advertise for and receive sealed bids.

C. "Aggregate". For those expenditures that, one time or in the annual aggregate (which includes all Township agencies, not just your department), are greater than
$7,950.00 but less than the bid threshold ($53,000.00)

   a. Three (3) competitive quotations,

   b. The aggregate is applied Township wide. When calculating the amount purchased in the previous contract year, the calculation shall be based on the period of 12 consecutive months following the award of a contract.

   c. Contracts cannot be divided to avoid bidding.

D. Quotation Records

   a. If the department solicits quotations, then the department shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor.

   b. A copy of the quote solicitation paperwork shall be scanned and included in the Township's financial encumbrance system.

## II. Threshold guide map

A. $0.00-$7,950.00 (Verbal Quote Threshold, Goods and Services)

   a. $3,500.00 Federal Funds, see Section 19

B. $7,950.00 - $53,000.00 (Written Quote Threshold – Construction see Section 8 (3).

   a. All procurements over the amount of $7,950.00 require:

      1. The end user obtains a minimum of three (3) quotes filled out on the QUOTE sheet and uploaded as an attachment within the encumbrance system.

      2. If the end user is soliciting from SWMVBE (Small, Women's, Minority, Veterans, Business Enterprises), then two (2) quotes shall suffice.

      3. It should be noted that the obtaining of a quote where a vendor cannot offer the goods or service is considered a non-quote. Legally, a non-quote suffices as one of the three (3) quotes and must indicate the date, time, and with whom the end user spoke. The same holds for SWMVBE quotes.

C. **Window Contracts $17,500.00 - $53,000.00 see Section 9 Pay to Play

D. For a purchase to move forward under this threshold, a vendor will, as of necessity, be required to provide:

- Business Registration Certificate 52:34-55
- United States Treasury W-9 form
- AA302 or CEIR New Jersey EEO monitoring compliance form
- Iran Form
- Russia Form

E. $0.00-$19,375.00- Construction, Alteration, Demolition (excluding Janitorial and Landscaping) Threshold (for Federal Funds quotes see Section 19.

   a. These quotes are for public works projects but below the prevailing wage threshold.

   b. Public Work - (N.J.S.A. 34:11-56.4 et seq.) & Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.)

      1. "Public work" means construction, reconstruction, demolition, alteration, custom fabrication, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program. "Public work" shall also mean construction, reconstruction, demolition, alteration, custom fabrication, or repair work, done on any property or premises, if the work is paid for from public funds, if, at the time of the entering into of the contract, the property or premises is owned by the public body.

      2. The end user seeking quotes BELOW the threshold for public work of $19,375.00 shall follow the process found in Section II (A)

      3. Under the definition of public work, the aggregate amountof public work to proceed is more than $19,375.00 but below $53,000.00, as estimated, the vendor must be compensated for their work according to prevailing wage rates.

      4. Prevailing Wage – rates are found at the Department of Labor website

F. $19,375.00 - $53,000.00 - Construction, Alteration, Demolition (excluding Janitorial and Landscaping) Threshold.

   a. The end user seeking quotes for public work shall follow the process found in QUOTE Section II (A). IN ADDITION TO:

b. The vendor and subcontractors must provide the Township with a "Public Works Registration Certificate" N.J.S.A. 34:11-56.48.

   a. ***It needs to be noted that the effective date of the certificate, as shown on the form, must be on the date on or before any quote or bid opening. It is not allowable for a vendor to obtain a form after being informed they will be awarded the work***.

c. The vendor and any subcontractors must all provide the following for work to commence:
   - Business Registration Certificate, N.J.S.A. 52:34-55
   - United States Treasury W-9 form
   - Prevailing Wage Certified Payrolls. The vendor must submit to the Township within 10 days of their payroll, on a New Jersey Department of Labor Certified Payroll form, and list on NJWAGE Hub.
   - New Jersey Construction EEO Compliance Monitoring Form AA201 Pre- Construction
   - New Jersey Construction EEO Compliance Monitoring Form AA202 post-construction
   - Federal Debarment form (over $2,000.00)

G. WINDOW CONTRACTS - $17,500.00 to $53,000.00 Formal Quotes –

a. These contracts and quotations are known as "window contracts" as they have exceeded the Pay to Play thresholds but are below the bid threshold for the Township. The key concept here is that the quotes obtained have not been publicly advertised.

b. Aggregation (Section 9, Pay to Play) becomes a key concept here on both commodity and vendor aggregation. The Purchasing Agent, as part of their duties, is charged with maintaining an accurate accounting of the level of commodity aggregation and the yearly vendor aggregation todetermine the procurement method for repeat vendor orders.

c. The end user obtaining a quote between the $17,500.00 and $53,000.00 must document the quotes and submit the quotation form in the requisition system alerting the Purchasing Agent that the procurement is being made as a window contract and a REQUIRED DISCLOSURE must be initiated.

d. If this manner of procurement is conducted, the vendor will be forwarded by the Division of Purchasing a Business Entity Disclosure Contribution form and a Ch. 271 Political Contribution Disclosure Form for completion and sending back to the Township.

e. There will be a 10-day period before enacting any resolution of award after the Township receives back both the notarized BED-C and PCD forms.

f. If the end user contacts purchasing a, request a formal request for proposals in a fair and open manner by advertising on the purchasing section of the Township website, and/ orlegal publication advertisement, the proposals may be received, and the requisition initiated in a fair and open manner. Such a procurement will follow the same route as Plainsboro quotes and may be awarded following certification of funds. As the procurement was advertised, there is no further need to complete and return the BED-C or PCD form.

   Alternatively, the Governing Body, as per LFN 2023-14, may authorize the Qualified Purchasing Agent to proceed with procurement immediately upon receiving a fair and open request for quotes as a window contract.

H. $53,000 or higher, the bid threshold

a. Procurement that is a commodity, service, or construction that is not exempt (N.J.S.A. 40A:11-5) from public bidding and not a cooperative purchase must be publicly bid.

b. Bid request Approval Routing Form must be completed and signed by the Department Head and provided to the Purchasing Agent. Specifications are the responsibility of the department head and are subject to the following standards for specifications:

c. The specifications must be edited for technical and grammatical accuracy and in final form before requesting a bid.

d. Specifications shall not be restrictive. No brand names may be requested, only "brand name, or equivalents."

e. Specifications shall be submitted via e-mail to the Purchasing Agent.

f. The department must provide account number(s), and allocation or engineer's estimate with the bid request.

g. Specification preparation is the responsibility of the using department. The department must provide budget estimates and justifications for procurement. The requested quantities must be justified by history, usage, or specific capital projects. The department will submit a requisition to initiate the bid process with all required information. Purchasing will advertise for bids, open and review bids, tabulate, and forward them to the requesting department for award recommendation. Upon the award recommendation, the user agency shall encumber funds, and the CFO shall certify them.

I. Construction Bids

a. See Section 8, Construction

## SECTION 3

### I. Encumbrance Systems (N.J.A.C. 5:30-5.1)

A. An encumbrance is the first part of a three-part process for purchasing and paying for goods or services.

   a. The other two processes are the Accounts Payable and Cash Disbursements processes.

   b. An encumbrance is a special type of accounting transaction that anticipates future expenditure. Funds are encumbered, or set aside, in an appropriation or budgetary account for a specific future purchase. The document used to record an encumbrance is a Purchase Order.

B. An encumbrance system requires that proper authorization be obtained via requisition prior to the ordering of goods or services.

   a. An encumbrance system enables the management of the department and the Township to fulfill a fiduciary obligation by informing them of a purchase before it takes place (Requisition), and by giving them the opportunity to authorize the purchasein advance.

   b. The signatures on the Purchase Order ensure that this authorization has taken place.

C. Requisitions/ Routing of Requisitions

   a. Each department, board, committee, commission, agency, or office must request quotes prior to theencumbrance of funds. The Purchasing Agent and other appropriate officials will aid. The userdepartment must enter a requisition in the Purchasing/Inventory System byencumbering the funds prior to the procurement of the goods or services.

   b. **NO ORDER SHALL BE PLACED, OR COMMITMENT MADE PRIOR TO THE ISSUANCE OF A PURCHASE ORDER SIGNED BY THE CHIEF FINANCIAL OFFICER. CONFIRMING ORDERS ARE PROHIBITED.**

c. The requisition shall be entered into the Purchasing/Inventory System well inadvance (two weeks is desired) of the time the goods and services are needed.

d. Description of the goods or services requested, state contract number, shipping fees if applicable, account number, project number (if capital request), resolution number, quotes, and a detailed description of the requested purchase must be referenced in the requisition. All Capital and Trust Account requisitions require approval by the Chief Financial Officer.

D. Multiple quotes for purchases over $7,950.00. Documented in the financial encumbrance system.

E. Upon department, director, capital, or trust and budget approval, the Purchasing Agent or Finance Department shall review requisitions to ensure compliance with the New Jersey Local Public Contracts Law and generate the Purchase Order.

a. The Purchasing Agent shall review for compliance with the New Jersey Local Public Contract Law (N.J.S.A. 40A:11-1 et seq.), and the Chief Financial Officer shall review and certify funds.

F. Upon receipt of the Purchase Order, the vendor provides the goods or services directly to the user department and returns the signed purchase order, an original itemized invoice, and the shipping document to the requesting agency.

a. The requesting department compares the vendor shipping document and invoice with the purchase order, quote, or contract to ensure that the goods or services are performed in accordance with the quote or contract.
a. The Department Head authorizes payment of the invoice through the current approved electronic purchasing system.

G. Interest and Late Fees

a. The Township may only pay for goods and services that have been received orrendered. Therefore, the Township cannot enter into any contract in which the vendor requires a down payment or any advance payment.

b. Departments are advised to carefully look for wording to this effect when quotes or any other paperwork is received from the vendor.

c. The Township does not pay late fees or interest. This provision should be included in the bid specifications prepared and clearly stated so that vendors are aware that the Township will not pay late fees or interest.

1. The exception to this general rule is that late payment issues do not generally apply to construction contracts.

2. A separate, "prompt-payment law," N.J.S.A. 2A:30A-1, covers construction contract payments. Local Finance Notice 2006-21 describes the application of the law.

H. Automatic Renewal Clauses are forbidden by State law as contrary to the Local Public Contracts Law.

a. Departments should read and review any bid documents that come in, or forms of contract that are offered for signature by a vendor, to make sure that there is no automatic renewal clause in the contract documents.

I. P-Cards (Procurement Cards)

a. Reserved

## SECTION 4

### I. Competitive Contracting

A. Competitive Contracting N.J.S.A. 40A:11-4.1- 4.5, N.J.A.C. 5:34-4.1

a. Local contracting units may use competitive contracting in lieu of public bidding for procurement of specialized goods and servicesif the price exceeds the bid threshold.

b. Award is based upon "Price and Other Factors" which are evaluated against weighted criteria. The Competitive Contracting method of procurement must be led by the Qualified Purchasing Agent, with the evaluation committee experts being subject-matter experts from the department.

B. Planning for advertisement must be considered for any RFP under Competitive Contracting.

a. State law requires a minimum of 20 days occur between advertisement and receipt/ opening of the RFPs under Competitive Contracting

C. Departments shall alert the Purchasing Agent of the need for an authorizing resolution before the Competitive Contracting process. The authorizing resolution shall reference the following statutory authority for the procurement of:

a. The purchase or licensing of proprietary computer software designed for contracting unit purposes, which may include hardware intended for use with the proprietary software, but not for acquiring general-purpose computer hardware or software;

b. The hiring of a for-profit entity or a not-for-profit entity incorporated under Title 15A of the New Jersey Statutes for the operation and management of a wastewater treatment system or a water supply or distribution facility;

c. The operation, management, or administration of recreation or social service facilities or programs;

d. The operation, management, or administration of data processing services;

e. Services performed by an energy services company, including the design, measurement, financing and maintenance of energy savings equipment or renovations, which result in payment derived, in whole or in part, from the sale of verified energy savings over the term of an agreement with a public utility or subsidiary, but not the provision or performance of the physical improvements, provided that such savings are calculated pursuant to guidelines promulgated by the Board of Public Utilities;

f. Homemaker – home health services;

g. Laboratory testing services;

h. Emergency medical services;

i. Contracted food services;

j. Performance of patient care services by contracted medical staff at Township hospitals, correctional facilities, and long-term care facilities;

k. At the option of the governing body of the contracting unit, any good or service may be exempt from bidding.

l. Concessions;

m. The operation, management, or administration of other services, with the approval of the Director of the Division of Local Government Services.

n. Maintenance, custodial, and grounds keeping services;

o. Consulting services;

p. Emergency medical billing services;

q. Property appraisal services;

r. Reassessment or revaluation services;

s. Grant writing services;

t. Animal control services;

D. All Competitive contracts evaluation members must sign an ethics sheet and fill out a rating sheet for each vendor.

a. The lead member shall be under statute the Qualified Purchasing Agent, who will be responsible for collaborating the ratings and producing the recommendation memo and the vendor report at least 48 hours before the public meeting of the Governing Body.

