ABINGTON TOWNSHIP

NOVEMBER 20, 2025

FINANCE COMMITTEE MEETING

TOWNSHIP OF ABINGTON

FINANCE COMMITTEE MEETING

A G E N D A
November 20, 2025
7:00 PM

There are three ways for the public to participate in the meeting: online, by phone, or in-person viewing room. Residents can access the meeting online, by a computer, iPad, iPhone or Android at https://us06web.zoom.us/j/86419214025. This link will enable residents to hear the meeting and see presentations. There will be no video capabilities. Residents, who are unable to join online, can listen to the meeting by calling 1-929-436-2866 and entering the meeting ID number 864-1921-4025 when prompted. Residents, who are unable to join online or by phone, can watch the meeting in a viewing room at the Abington Township Board Room located at 1176 Old York Road, Abington, PA 19001, 2nd Floor. This will allow residents to see, hear, and participate in the meeting.

CALL TO ORDER

CONSIDER APPROVAL OF MINUTES

a. Consider a motion to approve the Finance Committee meeting minutes from September 18, 2025.

UNFINISHED BUSINESS

NEW BUSINESS

a.	FC-01-121115	Consider accepting the proposal from Urban Design Ventures and award a contract for the purposes of Community Development Consultant.
b.	FC-02-121125	Consider a motion to remain with The Hartford as the Life and Disability Insurance provider for the Township through October 31, 2027.
c.	FC-03-121125	Consider a motion to authorize the Budget Transfers and supplemental appropriations for the fiscal year 2025.
d.	FC-04-121125	Motion to approve the October 2025 expenditures in the amount of $2,952,902.98 and salaries and wages in the amount of $3,640,227.09 and authorizing the proper officials to sign and approve invoices and supporting documentation in payment of bills and contracts as they mature through the month of January 2026. (Click here to view supporting information for expenditures in October 2025.)

PUBLIC COMMENT ON NON AGENDA ITEMS ONLY

ADJOURNMENT

BOARD POLICY ON PUBLIC PARTICIPATION

For Information Purposes Only

The Township shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law.

Each commenter shall:

- Direct their comments to the Presiding Officer;
- Speak from the podium or into a microphone designated by the presiding officer;
- State their name for the record;
- Either orally or in writing provide their address for the record;
- Have a maximum of three minutes to make their comments. Each commenter when speaking to a specific agenda item, is to keep their comments relative to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Township of Abington, Montgomery County, Pennsylvania.
- State a question to the Presiding Officer after all commenters have spoken, and;
- Be seated after speaking or upon the request of the presiding officer;
- Not engage in debate, dialogue or discussion;
- Not disrupt the public meeting, and;
- Exercise restraint and sound judgement in avoiding the use of profane language, and the maligning of others.

The stated meeting of the Finance Committee of the Board of Commissioners of the Township of Abington was held on Thursday, September 18, 2025 via webinar and the Township Administration Building, Abington, PA, with Commissioner Winegrad presiding.

CALL TO ORDER: 7:01 p.m.

PRESENT: Commissioners WINEGRAD, SPIEGELMAN, DiPLACIDO, HENRY
Excused: Commissioner VAHEY

OTHERS: Director of Finance Hermann

CONSIDER APPROVAL OF MINUTES

Commissioner Winegrad made a MOTION, seconded by Commissioner Spiegelman to approve the minutes from the Finance Committee Meeting of August 20, 2025.

MOTION was ADOPTED 4-0.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Item FC-01-100925:

Commissioner Winegrad made a MOTION, seconded by Commissioner Spiegelman to approve the August 2025 expenditures in the amount of $4,078,663.95 and salaries and wages in the amount of $2,511,228.91 and authorize the proper officials to sign and approve invoices and supporting documentation in payment of bills and contracts as they mature through the month of November 2025.

Commissioner Winegrad asked for any comments from Commissioners. There were none.

Commissioner Winegrad asked for any public comment. There was none.

MOTION was ADOPTED 4-0.

Item FC-02-100925:

Commissioner Winegrad made a MOTION, seconded by Commissioner Spiegelman to recommend authorizing the President and Township Manager to enter into an agreement with Zelenkofske Axelrod LLC to act as Township's independent auditors for calendar years ending December 31, 2025, 2026, and 2027.

Ms. Hermann said it has been three years since the Township has gone through an audit selection process. We received four responses from our RFP and Zelenkofske Axelrod, commonly known as ZA, specializes in local governments working on accounting, auditing, and financial statements. Their office is in Jamison, and their quote came in at a little over $165,000 whereas Barbacane's came in at $216,000. So, it is recommended that Zelenkofske Axelrod LLC be selected as the Township's independent auditors.

Commissioner Winegrad clarified that the Township has worked with Barbacane for many years now. Is that correct?

Ms. Hermann replied no, we just had a three-year agreement; however, we had used them in the past alternating between Barbacane and Bee Bergvall & Co. This is the first time we received a quote from ZA.

Commissioner Spiegelman asked about ZA working with any nearby municipalities.

Ms. Hermann replied Lower Merion, Radnor, Whitemarsh, Doylestown, and Limerick. Also, all firms in the accounting industry are required to undergo a peer review, and all four respondents had their peer reviews attached to the RFP, and they all received the highest grade.

Commissioner Winegrad asked for any public comment.

Lora Lehmann, resident, commented that previously there was a presentation by the auditing company when the audit came in, will that be included in the contract with them?

Ms. Hermann replied the Township can ask for their attendance at meetings; however, it is not a requirement.

Ms. Lehmann encouraged their attendance, and the meetings should be taped and shown to the public.

MOTION was ADOPTED 4-0.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Connie Briggs, 2953 Susquehanna Road, commented that last year, we received the preliminary proposed budget on September 12th, but then there was a problem where the actual proposed budget was not made available to the public before the October meeting.

She asked that the proposed budget that is on the website include details about when the public can comment and when the advertisement will be sent out because the Township code says the proposed budget is the one that needs to have public comment 20 days before adoption. The public would like to see the document before a presentation is made. She sent an email to Ms. Hermann as well as to the public comment section on the Township website.

Ms. Hermann said she will share that email with the Finance Committee and the Township Manager.

Lora Lehmann, resident, commented that there used to be budget workshops, and the budget was fully explained earlier in the year, which doesn't not happen anymore. In the past few years, all budget documents have been withheld until past the October meeting, so we couldn't come to the October meeting and ask questions or make comments. So essentially the public was completely cut out, and everything was done behind the scenes. The budget should come out in September to give us time to understand it so we can come to the October meeting with ideas about what we want to see changed.

ADJOURNMENT: 7:24 p.m.

Respectfully submitted,

Liz Vile, Recording Secretary

FINANCE COMMITTEE MEETING

AGENDA ITEM

November 20, 2025	FC-01-121115	FISCAL IMPACT
DATE	*AGENDA ITEM NUMBER*	Cost > $10,000
		Yes No
Community Development		PUBLIC BID REQUIRED
DEPARTMENT		Cost > $20,100
		Yes No

AGENDA ITEM:

Consider accepting the proposal from Urban Design Ventures and award a contract for the purposes of Community Development Consultant.

EXECUTIVE SUMMARY:

An RFP was issued August 21, 2025, with proposals due on Sept. 26, 2025, for a Community Development Consultant. The current consultant contract expires Dec. 31, 2025.
5 proposals were received; 1 was disqualified for incompleteness. The 4 remaining were scored on a rubric; the top 3 were interviewed.

PREVIOUS BOARD ACTIONS:

Approval of prior proposals for this same purpose.

RECOMMENDED BOARD ACTIONS:

Consider accepting the proposal from Urban Design Ventures and award a contract for the purposes of Community Development Consultant.

Request for Proposals
Community Development Planning Consulting Services

The Township of Abington, Montgomery County, Pennsylvania ("Township") is seeking proposals from qualified consultants and firms to provide professional, administrative, and other services related to the design, planning, and implementation of the Township's proposed FY2025-2028 CDBG programs and other housing and community development programs. The Township is a federal entitlement community under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. Additionally, the Township is the recipient of other federal and state funds for housing, community, and economic development programs.

The anticipated start date is January 1, 2025. The term is for a three (3) year period, subject to annual appropriation.

PROPOSALS ARE DUE BY 3:00 P.M. on SEPTEMBER 26, 2025.

TYPES OF SERVICES REQUIRED

The Township seeks the services of a professional planning consultant or firm to provide planning and implementation services for a three (3) year period, subject to annual appropriation for FY 2026, FY 2027, and FY 2028.

The scope of services includes the following:

1. Prepare the Annual Action Plan in accordance with the current Consolidated Action Plan and Strategy for the CDBG Program for FYs 2026, 2027, and 2028.
2. Assist in qualifying activities for Federal financial assistance.
3. Assist in the preparation of annual performance reports referred to as the Consolidated Annual Performance and Evaluation Report (CAPER) for FYs 2025, 2026, and 2027.
4. Assist in the preparation of the Environmental Review Record (ERR) for annual community development activities, as well as amendments to the CDBG and HOME Programs.
5. Prepare updates to the Township's Citizen Participation Plan for the Federal CDBG Program.
6. Provide advice and assistance in meeting the citizen participation requirements.
7. Provide advice and assistance in meeting the Federal Section 106 requirements in accordance with the State Historic Preservation Office (SHPO) and the U.S.

Department of Interior regulations for properties that are historic or located in historic districts.

8. Provide advice and assistance in the implementation of program activities, including compliance with Federal and State regulations.
9. Provide advice and technical assistance in connection with the implementation of CDBG, HOME, PHARE and other related programs, including the lead-based paint requirements.
10. Assist in the preparation of modifications and amendments to previously approved CDBG Program.
11. Provide advice and assistance in the preparation of Section 108 Loan Guarantee applications.
12. Provide advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for additional sources of funds.
13. Assist in the preparation of applications for funding to the Pennsylvania Department of Community and Economic Development (DCED), including but not limited to the DCED HOME program.
14. Prepare other applications and/or performing studies in accordance with Federal and State programs and guidelines for which the Township may be eligible to apply for funding.
15. Assist in addressing HUD monitoring and review comments.
16. Prepare an updated Policies and Procedures document for the CDBG program in accordance with Federal and State rules.
17. Assist with the development of basic conditions study of local housing stock.
18. Assist in conducting other planning studies.

The Township intends to select a firm which it deems best qualified in its judgment to provide all services requested, on an as-needed basis, for the preparation of the required plans and documents of the CDBG Program and other housing and community development programs.

The Township will negotiate with the firm it deems most qualified to determine the fee for such services. If the Township is unable to negotiate a reasonable fee with the consultant initially selected, the Township may negotiate with the firm deemed second best qualified, or the Township may issue another Request for Proposals. The multi-year commitment to the consulting firm is subject to HUD allocations of future CDBG funds to the Township and no costs shall be considered incurred or encumbered for such years until HUD issues its letters of approval.

