**INDEPENDENT AGREEMENT**

**BETWEEN**

**Central Jersey Housing Resource Center (CJHRC)**

and the

**Township of Bernards for Administration of Rehab Services**

Central Jersey Housing Resource Center (CJHRC) is a nonprofit collaboration of businesses, financial institutions, social service agencies, public officials and housing advocates who work to increase the accessibility and availability of affordable housing in Central New Jersey.

CJHRC operates the only centralized housing resource information center which is located in Raritan, NJ (Somerset County). CJHRC is a HUD certified counseling agency with expertise in both state and federal housing regulations.

CJHRC proposes to enter into an agreement as set forth herein with Bernards Township to provide Services for the Administration of Rehabilitation Units in Bernards Township.

THIS AGREEMENT will be effective May 15, 2019 and will continue until June 30, 2025. In any event, Bernards Township or CJHRC may terminate this Agreement with **ninety** days written notice to the other party.

The scope of these services includes the following:

**Affordable Housing Administrative Agent for Rehabilitation Program**

Central Jersey Housing Resource Center Corp. (CJHRC), as Affordable Housing Administrative Agent for Bernards Township’s Rehabilitation Program will be responsible for implementing the Township’s Rehabilitation Program in accordance with the Fair Housing Act, N.J.S.A. 52-27D-301 et seq., the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1et seq., and all applicable Affordable Housing Regulations.

Bernards Township shall provide a maximum of $10,000 per unit in their rehabilitation program. Of that amount, 80% shall constitute rehab hard costs and 20% shall constitute administrative expenses payable to CJHRC. The maximum number of rehab units will be eight (8).

Bernards Township estimates approximately two to four rehab units per contract year will be completed. A total of 8 units will be rehabbed under this program by May 31, 2025 or earlier.

**A. SCOPE OF WORK**

Responsibilities of the Administrative Agent for Rehabilitation Program:

The Administrative Agent for the Township’s Rehabilitation Program in this proposal will oversee the replacement/rehab of Central Air Conditioning, Heating Systems/Furnace and Water Heater Replacements. CJHRC shall perform the duties and responsibilities set forth in the Affordable Housing Regulations including the following:

1. Preparation of Rehabilitation Program design and creation of marketing materials;

2. Preparation of application forms for Rehabilitation Program;

3. Screen applicants for income and eligibility requirements;

4. Work with the appropriate Bernards Township officials to determine the rehabilitation needs of qualified applicants;

5. Work with the Bernards Township Engineering and/or Construction Department prepare specifications for rehabilitation work to be performed as necessary;

6. If appropriate, meet with or speak with designated contractor(s) to discuss requirements of Rehabilitation Program. A minimum of three (3) estimates/bids to be obtained by the applicant homeowner;

7. A list of Contractors registered with the Dept. of Engineering/Construction will be provided by the Township to the AA upon execution of this proposal. AA will assist in selection of qualified contractors to perform work;

8. As needed, Bernards Township will verify work being performed by contractors and AA recommend progress/final payments to Township Committee in order for payments to be issued to appropriate Contractors;

9. Maintain records and comply with reporting requirements;

10. Township Attorney will submit rehab forms to AA to execute so that all required rehab loan closing documentation is executed. Once executed, documents for 10 year restriction period are executed the AA will submit same to Township Attorney for recording.

11. Ensure compliance with all Affordable Housing Regulations in order for the Township to obtain credit towards its Fair Share Rehabilitation obligations.

**B. APPLICATION PROCEDURES**

a. Interested owners will be able to secure information and application packets from CJHRC in person or by mail or the Township Clerk by visiting the Bernards Township Municipal Building during the Township Clerk's regularly scheduled office hours.

b. Interested owners shall submit a fully completed application to the CJHRC with all required documentation.

c. CJHRC shall review the application for completeness and, once an application is complete, determine whether the owner is income eligible and rehabilitation needs are compliant with the program criteria.

d. Upon determination by the CJHRC that the owner is eligible, the Township shall inspect the subject dwelling/unit to determine whether it meets the definition of a substandard housing unit under the provisions of this article and whether or not the proposed description and cost of the work needed to improve the unit will meet the parameters of the housing rehabilitation program. The Township’s determination shall be submitted in writing to CJHRC, email is acceptable.

e. If the Township determines that the dwelling/unit meets the definition of a substandard housing unit, but recommends an amended description and cost estimate of the work necessary to rehabilitate the unit, the applicant will be asked to revise the application to satisfactorily address the comments of theTownship.

f. If the Township determines that the dwelling/unit meets the definition of a substandard housing unit and that the agreed upon work plan to rehabilitate the unit is satisfactory, the Township shall notify CJHRC in writing.