**II. Competitive Contracting Work Flow:**

1. Originating Department communicates in writing its need for the use of competitive contracting to the Qualified Purchasing Agent.
2. The Qualified Purchasing Agent confirms that competitive contracting is available for the services and forwards the memo and resolution to the administration for approval and inclusion on a Council agenda.
3. Governing body adopts the Resolution.
4. Purchasing Agent convenes a meeting with the originating Department to:

   a. Form evaluation committee & collect signed certifications and resumes of members

b. Determine if an outside consultant is needed for the competitive contracting process

c. Determine if the Township's own employees are already utilized to perform the services

d. Review proposed technical specifications and determine the term of the contract

e. (up to 5 years)

5. Purchasing Agent finalizes the RFP with input from Originating Department.

6. Purchasing Agent sends RFP to State Comptroller if anticipated contract amount is over $15.2M (30-day review).

7. Advertising the RFP in an official newspaper (20-day min.) and/or official electronic media.

8. Purchasing Agent opens RFP publicly & distributes weighted criteria to vendors.

9. Qualified Purchasing Agent reviews the submissions for mandatory & non-mandatory items.

10. Purchasing Agent communicates deficiencies or rejections to the vendors &collects respondents' references (if requested).

11. Purchasing Agent posts RFPs on the portal and releases RFPs to the Evaluation Committee for the initial meeting.

12. The Evaluation Committee provides scoring and notes to the QualifiedPurchasing Agent.

13. Qualified Purchasing Agent and Originating Department draft Recommendation of Award Memo.

14. Originating Department routes Award Memo for presentation to the Governing Body & offer to the public at least 48 hours before the meeting. The award must be made within 60 days of receipt of the proposals.

15. Qualified Purchasing Agent sends RFP to State Comptroller if contract exceeds $3.0M.

III. Timeline:

1. From beginning to end, the competitive contracting process may take up to six months.

2. Therefore, if you need to use the competitive contracting process, then you should consider these time constraints and alert the Qualified Purchasing Agent to any special circumstances that would require a shorter turnaround time. In no circumstance will any competitive contracting process take fewer than sixty days.

   a. Preparation: 20 to 30 days
   b. Resolution Authorizing the Use, if necessary
   c. Creation of Committee and Gathering of Forms
   d. Meeting to prepare RFP documents

3. The adoption of the resolution depends on the meeting schedule of the Governing Body.

   a. The creation of the committee and the preparation of the RFP itself really depend on how motivated any departmentis to finalize the RFP documents.

   b. In most cases, the department is redoing a process it has done many times before. This will take considerably less time. Consideration must be given to cases where competitive contracting is being used for the first time, as well as to the level of detail a department may have for the technicalspecifications.

   c. If the department requires the assistance of an outside consultant to aid in the process, then the department should be aware that the acquisition of the services of a consultant may require additional time. Funds to pay for the consultant must be identified and encumbered.

4. Advertisement time: 20 to 40 days

5. Advertised in the newspaper for a minimum of 20 days.

6. At a minimum, this process takes 34 days.

7. However, the length of time an RFP is advertised should depend on the complexity of the services sought.

8. Departments should always build into the advertisement time a question and answer period, and a scheduled addendum to avoid last-minute delays in the process.

9. Consideration must also be given if the department intends to offer to the potential vendors a non-mandatory pre-bid meeting or site visit.

    a. Generally, the advertisement time should be allotted 30 to 40 days.

10. Review Time:

    a. 20 to 30 days

11. Once the RFPs have been opened publicly, the Qualified Purchasing Agent can complete its review of the documents within one day.

    a. The length of time an evaluation committee will require to complete its review depends on the committee and the number of submissions received.

    b. A minimum of twenty days should be allotted in which to meet, discuss the RFPs, and score the proposals.

    c. The Originating Department and the Qualified Purchasing Agent can prepare a memo within ten to twenty days, depending on the number of submissions and the complexity of the submissions.

    d. While the forms and details of the memo may be provided by the Qualified Purchasing Agent, the substance of the analysis lies with the originating department, with the best knowledge of the substance of the proposals.

12. Award Time:

   a. 20 to 30 days

   b. The time in which to award a contract depends upon the meeting schedule of the Governing Body.

   c. However, one should never assume the Council will be prepared to vote on the contract at the first meeting at which the recommendation is made.

   d. Departments must be mindful that awards must be made within sixty (60) days of the receipt of the proposals.

   e. The terms and cost of the proposals may be extended by mutual consent of the parties.

## SECTION 5

**I. Exceptions to the Bid Requirement i. (N.J.S.A. 40A:11-5)**

Certain procurements are exempt from the bid requirement, most notably services that fall under the professional services exception.

In procuring exceptions to the bid requirement, it is essential to follow the procurement as per Section 9, Pay to Play.

A. Professional Services

B. The doing of any work by employees of the contracting unit;

C. The printing of legal briefs, records, and appendices to be used in any legal proceeding in which the contracting unit may be a party;

D. Tax map or maps for the contracting unit;

E. Perishable foods as a subsistence supply;

F. Supplying of any product or the rendering of any service by a public utility, which is subject to the jurisdiction of the Board of Public Utilities or the Federal Energy Regulatory Commission;

G. Subject to prior approval of the Attorney General, of special equipment for confidential investigation;

H. Printing of bonds and documents necessary to the issuance and sale thereof by a contracting unit;

I. Equipment repair service, if like an extraordinary unspecifiable service, and necessary parts furnished in connection with such service, which exception shall be in accordance with the requirements for extraordinaryunspecifiable services;

J. Legal notices in newspapers as required by law;

K. Acquisition of artifacts or other items of unique intrinsic, artistic, or historical character;

L. Goods and services necessary or required to prepare and conduct an election;

M. Insurance, including the purchase of insurance coverage and consultant services, shall be made in accordance with the requirements for extraordinary unspecifiable services.

N. Doing of any work by disabled persons employed by a sheltered workshop;

O. Goods or services, including those of a commercial nature, attendant upon the operation of a restaurant by any nonprofit, duly incorporated, historical society at or on any historical preservation site;

P. Library and educational goods and services;

Q. Marketing of recyclable materials recovered through a recycling program, or the marketing of any product intentionally produced or derived from solid waste received at a resource recovery facility or recovered through a resource recovery program, including, but not limited to, refuse-derived fuel, compost materials, methane gas, and other similar products;

R. Contracting unit towing and storage contracts, provided that all such agreements shall be pursuant to reasonable non-exclusionary and non-discriminatory termsand conditions, which may include the provision of such services on a rotatingbasis, at the rates and charges set by the municipality pursuant to section 1 ofP.L.1979, c.101 (C.40:48-2.49);

S. Purchase of steam or electricity;

T. Purchase of electricity or administrative or dispatching services;

U. Printing of municipal ordinances or other services necessarily incurred in connection with the revision and codification of municipal ordinances;

V. An agreement for the purchase of an equitable interest in a water supply facility or for the provision of water supply services entered into pursuant to section 2 of P.L.1993, c.381 (C.58:28-2), or an agreement entered into pursuant to P.L.1989, c.109 (N.J.S.40A:31-1 et al.), so long as such agreement is entered into no later than six months after the effective date of P.L.1993, c.381;

W. A contract for the provision of water supply services entered into pursuant to P.L.1995, c.101 (C.58:26-19 et al.);

X. The cooperative marketing of recyclable materials recovered through a recycling program;

Y. A contract for the provision of wastewater treatment services entered into pursuant to P.L.1995, c.216 (C.58:27-19 et al.);

Z. Expenses for travel and conferences;

AA. The provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or to acquire or update non- proprietary software;

BB. The management or operation of an airport owned by the contracting unit pursuant to R.S. 40:8-1 et seq.

CC. Purchases of goods and services at rates set by the Universal Service Fund, administered by the Federal Communications Commission;

DD. A contract for the provision of water supply services or wastewater treatment services entered into pursuant to section 2 of P.L.2002,

EE. c.47 (C.40A:11-5.1), or the designing, financing, construction, operation, or maintenance, or any combination thereof, of a water supply facility as defined in subsection (16) of section 15 of P.L.1971, c.198 (C.40A:11-15) or a wastewater treatment system as defined in subsection (19) of section 15 of P.L.1971, c.198 (C.40A:11-15), or any part or parts thereof, including a water filtration system as defined in subsection (16) of section 15 ofP.L.1971, c.198 (C.40A:11-15);

FF.The purchase of electricity generated from a power production facility that is fueled by methane gas extracted from a landfill in the Township of the contracting unit.

## SECTION 6

### I. Extraordinary Unspecifiable Services

- EUS (N.J.S.A. 40A:11-5(1)(a)(ii)
- EUS (N.J.A.C. 5:34-2)
- Local Finance Notice AU 2002-02

a. "Extraordinary unspecifiable services" or "EUS" means services that are specialized and qualitative in nature, requiring expertise, extensive training, and a proven reputation in the field of endeavor.

b. 40A:11-5(1)(a) ii permits contracting units to award the use of Extraordinary Unspecifiable Services, which will be narrowly construed to situations that do not fit into the other forms of procurement, including the Competitive Contracting form of procurement.

c. The following SHALL NOT justify the use of an EUS:

   i. The assertion that the service can only be provided by a single contractor ("sole source").

   ii. The service is in the nature of a personal, human, social, or training services contract, or includes within its description such terms as "technical," "management," "consultant," or similar descriptions suggesting some special nature, shall not in itself be sufficient to utilize this exception.

   iii. The need for expertise, extensive training, and proven reputation in the field of endeavor must be critical and essential to the project, and not merely a desire to have a reliable job performed.

d. The services cannot be reasonably described by written specifications.

e. Services that meet the requirements of EUS may not be combined with other work in a contract which is predominantly characterized as being a biddable activity to avoid the necessity of bidding for the work which, in its own right, is subject to competitive bidding.

f. Before the governing body can award a contract under the EUS provisions, a designated administrative official of the contracting unit must file a certificate (LFN AU2002-02) with the governing body. The certificate must describe clearly the nature of the work to be done; state that it is not reasonably possible to draft specifications; describe the informal solicitation of quotations; and describe in detail why the contract meets the provisions of the statutes and the rules. The certification must be kept with the resolution awarding the contract. [N.J.A.C. 5:34-2.3(b)]

g. Any potential procurement involving an EUS must receive approval from the Purchasing Agent or administration before proceeding.

## SECTION 7

### I. Emergencies

- N.J.S.A.40A:11-6
- N.J.A.C. 5:34-6

A. No purchase or contract shall be entered into on an emergency basis pursuant to N.J.S.A. 40A:11-6 unless the circumstances meet all of the following requirements:

1. An actual or imminent emergency must exist requiring the IMMEDIATE delivery of the article or the performance of the service.

2. The emergency condition must affect the public health, safety, or welfare and require the immediate delivery of the article or the performance of the service to alleviate such effect;

3. The emergency purchasing procedure may not be used unless the need for the articles or services could not have been reasonably foreseen or the need for services has arisen notwithstanding a good-faith effort on the part of the contracting unit to plan for the purchase of any articles or services required by the contracting unit.

4. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and

5. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.

6. A written requisition for the performance of work or labor or the furnishing of materials, supplies, or services must be filed with the Purchasing Agent, describing the nature of the emergency, the time of its occurrence, and the need for invoking an emergency, certified by the department director.

7. The CEO or designee will review and approve the award ofan emergency contract.

8. Emergency work is covered under the provisions of the Prevailing Wage Act for work greater than $19,375.00 and requires the New Jersey Business Registration Certificate and Affirmative Action Evidence before vendor payment.

B. Chain of Command (N.J.A.C.5:34-6.1b)

1. As per the administrative code, the CEO or designee shall designate in accordance with this policy a chain of command for authorization to declare an emergency for public procurement purposes in his/ her unavailability or absence.

## SECTION 8

### I. Construction

A. Construction procurement presents a special type of procurement that is very involved in terms of details and potential litigation for the Township, as well as the requirements imposed upon vendors, which vary according to the level of procurement.

B. Accordingly, if the construction is over the amount of the estimated aggregate total project cost of $15,000.00, the Qualified Purchasing Agent is to be contactedand brought into the procurement process.

C. Department heads or other personnel seeking the construction, alteration, or demolition of Township property are responsible for the scope of work and technical specifications before alerting the Qualified Purchasing Agent.

D. Federal Debarment Form

1. All construction over $2,000.00 is to be accompanied by a federal debarment form and forwarded to the Purchasing Agent for search of the SAMS database in accordance with LFN 2020-18

E. Construction Bids– Project Manager

1. Construction managers are to be identified for each construction project unless the Township Engineer acts in said capacity and informs the administration in writing, who must approve this action.

2. This section is subject to change upon direction from the New Jersey State Comptroller's Office.

## SECTION 9

**I. Pay to play**

- N.J.S.A. 40A:11-51,
- N.J.S.A. 19:53A-20.26-20.27,
- P.L. 2005 Ch 271

**II. Threshold:**

A. The threshold for consideration under the "Pay-to-Play" laws is $17,500.00 in:

1. A single purchase, or

a. A vendor aggregation of $17,500.00 in one purchase or multiple smaller purchases over the preceding 12 months.

b. Acquisitions made under $17,500.00 should be acquired through the solicitation of quotes.

**III. Township Procurement in accordance with New Jersey "Pay to Play" laws is made in two (2) ways: Fair & Open or Required Disclosure.**

A. Fair and Open Process

a. Professional Services, other goods, and/or services exempt from public bidding:

i. A Formal proposal should be requested to satisfy the requirements of a fair and open process.

ii. The RFP or RFQ is posted on the Township website at least 10 days before a public opening.

iii. Proposals are evaluated in accordance with established criteria. In all such types of public procurement, the following language shall be used in the announcement:

iv. This bid has been advertised in accordance with the "Fair and Open Basis," and nothing further shall be required under the "Pay-to-Play" Legislation (N.J.S.A.19:53A-20.7).

v. The QPA should be consulted any time a department wishes to acquire goods or services through an RFQ or RFP process to determine if there have been any updates to the applicable codes.