PROPOSAL REQUIREMENTS
Interested Respondents shall submit proposals that clearly demonstrate their ability to provide the Services requested. The proposal should be a complete and detailed approach to providing all Services and any Additional Services that the Respondent proposes.

All planning consultants are required to submit their proposal to the Township by 3:00 P.M., prevailing time, on or before September 26, 2025. Proposals should be sent in PDF format to grants@abingtonpa.gov. The proposal shall contain the following:

1) COVER LETTER
Briefly introduce the Respondent, explain the Respondent's interest in providing the Services, and articulate why the Respondent is qualified to provide the Services. Include the name, address, SAM/DUNS number, email address and phone number of the person who will serve as the Respondent's principal contact with Township staff. Identify all personnel who will be assigned to provide the Services, and their respective roles.

2) PROPOSAL

a. A list of other similar experience that the Respondent has performed for other municipal agencies. For each experience listed, include the name and contact information of a representative for whom the engagement was undertaken who can verify satisfactory performance.
b. A list of the personnel who will be assigned, with a description of their professional qualifications and work experience. This list should clearly identify the tasks that each person will be assigned, along with the proportionate amount of time that each person will spend on the project.
c. Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your work with the Township.
d. List any clients you currently represent that could cause a conflict of interest with your responsibilities to Abington Township and describe how you would be willing to resolve these or any future conflicts of interest.
e. A cost proposal with rates for each project:
    - Completion of each Annual Action Plan (AAP) for FY2026, FY2027, FY2028
    - Completion of the associated Consolidated Annual Performance Evaluation Reports (CAPERs) for FY2025, FY2026, FY2027, FY2028

- Completion of the Environmental Review Record (ERR) for FY2026, FY2027, FY2028
    - Other programs and special studies

Proposals must include estimates for all tasks through their completion. The billing method and estimated cost for any additional services must be described including, but not limited to, travel, supplies and postage.

Note that the compensation schedule is subject to revision by the Township of Abington at the time of execution of the contract.

3) EXCLUSIONS & ADDITIONAL SERVICES
The Respondent must include any proposed exclusions to the Services or draft Agreement, providing specific details and the reasoning behind the exclusion, and any proposed additional services.

4) W-9 FORM
Include a completed W-9 form with the proposal.

5) ADDITIONAL INFORMATION
The Respondent may provide for consideration additional information or data not requested as part of this RFP.

6) REPRESENTATIONS OF RESPONDENT
By submitting a proposal, each Respondent certifies that:

a. The Respondent's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation;
b. The Respondent has not directly or indirectly induced or solicited any other Respondent(s) to put in a false proposal;
c. The Respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a proposal; and
d. The Respondent has not sought by collusion to obtain for itself any advantage over any other Respondent(s) or over the Township.

SELECTION OF CONSULTANT
All planning consultants are required to submit their proposal to the Township by 3:00 P.M., prevailing time, on or before September 26, 2025. Proposals should be sent in PDF format to grants@abingtonpa.gov.

The following criteria, in order of importance, will be used to select the consultant for this project:

1. Qualifications, certifications, and previous experience in managing a housing rehabilitation program, housing rehabilitation projects and other construction programs.
2. Knowledge and understanding of HUD's HQS, DCED Rehabilitation Standards, and local building codes.
3. Cost of services.
4. Capacity of Respondent to complete services in a timely manner.
5. MBE, WBE or SERB designation.

PROPOSALS ARE DUE BY 3:00 P.M. on SEPTEMBER 26, 2025.

Proposals should be sent in PDF format to grants@abingtonpa.gov.
For questions or additional information, please call (267)536-1000 x5 or email grants@abingtonpa.gov before Sept. 23, 2025 at noon EST.

All qualified proposers will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap, or sex. The Township of Abington is an equal opportunity agency.

After the Proposals are submitted, the Township may require interviews and a presentation by preferred Respondents. The Township may contact references provided with the Proposal. The Township reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The Township will select, in its discretion, the responsible Respondent, as defined by 24 CFR 85.36(b)(8), whose proposal is most advantageous to the Township, using the Evaluation Criteria state above. Local preference will apply as permitted or required by Federal law. The Township reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any response to this RFP, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time. The issuance of this RFP, the receipt and evaluation of Proposals,

and the selection of or negotiation with any Respondent does not obligate the Township to select a Respondent or enter into any agreement.
The Township reserves the right to negotiate further with one or more Respondent. Selection of any Respondent and execution of a contract is dependent on approval in accordance with applicable Township ordinances and policies, the approval of the Respondent's Section 3 Action Plan, and the Township's receipt of any required Certificates of Insurance and applicable endorsements and other required documentation.

All Proposals shall become the property of the Township, will not be returned, and will become a public record after a contract is awarded. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages.

The Township will take reasonable steps to keep confidential only documents actually protected from disclosure under the Pennsylvania Right to Know Law (the "Act"), including notifying the Respondent of a request and allowing the Respondent to take steps to prevent disclosure. An entire Proposal shall not be marked or identified as confidential. **By submitting a Proposal, each Respondent agrees to hold the Township harmless from any claims arising from the release of confidential information not clearly designated as such by the Respondent, not protected from disclosure by the Act, or where the Township has notified the Respondent of a request.**

The information provided in this RFP is designed to provide interested Respondents with sufficient information to submit proposals meeting minimum requirements and is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP.

Revisions to this RFP will be made through addenda published and made available to all Respondents on the Township's website and via E-mail to all prospective Respondents who requested this RFP. Any other communication, spoken and written, formal and informal, received by any representative of any Respondent from sources other than official addendum shall not be effective to vary any term of the RFP.

The selection of any Respondent and execution of any contract will be conditioned on approval of the selection by the Board of Commissioners of the Township of Abington.

The successful Respondent shall commence work only after the execution of a contract acceptable to the Township's Solicitor, a kick-off meeting, and issuance of a Notice to Proceed from the Township.

The Township's decisions with respect to this RFP are final and without recourse to any Respondent.

OTHER TERMS AND CONDITIONS

The Agreement to be entered into between the selected Respondent and the Township of Abington for services solicited hereunder shall be subject to the applicable Federal General Terms and Conditions made a part hereof as required by applicable HUD Regulations 24 CFR 570.

In no event shall any official, officer, employee or agent of the Township of Abington be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

The Township of Abington intends to award a contract for the Services described in this RFP; provided, however, that issuance of this RFP does not constitute a commitment by the Township to award and to execute a contract.

Upon a determination that any of the following actions would be in its best interest, the Township, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP.
- Reject any or all proposals received in response to this RFP.
- Elect not to award a contract, if it is in the Township's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the Township determines adequate funds are not available.

A DUNS number or a (SAM.gov) Central Contractors Registration number will be required from the selected Respondent before a contract is awarded. A selected Respondent, as contractor, must supply the following information per HUD's request on projects in which they receive Federal funds as payment. Dun & Bradstreet Number

(DUNS) at www.fedgovt@dnb.com Central Contractors Registration Number (CAGE #) at www.sam.gov/

Federal Terms and Conditions

1. **Termination of Contract for Cause**. If, through any cause, the Respondent (Contractor) shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Township (hereafter the "Public Body") shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor under this Contract shall, at the option of the Public Body, become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

   Notwithstanding the above, the Contractor shall not be relieved of liability to the Public Body for damages sustained by the Public Body by virtue of any breach of the Contract by the Contractor, and the Public Body may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Public Body from the Contractor is determined.

2. **Termination for Convenience of the Public Body**. The Public Body (here, the Township) may terminate this Contract at any time by giving at least ten-(10) day notice in writing to the Contractor. If the Public Body as provided herein terminates the Contract, the Contractor will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the Contractor, Paragraph 1 hereof relative to termination shall apply.

3. **Reports and Information**. The Contractor, at such times and in such forms as the Public Body may require, shall furnish the Public Body such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

4. **Patent Rights**. Whenever any invention, improvement or discovery is made or conceived or for the first time actually or constructively reduced to practice by the Contractor or its employees in the course of, in connection with, or under the terms of this Contract, the Contractor shall immediately give the Public Body written notice thereof and shall promptly thereafter furnish the Public Body with complete information thereon. The Public Body shall have the sole and exclusive power to determine whether or not and where a patent application shall be filed and to determine the disposition, improvement or discovery, including title to and rights under any patent application or patent that may issue thereon. The determination of the Public Body on all of these matters shall be accepted as final. The Contractor warrants that all of its employees who may be the inventors will execute all documents and do all things necessary or proper to the effectuation of such determination.

   Except as otherwise authorized in writing by the Public Body, the Contractor shall obtain patent agreements to effectuate the provisions of this article from all persons who perform any part of the work under this Contract except such clerical and manual labor personnel as will have no access to technical data.

   Except as otherwise authorized in writing by the Public Body, the Contractor will insert in each subcontract having experimental, developmental or research work as one of its purposes, provisions making this clause applicable to the subcontractor and its employees.

   If the Public Body obtains patent rights pursuant to this article, the Contractor shall be offered license rights thereto on terms at least as favorable as those offered to any firm.

5. **Copyright**. No report, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

6. **Records and Audits**. The Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Public Body to assure proper accounting for all project funds. These records will be made available for audit purposes to the Public Body,

any subgrantee, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives.

7. **Retention of Records**. All accounts and records as required under item #6 above shall be retained by the Contractor for five years after the expiration of this Contract unless permission to destroy them is granted by the Public Body.

8. **Compliance with the Americans with Disabilities Act**. Pursuant to federal regulations promulgated under the authority of The Americans with Disabilities Act, 28 C.F.R. 35.101 et seq., the Contractor understands and agrees that no individual with a disability shall be excluded from participation in this Contract or from activities provided for under this Contract. As a condition of accepting and executing this Contract, the Contractor agrees to comply with the General Prohibitions Against Discrimination, @ 28 C.F.R. 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act.

   The Contractor shall be responsible for and agrees to indemnify and hold harmless the public body and any grantor agency from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Public Body and any grantor agency as a result of the Contractor's failure to comply with the provisions of the above paragraph.

9. **Changes**. The Public Body may request changes in the scope of the services of the Contract to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Public Body and the Contractor shall be incorporated in written amendments to this Contract.

10. **Assignability**. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Public Body. Provided, however, that claims for money by the Contractor from the Public Body under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Public Body.

11. **Compliance with Federal, State and Local Laws**. The Contractor shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local

governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Contract.

12. **Executive Order 11246**

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Local Public Agency setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

C. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, if the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

13. **Title VI of the Civil Rights Act of 1964.** No person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal funds.

14. **Section 109 of the Housing and Community Development Act of 1974.** No person in the United States shall on the grounds of race, color, national origin or sex be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

15. **Fair Housing.** No person in the United States shall on the basis of race, color, religion, sex, or national origin, be discriminated against in housing (and related

facilities) provided with Federal assistance and in lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the Federal Government.

16. **"Section 3" Compliance in the Provision of Training, Employment and Business Opportunity**.

