

RESOLUTION 2025-04-12

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A
CONTRACT FOR FAMILY SELF-SUFFICIENCY PROGRAM
MANAGEMENT SERVICES**

WHEREAS, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of Family Self-Sufficiency program management services; and

WHEREAS, the Housing Authority has been awarded a HUD ROSS grant for its Family Self-Sufficiency program of \$58,407 from January 1, 2025 to December 31, 2025; and

WHEREAS, to ensure the orderly and efficient administration of the program, the Housing Authority requires program management services; and

WHEREAS, NORWESCAP has proposed to provide the required services for the one-year period for the fee of \$54,000; and

WHEREAS, therefore, the Housing Authority wishes to award a contract to NORWESCAP for Family Self-Sufficiency program management services; and

WHEREAS, the Housing Authority certified that sufficient funds were appropriated for the above-mentioned services; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize the award of a contract for Family Self-Sufficiency program management services to NORWESCAP;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes the award of a contract for Family Self-Sufficiency program management services in the amount of \$54,000 to NORWESCAP for a term of one year; and

BE IT FURTHER RESOLVED, that the Housing Authority may renew this contract if awarded a HUD ROSS grant for the subsequent fiscal year; and

BE IT FURTHER RESOLVED, that this contract shall be available for review at the Housing Authority’s office located at 215 E. Blackwell Street, Dover, New Jersey; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 1st day of April, 2025.

Original Signed By:

Maria Tchinchinian, Director/Secretary