B. Required Disclosure (Non- Fair and Open) – Window Contracts

a. Window contracts are those amounts between the "Pay-to-Play" threshold of $17,500.00 and the bid threshold of $53,000.00.

b. For procurements that fall between this amount, the vendor shall be required to supply;

i. Business Entity Disclosure Form, BED-C,
ii. Ch 271 Political Contribution Disclosure Form

C. Such Required Disclosure awards shall be alerted to the Qualified Purchasing Agent.

D. For professional services awarded in excess of the bid threshold under a required disclosure process and in accordance with Local Finance Notice 2010-03, the resolution of award shall be publicized.

E. Vendor Aggregation

a. There are instances where a vendor may partake in multiple business transactions with the Township, none of them in excess of the "Pay-to-Play" threshold themselves, but taken together over 12 months may result in an excess of the "Pay-to-Play" Threshold.

b. The Qualified Purchasing Agent shall be responsible as part of the positional duties to maintain an accurate, up-to-date accounting of vendor aggregation

c. For the purposes of calculating aggregation, the Township shall use as a starting point the date a contract was first made with the vendor.

d. Contract shall be defined as the date on which a meeting of the minds between the Township and the vendor was made, and not necessarily the date on which payment was first made to the vendor.

## SECTION 10

### I. Duties of the Qualified Purchasing Agent (QPA)

- N.J.S.A. 40A:11-9,
- N.J.A.C. 5:34-5

### II. Department heads are to go through the QPA to initiate the Bid Process.

a. After requisite certifications and approvals have been obtained, the QPA. may proceed with the RFP or Bid.

b. It is imperative that the QPA and Township Staff recognize the expertise existing in the various requesting departments and utilize such institutional knowledge in developing the specifications, procurement, and other decisions to be used in the process of creating a public procurement document.

c. The Department Head will be capable of providing the Purchasing Agent and Finance Department with specification suggestions. Ultimately, it will be the QPA who determines approvals for specifications and advertisements, circulation, and other standards required by state or federal law and mandates set forth by the New Jersey Division of Local Government Services.

### III. Qualified Purchasing Agent Duties and Responsibilities:

a. The QPA shall administer a decentralized purchasing system within the Township of Plainsboro.

b. As such, the QPA shall actively work with all departments in offering assistance and ensuring orders are legally placed by end-user departments.

c. In addition, the QPA is charged with, but not limited to, the following responsibilities:

i. Approval of specifications;
ii. Terms of receiving, shipping, and billing;
iii. Desired response or completion times;
iv. Statements requiring qualified vendors if necessary;
v. Prevailing wage accuracy;

vi. Liability insurance matters;
vii. Information on warranties;
viii. Vendor and commodity aggregations;
ix. Reviewing and approving requisition requests;
    1. Shall be conducted within 3 business days
x. Identification of other vendors providing superior and/ or more cost-effective services, or goods;
xi. Dissemination of contribution paperwork and preparation of pay-to-play vendor resolutions.
xii. Receipt and investigation of all bids to comply with all State and Federal laws and regulations, to include examination of:
    1. Compliance with all required documents
    2. Compliance with forms of bonds and sureties
    3. Compliance with business registration laws.
    4. Compliance with public works laws and certifications
    5. Examination of state and federal debarment lists
        a. (SAM, New Jersey Treasury, New Jersey Department of Labor)
    6. This section shall apply to all subcontractors as well.

## SECTION 11

### I. Cooperative Purchasing

- State Contract N.J.S.A. (40A:11-12)
- N.J.A.C. 5:34-7.29, N.J.A.C. 5:30-5.3-5.5
- Purchasing less than 10% State Contract (N.J.A.C. 5:34 - 7.30)

### II. Procedure

a. The Qualified Purchasing Agent shall generate an authorizing resolution annually, effective January 1 of each year, for all Township agencies to utilize the New Jersey State Contracts and other regional cooperative contracts.

b. The Qualified Purchasing Agent will assist all agencies to ensure that procurement is in accordance with the state contract terms and conditions.

c. Agencies shall review the terms and conditions of the state contract. The Qualified Purchasing Agent shall forward the state contract vendor's proposal to the authorizing state buyer to ensure vendor compliance with the state contract.

d. The valid contract number and Township resolution number must be referenced on all purchase requisitions. In light of N.J.A.C. 5:30-5.3-5.5, also to be included in the resolutions of award shall be:

1. Cooperative contract number.
2. Line item(s) of funds to be drawn from.
3. Not to exceed the amount if the exact yearly purchasing funds arenot identified. (LFN 2017-10).

### III. Township and other New Jersey-based Cooperatives N.J.A.C. 5:34-7.6

a. The Township is free to enter into membership and purchase through any approved joint purchasing or cooperative pricing system approved within the State of New Jersey by the Director of the Division of Local Government Services.

b. In procuring the approved bid items in a cooperative purchasing agreement, all membership numbers assigned to the Township of Plainsboro, as well as purchasing cooperative contract identifiers, shall appear on all resolutions, purchase orders, and vouchers.

## IV. All Township, Grant, and Forfeiture Funds

a. Public funds from any account (grant, dedicated fund, regular O.E., forfeiture) must be expended in accordance with the New Jersey Local Public Contract Law & Rules, N.J.S.A. 40A:11-1 et seq., N.J.A.C. 5:34-1 et seq.

## V. National Cooperative Purchasing (P.L. 2011 Ch 139, Local Finance Notice 2012-10)

a. National Cooperative Purchasing has been allowed under LFN 2012-10 and is an option after determining that the purchase through a National Cooperative has achieved a cost savings versus bidding or an in-state cooperative. The requirements that a Department Head must provide to the Purchasing Agent are:

   i. Under New Jersey Department of Community Affairs Local Finance Notice (LFN 2012-10) dated May 14, 2012, the DCA has allowed the use of National Cooperatives for different purchases subject to rules.

   ii. LFN 2012-10 Section D 2(a) – requirement contract awarded through "competitive bidding process"

   iii. Section D 2(b) - Contract awarded by a unit defined as a contracting unit defined by statute.

   iv. Section D 2(c) – Bid must have been advertised.

   v. The vendors must comply with the following:

      1. Business registration certificate;
      2. Statement of Corporate Ownership;
      3. Public Contract EEO compliance;
      4. "Pay-to-Play" N.J.S.A. 19:53A-20.7 has been satisfied through the open competitive bid;
      5. New Jersey's "Buy American" Law;
      6. Iran and Russia form
      7. All must be verified by the vendor through supply to the Township of Plainsboro before award.

vi. Cost Savings Determination made by the QPA.

vii. Notice of intent to award under a national cooperative purchasing contract.

1. The below must be advertised in a newspaper for at least 10 days in advance of the intended award.

***Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement - <name of contract>***

*The Township of Plainsboro intends to participate in the <name of agency issuing contract> contract for <name/purpose and number (if applicable) of contract name> to purchase<goods or services being purchased>.*

*Information regarding the contract may be found at the Division of Purchasing, Township of Plainsboro, during regular business hours, as well as on the <name of agency issuing contract> website at: <website link>.*

*The Township of Plainsboro anticipates joining the <name of agency issuing contract> contract on <date of award>. The <name of agency issuing contract> contract term is <provide start and end date>.*

*Contract Period: <contracting beginning and ending period>*

*The Township of Plainsboro intends to make a contract award to <name of vendor> pursuant to the proposal submitted in response to the <name of agency issuing contract><type of award, i.e., Request for Proposals, Request for Bid(s) as appropriate>.*

*The Township of Plainsboro is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).*

*Comment period ends <date comment>*

[RESERVED]

## SECTION 12

I. **Surplus Property (N.J.S.A. 40A:11-36)**

A. The Local Public Contracts Law requires that any contracting unit, by resolution of the governing body, may authorize, by sealed bid or public or internet auction, the sale of personal property not needed for public use.

B. If the estimated fair value of the property to be sold exceeds 15 percent of the bid threshold ($7,950.00) in any one sale, it shall be sold at public sale to the highest bidder.

a. The contracting unit need not advertise for bids when it makes any such sale to any political subdivision.

b. Agencies shall forward a summary of surplus property to the Township Business Administrator in preparing for the Auction.

c. The governing body shall approve a resolution authorizing disposal of public property.

C. Notice of the date, time, and place of the public sale, with a description of the items to be sold and the conditions of sale, must be published in an official newspaper of record.

D. If no bids are received, the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the contracting unit may, if it so elects, offer the property at public sale.

E. All electronic-based surplus auctions must be in accordance with the New Jersey Division of Local Government Services Local Finance Notices (LFN). LFN 2019-15.

## SECTION 13

### I. Change Orders (N.J.A.C. 5:30-11.1, LFN 2010-03)

"Change order" means a properly prepared document authorized by the governing body, which directs and authorizes a vendor providing goods or performing services to a contracting unit pursuant to a contract awarded by the governing body resolution to change the quantity or character of goods supplied or services performed from that specified initially or estimated and to change the payment due therefore correspondingly.

### II. General Procedures for Change Orders

a. The administration (copying or requesting resolution through the QPA) shall file with the Governing Body a request for the change order, stating the facts involved and indicating that the proposed change order may be allowed under these rules.

b. The Governing Body shall take such steps as it may find appropriate to assure that a change is necessary and that the work will be completed.

c. The Governing Body shall then pass a resolution authorizing a written amendment to a contract covering the change(s) to be made. The exact form of this amendatory contract shall be at the discretion of the contracting unit attorney.

d. The resolution described above shall be passed before execution of the change order. No work shall be performed or purchases made on the involved phase of the contract until the resolution is passed.

### III. General Requirements for all Change Orders

a. Each change order shall be in writing and shall be numbered consecutively (beginning with number one) and attached to the original purchase order or contract for each project.

b. Change orders which result in payment reduction below the contracted price initially may be made by locally established procedure, provided that any change orders increasing cost on the same contract shall include reference to such reductions.

c. Quantities of items or work shall not be changed in such a manner as to nullify the effect of the competitive determination of the lowest responsible bidder which was made at the time of contract award, if at said time thechanges could have been reasonably foreseen.

d. Responsibility required by these rules to be explicitly exercised by the Governing Body, including authorization of change orders, shall not be delegated except to administration or the project design professional for minor field or site modifications.

e. The administration or the project design professional may execute change orders. The Governing Body shall not delegate the responsibility for the authorization of change orders except for minor field (site) modifications.

f. Change orders shall be used to change the number of units or items originally advertised and contracted for, provided that:

g. Unit prices or a price methodology were sought in the original specifications and included in the contract;

h. The original specification and the contract included a provision that the unit prices could be so used;

i. If the items were not contained in the original specification, a change order shall not be issued.

j. Change orders shall not be used to substantially change the quality or character of the items or work to be provided, since such would have been a determining factor in the original bidding.

k. Change orders shall not serve the purpose of escalation clauses and, therefore, shall not be utilized to effectuate upward price adjustments.

l. 1.1. Total number of change orders executed for a particular contract shall not cause the awarded initially contract price to be exceeded by morethan 20 percent unless otherwise authorized by these rules.

m. If proposed change orders do exceed the 20 percent limitation, no work shall be performed or purchases made until the Governing Body determines issuance of the change order is justifiable, and a new

The contract shall be executed in accordance with the Local Public ContractsLaw.

n. Before authorizing any change orders resulting in additional expenditures, the availability of funds shall be certified in writing by the chief financial officer or certifying finance officer, as appropriate.

o. The 20 percent limitation shall not apply to emergencies.

p. Change order authorizations shall not be withheld until the completion of the entire project.

## IV. Change Orders/Additions for Professional Services and Extraordinary Unspecifiable Services

a. Changes should be within the scope of activities of the original contract, and not for the purpose of undertaking new or different work or projects.

b. Changes in payments for activities within the scope of activities of the contract shall be in accordance with a schedule of specific charges or rates contained in the contract. They shall be affected by a written change order authorized by the governing body. If such a schedule is not included in the agreement, the contract should be amended to include it.

c. The 20 percent limitation does not apply to professional and consultant contracts. If the change is not within the scope of activities of the original contract and the contract was awarded without competitive bidding being required by law or rule, as is the case for professional services and certain authorized extraordinary unspecifiable services, any change beyond the original scope of activities shall be made by an amendatory contract approved by the governing body.

## V. Change Orders for Construction

a. Change orders for construction, reconstruction, and significant repair contracts shall be limited to the following types:

   i. UNFORESEEABLE PROBLEMS, which are defined as conditions or circumstances that could not be foreseen at the time the specifications were written and the contract awarded; provided that a substantial amount of the construction would be delayed, which would result in significant increases in costs above the original contract amount or substantial inconvenience to the public if bidding were to be required; and

ii. Minor modifications to effect economies, improve service, or resolve minor problems with affected property owners.

b. Change orders for construction, reconstruction, and significant repair contracts shall not be made for the following:

i. Changes that materially expand upon the size, nature, or scope of the project as it was initially described in the bid specifications; or

ii. Extra work that could reasonably be effectuated by a separately bid contract without unduly disrupting the basic work or imposing adverse cost consequences.