Every applicant, recipient, contracting party, contractor and subcontractor shall incorporate, or cause to be incorporated, in all contracts for work in connection with a Section 3 covered project, the following clause (referred to as a Section 3 clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to the contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The Contractor agrees send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the said labor organization or workers' representative of contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places available to at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Sections 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions and the anticipated date the work shall begin.

D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

17. The Respondent, by submitting a proposal hereunder, certifies, to the best of his or her knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

C. The applicant or its' principals certify that they have never been debarred or suspended by the Federal Government and the applicant is not the successor organization to one that was.

D. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The CDBG program requires all recipients of Federal Funds to register with the Central Contractors Registration www.sam.gov/portal/public/sam. Information must be sent to the Township of Abington, Department of Community Development before a contract is signed.

INDEMNIFICATION
The selected firm shall defend, indemnify and hold harmless the Township, its officers, agents and employees from any and all claims or costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the firm's negligent acts or omissions pursuant to the terms of the Contract.

MEMORANDUM

To: Stuart Winegrad, Chair, Finance Committee

From: Kimberly Hamm, Director of Community Development

CC: Christopher Christman, Township Manager; Ashley McIlvaine, Assistant Township Manager

Date: November 13, 2025

Subject: CDBG Consultant Recommendation

Abington Township is under contract with Urban Design Ventures for Community Development Consulting Services until Dec. 31, 2025. A Request for Proposals was issued in August 2025 for qualified consultants and firms to provide professional, administrative, and other services related to the design, planning, and implementation of the Township's proposed CDBG programs and other housing and community development programs. The Township is a federal entitlement community under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. Additionally, the Township is the recipient of other federal and state funds for housing, community, and economic development programs.

The anticipated start date is January 1, 2026. The term is for a three (3) year period, subject to annual appropriation.

Proposals were due Sept. 26, 2025. Five proposals were received; one was disqualified for incompleteness. The remaining four were scored according to the rubric outlined in the RFP:

- Eide Bailey LLP—12
- CEW Advisors—15
- MNS Engineers, Inc.—18
- Urban Design Ventures—18

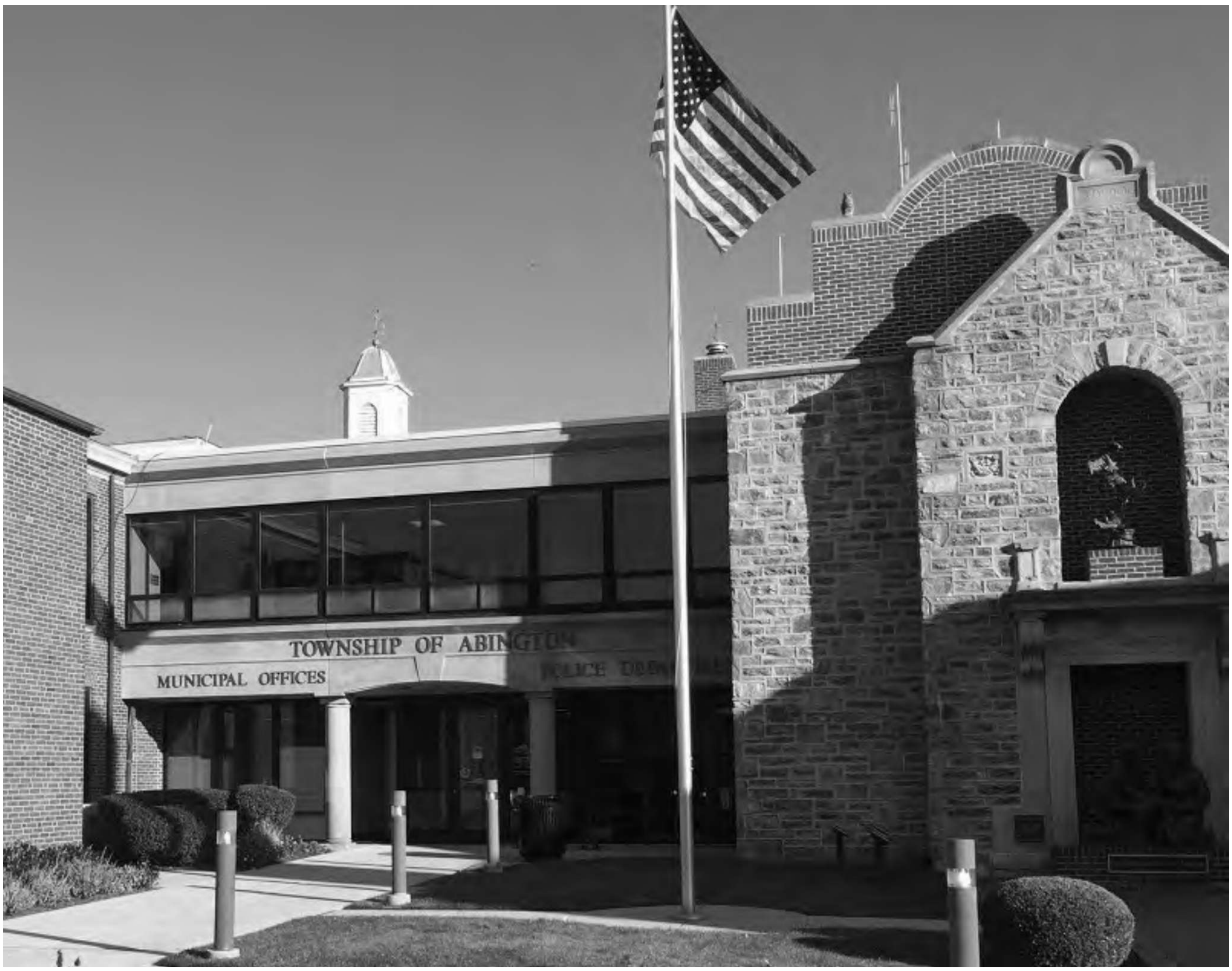
The top three point-scorers were interviewed via Zoom.

The following criteria, in order of importance, was used to select the consultant:

1. Qualifications, certifications, and previous experience in managing a housing rehabilitation program, housing rehabilitation projects and other construction programs.
2. Knowledge and understanding of HUD's HQS, DCED Rehabilitation Standards, and local building codes.
3. Cost of services.
4. Capacity of Respondent to complete services in a timely manner.
5. MBE, WBE or SERB designation.

Based on the results of the RFP and interviews, I am recommending that the Township enter into a contract with Urban Design Ventures for community development consulting services from January 1, 2026-Dec. 31, 2028.

PROPOSAL FOR PLANNING CONSULTING SERVICES FOR THE TOWNSHIP OF ABINGTON, PENNSYLVANIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FEDERAL FISCAL YEARS 2025-2028



URBAN DESIGN VENTURES, LLC
PLANNING AND URBAN DESIGN CONSULTING
212 EAST 7th AVENUE, HOMESTEAD, PA 15120

URBAN DESIGN VENTURES
BUILT ON EXPERIENCE

September 26, 2025

Ms. Kimberly Hamm, Director
Office of Community Development
1176 Old York Road
Abington, PA 19001-3713

RE: Request for Proposals for
Planning Consulting Services for
FY 2025-2028 CDBG Programs

Dear Ms. Hamm:

Urban Design Ventures is pleased to present our Proposal for planning consulting services for the Township's FY 2025-2028 CDBG Programs years. Our firm welcomes the opportunity to continue to provide services to Abington Township by preparing its Annual Action Plans, CAPERs, ERRs, and other technical services.

The philosophy at Urban Design Ventures is to provide planning, urban design, and architectural services to all clients on a personal basis, with great emphasis on client satisfaction. UDV offers its services to all levels of municipal governments requesting assistance.

We specialize in planning and consulting services for federal programs for community development, economic development, housing, historic preservation, and neighborhood revitalization. Urban Design Ventures, LLC, was established in 2002 by Walter J. Haglund, AIA, and Karl M. Haglund. UDV staff have over one hundred (150) years of combined experience in the field of planning, housing, economic development, and urban design.

The firm has the professional qualifications of an architect, a landscape architect, a fellow professional planner, and a licensed social worker. Currently, there are eleven (11) members of the firm who assist clients in the administration of their CDBG Program and other housing development programs.

Karl M. Haglund will serve as Project Manager and as principal contact. Karl M. Haglund will prepare budget estimates in the Annual Action Plans and CAPERs. David G. Jordan, ASLA, will provide technical services in the HOME and CDBG programs. Christopher

Fletcher, AICP, will prepare ERRs. Walter J. Haglund will provide expertise on the Annual Action Plans, and CAPERs.

UDV has been providing professional planning consulting services to the Township of Abington since 2012. Over the past 13 years we have assisted the Township in the preparation of its Annual Action Plans, Five Year Consolidated Plans, Consolidated Annual Performance & Evaluation Reports, Environmental Review Records, Analysis of Impediments, PA HOME Application, and other programs.

Our firm serves clients throughout the East Coast and Midwest. We presently are under contract with several CDBG entitlements in the Commonwealth of Pennsylvania, including local entitlements such as the City of Chester and Lower Merion Township, as well as six (6) Pennsylvania State Entitlements.

As President of Urban Design Ventures, LLC, I certify that all information in our proposal is accurate. I hereby certify that our firm and all its staff members are not currently debarred and/or suspended, nor excluded from participation in Federal Programs.

As you review our qualifications, if you have any questions, please contact Walter J. Haglund at (412) 461-6916, by fax at (412) 461-6920, or by email at walt@urbandesignventures.com. Our DUNS number is 18-692-3046.

Sincerely,

Walter J. Haglund, AIA
Principal

ENC

TABLE OF CONTENTS

I. Similar Experience –

A. Previous Experience:

Urban Design Ventures, LLC was established as a planning consulting firm in 2002. After 36 years in the field, Walter J. Haglund, A.I.A., founded the firm along with Karl M. Haglund. Two years after the firm's founding, UDV moved its offices across the river from Pittsburgh to the Historic District of Homestead, PA. The principals purchased a historic building and completely renovated it for their offices and two loft-type apartments. They used a variety of public economic development and housing programs to finance the work. The firm has expanded in size over the last 23 years and now has satellite offices in Waynesboro and Punxsutawney, PA.

The mission of UDV is to maintain professionalism and share our expertise with clients by developing their own capabilities through training, experience, and assistance provided by the staff of Urban Design Ventures.

Urban Design Ventures, LLC provides planning consulting services for community and economic development projects, housing projects, redevelopment projects, rehabilitation programs, urban studies, and architectural services.

