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October 20, 2022

**Via Electronic (cterefenkon@tintonfalls.com)**

Charles W. Terefenko, Borough Administrator  
Borough of Tinton Falls  
556 Tinton Avenue  
Tinton Falls, NJ 07724

**Re: Affordable Housing Administration Services  
Borough of Tinton Falls, New Jersey  
Proposal No.: 2022-266**

Dear Mr. Terefenko:

CME Associates ("CME") is pleased to provide this request for additional funding for the professional services as the Borough's Affordable Housing Administrative Agent to provide required services in accordance with the Fair Housing Act, N.J.S.A. 52-28D-301 et seq., the Uniform Housing Affordability Controls N.J.A.C. 5:80-26.1 et seq., and N.J.S.A. 5:91 Procedural Rules and N.J.S.A. 5:93 Substantive Rules and additional requirements promulgated by the court. The Scope of Services and associated fee estimate is included below for consideration.

**Task 1: Affordable Housing Administration Services**

Due to the high volume of inquiries regarding affordable housing activity that has taken place in 2022, as well as additional affordable housing administration activities related to analysis of affordability controls for several affordable housing units the affordable housing administration budget has been exhausted. As we anticipate a significant amount of additional administration activity through the end of 2022 due to the current active resale units, maintenance of the applicant pool, additional affordability control analysis and preparation for the upcoming affordability assistance and home improvement programs, we respectfully request a budget in the amount \$12,000 to fund the program through December 31, 2022. Please note that all of the services outlined herein are eligible to be paid out of the Affordable Housing Trust Fund.

**Total Estimated Fee: ..... \$12,000.00**

**Limitations and Exclusions**

- The terms and conditions of this proposal are subject to the CME Associates hourly rate schedule, which was submitted previously. A current list of hourly rates is included therein. The fees for the hourly rate schedule are subject to change January 1 of each year.
- The terms of this proposal will remain in effect until the end of this calendar year.
- Any required advertising costs are not included in this proposal. We will provide separate proposal for any required advertising costs.

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**CONSULTING AND MUNICIPAL ENGINEERS**

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0756





Charles W. Terefenko  
Borough of Tinton Falls  
Re: Fee Estimate for Affordable Housing Administration Services


October 20, 2022  
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- Work shall commence upon the receipt of a signed purchase order.
- This proposal does not include services related to resolving any disputes, complaints, legal actions or other issues that may occur between any parties involved in the project, which may include but not be limited to tenants, landlord, property owner, developer, realtors or legal counsel for any of these parties. Should any additional services be required as it pertains to these matters and/or parties, we are available to provide those services for an additional fee as part of a separate proposal.
- Should any affordable unit be illegally sublet, sold or otherwise be found to be in violation of any aspect of the Borough's Affordable Housing Program, applicable affordable housing regulations, legislation or court decisions, the effort required to correct such deficiency(ies) is not included within the fees noted above. The effort required for correcting these deficiencies would be completed for an additional fee under a separate proposal.
- While amendments to the Borough's Affordable Housing Program Ordinances are not included within the fee estimate for this proposal, we are available to provide these services for an additional fee as part of a separate proposal as necessary.
- This fee estimate does not include services for the preparation of any documentation based upon any new regulations, legislation or court decisions that occur subsequent to the submission of this fee estimate. Should new regulations, legislation or additional court decisions occur subsequent to the submission of this fee estimate and create a need for additional services, we will provide a separate fee estimate for those services.

We thank you for the opportunity to submit this proposal and look forward to continuing work with you on this important project. Should this proposal meet your approval, please provide our office with a professional services agreement or resolution as an indication of the work to proceed. In the meantime, should you have any questions concerning this matter, please do not hesitate to contact this office.

Very truly yours,

**CME Associates**

  
Malvika Apte, PP, AICP  
Project Manger

MA:PG

cc: Lori Paone  
Patricia Gallagher