VI. **Change Orders Greater Than 20 Percent (does not apply to Professional Services or Extraordinary Unspecifiable Services)**

a. The purpose of the procedures is to allow for such a change only in limited instances. Such a change shall not be permitted if the factual circumstances make it reasonably possible to enter into a new contract for the additional work.

b. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation that renders execution of a new contract an unreasonable interferencewith the efficient completion of the work.

c. Generally, such change orders are not justifiable, and the ready issuance of them by contracting units would constitute an abuse of these rules.

d. A written certification justifying the performance of the work or the furnishing of the services that would necessitate the issuance of such a change order shall be filed by the contractor with the administration or the project design professional.

e. This certification shall include an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen, and a statement indicating why issuance of the change order would be in the best interest of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shall include a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances that necessitate the issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

**VII. The Governing Body approval process for change orders that exceed the 20 percent limitation is as follows:**

a. The administration or the project design professional shall file a request for the change order with the Governing Body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter.

b. A copy of the certification required must also be attached to the request.

c. If the certification required includes a certified statement from an engineer or other expert as needed, the request to the Governing Body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances that justify the issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable

d. The Governing Body shall take appropriate steps to ensure that the change order is proper and allowable under this subchapter.

e. The Governing Body shall then pass a resolution authorizing a written amendatory contract to be entered into covering the change(s) to be made. The exact form of this amendatory contract shall be at the discretion of the contracting unit attorney.

f. The resolution described shall be passed before execution of the change order.

g. The Governing Body shall cause to be printed once, in an official newspaper, a brief notice indicating the additional amount to be expended, the original contract price, the nature of the original and extra work, and why it is necessary to spend the additional funds. A copy of the advertisement shall also be filed with the Township Clerk and be available for inspection by the public.

h. The Township Clerk shall report to the Director on an appendix to the contracting unit's annual budget for all change orders from the previous fiscal year that exceeded the 20 percent limitation. This report shall be made on a formprovided by the Director. A summary of the report shall be included as supplemental material in the annual audit of the contracting unit.

## SECTION 14

### I. Site Conditions

[RESERVED]

[RESERVED]

[RESERVED]

[RESERVED]

## SECTION 15

### I. Proprietary Designation

A. "Proprietary" outlined in N.J.S.A. 40A:11-2(39) or 18A:18A-2cc, the terms used in the definition of "proprietary" shall be defined as follows:

a. "Specialized nature" means that the purpose to which the goods or services will be used has such unique characteristics that only the goods or services of a single vendor are capable of meeting the contracting unit's needs.

b. The acquisition of an item or items of a proprietary nature is not an exception to public bidding. However, a publicly advertised bid may request a proprietary item when the following criteria are met.

i. Determining if something is “Proprietary” and “Specialized in Nature.”

ii. The use of a good or service other than the proprietary one will undermine the functionality or operational performance of existing facilities; or

iii. The good or service is patented, and the patented feature is essential for operational performance.

iv. "Necessary for the conduct of its affairs" means that the public need for the proprietary designation is of such a compelling nature that the value to the public that is gained by the proprietary designation overshadows the public benefit of permitting "brand name or equivalent" and the benefits of such competition.

### II. Procedure

a. Prior to advertising for the receipt of bids that include proprietary goods or services, the Department Head must certify to the Purchasing Agent, who shall, in turn, certify in writing to administration an explanation of why the goods or services are of a specialized nature andnecessary for the conduct of the affairs of the Township.

b. The certification shall be included as part of the bid documents.

c. The resolution of the Governing Body required by N.J.S.A. 40A:11-13(d) shall include a description of why the goods or services are specialized in nature and necessary for the conduct of the affairs of the contracting unit.

d. The description shall not consist of rewriting or paraphrasing the statute or regulations but shall be specific to the circumstances.

e. In considering computer systems or dedicated software, the use of the proprietary designation shall be interpreted to allow for competition within the purposes for which the software is to be used.

f. The competitive contracting process at N.J.S.A. 40A:11-4.1 et seq. is intended to allow for competition where there may be a limited number of vendors selling certain types of application software, that is, financial, human resources, website hosting, computerized telephone systems, geographic information, police records, or computerized dispatch systems. The competitive contracting process is not intended for circumstances involving networking or telecommunications switching services.

**III. Brand Name, or Equivalent.**

a. Local units are prohibited from requesting in a bid specification a brand name.

b. The Township may, however, request a brand name or equivalent. When a department wishes to do so, it must clearly indicate this in the bid specifications.

c. The failure to do so may result in an award to a vendor that will not provide precisely what the department wanted or needed.

d. When bids are received, it is the responsibility of the department to review the bid proposals received and evaluate the equivalency of the items submitted bythe bidders.

e. This should be based on the materials the bidder has submitted to prove the equivalency of the item. Any items that are not deemed to be

The equivalent must be communicated in writing to the QPA so that thebidder can be advised that its bid submission is “not responsive.”

## SECTION 16

### I. Open-end contracts

A. An open-ended contract is an agreement to supply goods or services in which the quantity to be supplied at the contracted price is not specified, and the Township may purchase any amount during the life of the agreement.

B. The issuance of purchase orders pursuant to an open-end contract shall be considered to be the carrying out of the contract and not a change order. The following requirements shall apply:

   a. Purchase orders under open-end contracts shall not be used for purposes such as changing the quality or character of items to be provided

C. Each time a purchase order is placed, the contracting agent shall ensure that funds are available for the purchase through either an encumbrance or certification of availability of funds.

D. Purchase orders shall be placed by the contracting agent, subject to such controls or approval requirements as the governing body, chief executive, or other administrative officer may lawfully impose.

### II. Cancellation of Purchase Orders

A. If a purchase order must be cancelled, or the remaining balance cancelled, identify the purchase order number and reason for cancellation, and e-mail the request for cancellation to the Division of Purchasing.

### III. Duplicate Purchase Orders

A. All requests for duplicate purchase orders must be electronically mailed to the Purchasing Agent and CFO.

## IV. Partial Payments

A. Upon making the first payment, the user department shall provide Accounts Payable with an original copy of the signed purchase order and invoice referencing a "draw down" or "partial payment".

B. Any payment made hereinafter shall include a copy of the signed purchase order and invoice referencing a "draw down" or "partial payment". The department must enumerate partial payments.

## SECTION 17

**I. Notification to the Office of the State Comptroller N.J.S.A. 52:15C-1**

**II. Contracts $3.0 Million to under $15.2 Million – Office of State Comptroller**

a. Contracting units must provide post-award notification for any contract for an amount exceeding $3.0 million. Notification must be provided no later than 20 days after award. The Purchasing Agent will forward all appropriate information to the State Comptroller.

b.

**III. Contracts in excess of $15.2 Million – Office of State Comptroller**

a. New Jersey State law empowers the Comptroller's Office to review proposed public contracts valued at more than $15.2 Million prior to advertising for bids.

b. In accordance with N.J.S.A. 52:15C-10, the Qualified Purchasing Agent must notify the Office of the State Comptroller asearly as practicable, but no later than 30 days before advertisement,of any negotiation or solicitation of a contract that may exceed $15.2 million.

c. Contracting units must provide post-award notification for any contract for an amount exceeding $2.5 million. Notification must be provided no later than 20 days after award. The Purchasing Agent will forward all appropriate information to the State Comptroller.

## SECTION 18

### I. Contract Administration and Warranties

A. It is imperative that Township agencies assign a contract administrator for oversight. The Township must hold the Township agencies and vendors accountable to comply with the contract terms and conditions.

B. A warranty is an obligation that an article or service sold is as factually stated or legally implied by the seller, and that provides for a specific remedy, such as repair or replacement, in the event the article or service fails to meet the warranty.

C. A breach of warranty occurs when the promise is broken, i.e., a product is defective or not as should be expected by a reasonable buyer. The agencies, upon receipt of goods or services, shall retain all warranty documentation to ensure a remedy, including repair or replacement.

D. Accepting Deliveries, Free on-Board Destination (FOB)

1. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc.

2. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the owner.

3. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.

E. Accepting deliveries, Right of Perfect Tender

1. The right of Perfect Tender is contained within the Uniform Commercial Code. It allows the Township of Plainsboro to inspect all deliveries for the accuracy of the order and for damage to the ordered material.

2. The form signed for acceptance and title of ownership to the Township is called the Bill of Lading. All departments are expected to have in place policies under which supervisory personnel shall be the authorized signatories for the acceptance of deliveries and shall inspect all large-value deliveries.

3. Any shortfall in the amount of the order or the condition of promise shall be documented. The Township reserves the right to:

    a. Accept all of the order
    b. Accept part of the order
    c. Reject part of the order
    d. Reject all of the order

4. Notification to the Division of Purchasing is to be conducted upon any vendor not fulfilling the obligations made in the purchase order or public procurement.

F. Unsatisfactory Vendor Performance

1. All using agencies shall notify the Purchasing Agent immediately of anycontract failure or breach. A vendor's failure to perform must be reported to the Qualified Purchasing Agent.

2. Each agency shall generate an Unsatisfactory Vendor Evaluation Memo, complete and forward it to the Qualified Purchasing Agent, who shall forward the evaluation to the vendor and request a response within five days.

3. The Qualified Purchasing Agent shall confer with Legal Counsel. The Township reserves the right to terminate within 30 days of breach of contract.

## SECTION 19

I. Administering Federal Grants

a. The Township of Plainsboro, upon receipt of federal or state grants, is required to adhere to all applicable uniform (grants) administrative requirements, cost principles, and audit requirements outlined in federal and state grant handbooks, manuals, and program guides.

b. The Township of Plainsboro declares, as a part of this policy manual, that all management and operations involving the Township's status as a recipient of Federal grants shall adhere to 2 C.F.R. § 200 and other applicable law as set forth by the Code of Federal Regulations and promulgated by the Office of Management and Budget Guidance, United States of America.

c. All end users procuring under these regulations are required to familiarize and comply with the regulations as outlined in 2 C.F.R. § 200 as reflected in Section 1 II **Standards of Conduct for Employees Engaged in the Selection, Award, and Administration of Contracts:**

d. All federal grant receipts that require bidding are to contact the purchasing department for preparation of appropriate bid documents.

II. Purchasing Policy Federal Grants

a. These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services, and professional services for the (name of Federal grant program). These guidelines meet the standards established in 24 CFR 85.36 and state requirements.

III. CODE OF CONDUCT

a. No employee, officer, or agent of the Township of Plainsboro shall participate in the selection or in the award or administration of a contract supported by (Name of grant) funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization that employs or is about to use any of the above, has a financial or other interest in the firm selected for award.

b. No officer, employee, or agent of the Township of Plainsboro shall solicit or accept gratuities, favors, or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

c. Any alleged violations of these standards of conduct shall be referred to the Township of Plainsboro Attorney. Where violations appear to have occurred, the offending employee, officer, or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

IV. PROCUREMENT PROCEDURES

a. The director or supervisor of each department or agency of the Township of Plainsboro responsible for procurement of services, supplies, equipment, or construction obtained with (Name of grant) funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

b. The Township of Plainsboro shall take affirmative steps consistent with 24 CFR Part 85 Subpart 36 Section (e) to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Township of Plainsboro shall also consider the feasibility of dividing total requirements into smaller tasks or quantities to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed, including involvement of such businesses.

c. The Township of Plainsboro shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

V. SELECTION PROCEDURES

a. All procurement carried out with (Name of grant) funds, where the Township of Plainsboro is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The Township of Plainsboro shall not place unreasonable requirements on firms for them to qualify to do business. Nor will the Township of Plainsboro encourage or participate in noncompetitive practices among firms. The Township of Plainsboro is alert to potential organizational conflicts that could jeopardize the negotiation process and limit competition. The Township of Plainsboro will not require unnecessary experience or bonding requirements.

b. Pursuant to state law and federal regulations (24 CFR 85.36(b)), all solicitations of offers shall incorporate a clear, accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features that unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

c. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand that offerors must meet shall be clearly stated. Bid specifications shall be consistent with state law and 24 CFR Part 85, Subpart B, Section 36 (c).

d. All solicitations of offers shall clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

e. Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Excluded from competition shall be contractors that develop or draft specifications for the project. Further, contracts shall not be awarded to debarred, suspended, or ineligible parties as defined by state and federal law.

f. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

VI. METHODS OF PROCUREMENT

a. Direct procurement by the Township of Plainsboro shall be made by using one of the following methods, depending on the type of service to be procured.

b. Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of materials, single task services, supplies, equipment, and/or other property will not cost in the aggregate more than (Agency Bid Threshold), except where further limited by state law or (Name of grant) policy. The procurement officer must obtain at least 3 oral or written price or rate quotations from qualified sources.

c. Documentation on all quotations received (whether oral or written) shall be made a part of the file. Selections shall be made principally on price. Payment shall be made upon delivery or completion. Such procurements shall also comply with New Jersey laws concerning disclosure of political contributions.

d. Competitive Sealed Bids/Formal Advertising. Under this procedure, bids are publicly advertised in accordance with the Local Public Contracts Law/Public School Contracts Law. A firm-fixed-price contract (either lump-sum or unit-price) shall be awarded to the responsible bidder whose bid is the lowest, and that conforms to all the material terms and conditions of the advertisement for bids.

e. Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) the procurement can be made on a firm fixed-price contract, and selection of the successful bidder can appropriately be made principally based on price.