Since 2002, UDV has assisted both large Federal entitlement communities and small State entitlement communities to manage over $900 million in Federal funds. This includes:

- Community Development Block Grants (CDBG)
- HOME Investment Partnership (HOME) Program
- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with HIV/AIDS (HOPWA)
- Community Development Block Grant – Recovery (CDBG – R)
- Community Development Block Grant – Disaster Recovery (CDBG-DR)
- Neighborhood Stabilization Program (NSP)
- Homelessness Prevention and Rapid Re-Housing Program (HPRP)
- Economic Development Initiative (EDI)
- Brownfield Economic Development Initiative (BEDI)
- Community Development Block Grant – CARES Act (CDBG-CV)
- Emergency Solutions Grant – CARES Act (ESG-CV)
- Housing Opportunities for Persons with HIV/AIDS – CARES Act (HOPWA-CV)

- HOME Investment Partnerships – American Rescue Plan Program (HOME-ARP)
- Section 108 Loan Guarantee Program
- Lead Hazard Reduction Demonstration Grant
- Healthy Homes Supplemental Funding
- Low Income Housing Tax Credits (LIHTC)
- Rehabilitation Historic Tax Credits (RHTC)
- American Rescue Plan (ARP) Grants
- Appalachian Regional Commission (ARC) Grant
- U.S.D.A. Community Facilities Program

Our staff has assisted communities in preparing their Federal reports and plans as required by HUD for the CDBG, CDBG-CV, HOME, HOME-ARP, ESG, ESG-CV, HOPWA, HOPWA-CV, HPRP, CDBG-DR, NSP, ARP, Section 108 Loans, NRSA Plans, Analysis of Impediments, Environmental Review Records, Section 3 Plans, Housing Programs, Citizen Participation Plans, and Policies and Procedures Manuals. Urban Design Ventures has prepared the following for its clients:

- 82 Five-Year Consolidated Plans
- 251 Annual Action Plans
- 225 CAPERs
- 74 Analysis of Impediments to Fair Housing Choice (AI)
- 178 Program Year ERRs
- 18 Policies & Procedures Guidelines
- 19 Citizen Participation Plans
- 8 NRSA Plans
- 4 Section 3 Plans
- 2 Lead Hazard Grants
- 10 Section 108 Loan Applications
- 11 HOME-ARP Allocation Plans

B. List of Clients:

LIST OF FEDERAL CDBG ENTITLEMENT CLIENTS	
Clients	**UDV staff prepared the following:**
Commonwealth of Pennsylvania DCED - Office of Community Development 400 North Street, 4th Floor Harrisburg, PA 17120-0225	▪ City of Farrell - Centennial Place Project - Community Development - public improvements in support of low/mod income housing. ($1,000,000 Section 108 Loan) ▪ City of Monessen - Farnham and Pfile - Economic Development - Loan to private enterprise for job creation. ($2,000,000 Section 108 Loan) ▪ Boscov's Department Stores - Economic Development - Loan to private enterprise for job

Contact: Ms. Kristina Powell Center for Community Development Operations Phone: 717-720-7349 Fax: 717-214-5416 Email: krpowell@pa.gov	creation and retention. ($35,000,000 Section 108 Loan) ▪ City of Carbondale - Pioneer Plaza - Economic Development - Loan to private enterprise for job creation. ($4,000,000 Section 108 Loan) ▪ City of Jeannette - South Sixth Street Revitalization - Community Development - public improvements in support of low/mod income housing. ($966,000 Section 108 Loan) ▪ Somerset Township - Berlin-Plank Sewer Project - Community Development - installation of site improvements and public utilities. ($1,100,000 Section 108 Loan) ▪ 84 Lumber Company - Economic Development - Loan to private enterprise for job creation and retention. ($15,000,000 Section 108 Loan) ▪ City of Monessen - Alumisource - Economic Development - Loan to private enterprise for job creation. ($3,490,000 Section 108 Loan) ▪ Lackawanna County - SLIBCO - Economic Development - Loan to private enterprise for job creation and retention. ($2,904,000 Section 108 Loan) ▪ Guidelines for the transfer of administrative responsibilities for small communities to the Counties.
City of Pittsburgh, PA Community Development Office, Office of Management and Budget 200 Ross Street, 2nd Floor, Suite 201 Pittsburgh, PA 15219 Contact: Mr. Kelly L. Russell, Assistant Director Office of Community Dev. Phone: 412-255-2667 Fax: 412-393-0151 Email: **kelly.russell@pittsburghpa.gov**	▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 through 2012 Annual Action Plans ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2013 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2006 through 2012 CAPERS ▪ FY 2013 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2025-2029 Five Year Consolidated Plan (eCon Planning Suite) ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ NSP Applications for the Stimulus Funds ▪ HPRP Applications for the Stimulus Funds ▪ CDBG-R Applications for the Stimulus Funds ▪ HOME-ARP Allocation Plan ▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ ESG Substantial Amendment of the FY 2011 Annual Action Plan ▪ FY 2019 Substantial Amendment for FY 2020 CARES Act funds

	▪ 2017 Policies and Procedures Manual ▪ Amended Citizen Participation Plan ▪ Technical Assistance with the Federal Programs & IDIS
Allegheny County, PA Allegheny County Economic Development One Chatham Center 112 Washington Place, Suite 900 Pittsburgh, PA 15219 Contact: Mr. Howard C. Schubel III, Director Phone: 412-350-1044 Fax: 412-642-2217 Email: **Howard.Schubel@alleghenycounty.us**	▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2010 through 2012 Annual Action Plans ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2013 and 2014 Annual Action Plans (eCon Planning Suite) ▪ FY 2010 through 2012 CAPERS ▪ FY 2013 and 2014 CAPERS (eCon Planning Suite) ▪ ESG Substantial Amendment of the FY 2011 Annual Action Plan ▪ Technical Assistance with the Federal Programs
Municipality of Penn Hills, PA 12245 Frankstown Road Pittsburgh, PA 15235 Contact: Mr. Chris Blackwell Phone: 412-798-2128 Fax: 412-798-2160 Email: **cblackwell@pennhills.org**	▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 through 2024 Annual Action Plan (eCon Planning Suite) ▪ FY 2024 Annual Action Plan (In Progress) ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 CAPER ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2015 through 2018 ERRS ▪ FY 2019 Substantial Amendment for FY 2020 CARES Act funds ▪ First Time Homebuyer Program Guidelines ▪ Technical Assistance with the Federal Programs
City of Sharon, PA	▪ FY 2005 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan

Community Development 155 West Connelly Blvd. Sharon, PA 16146 Contact: Ms. Melissa Holmes, CDBG Administrator Phone: 724-983-3230 Fax: 724-983-1961 Email: **mholmes@cityofsharon.net**	▪ FY 2010 Annual Action Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ 2010 Analysis of Impediments to Fair Housing Choice ▪ FY 2006 through 2013 ERRS ▪ FY 2017 ERR ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ 2018 CDBG Policies and Procedures Manual
Borough of Chambersburg, PA Land Use and Com. Dev. Department Community and Economic Development Office 100 South 2nd Street Chambersburg, PA 17201 Contact: Mr. Phil Wolgemuth Assistant Borough Manager/ Land Use and Development Director Phone: 717-261-3232 Fax: 717-264-0224 Email: **pwolgemuth@chambersburgpa.gov**	▪ FY 2015-2019 Five-Year Consolidated Plan ▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2025-2029 Five-Year Consolidated Plan ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ 2018 CDBG Policies and Procedures Manual ▪ FY 2015 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2024 Annual Action Plan ▪ FY 2015 through 2023 ERRS ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2019 Substantial Amendment for FY 2020 CARES Act funds.
City of McKeesport, PA 500 Fifth Avenue McKeesport, PA 15132 Contact: Mr. A.J. Tedesco, Community Development Director	▪ FY 2005 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ 2005 Analysis of Impediments to Fair Housing Choice ▪ FY 2007 through 2009 ERRS ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ FY 2014 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2024 Annual Action Plan (In Progress) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2017 Policies and Procedures

Phone: 412-675-5020 Fax: 412-675-5049 Email: **alfred.tedesco@mckeesport-pa.gov**	▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2013 CAPER ▪ FY 2014 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2014 through 2024 ERRS ▪ FY 2019 Substantial Amendments for FY 2020 CARES Act ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Housing Rehabilitation Manual ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ Technical Assistance with the Federal Programs and IDIS
Northampton County, PA Dept. of Com. and Econ. Dev. 2801 Emrick Boulevard Bethlehem, PA 18020 Contact: Mr. Frank Brooks, Program Director Phone: 610-829-6311 Email: **fbrooks@northamptoncounty.org**	▪ FY 2013 through 2015 ERRS ▪ FY 2013 Section 3 Plan ▪ FY 2017 ERR ▪ Cross Country Townhomes ERR ▪ FY 2015 through 2017 CAPERS ▪ FY 2017 through 2025 Annual Action Plan (eCon Planning Suite) ▪ State ESG Application ▪ PHARE Applications ▪ HUD Lead Based Paint Grants ▪ Established a HOME Consortium ▪ FY 2019 and 2021 ERRS ▪ FY 2019 through 2023 CAPERS ▪ FY 2019 Substantial Amendment for FY 2020 CARES Act funds ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2024-2028 Five-Year Consolidated Plan (eCon Planning Suite) ▪ Policies & Procedures Manual ▪ HOME-ARP Allocation Plan ▪ Technical Assistance with the Federal Programs
Washington County, PA Redevelopment Authority of the County of Washington 100 West Beau Street, Suite 603 Washington, PA 15301 Contact: Ms. Brenda Williamson, CDBG and HOME Coordinator Phone: 724-228-6875	▪ Washington County - 84 Lumber Company - Economic Development - Loan to private enterprise for job creation and retention. ($5,000,000 Section 108 Loan)

Fax: 724-228-6829 Email: **brenda.williamson@racw.net**	
City of Martinsburg, WV City Hall, 232 North Queen Street Martinsburg, WV 25401 Contact: Mr. Cory Roman, CDBG & HOME Administrator Phone: 304-264-2131 Ext. 276 Fax: 304-264-2137 Email: **croman@cityofmartinsburg.org**	▪ FY 2004 through 2013 Annual Action Plans ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2009-2013 Five-Year Consolidated Plan ▪ FY 2014-2018 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2019-2023 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2005 through 2013 CAPERS ▪ FY 2014 through 2022 CAPERS (eCon Planning Suite) ▪ FY 2005 through 2023 ERRS ▪ CDBG-R Applications for the Stimulus Funds ▪ 2010 Analysis of Impediments to Fair Housing Choice ▪ 2014 Analysis of Impediments to Fair Housing Choice ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ FY 2020 Substantial Amendment to FY 2020 CARES Act funds ▪ 2016 CDBG and HOME Policies and Procedures Manual ▪ Technical Assistance with the Federal Programs & IDIS ▪ HOME-ARP Allocation Plan ▪ FY 2024-2028 Five-Year Consolidated Plan & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice
City of Huntington, WV 800 Fifth Avenue, City Hall Huntington, WV 25701 Contact: Ms. Cathy Burns, Executive Director Huntington Municipal Development Authority (HMDA) Department of Planning and Development Phone: 304-696-5540 Ext. 2026 Fax: 304-696-4493 Email: **burnsc@cityofhuntington.com**	▪ FY 2004 through 2014 Annual Action Plans ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2015-2019 Five-Year Consolidated Plan ▪ FY 2015 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2005 through 2014 CAPERS ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice

	▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2019 Substantial Amendments for FY 2020 CARES Act funds. ▪ HPRP Applications for the Stimulus Funds ▪ CDBG-R Applications for the Stimulus Funds ▪ ESG Substantial Amendment of the FY 2011 Annual Action Plan ▪ Redevelopment Area Plan for the Fairfield West Neighborhood ▪ Assisted in establishing the Huntington-Cabell-Wayne Housing Consortium ▪ Assisted with CDBG & HOME Policies & Procedures Manual ▪ HOME-ARP Allocation Plan ▪ Technical Assistance with the Federal Programs and IDIS
City of Wheeling, WV City-County Building, Room 305 1500 Chapline Street Wheeling, WV 26003 Contact: Ms. Nancy Prager, Director, Dept. of Economic and Community Development Phone: 304-234-3717 Fax: 304-234-3829 Email: **nprager@cityofwheelingwv.org**	▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 through 2014 Annual Action Plans ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2005 through 2014 CAPERS ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2018 through 2024 ERRS ▪ 2009 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ HOME-ARP Allocation Plan ▪ Technical Assistance with the Federal Programs in IDIS
City of Weirton, WV 200 Municipal Plaza Weirton, WV 26062 Contact: Ms. Risha Marple, CDBG Administrator Phone: 304-797-8516	▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 through 2014 Annual Action Plans ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2005 through 2014 CAPERS

Fax: 304-797-8519 Email: rmarple@cityofweirton.com	▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2011 through 2024 ERR ▪ 2009 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Policies & Procedures Manual ▪ Section 3 Policy ▪ Preparation of Redevelopment Area Plans ▪ Technical Assistance with the Federal Programs and IDIS
City of Morgantown, WV 389 Spruce Street Morgantown, WV 26505 Contact: Ms. Robyn Hess City Grantwriter Phone: 304-284-7479 Email: rhess@morgantownwv.gov	▪ 2005 Analysis of Impediments to Fair Housing Choice ▪ FY 2008 through 2012 CAPERS ▪ FY 2013 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2017 through 2025 Annual Action Plan (eCon Planning Suite) ▪ FY 2019-2023 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2024-2028 Five-Year Consolidated Plan (eCon Planning Suite) ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ 2017 CDBG Policies and Procedures Manual ▪ FY 2017 through 2024 ERRS ▪ FY 2020 Substantial Amendments for FY 2020 CARES Act funds. ▪ WV State CARE Act Funding Application ▪ IDIS Technical Assistance with the Federal Programs ▪ FY 2024-2028 Five-Year Consolidated & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice
City of Charleston, WV Mayor’s Office of Econ. and Com. Dev. 105 McFarland Street Charleston, WV 25301 Contact: Mr. Andy Backus, Director Mayor’s Office of Economic and Community Development Phone: 304-348-8035	▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020 Annual Action Plan (eCon Planning Suite) ▪ Citizen Participation Plan ▪ Technical Assistance with the Federal Programs ▪ HOME-ARP Allocation Plan

Fax: 304-348-0704 Email: Andrew.backus@cityofcharleston.org	
City of East Chicago, IN Department of Redevelopment 4525 Indianapolis Blvd., 2nd Floor East Chicago, IN 46312 Contact: Mr. Frank Rivera Phone: 219-391-8513 Fax: 219-391-7005 Email: frivera@eastchicago.com	▪ FY 2010 through 2012 Annual Action Plans ▪ 2014 Analysis of Impediments to Fair Housing Choice ▪ FY 2014-2018 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2013 through 2016 Annual Action Plans (eCon Planning Suite) ▪ FY 2020 through 2023 Annual Action Plans (eCon Planning Suite) ▪ FY 2009 through 2012 CAPERS ▪ FY 2013 through 2015 CAPERS (eCon Planning Suite) ▪ FY 2018 through 2023 CAPERS (eCon Planning Suite) ▪ 2015 Harbor Area NRSA Report ▪ 2020 Harbor Area NRSA Report Update ▪ 2024 Harbor Area NRSA Report Update ▪ 2019 Policies and Procedures Manual ▪ FY 2019-2023 Revised Five-Year Consolidated Plan (eCon Planning Suite) ▪ Housing Rental Policy ▪ Marktown Housing Study & Exterior Renovation Program Guidelines ▪ HOME-ARP Allocation Plan ▪ Technical Assistance in Federal Programs and IDIS ▪ FY 2024-2028 Five Year Consolidated Plan & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice ▪ FY 2025 Annual Action Plan
City of Gainesville, GA 311 Henry Ward Way Gainesville, GA 30501 Contact: Mr. Chris Davis Housing Division Manager Phone: 770-531-6581 Fax: 770-538-2474 Email: **cdavis@gainesville.org**	▪ FY 2010 ERR
City of Gulfport, MS 1410 24th Avenue	▪ 2012 Analysis of Impediments to Fair Housing Choice

Hardy Building, 2nd Floor Gulfport, MS 39502 Contact: Ms. Karen C. McCarty Community Development Department Phone: 228-868-5736 Email: **kmccarty@gulfport-ms.gov**	
City of Durham, NC 101 City Hall Plaza Durham, North Carolina 27701 Contact: Ms. Wilmur Conyers Federal Programs Coordinator Community Development Department Phone: 919-560-4570 Ext 22277 Email: **Wilmur.Conyers@durhamnc.gov**	▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice
Municipality of Norristown, PA 235 East Airy Street Norristown, PA 19401 Contact: Ms. Jayne Musonye Planning & Municipal Development Phone: 610-270-0450 Email: **jmusonye@norristown.org**	▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite)
City of Kenosha, WI 625-52nd Street, Room 308 Kenosha, WI 53140	▪ 2012 Analysis of Impediments to Fair Housing Choice

Contact: Mr. Tony Geliche Community Development Specialist Phone: 262-653-4030 Email: **tgeliche@kenosha.org**	
Abington Township, PA 1176 Old York Road Abington, PA 19001 Contact: Ms. Kimberly Hamm, MBA, Director Office of Community Development Phone: 267-536-1019 Email: **khamm@abingtonpa.gov**	▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2013 through 2017 ERRS ▪ FY 2012 through 2014 CAPERS ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ CDBG-DR Application ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Crest Manor Project ERR ▪ Local Share Account Application ▪ Multi Modal Transportation Fund Application ▪ FY 2016 HOME DCED Application
City of Chester, PA Managed by: Chester Economic Development Authority 35 East 5th Street, 1st Floor PO Box 407 Chester, PA 19016 Contact: Ms. JoAnn Ruark Chester Economic Development Authority Phone: 610-447-7850 Email: **jar@ceda.cc**	▪ FY 2013 through 2024 ERRS ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2019 Substantial Amendments for FY 2020 CARES Act funds ▪ Certification and Recordation of Historic Structures ▪ HOME-ARP Allocation Plan ▪ Technical Assistance with the Federal Programs

Lehigh County, PA Lehigh County Government Center 17 South Seventh Street, Room 519 Allentown, Pennsylvania 18101-2401 **Contact:** Ms. Laurie Moyer Grants Management Specialist Phone: (610) 871-1964 Email: **lauriemoyer@lehighcounty.org**	▪ FY 2013 through 2018 Annual Action Plans (eCon Planning Suite) ▪ FY 2022 through 2025 Annual Action Plans (eCon Planning Suite) ▪ FY 2013 through 2018 ERRS ▪ FY 2022 ERR ▪ FY 2013 CAPER ▪ FY 2014 through 2017 CAPERS (eCon Planning Suite) ▪ FY 2021 through 2023 CAPER (eCon Planning Suite) ▪ FY 2014-2022 LCHA ERRS ▪ Assessment of Fair Housing 2017 ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs and IDIS ▪ HOME Program Trainings ▪ FY 2024-2028 Five Year Consolidated Plan & FY 2024 Annual Action Plan
City of Salisbury, MD 125 North Division Street Salisbury, Maryland 21801 **Contact:** Ms. Jo Ellen Bynum Grants Manager, Dept. of Finance Phone: (410) 334-3031 E-Mail: jbynum@salisbury.md	▪ FY 2014-2018 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ 2014 Analysis of Impediments to Fair Housing Choice ▪ FY 2019-2023 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2019 Annual Action Plan (eCon Planning Suite) ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ FY 2024-2028 Five-Year Consolidated Plan & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice
City of Johnstown, PA 401 Main Street Johnstown, PA 15904 **Contact:** Mr. John Rutledge Community and Economic Development Planning Director Phone: (814) 536-2504 Ext. 110 Email: jrutledge@cojtwn.com	▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2013 CAPER ▪ FY 2014 CAPER ▪ FY 2015 through 2023 CAPERS (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ 2021 CDBG Policies and Procedures Manual ▪ HOME-ARP Allocation Plan ▪ FY 2014 through 2024 ERRS ▪ FY 2019 Substantial Amendment for FY 2020 CARES Act

	▪ Technical Assistance with the Federal Programs and IDIS
City of Erie, PA Room 404, 626 State Street Erie, PA 16501 **Contact:** Mr. Christopher P. Mong Director Dept. of Economic and Community Development Phone: (814) 870-1277 Email: **cpmong@eriepa.us**	▪ Technical Assistance with the Federal Programs and IDIS ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 ERR
City of Beckley, WV 409 South Kanawha Street Beckley, WV 25802 **Contact:** Ms. Angela L. King Grant Administrator Phone: (304) 256-1759 Email: **aking@beckley.org**	▪ FY 2014-2018 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ Citizen Participation Plan ▪ 2014 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs ▪ FY 2015 through 2024 Annual Action Plans (eCon Planning Suite) ▪ FY 2014 through 2024 ERRS ▪ FY 2014 through 2023 CAPERS (eCon Planning Suite) ▪ FY 2019-2023 Five-Year Consolidated Plan (eCon Planning Suite) ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ 2021 CDBG Policies and Procedures Manual ▪ Section 3 Policy ▪ Park & Recreational Designs & Improvements ▪ Historic Preservation & SHPO Consultation ▪ Technical Advice and Assistance with Federal Programs and IDIS ▪ FY 2024-2028 Five Year Consolidated Plan & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice
City of Altoona, PA Altoona City Hall, Suite 400 1301 12th Street Altoona, PA 16601	▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 through 2023 ERRS ▪ HOME-ARP ERR ▪ FY 2016 through 2019 ERRS for Altoona Housing Authority