g. Once the Township has notified CJHRC in writing that the agreed upon work plan to rehabilitate the unit is satisfactory, CJHRC shall arrange for approval of a no-interest loan in accordance with Bernards Township Rehab Manual. The rehabilitation work may begin as soon as the applicant, appropriate Bernards Township representative and CJHRC are in Agreement that upon completion of rehab work the owner(s) of the affordable housing unit will execute said Agreement and it will refer to the 10 year lien in Section II subsection B.

h. The applicant shall apply for and obtain required NJ Uniform Construction Code permits from the Construction Code Official. During the course of the completion of the rehabilitation construction, the Township Construction Code Official periodically shall inspect the unit to make certain that the construction is proceeding satisfactorily in accordance with the approved work plan as may be required.

i. After completion of the rehabilitation construction, the Township Construction Code Official shall inspect the unit and, if the rehabilitation construction has been completed satisfactorily, shall certify in writing to CJHRC that the rehabilitation work has been completed in accordance with the approved work plan if required.

j. Should the Township Construction Code Official find upon inspection that the rehabilitation work has not been completed in accordance with the approved work plan, the Construction Code Official shall so notify CJHRC which will determine a suitable remedy with input from the Township if necessary.

k. CJHRC will approve a rehab loan up to $8,000 per dwelling/unit. The proceeds of the funds will be paid to the individual(s) or business(es) that provide the material and/or labor for the project/rehab work and materials. Owners who contribute sweat equity will not receive financial remuneration for their efforts; CJHRC will bill 20% of the rehab amount for administrative expenses.

l. Rehabilitation marketing plan. CJHRC will be responsible to prepare and execute a rehabilitation-marketing plan which shall consist of the following:

**(1)**At least one well publicized public meeting to be held in the Bernards Township Municipal Building to discuss and explain the housing rehabilitation program;

[**(2)**](https://ecode360.com/10258495#10258495) A large poster highlighting the main features of the housing rehabilitation program to be prepared and hung in the Bernards Township Municipal Building at all times;

[**(3)**](https://ecode360.com/10258496#10258496)The issuance of periodic press releases to the official newspapers and other entities as outlined in the Affirmative Marketing Plan for Bernards Township regarding the housing rehabilitation program in order to promote interest in the housing rehabilitation program; and

[**(4)**](https://ecode360.com/10258497#10258497)A Rehabilitation Manual summarizing the administration of the housing rehabilitation program shall be available to all residents of the Township of Bernards on their website.

The Rehabilitation Manual shall comply with the rules and shall describe:

[**(a)**](https://ecode360.com/10258498#10258498)

CJHRC and its responsibilities regarding the housing rehabilitation program;

[**(b)**](https://ecode360.com/10258499#10258499)

The eligible repairs and improvements to a substandard housing unit;

[**(c)**](https://ecode360.com/10258500#10258500)

The amount of money available for the repairs and improvements;[**(d)**](https://ecode360.com/10258501#10258501)

The 0% interest loan/financing terms;

[**(e)**](https://ecode360.com/10258502#10258502)

The criteria for owner eligibility;

[**(f)**](https://ecode360.com/10258503#10258503)

The application procedures;

[**(g)**](https://ecode360.com/10258504#10258504)

The procedures for review and approval of the repairs and improvements by the Township , including periodic inspections of the work in progress as required by the NJ Uniform Construction Code;

[**(h)**](https://ecode360.com/10258505#10258505)

The duration of the affordability controls to be contained within the affordable housing document; and

**(i)**  
Schedule for the rehabilitation of affordable units getting new or rehabilitation of Central A/C, furnace or water heaters in already deed restricted units.

**C. TERM OF CONTRACT**

The term of the contract shall be for the period May 15, 2019 through June 30, 2025. This agreement can be cancelled by either party with 90 days written notice.

D. **COMPENSATION**

Rehab services shall be paid upon satisfactory completion of the contracted services per affordable housing unit getting one or all of the following: Central Air/Furnace or water heater new install or rehab to existing system.

**E. PURCHASE ORDER REQUIREMENTS**

Central Jersey Housing Resource Center Corp. (CJHRC) as Affordable Housing Administrative Agent for the Bernards Township Rehabilitation Program will be paid 20% of the overall rehab amount per unit. CJHRC’s rehab fee is separate and apart from the current monthly AA fee of $4,631.32 for Administrative Agent (AA) Services for the period of 5/1/19 – 4/30/20 for rental and resale services. When appropriate, CJHRC will invoice and get a PO from Bernards Township for the 20% administrative cost of the rehabilitation cost of the work to the affordable housing unit. In accordance of the appropriate invoice/vouchers as per Bernards Township CJHRC will receive timely payment.

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Bernards Township Date

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# Sharon Clark, Executive Director Date

# Central Jersey Housing Resource Center