f. When formal advertising is used, the following conditions shall be met.

g. The advertisement for bids shall be publicly advertised in accordance with state law.

h. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed for the bidders to respond to the advertisement appropriately.

i. All bids shall be opened publicly at the time and place specified in the advertisement for bids.

j. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, discounts and transportation costs shall be considered in determining the lowest bid. Payment discounts shall be used only to determine the low bid when prior experience indicates that such discounts are generally taken.

k. Notwithstanding the above, any or all bids may be rejected when there are sound, documented business reasons in the best interest of the (Name of grant) Program.

l. (LPCL Only) Construction contracts shall be subject to N.J.S.A. 40A:11-16.6 concerning the use of value engineering.

m. Requests for Proposals (Competitive Contracting). The technique of request for proposals for services may be used consistently with the provisions of N.J.S.A. 40A:11-4.1 or 18A:18A-4.1 et seq., with more than one source submitting an offer. All competitive proposals shall be conducted using a formal RFP consistent with the provisions of N.J.A.C. 5:34-4. Depending on circumstances, professional services may be procured through this process. Administrative consulting services must be procured through a request for proposals.

n. The following procedures will be used for competitive contracting:

o. Requests for proposals must be advertised in an official newspaper of the Township of Plainsboro. All submittals will be honored and entered into the competition.

p. Request for proposals shall describe the proposed scope of work that is expected to be accomplished.

q. The request for proposals shall identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements. Requests for proposals shall always include cost and at least one non-cost evaluation factor. If not included in the request, the point system shall be publicly announced before proposals are opened.

r. The selecting official (or committee, if one is designated) shall review all proposals and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made, including the importance of cost.

s. The contract award will be made to the responsible offeror whose submission is deemed most appropriate to the Township of Plainsboro, with consideration for price, qualifications, and other factors set by the governing body. Unsuccessful offerors shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.

t. Request for Qualifications: Architectural and engineering services must be procured via requests for qualification statements. Other professional services may also be procured by requests for qualifications. For qualifications-based procurement of architectural/engineering (A/E) professional services, in which competitors' qualifications are evaluated and the most qualified competitor is selected, at least 3 firms will be solicited. Following the review of the qualification statements received, the most qualified competitor will be chosen to enter into contract negotiation. This shall always include negotiation of price to ensure cost reasonableness. Upon the successful conclusion of negotiations, the competitor shall be invited to enter into a contract.

u. Noncompetitive negotiations/Proprietary Goods and Services. Noncompetitive negotiation shall be used when goods or services are an exception from public bidding requirements pursuant to N.J.S.A. 40A:11-5 or 18A:18A-5. Noncompetitive negotiation involves soliciting proposals from only one source. This can also occur if solicitations under the competitive bidding procedures result in the rejection of bids on two occasions pursuant to N.J.S.A 40A:11-5(3) or 18A:18A-5(e). Goods or services that are otherwise subject to formal public bidding but for which there is only one source shall be publicly bid pursuant to N.J.A.C. 5:34-9.1, "Proprietary Goods and Services." Contract costs and prices shall be established in accordance with 24 CFR Part 85, Subpart 36, Section (f).

v. Use of alternate procedures. Where practical and if it results in greater efficiency and economy, the use of New Jersey or other local unit cooperative purchasing agreements or shared services agreements will be investigated. Further, wherever feasible to reduce costs, Federal excess and surplus property will be used instead of purchasing new equipment and property.

VII. CONTRACT PRICING

a. All construction contracts shall be publicly bid pursuant to the Local Public Contracts Law/Public School Contracts Law and related laws and regulations. Cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods of contracting SHALL NOT be used.

b. Township of Plainsboro shall perform cost or pricing analysis in connection with EVERY procurement action, including contract modifications, in accordance with the requirements of "Cost and Price Analysis for HUD Grantees and Funding Recipients". Costs or prices based on estimated costs for (Name of grant) projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principles [ 48 CFR Part 31]. Lump-sum prices will be used only when there is a definable work product, the quantity to be provided is certain, and the contractor assumes all risk for costs incurred. Unit prices can be used when there is a definable work product, and the contractor assumes all risk for costs incurred, but the quantity is estimated. Cost reimbursement will be utilized when the task does not result in a definable work product, or the contractor will not assume the risk of incurring the cost to complete the task. Cost reimbursement, unit or lump-sum price, or a combination thereof, may be used as appropriate.

c. A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined, such as a professional services contract. A cost-reimbursement contract MUST clearly establish a cost ceiling that may not be exceeded without formally amending the contract. It must identify a fixed dollar profit that may not be increased unless there is a contract amendment that increases the scope of the work.

d. A fixed price contract is appropriate when the scope of work is very well defined and product-oriented. A fixed-price contract can be awarded only when fair and reasonable prices can be established through adequate price competition, and the solicitation is based principally on price. A fixed price contract MUST establish a guaranteed price that may not increase unless there is a contract amendment or approval of change orders pursuant to N.J.A.C. 5:30-11.1 or 6A:23A-21.1 (as appropriate to the contracting unit) that increases or modifies the scope of the work.

VIII. PROCUREMENT RECORDS

a. The Township of Plainsboro shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions:

b. Contracts other than small purchase shall contain provisions that allow for administrative, contractual, or legal remedies if contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.

c. All contracts in excess of $10,000 shall provide for termination for cause and for convenience by the Township of Plainsboro, including the manner in which it will be done and the basis for settlement.

d. All construction contracts and subcontracts in excess of $10,000 shall include provisions which require compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).

e. All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).

f. All contracts or subcontracts in excess of $2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).

g. All construction or repair contracts or subcontracts in excess of $2,000, and in excess of $2,500 for other contracts which involve the employment or mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and

Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).

h. Each contract shall include a notice of any federal program requirements and regulations pertaining to reporting and patent rights under any contract with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of the state requirements pertaining to copyrights and rights in data.

i. All negotiated contracts shall include a provision that makes it possible for the federal agency, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm that are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision requiring the contractor/firm to maintain all the necessary records for a period of seven years after the Township of Plainsboro formally closes out each (Name of grant) program.

j. All contracts, subcontracts, and subgrants in amounts in excess of $100,000 shall contain a provision which requires compliance with the requirements of Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

k. Contracts shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

IX. CONTRACT ADMINISTRATION

a. The Township of Plainsboro shall maintain contract administration systems that ensure contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The contractors' and firms' performance will be a factor in subsequent contract negotiations and award. Remedial action by the Township of Plainsboro through legal processes shall be considered in instances of identified significant nonperformance.

X. PROTEST PROCEDURES/DISPUTE RESOLUTION

a. Vendors choosing to protest the award of a competitive sealed bid or competitive contract shall be entitled to a hearing before the contracting agent that awarded the contract. The contracting agent may assign a hearing officer to hear the protest and make recommendations to the contracting agent.

b. (LPCL only) Construction contracts shall be subject to the dispute resolution provisions identified in the bid specifications pursuant to N.J.S.A. 40A:11-50.

# PLAINSBORO TOWNSHIP
## SOLICITATION OF QUOTATION RECORD FORM

DEPARTMENT ____________________

ITEM OR SERVICE ____________________

____________________

Verbal Quotes for Less Than $7,950.00
Written/Formal Quotes $7,950.00 but less than $53,000.00 - Quotes Attached
(Quotes over $15,000.00 must contact the QPA)

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DATE CALLED: ____________________
VENDOR: ____________________
PRICE: ____________________
DELIVERY: ____________________
SPECIAL TERMS: ____________________

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DATE CALLED: ____________________
VENDOR: ____________________
PRICE: ____________________
DELIVERY: ____________________
SPECIAL TERMS: ____________________

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DATE CALLED: ____________________
VENDOR: ____________________
PRICE: ____________________
DELIVERY: ____________________
SPECIAL TERMS: ____________________

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Recommended Vendor ____________________
Cost: ____________________
Account Number: ____________________
Comments: ____________________

RMD
ASSOCIATES, LLC
QUALIFIED PURCHASING AGENT
CONSULTANT • RMDASSOCNJ.COM

**2026**
**Purchasing & Contract Related Thresholds with a QPA**

**PO**
**&/or**
**Formal Contract is issued**

**$53,000.00 –**
Public bid process required for any public work, goods & service contracts over this threshold per NJSA 40A:11-3(a)

**$24,200.00 –**
Public bid process required for any roadwork & beach erosion control related projects over this threshold per NJSA 27:2-1 & 40A:68-48

**$19,375.00 –**
New Jersey State Prevailing Wages are required to be paid & reported for all Public Works contracts over this threshold per NJSA 34:11-56.30* $2,000 for everyone else

**$19,375.00 –**
Obtain a copy of the New Jersey Public Works Contractor Registration Act Certificate & verify that the contractor has not been debarred on the New Jersey DOL's WALL website. This is required for all Public Works contracts over this threshold per NJSA 34:11-56.30* $2,000 for everyone else

**$17,500.00 –**
Pay-to-Play paperwork is required to be completed for any Contractor/Vendor that is not on National/County/Regional/State/Municipal contract over this threshold per NJSA 19:44A-20.4 et.seq

**$7,950.00 –**
Obtain a copy of the New Jersey Business Registration Certificate (BRC) which is required for all contracts over this threshold annually per NJSA 40A:11-23.2

**$7,950.00 –**
Obtain the Two (02) competitive required written quotes, if practicable, when over this threshold per NJSA 40A:11-6.1(a) & verify with Finance that sufficient funds are available for the intended purchase or contract

The Township Administrator reported that construction at Maggie's Point is approximately 95% complete, with an anticipated opening in May. The Community Park picnic area is about 90% complete and expected to open in April. Ribbon cutting ceremonies for both projects will be scheduled at a later date.

Old Business:
None.

New Business:
Yates- reported on the attendance to the Democratic Convention.

Correspondence was reviewed and no further action was required.

It was MOVED by BANDER and seconded NABI that the bills on the following list be ratified:

(SEE EXHIBIT "F" PAGE 1 OF 14 INCLUSIVE)

**VOTE: YATES, YES; BANDER, YES; LEWIS, YES; NABI, ABSENT; SHARMA, YES.**

There being no further business, it was MOVED by NABI and seconded by SHARMA that the meeting was adjourned at 7:18 p.m.

**VOTE: YATES, YES; BANDER, YES; LEWIS, YES; NABI, ABSENT; SHARMA, YES.**

Carol J. Torres, Assistant Administrator/Clerk

I hereby certify the attached is a true copy of a Bill List approved by the Township Committee of the Township of Plainsboro at a meeting held on March 12th, 2026

Carol J. Torres
Township Clerk

**TOWNSHIP OF PLAINSBORO**
Bill List By Budget Account

03/06/2026
10:09 AM

| Ranges | Item Status | Purchase Types | Misc |
|---|---|---|---|
| *Range:* 5 to 6zzzzzzzzzzzzzzzzzz<br>*Rcvd Batch Id Range:* First to Last | *Open:* N<br>*Void:* N<br>*Paid:* N<br>*Held:* Y<br>*Aprv:* N<br>*Rcvd:* Y | *Bid:* Y<br>*State:* Y<br>*Other:* Y<br>*Exempt:* Y | *P.O. Type:* All<br>*Format:* Condensed<br>*Include Non-Budgeted:* Y<br>*Vendors:* All<br>*Department Page* No<br>*Break:*<br>*Subtotal CAFR:* Yes<br>*Subtotal Department:* Yes<br>*Subtotal Extd:* Yes |

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| Fund:CURRENT FUND BUDGET | | | | | | |
| CAFR:Public Safety Functions | | | | | | |
| Department:POLICE | | | | | | |
| 5-01-25-240-001-210 | POLICE Uniforms/Shoes | | | | | |
| GALLSI00 | GALL'S LLC | 25-03143 | Quote 31129374 - Patches | $1,118.34 | $0.00 | |
| 5-01-25-240-001-245 | POLICE Traffic | | | | | |
| TRAFFI02 | TRAFFIC SAFETY SERVICE, LLC | 25-01391 | Repair message board | $393.13 | $0.00 | |
| | **Extd Total:** | | | **$1,511.47** | | |
| | **Department Total: POLICE** | | | **$1,511.47** | | |
| Department:EMERG MGMT | | | | | | |
| Extd:EMERGERGENCY MANAGEMENT | | | | | | |
| 5-01-25-252-001-374 | EMERG MGMT Comm Equip Rent | | | | | |
| HHCTRS00 | HHC TRS PRINCETON LLC DBA | 26-00402 | Weather- Bowen Inv 100275804 | $122.55 | $0.00 | |
| | **Extd Total: EMERGENCY MANA** | | | **$122.55** | | |
| | **Department Total: EMERG MGMT** | | | **$122.55** | | |
| Department:UNIFORM FIRE | | | | | | |
| Extd:UNIFORM FIRE SAFETY ACT | | | | | | |
| 5-01-25-265-001-353 | UNIFORM FIRE Software | | | | | |
| SPATIA01 | SPATIAL DATA LOGIC LLC | 25-03270 | Fire Safety Software | $5,490.00 | $0.00 | |
| | **Extd Total: UNIFORM FIRE SAFETY** | | | **$5,490.00** | | |
| Extd:FIRE | | | | | | |
| 5-01-25-265-002-210 | FIRE Uniforms/Shoes | | | | | |
| GALLSI00 | GALL'S LLC | 26-00095 | Seip - Boots | $367.61 | $0.00 | |
| 5-01-25-265-002-211 | FIRE Safety Cloth/Eq | | | | | |
| SKYLAN01 | SKYLANDS AREA FIRE EQUIP & TR | 25-03178 | New Hire boots (4) | $1,999.00 | $0.00 | |
| 5-01-25-265-002-216 | FIRE Physicals | | | | | |
| PENNME00 | TRUSTEES OF UNIV PENNSYLVANI | 26-00363 | FD New Hire Physical - Haas | $940.00 | $0.00 | |
| 5-01-25-265-002-234 | FIRE Supp-Office | | | | | |
| FACSIM00 | FACSIMILE COMM INDUSTRIES INC | 26-00410 | 2025 Invoicing Audit | $502.06 | $0.00 | |