Contact: Ms. Mary Johnson Department of Planning and Community Dev. Phone: (814) 949-2470 Email: **mjohnson@altoonapa.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020 Annual Action Plan (eCon Planning Suite) ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Code Enforcement Housing Survey setup ▪ Technical Assistance with Federal Programs ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025 Annual Action Plan (eCon Planning Suite) ▪ 2025 Analysis of Impediments to Fair Housing Choice (In process)
City of Joliet, IL 150 West Jefferson Street Joliet, IL 60432 **Contact:** Mr. Jeff Stern Director of Neighborhood Services Division Phone: (815) 724-4100 Email: **jstern@jolietcity.org**	▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 through 2017 Annual Action Plans (eCon Planning Suite) ▪ FY 2011-2014 Substantial Amendment ▪ Technical Assistance with the Federal Programs ▪ FY 2015 CAPER (eCon Planning Suite)
City of Hagerstown, MD 14 North Potomac Street, Suite 200a Hagerstown, MD 21740 **Contact:** Mr. Jonathan Kerns Community Development Manager Phone: 301-739-8577, ext. 134 Email: **jkerns@hagerstownmd.org**	▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ 2015 Citizen Participation Plan ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2025-2029 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020 Annual Action Plan (eCon Planning Suite) ▪ FY 2025 Annual Action Plan (eCon Planning Suite) ▪ 2020 Analysis of Impediments to Fair Housing Choice
City of Annapolis, MD 145 Gorman Street Annapolis, MD 21401 **Contact:** Ms. Theresa C. Wellman	▪ FY 2015-2019 Five-Year Consolidated Plan ▪ FY 2015-2019 Analysis of Impediments to Fair Housing Choice ▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2025-2029 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan (eCon Planning Suite) ▪ FY 2025 Annual Action Plan (eCon Planning Suite)

Community Development Administrator Phone: (410) 260-2200 Email: TCW@annapolis.gov	
City of Gary, IN 839 Broadway Gary, IN 46402 **Contact:** Ms. Arlene Colvin, Esq. Director, Division of Community Development Phone: 219-881-5075 Email: **acolvin@ci.gary.in.us**	▪ FY 2016-2020 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ 2016-2020 Analysis of Impediments to Fair Housing Choice
Orange County, NC 300 W. Tryon Street Hillsborough, NC 27278 **Contact:** Ms. Emila Sutton, Director Department of Housing & Community Development Phone: 919-245-2490 Email: **sutton@orangecountync.gov**	▪ FY 2015-2020 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015-2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2016-2020 Affordable Housing Strategic Plan ▪ FY 2015 through 2018 Annual Action Plans (eCon Planning Suite) ▪ Orange County Mobile Home Study ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite)
City of Scranton, PA 340 North Washington Avenue Scranton, PA 18503 **Contact:** Ms. Eileen Cipiani, Director Executive Director Office Community Development Phone: 570-348-4216 Email: **Ecipriani@scrantonpa.gov**	▪ FY 2015-2019 Analysis of Impediments to Fair Housing Choice ▪ FY 2020-2024 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2020 Annual Action Plan (eCon Planning Suite) ▪ 2020 Analysis of Impediments to Fair Housing Choice

Howard County, MD 6751 Columbia Gateway Drive, 3rd Floor Columbia, MD 21046 **Contact:** Ms. Elizabeth Meadows, Chief Community Planning and Grants Management Howard County Housing Phone: 410-313-6324	▪ FY 2015-2019 Five-Year Consolidated Plan ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan (eCon Planning Suite)
City of Roswell, GA 38 Hill Street, Suite 115 Roswell, GA 30075 **Contact:** Mr. Charles Alford Grants Specialist Phone: (770) 641-3847 Email: **calford@roswellgov.com**	▪ FY 2017 Analysis of Impediments to Fair Housing Choice ▪ FY 2017 ERR ▪ 2019 CDBG Policies and Procedures Manual
City of Elyria, OH 131 Court Street Elyria, OH 44035 **Contact:** Ms. Ashley Scott, Director Phone: (440) 326-1402 E-mail: **ascott@cityofelyria.org**	▪ FY 2015 Annual Action Plan ▪ FY 2015 Analysis of Impediments ▪ FY 2015-2019 Consolidated Plan
City of Fayetteville, NC Economic and Community Development Department 433 Hay Street Fayetteville, NC 28301	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ Neighborhood Revitalization Strategy Area (NSRA) Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ 2022 Policies and Procedures Manual

Contact: Mr. Chris Cauley, Director Phone: (910) 433-1561 Email: **CCauley@ci.fay.nc.uc**	
Cumberland County, NC Community Development Department 707 Executive Plaza Fayetteville, NC 283051 Contact: Ms. Dee Taylor, Director Phone: (910) 323-6112 Fax: (910) 323-6114	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ Neighborhood Revitalization Strategy Area (NSRA) Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice
City of High Point, NC Community Development and Housing 211 S. Hamilton Street, Room 312 High Point, NC 27260 Contact: Ms. Nena Wilson, Assistant Director Phone: (336) 883-3351 Fax: (336) 883-3355 Email: **thanena.wilson@highpointnc.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2025-2029 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ FY 2025 Annual Action Plan ▪ Citizen Participation Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Housing Market Study for two sites
City of Hartford, CT Office of Central Grants Administration 550 Main Street, Room 302 Hartford, CT 06103 Contact: Ms. Sheryl Horowitz, Director Office of Central Grants Phone: (860) 757-9276	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ Amended Citizen Participation Plan ▪ 2022 Policies and Procedures Manual (in progress)

Email: Sheryl.Horowitz@hartford.gov	
City of Frederick, MD Department of Housing and Human Services 100 South Market Street Frederick, MD 21701 Contact: Ms. Ramenta Cottrell, Director Housing and Human Services Phone: (301) 600-3955 Email: **rcottrell@cityoffrederickmd.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 through 2024 Annual Action Plans ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2019 through 2023 ERRS ▪ FY 2019 through 2023 CAPER (eCon Planning Suite) ▪ Technical Assistance ▪ FY 2019 Substantial Amendment for CARES Act
City of Waukegan, IL Community Development Block Grant Office 100 North Martin Luther King, Jr. Avenue Waukegan, IL 60085 Contact: Ms. Pamala Jerries Phone: (847) 599-2565 Email: **pamela.jefferies@waukeganil.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice
City of Rockford, IL Community and Economic Development Department 425 East State Street Rockford, IL 61104 Contact: Ms. Deb Dorsey, Housing and Program Manager Phone: (779) 348-7442 Email: **deb.dorsey@rockfordi.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ NRSA Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice
City of Oshkosh, WI Community Development Department	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice

215 Church Avenue, Room 201 Rockford, IL 61104 Contact: Ms. Darlene Brandt Phone: (920) 236-5029 Email: **dbrandt@ci.oskosh.wi.us**	▪ Citizen Participation Plan
City of St. Cloud, FL Department of Planning 1300 Ninth Street St. Cloud, FL 34769 Contact: Mr. Andre A. Anderson, Comm. Dev. Director Phone: (407) 957-8427 Fax: (407) 957-7290 Email: **andre.anderson@stcloud.gov**	▪ FY 2019-2023 Five-Year Consolidated Plan ▪ FY 2019 Annual Action Plan ▪ 2019 Analysis of Impediments to Fair Housing Choice ▪ Citizen Participation Plan
County of Greenville, SC Human Relations Commission Greenville County Square 301 University Ridge #1600 Greenville, SC 29601 Contact: Dr. Yvonne Duckett, Executive Director Phone: (864) 467-7095 Email: **yduckett@greenvillecounty.org**	▪ 2020 Analysis of Impediments to Fair Housing Choice for the County and City
City of Janesville, WI Neighborhood & Community Services Department 18 Jackson Street Janesville, WI	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan

Contact: Ms. Jennifer Petruzzello, Director Phone: (608) 755-3038 Email: **petruzzelloj@janesville.wi.us**	
City of New Bern, NC Development Services Department 303 First Street New Bern, NC 28563 Contact: Ms. D'Aja Fulmore Economic & Community Development Coordinator Phone: (252) 639-7586 Email: FulmoreD@newbernnc.gov	▪ FY 2019-2023 Five-Year Consolidated Plan ▪ FY 2018 Substantial Amendment ▪ FY 2020-Timeliness Issue w/ HUD ▪ Citizen Participation Plan ▪ FY 2019 through 2023 Annual Action Plans (eCon Planning Suite) ▪ FY 2019 ERR ▪ FY 2020 ERR ▪ FY 2022 ERR ▪ FY 2023 ERR ▪ FY 2019 through 2023 CAPERS (eCon Planning Suite) ▪ Technical Advice and Assistance ▪ FY 2020 CV Application ▪ FY 2024-2028 Five Year Consolidated Plan & FY 2024 Annual Action Plan ▪ 2024 Analysis of Impediments to Fair Housing Choice
City of South Bend, IN Department of Community Investment 227 West Jefferson Boulevard South Bend. IN 46601 Contact: Ms. Jennifer Huddleston, Manager, Neighborhood Grants Phone: (574) 235-5841 Email: **jhuddleston@southbendin.gov**	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2025-2029 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ FY 2025 Annual Action Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice (In Progress) ▪ 2025 Analysis of Impediments to Fair Housing Choice (In Progress) ▪ FY 2020 – 2024 Five-Year Consolidated Plan for Mishawaka ▪ FY 2025-2029 Five-Year Consolidated Plan for Mishawaka
City of Milford, CT Economic & Community Development 70 West River Street Milford, CT 06460 Contact:	▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2025-2025 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ FY 2025 Annual Action Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2024 Annual Action Plan (In Progress) ▪ 2024 Analysis of Impediments to Fair Housing Choice (In Progress)

Ms. Lauren Kelly, CDBG Administrator Phone: (203) 701-4479 Fax: (203) 783-3230 Email: lkelly@milfordct.gov	
City of Parkersburg, WV Community Development 1 Government Square Parkersburg, WV 26102 Contact: Mr. Ryan Barber, Assistant Development Director Phone: (304) 424-8558 Email: **ryan.barber@parkersburgwv.gov**	▪ 2016 Policies and Procedure Manual ▪ 2022 Policies and Procedure Manual ▪ FY 2020-2024 Five-Year Consolidated Plan ▪ FY 2020 Annual Action Plan ▪ 2020 Analysis of Impediments to Fair Housing Choice ▪ Amended Citizen Participation Plan ▪ FY 2025-2029 Five-Year Consolidated FY 2025 Annual Action Plan
City of Reading, PA Housing & Community Development 815 Washington Street Room 3-12 Reading, PA 19601 Ms. Patricia Vasquez, Community Development Liaison Officer Phone: 610 655-6509 Email: **Patricia.Vasquez@ReadingPa.gov**	▪ Technical Assistance for the HOME Program ▪ Technical Assistance for the CDBG Program ▪ HOME-ARP Allocation Plan ▪ HOME-ARP Technical Assistance
Loudoun County, VA Office of the County Administrator, Housing P.O. Box 7000 Leesburg, Virginia 20177 Ms. Johnette Powell CDBG Program Manager Phone: 703-737-8971 Fax: 703-771-5454	▪ Technical Assistance for the FY 2021-2025 Consolidated Plan and FY 2021 Annual Action Plan ▪ FY 2020 through 2023 CAPER (eCon Planning Suite) ▪ FY 2021 through 2024 ERR ▪ Technical Assistance for CDBG Program ▪ ERR Technical Assistance ▪ FY 2022 Annual Action Plan (eCon Planning Suite) ▪ FY 2023 Annual Action Plan (eCon Planning Suite) ▪ FY 2024 Annual Action Plan ▪ FY 2025 Annual Action Plan