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 5-01-25-265-002-252 | FIRE Maint-Bldg&Gnds | | | | | |
| JAMMER00 | LOUIS A. JAMMER CO INC. | 26-00311 | Invoice 55068-Torsion Springs | $2,440.00 | $0.00 | |
| 5-01-25-265-002-382 | FIRE Programs-Other | | | | | |
| KNOXCO00 | KNOX COMPANY | 25-03181 | | $721.00 | $0.00 | |
| | **Extd Total: FIRE** | | | **$6,969.67** | | |
| | **Department Total: UNIFORM FIRE** | | | **$12,459.67** | | |
| | **CAFR Total: Public Safety Function:** | | | **$14,093.69** | | |
| CAFR:Public Works Functions | | | | | | |
| Department:PUBLIC WORKS | | | | | | |
| Extd:STREETS & ROADS MAINTENANCE | | | | | | |
| 5-01-26-290-001-251 | STREETS&ROADS Maint - Equip | | | | | |
| ATBUCK00 | AT BUCKS COUNTY LLC | 26-00084 | ENGINE REPAIR 606 | $3,465.86 | $0.00 | |
| 5-01-26-290-001-412 | STREETS&ROADS Salt & Sand | | | | | |
| MORTON00 | MORTON SALT, INC. | 25-02937 | Salt | $9,380.19 | $0.00 | B |
| | **Extd Total: STREETS & ROADS MAI** | | | **$12,846.05** | | |
| | **Department Total: PUBLIC WORKS** | | | **$12,846.05** | | |
| Department:BLDGS & GNDS | | | | | | |
| Extd:BLDGS & GNDS | | | | | | |
| 5-01-26-310-001-232 | BLDGS & GNDS Supp-Custodial | | | | | |
| REDICA00 | REDICARE LLC | 25-03228 | Building/Staff Supplies | $239.49 | $0.00 | B |
| 5-01-26-310-001-239 | BLDGS & GNDS Hardware/Tools | | | | | |
| HOMEDE01 | HOME DEPOT CREDIT SERVICES | 25-03271 | Parts, Supplies & Tools | $509.11 | $0.00 | B |
| 5-01-26-310-001-251 | BLDGS & GNDS Maint - Equip | | | | | |
| JERSEY07 | JERSEY ELEVATOR LLC | 25-01591 | Service Calls | $209.00 | $0.00 | B |
| 5-01-26-310-001-253 | BLDGS & GNDS Maint - Other | | | | | |
| CAOLAC00 | CAOLA COMPANY | 25-03268 | Parts & Labor | $122.50 | $0.00 | B |
| | **Extd Total: BLDGS & GNDS** | | | **$1,080.10** | | |
| | **Department Total: BLDGS & GNDS** | | | **$1,080.10** | | |
| | **CAFR Total: Public Works Function:** | | | **$13,926.15** | | |
| CAFR:Shared Services | | | | | | |
| Department:CONSERV/RECYCL | | | | | | |
| Extd:INTERLOCAL AGREEMENT RECYCLE | | | | | | |
| 5-01-42-305-003-315 | MIDDLESEX CO. Recycling | | | | | |
| MIDDLE12 | MIDDLESEX CTY IMPROVEMENT A | 25-03267 | Brush & Leaves | $27,167.11 | $0.00 | B |
| | **Extd Total: INTERLOCAL AGREEME** | | | **$27,167.11** | | |
| | **Department Total: CONSERV/RECY(** | | | **$27,167.11** | | |
| | **CAFR Total: Shared Services** | | | **$27,167.11** | | |
| | **Fund Total: CURRENT FUND BUDGI** | | | **$55,186.95** | | |
| | **Year Total:** | | | **$55,186.95** | | |

**TOWNSHIP OF PLAINSBORO**
Bill List By Budget Account



*Budget Account* *Description*

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| Fund:CURRENT FUND BUDGET | | | | | | |
| CAFR:General Government | | | | | | |
| Department:ADMIN | | | | | | |
| Extd:GENERAL OPERATIONS | | | | | | |
| 6-01-20-100-003-221 | GENERAL OPER Printing | | | | | |
| RIDGEW00 | R. PRESS INC. | 26-00354 | Stationery Envelope Printing | $525.00 | $0.00 | |
| 6-01-20-100-003-234 | GENERAL OPER Sup-Office | | | | | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00285 | PD & FD SUPPLIES | $201.46 | $0.00 | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00361 | SUPPLIES - CLERK | $143.71 | $0.00 | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00379 | CLERK - GREEN PAPER | $20.78 | $0.00 | |
| | | | | **$365.95** | | |
| 6-01-20-100-003-251 | GENERAL OPER Maint - Equip | | | | | |
| RICOHU00 | RICOH USA INC. | 26-00096 | Cost Per Copy Copier - Court | $197.00 | $0.00 | B |
| RICOHU00 | RICOH USA INC. | 26-00187 | Cost Per Copy Copier - Pol Adm | $174.47 | $0.00 | B |
| RICOHU00 | RICOH USA INC. | 26-00234 | Cost Per Copy Copier - HR | $130.00 | $0.00 | B |
| RICOHU00 | RICOH USA INC. | 26-00235 | Cost Per Copy Copier - DPW | $130.00 | $0.00 | B |
| RICOHU00 | RICOH USA INC. | 26-00293 | COST PER COPY COPIER - REC | $330.00 | $0.00 | B |
| RICOHU00 | RICOH USA INC. | 26-00302 | COST PER COPY COPIER - FINANCE | $174.47 | $0.00 | B |
| DELAGE00 | DELAGE LANDEN FINANCIAL SV IN | 26-00494 | POSTAGE MACH 2/15/26-3/14/26 | $231.52 | $0.00 | |
| | | | | **$1,367.46** | | |
| | **Extd Total: GENERAL OPERATIONS** | | | **$2,258.41** | | |
| Extd:SPECIAL PROJECTS | | | | | | |
| 6-01-20-100-004-221 | SPECIAL PROJECTS Printing | | | | | |
| MARIAN01 | MARIANO PRESS LLC | 26-00328 | Spring 2026 newsletter | $9,450.72 | $0.00 | |
| 6-01-20-100-004-606 | SPECIAL PROJ - Cable TV | | | | | |
| KEYSTO01 | KEYSTONE PICTURES INC | 26-00408 | Production labor - February 26 | $5,384.00 | $0.00 | |
| | **Extd Total: SPECIAL PROJECTS** | | | **$14,834.72** | | |
| | **Department Total: ADMIN** | | | **$17,093.13** | | |
| Department:MAYOR/COMMIT. | | | | | | |
| Extd:MAYOR/COMMITTEE | | | | | | |
| 6-01-20-110-001-202 | MAYOR/COMMIT. Conf/Convention | | | | | |
| NJCONF00 | NJ CONFERENCE OF MAYORS | 26-00132 | NJCM Winter Summit | $100.00 | $0.00 | |
| 6-01-20-110-001-206 | MAYOR/COMMIT. Meals | | | | | |
| BLANCH00 | EAMON BLANCHARD | 26-00453 | Coffee&Donuts w/Mayor 2-25-26 | $59.15 | $0.00 | |
| | **Extd Total: MAYOR/COMMITTEE** | | | **$159.15** | | |
| | **Department Total: MAYOR/COMMIT.** | | | **$159.15** | | |
| Department:FINANCE | | | | | | |

*Budget Account* *Description*

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| Extd:FINANCE ADMINISTRATION | | | | | | |
| 6-01-20-130-001-305 | FINANCE Consultant | | | | | |
| PKFOCO00 | PKF O'CONNOR DAVIES | 26-00403 | 2025 ADS & 2025 AUDIT | $1,700.00 | $0.00 | |
| | **Extd Total: FINANCE ADMINISTRATI** | | | **$1,700.00** | | |
| | **Department Total: FINANCE** | | | **$1,700.00** | | |
| Department:AUDIT | | | | | | |
| Extd:AUDIT SERVICES | | | | | | |
| 6-01-20-135-001-301 | AUDIT Audit | | | | | |
| PKFOCO00 | PKF O'CONNOR DAVIES | 26-00403 | 2025 ADS & 2025 AUDIT | $11,000.00 | $0.00 | |
| | **Extd Total: AUDIT SERVICES** | | | **$11,000.00** | | |
| | **Department Total: AUDIT** | | | **$11,000.00** | | |
| Department:MIS | | | | | | |
| Extd:COMPUTERIZED DATA PROCESSING | | | | | | |
| 6-01-20-140-001-340 | MIS Software Support | | | | | |
| QUIKTE00 | QUIKTEKS LLC | 26-00469 | February onsite visits | $3,200.00 | $0.00 | |
| QUIKTE00 | QUIKTEKS LLC | 26-00473 | March IT management | $12,732.25 | $0.00 | |
| | | | | **$15,932.25** | | |
| | **Extd Total: COMPUTERIZED DATA F** | | | **$15,932.25** | | |
| | **Department Total: MIS** | | | **$15,932.25** | | |
| Department:LEGAL | | | | | | |
| Extd:LEGAL SERVICES | | | | | | |
| 6-01-20-155-001-290 | LEGAL Legal - Township Attorney | | | | | |
| PARKER01 | PARKER MCCAY PA | 26-00465 | January Township Attorney | $5,403.20 | $0.00 | |
| 6-01-20-155-001-292 | LEGAL Legal - Other | | | | | |
| ROBERT07 | ROBERT SCHWARTZ ATTY AT LAW | 26-00081 | Jan-Mar Public Defender Svcs | $4,185.20 | $0.00 | B |
| KELSOB01 | KELSO & BURGESS | 26-00082 | Jan-Mar Twp Prosecutor | $6,250.00 | $0.00 | B |
| KELSOB01 | KELSO & BURGESS | 26-00399 | Alternate Pros - 2/4 & 2/16 | $1,500.00 | $0.00 | |
| | | | | **$11,935.20** | | |
| | **Extd Total: LEGAL SERVICES** | | | **$17,338.40** | | |
| | **Department Total: LEGAL** | | | **$17,338.40** | | |
| | **CAFR Total: General Government** | | | **$63,222.93** | | |
| CAFR:Land Use Administration | | | | | | |
| Department:PLANNING BOARD | | | | | | |
| Extd:PLANNING BOARD | | | | | | |
| 6-01-21-180-001-221 | PLANNING BOARD Printing | | | | | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00362 | JOSI - NAME PLATES | $75.98 | $0.00 | |

*Budget Account* *Description*

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| 6-01-21-180-001-221 | PLANNING BOARD Printing | | *Account Continued* | | | |
| | **Extd Total: PLANNING BOARD** | | | **$75.98** | | |
| | **Department Total: PLANNING BOAF** | | | **$75.98** | | |
| | **CAFR Total: Land Use Administratic** | | | **$75.98** | | |

CAFR:Insurance
Department:INSURANCE
Extd:LIABILITY INSURANCE

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| 6-01-23-210-001-321 | INSURANCE - Auto | | | | | |
| MIDJER00 | MID JERSEY MUN JNT INSUR FUNI | 26-00481 | 3rd installment 2026 insurance | $11,988.00 | $0.00 | |
| 6-01-23-210-001-322 | INSURANCE - Misc. Other | | | | | |
| MIDJER00 | MID JERSEY MUN JNT INSUR FUNI | 26-00481 | 3rd installment 2026 insurance | $26,947.00 | $0.00 | |
| 6-01-23-210-001-323 | INSURANCE - Property | | | | | |
| MIDJER00 | MID JERSEY MUN JNT INSUR FUNI | 26-00481 | 3rd installment 2026 insurance | $43,213.00 | $0.00 | |
| 6-01-23-210-001-328 | INSURANCE - Liability | | | | | |
| MIDJER00 | MID JERSEY MUN JNT INSUR FUNI | 26-00481 | 3rd installment 2026 insurance | $57,675.00 | $0.00 | |
| | **Extd Total: LIABILITY INSURANCE** | | | **$139,823.00** | | |
| | **Department Total: INSURANCE** | | | **$139,823.00** | | |

Department:WORKERS COMP
Extd:WORKERS COMPENSATION INSURANCE

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| 6-01-23-215-001-330 | WORKERS COMP W/C Insurance | | | | | |
| MIDJER00 | MID JERSEY MUN JNT INSUR FUNI | 26-00481 | 3rd installment 2026 insurance | $71,063.00 | $0.00 | |
| | **Extd Total: WORKERS COMPENSAT** | | | **$71,063.00** | | |
| | **Department Total: WORKERS COMF** | | | **$71,063.00** | | |

Department:GROUP INS
Extd:GROUP INSURANCE

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| 6-01-23-220-001-326 | GROUP INS Employee Group - IN CAP | | | | | |
| MEDICA01 | PENN MEDICINE PRINCETON HEAI | 26-00139 | EAP - Jan-Mar 2026 | $511.88 | $0.00 | |
| DELTAD00 | DELTA DENTAL | 26-00409 | March 2026 dental | $11,576.06 | $0.00 | |
| WAGEWO00 | WAGEWORKS,INC. | 26-00437 | February 2026 FSA | $134.54 | $0.00 | |
| METLIF00 | METLIFE - GROUP BENEFITS | 26-00460 | March Group Life | $1,906.41 | $0.00 | |
| | | | | **$14,128.89** | | |
| | **Extd Total: GROUP INSURANCE** | | | **$14,128.89** | | |
| | **Department Total: GROUP INS** | | | **$14,128.89** | | |
| | **CAFR Total: Insurance** | | | **$225,014.89** | | |

CAFR:Public Safety Functions
Department:POLICE

| *Vendor Id* | *Vendor Name* | *P.O. Id* | *P.O. Description* | *Amount* | *Void Amount* | *P.O. Type* |
|---|---|---|---|---|---|---|
| 6-01-25-240-001-201 | POLICE Dues/Membership | | | | | |
| NJSTAT01 | NJ STATE ASSN CHIEFS OF POLICE | 26-00281 | 2026 Membership | $275.00 | $0.00 | |

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-25-240-001-201 | POLICE Dues/Membership | | Account Continued | | | |
| MIDDLE06 | MIDDLESEX CTY TRAFFIC OFC AS | 26-00348 | 2026 Annual Dues | $50.00 | $0.00 | |
| | | | | **$325.00** | | |
| 6-01-25-240-001-203 | POLICE Seminars | | | | | |
| BLOODG00 | ALLEN J BLOODGOOD JR | 26-00272 | Tite - Case Law for Cops Train | $195.00 | $0.00 | |
| BLOODG00 | ALLEN J BLOODGOOD JR | 26-00273 | | $195.00 | $0.00 | |
| BLOODG00 | ALLEN J BLOODGOOD JR | 26-00350 | Inv 26-7253-Reichard Training | $195.00 | $0.00 | |
| BLOODG00 | ALLEN J BLOODGOOD JR | 26-00351 | Inv 26-7272 - Bowen Training | $195.00 | $0.00 | |
| RUTGER01 | RUTGERS, CTR GOVERNMENT SV | 26-00391 | Rutgers Princ of PP 2 | $1,888.00 | $0.00 | B |
| | | | | **$2,668.00** | | |
| 6-01-25-240-001-210 | POLICE Uniforms/Shoes | | | | | |
| GALLSI00 | GALL'S LLC | 26-00247 | Andersen, A- Academy-Equip Uni | $1,453.17 | $0.00 | |
| GALLSI00 | GALL'S LLC | 26-00280 | Quote31491955 Winter Hats/Caps | $1,566.53 | $0.00 | |
| | | | | **$3,019.70** | | |
| 6-01-25-240-001-211 | POLICE-Cleaning/Repair Uniform | | | | | |
| MAYFLO00 | PRINCETON MAYFLOWER LLC | 26-00478 | February 26 - INV 2399 | $1,381.40 | $0.00 | |
| 6-01-25-240-001-702 | POLICE Computer Software | | | | | |
| VISUAL00 | VISUAL COMPUTER SOLUTIONS IN | 26-00357 | VCS (POSS) Renewal 2026 | $7,131.80 | $0.00 | |
| | **Extd Total:** | | | **$14,525.90** | | |
| Extd:PEOSA | | | | | | |
| 6-01-25-240-003-319 | PEOSA Health - Public Works | | | | | |
| DYNAMI01 | DTS LLC | 26-00389 | 1st Quarter 2026 | $150.00 | $0.00 | |
| | **Extd Total: PEOSA** | | | **$150.00** | | |
| | **Department Total: POLICE** | | | **$14,675.90** | | |
| Department:EMERG MGMT | | | | | | |
| Extd:EMERGERGENCY MANAGEMENT | | | | | | |
| 6-01-25-252-001-374 | EMERG MGMT Comm Equip Rent | | | | | |
| PRINCE15 | PRINCETON THREE HOSPITALITY | 26-00395 | Weather Event - Hotel | $1,188.00 | $0.00 | |
| | **Extd Total: EMERGERGENCY MANA** | | | **$1,188.00** | | |
| | **Department Total: EMERG MGMT** | | | **$1,188.00** | | |
| Department:UNIFORM FIRE | | | | | | |
| Extd:FIRE | | | | | | |
| 6-01-25-265-002-210 | FIRE Uniforms/Shoes | | | | | |
| RMBRSK00 | RMBR SKATE CO LLC | 26-00413 | FD Hats - Quote 625 | $1,000.00 | $0.00 | |
| 6-01-25-265-002-211 | FIRE Safety Cloth/Eq | | | | | |
| SKYLAN01 | SKYLANDS AREA FIRE EQUIP & TR | 26-00200 | New Hire x4 - Turn out gear | $33,038.58 | $0.00 | |
| 6-01-25-265-002-216 | FIRE Physicals | | | | | |
| COSTNE00 | MARK COSTNER | 26-00411 | Reimbursement - Glasses/CL | $692.00 | $0.00 | |

TOWNSHIP OF PLAINSBORO
Bill List By Budget Account



*Budget Account* *Description*

| Vendor Id | Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-25-265-002-234 | FIRE Supp-Office | | | | | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00285 | PD & FD SUPPLIES | $150.68 | $0.00 | |
| WBMASO00 | W.B. MASON COMPANY INC. | 26-00352 | FIRE DEPARTMENT - LAUNDRY DET | $286.44 | $0.00 | B |
| FACSIM00 | FACSIMILE COMM INDUSTRIES INC | 26-00410 | 2025 Invoicing Audit | $119.66 | $0.00 | |
| | | | | **$556.78** | | |
| 6-01-25-265-002-255 | FIRE Maint - Vehicle | | | | | |
| GEORGE04 | GEORGE'S GARAGE & TOWING INC | 26-00415 | FD Inv 37536, 37589, 37669 | $1,323.56 | $0.00 | |
| 6-01-25-265-002-314 | FIRE Serv - Other | | | | | |
| COMCAS02 | COMCAST | 26-00484 | FD Acct Feb-Mar 2026 Inv | $50.95 | $0.00 | |
| 6-01-25-265-002-382 | FIRE Programs-Other | | | | | |
| VISUAL00 | VISUAL COMPUTER SOLUTIONS IN | 26-00357 | VCS (POSS) Renewal 2026 | $3,291.60 | $0.00 | |
| | **Extd Total: FIRE** | | | **$39,953.47** | | |
| 6-01-25-265-003-445 | FIRE Hydrant Service | | | | | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00501 | WATER SVC 1/21/26-2/18/26 | $18,877.14 | $0.00 | |
| | **Extd Total:** | | | **$18,877.14** | | |
| | **Department Total: UNIFORM FIRE** | | | **$58,830.61** | | |
| | **CAFR Total: Public Safety Function** | | | **$74,694.51** | | |

CAFR:Public Works Functions

Department:PUBLIC WORKS

Extd:STREETS & ROADS MAINTENANCE

| Vendor Id | Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-26-290-001-240 | STREETS&ROADS Motor Veh Parts | | | | | |
| NORCIA00 | NORCIA CORPORATION | 26-00143 | Blanket: Parts | $57.39 | $0.00 | B |
| JERSEY08 | JERSEY AUTO SUPPLY INC | 26-00301 | Blanket:Parts & Supplies | $1,635.98 | $0.00 | B |
| CAMPBE01 | CAMPBELL FREIGHTLINER LLC | 26-00313 | Valve | $114.06 | $0.00 | |
| | | | | **$1,807.43** | | |
| 6-01-26-290-001-251 | STREETS&ROADS Maint - Equip | | | | | |
| JESCOI00 | JESCO, INC | 26-00387 | Parts & Labor: Loader | $2,695.96 | $0.00 | |
| 6-01-26-290-001-254 | STREETS&ROADS Traffic Signals | | | | | |
| JENELE00 | JEN ELECTRIC INC. | 26-00483 | Campus/Hospital 02/19/26 | $3,098.50 | $0.00 | |
| 6-01-26-290-001-412 | STREETS&ROADS Salt & Sand | | | | | |
| MORTON00 | MORTON SALT, INC. | 26-00130 | Blanket: Salt | $19,000.00 | $0.00 | B |
| MORTON00 | MORTON SALT, INC. | 26-00431 | Blanket:Salt | $3,164.24 | $0.00 | B |
| | | | | **$22,164.24** | | |
| | **Extd Total: STREETS & ROADS MAI** | | | **$29,766.13** | | |
| | **Department Total: PUBLIC WORKS** | | | **$29,766.13** | | |

Department:BLDGS & GNDS

Extd:BLDGS & GNDS

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-26-310-001-239 | BLDGS & GNDS Hardware/Tools | | | | | |
| COSTEL00 | BELLMORE HOME CENTER INC | 26-00071 | Tools & Supplies | $43.93 | $0.00 | B |
| 6-01-26-310-001-251 | BLDGS & GNDS Maint - Equip | | | | | |
| JERSEY07 | JERSEY ELEVATOR LLC | 26-00066 | Monthly Service | $390.00 | $0.00 | B |
| UNIFIR00 | UNIFIRST CORP | 26-00300 | Monthly Service | $168.62 | $0.00 | B |
| SCOTTS00 | SCOTT'S SECURITY SYSTEMS INC | 26-00397 | Service Call 02/13/26 | $165.00 | $0.00 | |
| | | | | **$723.62** | | |
| 6-01-26-310-001-253 | BLDGS & GNDS Maint - Other | | | | | |
| CAOLAC00 | CAOLA COMPANY | 26-00312 | Blanket:Parts & Labor | $172.00 | $0.00 | B |
| 6-01-26-310-001-306 | BLDGS & GNDS Serv - Custodial | | | | | |
| ABSFAC00 | ABS FACILITY SOLUTIONS LLC | 26-00073 | Monthly Service | $5,612.39 | $0.00 | B |
| 6-01-26-310-001-319 | BLDGS & GNDS Landscape Services | | | | | |
| RIVERV00 | RIVERVIEW COs NORTH JERSEY L | 26-00068 | Monthly Service | $3,207.92 | $0.00 | B |
| | **Extd Total: BLDGS & GNDS** | | | **$9,759.86** | | |
| | **Department Total: BLDGS & GNDS** | | | **$9,759.86** | | |

Department:COMM SERV ACT

Extd:COMM SERV ACT

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-26-325-001-283 | COMM SERV ACT Snow Removal | | | | | |
| ASHFOR00 | ASHFORD AT PRINCETON MEADOV | 26-00171 | Snow Reimbursement | $825.00 | $0.00 | |
| THEGRA00 | THE GRANDE AT ASHFORD | 26-00175 | Snow Reimbursement | $825.00 | $0.00 | |
| ASHFOR00 | ASHFORD AT PRINCETON MEADOV | 26-00440 | Snow Reimb.:2/22-23/26: 19.7" | $1,650.00 | $0.00 | |
| | | | | **$3,300.00** | | |
| | **Extd Total: COMM SERV ACT** | | | **$3,300.00** | | |
| | **Department Total: COMM SERV ACT** | | | **$3,300.00** | | |
| | **CAFR Total: Public Works Functions** | | | **$42,825.99** | | |

CAFR:Parks and Recreation

Department:SENIOR CITIZEN

Extd:RECREATION

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-28-370-001-206 | RECREATION Meals | | | | | |
| CELLUR00 | LEONARD CELLURO JR | 26-00446 | LC-Reimbursement Conference | $141.53 | $0.00 | |
| 6-01-28-370-001-209 | RECREATION Miles/Toll/Park | | | | | |
| CELLUR00 | LEONARD CELLURO JR | 26-00446 | LC-Reimbursement Conference | $221.25 | $0.00 | |
| 6-01-28-370-001-226 | RECREATION Public Relations | | | | | |
| VERIZO05 | VERIZON WIRELESS | 26-00369 | LC-Rec Phone | $38.35 | $0.00 | |
| 6-01-28-370-001-359 | RECREATION Park/Rec Equip | | | | | |
| WIRELE00 | WIRELESS ELECTRONICS INC | 26-00226 | SM-Portable Radio | $783.64 | $0.00 | |
| 6-01-28-370-001-382 | RECREATION Programs-Other | | | | | |
| CORNWE00 | DAVID CORNWELL | 26-00225 | CB-Special Needs Programs | $450.00 | $0.00 | |
| HUNTSM00 | HUNTSMAN HOLDINGS, LLC | 26-00230 | SM-Sporting equipment | $968.93 | $0.00 | |