Email: johnette.powell@loudoun.gov	
City of Richmond, VA 1500 East Main Street, Suite 300 Richmond, VA 20177-9804 Ms. Sherrill Hampton Director of Housing and Community Development Phone: 804-646-6822 Email: **sherrill.hampton@richmondgov.com**	▪ FY 2020 through 2023 CAPER ▪ Technical Assistance for CDBG Program ▪ ERR Technical Assistance ▪ 2022 Policies & Procedures Manual (In Progress) ▪ HOME-ARP Allocation Plan ▪ FY 2022 through 2024 Annual Action Plan (eCon Planning Suite)
Richland County, SC Community Planning & Development Division 2020 Hampton St. Suite 3063B Columbia, SC 29202 Ms. Callison Rawl Richardson, MPA Manager, Grants & Community Development Phone: 803-576-2055 richardson.callison@richlandcountysc.gov	▪ FY 2022-2026 Five-Year Consolidated Plan ▪ HOME-ARP Allocation Plan ▪ FY 2021 CAPER ▪ FY 2023 CAPER ▪ FY 2023 through 2025 Annual Action Plan (eCon Planning Suite) ▪ Technical Assistance
Lower Merion Township, PA Building & Planning Development 75 E. Lancaster Avenue Ardmore, PA 19003 Ms. Emily Crane, Community Dev. Technician Phone: (610)-645-6118 Email: ecrane@lowermerion.com	▪ FY 2025-2029 Five-Year Consolidated Plan ▪ FY 2024 Annual Action Plan ▪ FY 2025 Annual Action Plan ▪ FY 2023 CAPER ▪ Technical Assistance

II. Personnel –

A. Personnel Qualifications:

Urban Design Ventures will provide the staff and resources required to prepare the Annual Action Plans, Environmental Reviews, and CAPERS. The following staff would be assigned to work on these plans:

- **Karl M. Haglund** - Vice President and co-founder of UDV. Karl will be the project manager for all of the Township's assignments. His expertise is in planning and financing. He will prepare budget estimates in the Annual Action Plans and CAPERs.

  The firm estimates Karl Haglund will spend 30-40 hours on each CAPER and 30-40 hours on each Annual Action Plan. Additionally, Karl Haglund will provide as many hours per year as needed for technical assistance.

- **David G. Jordan, ASLA –** Director of Housing. David is a licensed landscape architect. He has been active in the field of planning for over 30 years. He joined UDV's staff in 2018 and his last employment was with the Pennsylvania Department of Community and Economic Development (PA-DCED) in the HOME and CDBG Program. David provides technical assistance to client communities.

  The firm estimates David Jordan will spend approximately 10-20 hours per month on technical assistance.

- **Walter J. Haglund, A.I.A. -** President and founder of UDV, a licensed architect. Walter is a registered architect and planner with over 40 years of experience in the field. Over the last 19 years Walt has prepared Annual Actions Plans, CAPERs, and ERRs for many of our clients.

  Our firm estimates Walter Haglund will spend approximately 5-10 hours on each CAPER and 10-20 hours on each Annual Action Plan.

- **Christopher Fletcher, AICP –** Director of Planning and Visioning. Christopher Fletcher joined the firm in 2020. He previously worked in the City of Morgantown, WV in their City Administration executive team. Chris has over 30 years of experience in the field of planning and grantsmanship. His expertise is in housing related planning and lends his experience in preparation of Five Year Consolidated Plans, Annual Action Plans and ERRs. Since joining the firm Chris has prepared over 25 ERRs.

Our firm estimates Chris Fletcher will be responsible for 60-70 hours of the preparation of each ERR.

- Gavin F. O'Connor – Housing & Community Development Specialist. Gavin O'Connor has been with the firm for 4 years.. He has assisted Walt Haglund in the preparation of CDBG Applications for client communities. He will continue to assist Karl Haglund in the preparation of CAPERs and Annual Action Plans.

  UDV estimates Gavin O'Connor will spend approximately 20-30 hours on each Annual Action Plan and 20 hours on each CAPER. Gavin's role will assist Karl Haglund in the preparation of the key tasks.

B. Resumes:

Attached are the resumés of the Key Staff members who will be assigned to the various plans and studies for the Township of Abington should our staff be selected:

KARL M. HAGLUND

Vice President/Chief Operating Officer

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA 2002-present
Vice President and Treasurer
- Assisted in establishing the firm and filing the Articles of Incorporation.
- Responsible for all the financial aspects of the firm, including payroll, taxes, insurance, invoices, etc.
- Responsible for preparing, presenting, and managing company finances.
- Responsible for providing technical assistance to client communities, grants writing, application preparation, implementation services and studies.
- Project Manager for CDBG, HOME, ADDI, ESG, HESG, and HOPWA client communities in Pennsylvania, West Virginia, and Indiana.
- Preparation of Five Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports (CAPER's), Environmental Review Records (ERR's), Analysis of Impediments to Fair Housing (AI), and day to day questions on projects.
- Assist in preparing redevelopment area plans/proposals for redevelopment authorities.
- Preparation of economic development applications and programs for client communities.
- Preparation of project feasibility reports for mixed uses developments.
- Preparation of Section 108 Loan Applications, financial closings, and bond issuance.
- Preparation of Part I, II, and III of the Historic Tax Credit Applications.
- Assisted in the development of the certification of the Tax Incremental Financing (TIF) districts for the Baum-Centre Redevelopment Area, the North Shore Stadium Redevelopment Area, and Uptown Redevelopment Area for the URA of Pittsburgh.
- Responsible for the preparation of the financial data analysis, underwriting, repayment schedule, and applications for the PA Section 108 Loan Guarantee Project.

Kaufmann's Department Stores, Pittsburgh, PA 2001-2002
Assistant Buyer/Executive Management Trainee
- Responsible for providing technical assistance and management for a $12 million sales department for all the Kaufmann's stores.
- Responsible for tracking sales and market trends.
- Responsible for the preparation, including writing, graphic design, and layout for presentation of various sales promotions.
- Responsible for providing consultation, technical assistance in the ordering and budgeting for the department for all the Kaufmann stores.

EDUCATION:
Syracuse University, Syracuse, NY
- Bachelor of Science in Finance and a minor in Economics

DAVID G. JORDAN, ASLA

Director of Housing and Urban Design

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA Nov 2018-present
Director of Housing and Urban Design
- Provides project management assistance to client communities
- Assists in the preparation of Five-Year Consolidated Plans, Annual Action Plans, and Environmental Review Records
- Provides technical assistance to client communities

Pennsylvania Dept. of Comm. & Economic Dev., Harrisburg, PA Jun 2015-Nov 2018
Grant Manager
- Reviewed grant applications from entitlement jurisdictions for Commonwealth administered CDBG, CDBG-DR, and HOME programs and provided technical assistance to grantees
- Conducted on-site monitorings of program activities for proper expenditures of funds

Washington County Comm. Action Council, Inc., Hagerstown, MD Aug 2002-Aug 2013
Executive Director
- Increased agency capacity from $2.5 million to its peak at $6.5 million, agency staff from 25 to 40, and maintained a $5 million annual budget
- Established the agency as a Community Housing Development Organization (CHDO) with approximately 30 rental units and several additional units in the pipeline
- Developed a transportation program to serve individuals with developmental disabilities
- Reinstituted a Weatherization Assistance Program and expanded the Summer Food Program
- Built partnerships with private, non-profit, and government actors to provide additional services

Community Assistance Network, Baltimore, MD Apr 2000-Apr 2002
Assistant Executive Director
- Managed a countywide action agency with an annual operating budget of $2.5 million.
- Performed oversight and operations of fiscal, day-to-day, and personnel matters.
- Established Hearth, Inc. as Baltimore County's first Community Housing Development Organization (CHDO) and packaged its first housing project: a two-unit rental conversion in Baltimore County, MD.

EDUCATION

West Virginia University, Morgantown, WV 1980
- Bachelor of Science in Landscape Architecture

LICENSES & ORGANIZATIONS
- American Society of Landscape Architects (ASLA) – Member
- Pennsylvania/Delaware Chapter ASLA – Treasurer
- Mainstreet Waynesboro – Design Committee Member

WALTER J. HAGLUND, A.I.A.
President/Chief Executive Officer

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA 2002-present
Founder & Principal of Firm
- Responsible for providing technical assistance to client communities, grants *writing, application preparation, implementation services and studies.*
- Prepares architectural designs and drawings for housing developments, as well as urban design studies for both public and private clients.
- Project Manager for four CDBG/HOME client communities in Pennsylvania, West Virginia, and Indiana.

Mullin & Lonergan Associates, Inc., Pittsburgh, PA 1990-2002
Vice President
- Project Manager and Principal in Charge for five Federal CDBG Entitlement Communities, including two HOME Consortia.
- Project Manager and Principal in Charge for three State Small Cities Entitlement Communities.
- Responsible for providing technical assistance, grantsmanship, and planning consulting services to each of the above federal and state entitlement communities in West Virginia and Pennsylvania under the Community Development Block Grant, HOME Investment Partnership and Emergency Shelter Grant Programs.
- Prepared applications for federally assisted housing programs under the HUD Section 202 and 811 Housing Programs, and continued to provide housing consulting services during the construction phase.
- Responsible for providing consultation and research on federal regulations.

Community Programs, Inc., Pittsburgh & Allentown, PA 1979 -1990
Vice President
- Responsible for oversight and management of the housing and community development programs of the firm's clients in Western Pennsylvania, Ohio, Maryland and West Virginia.
- Preparation of all of the firm's UDAG applications for clients in West Virginia and Pennsylvania.
- Preparation of zoning ordinances and comprehensive plans.

Redevelopment Authority of Allegheny County, Pittsburgh, PA 1969-1979
Executive Director & Chief Planner
- Responsible for preparation of urban renewal plans and modifications to the plans.
- Responsible for urban design studies and downtown revitalization projects.
- Supervision of a staff of over 50 employees.

EDUCATION:
Syracuse University, Syracuse, NY
- Bachelor of Architecture with minor in urban planning.

CHRISTOPHER M. FLETCHER, FAICP
Director of Planning and Visioning

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA Sep 2020 – present
Director of Planning and Visioning
- Provide project management and technical assistance to client communities
- Assist in the preparation of local and regional land use, community and economic development, and housing related planning and assist in the preparation of zoning regulations and design guidelines
- Assist in technical support services in the areas of local public administration, organizational strategic planning, public policy development and implementation, and the delivery of municipal-type services
- Assist in the preparation of Five-Year Consolidated Plans, Annual Action Plans, and Environmental Review Records

City of Morgantown, WV Dec 2005 – Sep 2020
Director of Development Services
- Member of the City Administration's executive team, including serving as Acting City Manager
- Directed short- and long-range planning and land use and development regulation services delivery
- Directed grant administration for federal CDBG entitlement program.
- Responsible for managing, developing, and implementing comprehensive, downtown, neighborhood, and corridor plans and developing and implementing zoning regulations and design guidelines.