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-28-370-001-382 | RECREATION Programs-Otl | | Account Continued | | | |
| SHOPRI00 | SAKER SHOP RITES INC. | 26-00232 | KN-Museum events | $114.00 | $0.00 | B |
| ROMEOS00 | ROMEO'S RESTAURANT | 26-00342 | KN-Snow Fest Pizza | $268.19 | $0.00 | |
| SHOPRI00 | SAKER SHOP RITES INC. | 26-00371 | CB-SN Valentine Dance | $87.91 | $0.00 | |
| | | | | **$1,889.03** | | |
| 6-01-28-370-001-386 | RECREATION Teen Programs | | | | | |
| ROMEOS00 | ROMEO'S RESTAURANT | 26-00407 | SM-Pizza for Volunteers | $55.49 | $0.00 | B |
| | **Extd Total: RECREATION** | | | **$3,129.29** | | |
| Extd:SENIOR CITIZEN PROGRAM | | | | | | |
| 6-01-28-370-002-382 | SENIOR CITIZEN Programs-Other | | | | | |
| SHOPRI00 | SAKER SHOP RITES INC. | 26-00231 | CB-Fab Friday Winter 2026 | $9.78 | $0.00 | B |
| | **Extd Total: SENIOR CITIZEN PROGF** | | | **$9.78** | | |
| | **Department Total: SENIOR CITIZEN** | | | **$3,139.07** | | |
| Department:MAINT OF PARKS | | | | | | |
| Extd:MAINTENANCE OF PARKS | | | | | | |
| 6-01-28-375-001-373 | MAINT OF PARKS Equip Rental | | | | | |
| JOHNNY01 | JOHNNY ON THE SPOT LLC | 26-00062 | Monthly Service | $95.63 | $0.00 | B |
| | **Extd Total: MAINTENANCE OF PARI** | | | **$95.63** | | |
| | **Department Total: MAINT OF PARKS** | | | **$95.63** | | |
| | **CAFR Total: Parks and Recreation** | | | **$3,234.70** | | |
| CAFR:Other Common Oper. Functions | | | | | | |
| Department:CELB PUB EVENT | | | | | | |
| Extd:CELB PUB EVENT | | | | | | |
| 6-01-30-420-001-396 | CELB PUB EVENT Special Events | | | | | |
| ORIENT01 | ORIENTAL TRADING CO. INC. | 26-00137 | KS-FFN Crafts | $75.93 | $0.00 | |
| | **Extd Total: CELB PUB EVENT** | | | **$75.93** | | |
| | **Department Total: CELB PUB EVEN** | | | **$75.93** | | |
| | **CAFR Total: Other Common Oper. F** | | | **$75.93** | | |
| CAFR:Utilities & Bulk Purchases | | | | | | |
| Department:UTILITY AND BULK PURCHASES | | | | | | |
| 6-01-31-430-001-430 | Electricity | | | | | |
| PSEG0001 | PSE&G | 26-00466 | Electric 1/22/26-2/19/26 | $1,528.52 | $0.00 | |
| PSEG0001 | PSE&G | 26-00492 | GAS/ELECTRIC 1/22/26-2/19/26 | $276.89 | $0.00 | |
| PSEG0001 | PSE&G | 26-00493 | GAS/ELECTRIC 1/21/26-2/19/26 | $4,122.16 | $0.00 | |
| | | | | **$5,927.57** | | |
| | **Extd Total:** | | | **$5,927.57** | | |
| | **Department Total: UTILITY AND BUI** | | | **$5,927.57** | | |

| Budget Account | Description | | | | | |
|---|---|---|---|---|---|---|
| Vendor Id | Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
| Department:UTILITY EXPENS | | | | | | |
| 6-01-31-440-001-440 | Telephone | | | | | |
| VERIZO05 | VERIZON WIRELESS | 26-00461 | Telephone 1/2/26 - 2/1/26 | $342.09 | $0.00 | |
| VERIZO05 | VERIZON WIRELESS | 26-00462 | Telephone 1/4/26 - 2/3/26 | $430.30 | $0.00 | |
| COMCAS01 | COMCAST | 26-00463 | Business Int 2/14/26-3/13/26 | $301.75 | $0.00 | |
| VERIZO00 | VERIZON | 26-00498 | TELEPHONE FIRE 2/16/26-3/15/26 | $376.36 | $0.00 | |
| | | | | **$1,450.50** | | |
| | **Extd Total:** | | | **$1,450.50** | | |
| | **Department Total: UTILITY EXPENS** | | | **$1,450.50** | | |
| 6-01-31-445-001-445 | Water | | | | | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00414 | WATER SERVICE 1/17/26-2/13/26 | $1,071.15 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00464 | Water Service 1/17/26-2/17/26 | $1,792.14 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00467 | Water Service 1/23/26-2/20/26 | $234.14 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00468 | Water Service 1/24/26-2/23/26 | $273.11 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00499 | WATER SVC 1/17/26-2/17/26 | $318.58 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00500 | WATER SVC 1/21/26-2/18/26 | $525.16 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00502 | WATER SVC 1/24/26-2/23/26 | $208.14 | $0.00 | |
| ELIZAB00 | NEW JERSEY AMERICAN WATER | 26-00503 | WATER SVC 1/30/26-2/26/26 | $292.26 | $0.00 | |
| | | | | **$4,714.68** | | |
| | **Extd Total:** | | | **$4,714.68** | | |
| | **Department Total:** | | | **$4,714.68** | | |
| 6-01-31-446-001-446 | Nat Gas/Propane | | | | | |
| PSEG0001 | PSE&G | 26-00493 | GAS/ELECTRIC 1/21/26-2/19/26 | $2,591.37 | $0.00 | |
| | **Extd Total:** | | | **$2,591.37** | | |
| | **Department Total:** | | | **$2,591.37** | | |
| | **CAFR Total: Utilities & Bulk Purchas** | | | **$14,684.12** | | |
| CAFR:Shared Services | | | | | | |
| Department:POLICE | | | | | | |
| Extd:INTERLOCAL WW-P BOE CLASS III OFFICERS | | | | | | |
| 6-01-42-240-004-211 | WW-P BOE CLASS III Clean/Repair Uniforms | | | | | |
| MAYFLO00 | PRINCETON MAYFLOWER LLC | 26-00478 | February 26 - INV 2399 | $170.00 | $0.00 | |
| | **Extd Total: INTERLOCAL WW-P BOI** | | | **$170.00** | | |
| | **Department Total: POLICE** | | | **$170.00** | | |
| Department:CONSERV/RECYCL | | | | | | |
| Extd:INTERLOCAL AGREEMENT RECYCLE | | | | | | |
| 6-01-42-305-003-315 | MIDDLESEX CO. Recycling | | | | | |
| MIDDLE12 | MIDDLESEX CTY IMPROVEMENT A | 26-00482 | | $9,087.56 | $0.00 | B |

| Budget Account / Vendor Id | Description / Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| 6-01-42-305-003-315 | MIDDLESEX CO. Recycling | | Account Continued | | | |
| | **Extd Total: INTERLOCAL AGREEME** | | | **$9,087.56** | | |
| | **Department Total: CONSERV/RECY(** | | | **$9,087.56** | | |
| | **CAFR Total: Shared Services** | | | **$9,257.56** | | |
| CAFR:Court & Public Defender | | | | | | |
| Department:COURT | | | | | | |
| Extd:MUNICIPAL COURT | | | | | | |
| 6-01-43-490-001-292 | COURT Legal - Other | | | | | |
| LANGUA00 | LANGUAGE SERVICES ASSOCIATE | 26-00359 | LANGUAGE LINE SERVICES | $489.30 | $0.00 | |
| | **Extd Total: MUNICIPAL COURT** | | | **$489.30** | | |
| | **Department Total: COURT** | | | **$489.30** | | |
| | **CAFR Total: Court & Public Defende** | | | **$489.30** | | |
| | **Fund Total: CURRENT FUND BUDG(** | | | **$433,575.91** | | |
| | **Year Total:** | | | **$433,575.91** | | |
| Fund:CAPITAL FUND | | | | | | |
| CAFR:Utilities | | | | | | |
| Extd:ORD:# 22-06 2022 BOND ORDINANCE | | | | | | |
| C-04-55-122-006-360 | ORD:# 22-06 Public Works Equipment | | | | | |
| CHERRY00 | CHERRY VALLEY TRACTOR SALES | 25-01044 | TARCO HURRICANE 4025 LEAF VAC | $132,026.82 | $0.00 | |
| | **Extd Total: ORD:# 22-06 2022 BOND** | | | **$132,026.82** | | |
| | **Department Total:** | | | **$132,026.82** | | |
| Extd:ORD#: 25-07 2025 BOND ORDINANCE | | | | | | |
| C-04-55-125-007-350 | ORD:# 25-07 Section 20 Costs | | | | | |
| MCCORM01 | MCCORMICK TAYLOR INC | 25-02332 | SCHALKS CR BR. PEDESTRIAN PROJ | $17,257.17 | $0.00 | B |
| C-04-55-125-007-376 | ORD:# 25-07 Imp - Bldgs & Grds | | | | | |
| HOMEDE01 | HOME DEPOT CREDIT SERVICES | 26-00303 | CABINETS & APPLIANCES REC/POLC | $2,413.98 | $0.00 | |
| | **Extd Total: ORD#: 25-07 2025 BOND** | | | **$19,671.15** | | |
| | **Department Total:** | | | **$19,671.15** | | |
| | **CAFR Total: Utilities** | | | **$151,697.97** | | |
| | **Fund Total: CAPITAL FUND** | | | **$151,697.97** | | |
| | **Year Total:** | | | **$151,697.97** | | |
| Fund:GRANT FUND - SPECIAL REVENUE | | | | | | |
| CAFR:Federal & State Grants | | | | | | |
| Department:CLEAN COMMUN. | | | | | | |
| G-02-41-725-124-301 | Clean Communities - 2024 | | | | | |
| MARIAN01 | MARIANO PRESS LLC | 26-00328 | Spring 2026 newsletter | $1,931.24 | $0.00 | |
| | **Extd Total:** | | | **$1,931.24** | | |
| | **Department Total: CLEAN COMMUN** | | | **$1,931.24** | | |

**TOWNSHIP OF PLAINSBORO**
Bill List By Budget Account



| Vendor Id | Vendor Name | P.O. Id | P.O. Description | Amount | Void Amount | P.O. Type |
|---|---|---|---|---|---|---|
| *Budget Account* | *Description* | | | | | |
| Department:MIDDLESEX CULTURE & HERITAGE | | | | | | |
| G-02-41-726-125-301 | Mdlsx Cty Cult&Hrtg Rsv - 2025 | | | | | |
| BHPHOT00 | B&H FOTO & ELECTRONICS CORP | 26-00341 | KN Museum equipment | $1,110.44 | $0.00 | |
| | **Extd Total:** | | | **$1,110.44** | | |
| | **Department Total: MIDDLESEX CUL** | | | **$1,110.44** | | |
| | **CAFR Total: Federal & State Grants** | | | **$3,041.68** | | |
| | **Fund Total: GRANT FUND - SPECIAl** | | | **$3,041.68** | | |
| | **Year Total:** | | | **$3,041.68** | | |
| Fund:ANIMAL CONTROL TRUST | | | | | | |
| CAFR:Arts & Culture | | | | | | |
| T-12-56-850-001-821 | Dog Fees Due State of NJ | | | | | |
| TREASU31 | Treasurer State of New Jersey | 26-00244 | January 2026 Dog Fees | $293.40 | $0.00 | |
| | **Extd Total:** | | | **$293.40** | | |
| | **Department Total:** | | | **$293.40** | | |
| | **CAFR Total: Arts & Culture** | | | **$293.40** | | |
| | **Fund Total: ANIMAL CONTROL TRU** | | | **$293.40** | | |
| CAFR:Arts & Culture | | | | | | |
| T-20-56-850-002-804 | Food Pantry Donations | | | | | |
| JERSEY03 | JERSEY APPLIANCE & SON'S, INC | 26-00108 | EL-Food Pantry refrigerator | $129.95 | $0.00 | |
| SHOPRI00 | SAKER SHOP RITES INC. | 26-00112 | EL-Food Pantry | $501.16 | $0.00 | B |
| | | | | **$631.11** | | |
| | **Extd Total:** | | | **$631.11** | | |
| | **Department Total:** | | | **$631.11** | | |
| | **CAFR Total: Arts & Culture** | | | **$631.11** | | |
| | **Fund Total:** | | | **$631.11** | | |
| | **Year Total:** | | | **$924.51** | | |

**Total Charged Lines:** 199 **Total List Amount:** **$644,427.02** **Total Void Amount:** **$0.00**

| Totals by Year-Fund<br>Fund Description | Fund | Budget Rcvd | Budget Held | Budget Total | Revenue Total | G/L Total | Total |
|---|---|---|---|---|---|---|---|
| CURRENT FUND BUDG | 5-01 | $55,186.95 | $0.00 | $55,186.95 | $0.00 | $0.00 | $55,186.95 |
| CURRENT FUND BUDG | 6-01 | $433,575.91 | $0.00 | $433,575.91 | $0.00 | $0.00 | $433,575.91 |
| CAPITAL FUND | C-04 | $151,697.97 | $0.00 | $151,697.97 | $0.00 | $0.00 | $151,697.97 |
| GRANT FUND - SPECIA | G-02 | $3,041.68 | $0.00 | $3,041.68 | $0.00 | $0.00 | $3,041.68 |
| ANIMAL CONTROL TRI | T-12 | $293.40 | $0.00 | $293.40 | $0.00 | $0.00 | $293.40 |
| | T-20 | $631.11 | $0.00 | $631.11 | $0.00 | $0.00 | $631.11 |
| | Year Total: | $924.51 | $0.00 | $924.51 | $0.00 | $0.00 | $924.51 |
| Total Of All Funds: | | $644,427.02 | $0.00 | $644,427.02 | $0.00 | $0.00 | $644,427.02 |