Monongalia County Planning Commission, WV Feb 2003 – Dec 2005
Planning Director
- Directed collaboration and negotiation between the County Commission, the County Planning Commission and four (4) Planning District Advisory Committees to develop zoning regulations in unincorporated, urbanized portions of the County
- Administered floodplain and telecommunications tower regulations

Mullin & Lonergan Associates, Pittsburgh, PA Feb 2000 – Feb 2003
Planner
- Provided consultation, technical assistance, and planning-related services to clients in the areas of federal grant funding, comprehensive planning, zoning administration, tax incremental financing, strategic planning, affordable and elderly housing, downtown redevelopment, and neighborhood revitalization across Pennsylvania and West Virginia

EDUCATION

Muskingum College, New Concord, OH 1994
- Bachelor of Science in Political Science and Business Management

CERTIFICATION & ORGANIZATIONS
- Fellow of American Institute of Certified Planners (FAICP)
- American Planning Association – Member
- West Virginia Chapter of the American Planning Association – Past President
- International City/County Management Association (ICMA) – Affiliate Member

Gavin F. O'Connor
Housing & Community Development Specialist

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA August 2021 – Present
Housing & Community Development Specialist
- Provides project management assistance to client communities.
- Assists in the preparation of Community Development Block Grant Applications
- Assists in the preparation of Section 108 Loan Applications
- Assists in the preparation of Proposals to potential clients
- Assists in the preparation of Requests for Proposals
- Employed by Robert Half Professional Staffing Solutions

EXL HEALTH ANALYTICS July 2021 – August 2021
Temporary Mail Clerk Position
- Assisted mailroom with incoming and outgoing mail packages
- Prepared incoming documents for data entry into company records
- Assisted Manager with training of other temporary employees
- Organized company files in assistance to inventory management
- Employed by Robert Half Professional Staffing Solutions

Saint Joseph's University, Philadelphia, PA September 2019-May 2021
Assistant Editor
- Edited undergraduate and graduate student research papers for publication in the Hayes History Journal, on campus journal.
- Authored an article that was published by the Hayes History Journal
- Assisted Dr. Alison Lewin and Dr. Melissa Chakars with selecting student submissions fit for publication

Construction, Rental & Supply, Inc July 2019 – August 2019
Equipment Manager
- Conducted safety tests on construction equipment
- Prepared supplies for outgoing deliveries
- Assisted managers in day-to-day operations of organization and inventory management

EDUCATION:
Saint Joseph's University, Philadelphia, PA May 2021
- Bachelor of Arts in History with Minor in Economics, *magna cum laude*

III. Policy Conflicts of Interest –

Urban Design Ventures, LLC, has no company policy which would lead to a conflict of interest in working with the Township of Abington. Additionally, Urban Design Ventures has no knowledge of any legal conflict of interests nor reason to believe there is a conflict of interest in collaborating with the Township of Abington.

IV. Clientele Conflicts of Interest –

Urban Design Ventures, LLC, enters many contracts, both multi-year and single year, with clients each year. Despite a large and diverse clientele, Urban Design Ventures successfully and professionally fulfills all aspects of negotiated contracts with clients with personal courtesy.

Urban Design Ventures does not predict any conflict of interest will arise in working with the Township of Abington.

Our firm has always delivered professional services to our clients. We have never missed a deadline. Our business is built upon our reputation, which is why we retain our clients and every year new clients seek our assistance.

V. Cost Proposal

A. Annual Action Plans:

1. FY 2026 Annual Action Plan:	$8,000.00
2. FY 2027 Annual Action Plan:	$8,000.00
3. FY 2028 Annual Action Plan:	$8,000.00

B. Completion of CAPERs:

1. FY 2025 CAPERs:	$8,000.00
2. FY 2026 CAPERs:	$8,000.00
3. FY 2027 CAPERs:	$8,000.00

C. Completion of ERRs:

1. FY 2026 ERR:	$7,500.00
2. FY 2027 ERR:	$7,500.00
3. FY 2028 ERR:	$7,500.00

D. Other Programs and Special Studies:

1. Update of Citizen Participation Plan:	$2,500.00
2. Preparation of DCED HOME application and other DCED and Federal applications:	$6,000.00
3. Technical Assistance:	Hourly Rates
4. Update of Policies and Procedures:	Hourly Rates
5. Section 108 Loan Guarantee Application	Hourly Rates
6. HUD Monitoring & Review	Hourly Rates
7. Assist in Basic Conditions Study	Hourly Rates
8. Conducting other Planning Studies	Hourly Rates

E. Current Hourly Rate Schedule

The following is our current hourly rate schedule:

- Walter J. Haglund, President — $165/hr.
- Karl M. Haglund, Vice President — $155/hr.
- David G. Jordan, Dir. of Housing — $140/hr.
- Chris Fletcher, Dir. of Planning — $140/hr.
- Gavin F. O'Connor, Hsg. & C.D. Specialist — $115/hr.

Note: These rates are all inclusive which means that all travel and other costs are included in the hourly rates.

VI. Exclusions & Additional Services –

Urban Design Ventures does not foresee any exclusions that will be necessary to the Services or draft Agreement. Urban Design Ventures at this moment does not propose any additional services that the RFP does not already contain.

VII. W-9 Form –

UDV's completed W-9 Form is attached:

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Urban Design Ventures, LLC

2 Business name/disregarded entity name, if different from above.

(same as above)

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

212 East Seventh Avenue

6 City, state, and ZIP code

Homestead, PA 15120

Requester's name and address (optional)

Township of Abington
1176 Old York Road
Abington, PA 19001

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

_ _ _ – _ _ – _ _ _ _

or

Employer identification number

0 6 – 1 6 4 8 0 0 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date 09/25/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

VIII. Additional Information –

A. Small Business Firm:

The firm of Urban Design Ventures, LLC qualifies as a small business firm. UDV is independently owned; not dominant in its field of operations; and is not an affiliate or subsidiary of a business that is dominant in field of operations.

Urban Design Ventures, LLC meets the size standards established in 13 CFR 121 in that the company has less than 25 employees and an annual sales volume less than $2,500,000.

Attached is a completed certification form attesting to our firm being classified as a small business.

BUILT ON EXPERIENCE URBAN DESIGN VENTURES

SMALL BUSINESS CERTIFICATION

I, Walter J. Haglund, the President/principal of Urban Design Ventures, LLC, do hereby certify that the business qualifies as a small business enterprise as defined by the U.S. Department of Housing and Urban Development (HUD) in 13 CFR 121.

Employer Tax I.D. Number: 06-1648008

IN WITNESS THEREOF, I have hereunto set my hand this 25th day of September 2025.

URBAN DESIGN VENTURES, LLC

By: ______________________ Date: 09/25/2025
Walter J. Haglund, AIA,
President/CEO

Witness: ______________________ Date: 9/25/2025
Karl M. Haglund,
Vice President/COO

IX. Representation of Respondent –

A. Certifications:

Urban Design Ventures, LLC hereby certifies that its proposal is legitimate and not made in the interest of any undisclosed third party. UDV also asserts no solicitation was made to other firms to interfere, directly or indirectly, with their own proposals.

FINANCE COMMITTEE MEETING

AGENDA ITEM

November 20, 2025	FC-02-121125	FISCAL IMPACT
DATE	*AGENDA ITEM NUMBER*	Cost > $10,000 Yes ☐ No ☐
Finance		PUBLIC BID REQUIRED
DEPARTMENT		Cost > $20,100 Yes ☐ No ☐

AGENDA ITEM:

The Hartford - Life and Disability Insurance

EXECUTIVE SUMMARY:

The Township of Abington maintains life and disability insurance for full-time employees, and non-uniformed employees who retired after 1/1/2016. The Township is currently insured with The Hartford. It has offered to maintain the pricing at the current rates, which have remained the same since 11/1/2022. The guarantee would extend through the next two years, ending 10/31/2027.

The Township sought quotes through Insurance Buyers Council, a part of the Delaware Valley Trust ancillary lines of coverage. Of the 10 insurance companies contacted, 6 opted to not quote and 3 were not competitive. Only 1 company came in with de minimis savings but, due to policy constraints, we recommend remaining with The Hartford.

Basic Life $0.145 per $1,000

Basic Life Retiree $0.98 per $1,000

LTD Core $0.20 per $100

LTD Buy Up $.15 per $100 (Employee paid, if opt-in)

PREVIOUS BOARD ACTIONS:

October 13, 2022 the Board of Commissioners approved a motion to select The Hartford as the Life and Disability Insurance provider for the Township, effective November 1, 2022.

September 11, 2014 the Board of Commissioners approved a motion to authorize proper Township officials to enter into a contract with Boston Mutual to provide disability and life insurance policies.

RECOMMENDED BOARD ACTIONS:

Consider a motion to remain with The Hartford as the Life and Disability Insurance provider for the Township through October 31, 2027.

FINANCE COMMITTEE MEETING

AGENDA ITEM

November 20, 2025	FC-03-121125	FISCAL IMPACT
DATE	*AGENDA ITEM NUMBER*	Cost > $10,000 Yes No
Finance		
DEPARTMENT		PUBLIC BID REQUIRED Cost > $20,100 Yes No

AGENDA ITEM:

Budget Transfer Authorizations

EXECUTIVE SUMMARY:

Article 17, Section 1701, paragraph (d), of the First Class Township Code states that Township Commissioners shall have power to authorize the transfer within the same fund of any unencumbered balance, or any portion thereof, from one spending agency to another, but such action thereby taken only during the last nine months of the fiscal year.

Additionally, the supplemental appropriations are going from fund balance to the appropriate departmental expense cost objects, as previously approved.

In this motion, you are asked to approve all transfers that are within the same fund(s). Transfers represent movement of funds, normally within the same department, to cover under budgeted conditions within the every day operations of the Township.

Detail is on file in the Finance Office for review.

PREVIOUS BOARD ACTIONS:

This is an annual procedure to provide for the transfer of funds from one account to another and any Board previously authorized expenditures from Contingency or Fund Balance.

RECOMMENDED BOARD ACTIONS:

Consider a motion to authorize the Budget Transfers and supplemental appropriations for the fiscal year 2025.

FINANCE COMMITTEE MEETING

AGENDA ITEM

November 20, 2025	FC-04-121125	FISCAL IMPACT Cost > $10,000 Yes No
DATE	*AGENDA ITEM NUMBER*	
Finance		PUBLIC BID REQUIRED Cost > $20,100 Yes No
DEPARTMENT		

AGENDA ITEM:

Expenditures Salaries & Wages for October 2025

EXECUTIVE SUMMARY:

N/A

PREVIOUS BOARD ACTIONS:

N/A

RECOMMENDED BOARD ACTIONS:

Motion to approve the October 2025 expenditures in the amount of $2,952,902.98 and salaries and wages in the amount of $3,640,227.09 and authorizing the proper officials to sign and approve invoices and supporting documentation in payment of bills and contracts as they mature through the month of January 2026. (Click here to view supporting information for expenditures in October 2025.)