

RFP2020-50 PROFESSIONAL PROGRAM ADMINISTRATIVE SERVICES FOR THE CDBG, EMERGENCY SOLUTIONS GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAMS FOR THE CITY OF TRENTON, DPT OF HED PROPOSALS OPENED 11/10/2020AT 11:00AM

RFP2020-50 PROFESSIONAL PROGRAM ADMINISTRATIVE SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT, EMERGENCY SOLUTIONS GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAMS FOR THE CITY OF TRENTON, DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT			
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	NORTHEAST & BUCKS COMPANY T/A MULLIN & LONERGAN ASSOCIATES	REAL ESTATE STRATEGIES, INC/RE ADVISORS	CAPITAL ACCESS, INC.
ADDRESS	800 VINIAL STREET, SUITE B414	63 CHESTNUT ROAD, SUITE 6	220 LOCUST STREET, STE. 16-C
CITY, STATE, ZIP	PITTSBURGH, PA 15212	PAOLI, PA 19301	PHILALDELPHIA, PA 19106
CONTACT NAME	WILLIAM WASIELEWSKI	ELIZABETH M. BECKETT	JEREMEY NEWBERG
TELEPHONE	412-323-1950	610-240-0820	267-784-5501
FAX	412-323-1969	610-240-0822	N/A
E-MAIL	BILLW@MANDL.NET	EBECKETT@RESADVISORS.COM	JN@CAPITALACCESSINC.COM
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A	N/A	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	REQUIRED FROM AWARDED VENDOR	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED
EIC CERTIFICATE OF INSURANCE	CERT.#8043 EXP. 05/15/2026 REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR REQUIRED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	N/A	YES	YES
REFERENCES	N/A	N/A	N/A
W-9	N/A	INCLUDED	N/A
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
HOURLY RATE	\$160.00	SEE ATTACHED BREAKDOWN OF HOURLY RATE	\$123.19
PROFESSIONAL ADMINISTRATIVE SERVICES	\$50,000.00	\$850,000.00	\$1,089,533.00
FATAL FLAW	NONE	NONE	NONE

**City of Trenton
Department of Housing & Economic Development
Cost Proposal Form**

Community Planning and Development Programs Professional Services

HOURLY RATE FOR PROFESSIONAL ADMINISTRATIVE SERVICES: \$ 160.00

NOT TO EXCEED PROFESSIONAL ADMINISTRATIVE SERVICES: \$ 50,000.00

William Wasielewski
NAME & TITLE (PRINTED)

Northeast & Bucks Company T/A Mullin & Lonergan Associates
COMPANY NAME (PRINTED)

412.323.1950
PHONE NO.

billw@mandl.net
EMAIL ADDRESS

William F. W. 11-5-20
SIGNATURE DATE

The cost provided about shall be a fixed hourly unit rate for all work conducted and shall include all fees associated with travel reimbursement. Clerical and supplemental services shall not be compensated separately. The unit cost submitted shall be utilized for the designated firm representative and any alternate (pre-approved) representative(s). Compensation will not be approved or made for other rates.

NOTE: The City of Trenton reserves the right to award all, part, or none of the work associated with this Request for Proposals.

RES Advisors Fee Structure

The hourly rates for professionals at RES Advisors for the 12-month period working with the City of Trenton will be fixed as follows:

Margret B. Sowell, Founding Principal	:	\$175
Elizabeth M. Beckett, President	:	\$175
Stephen L. Kazanjian, Project Manager	:	\$175
Deborah L. Brett, AICP, Project Manager	:	\$160
James Hamilton, Analyst	:	\$90

Based on our experience with similar engagements in other municipalities, the fees for our work with the Department will not exceed \$85,000. We realize that the statement of services includes many activities that the City may not be able to address during the first year. As is our standard policy, we will bill you only for the hours actually required to complete the work assigned by the Department. If we are required to spend additional hours than those anticipated in this fee proposal because of unanticipated work required by the Department, we will notify you immediately and submit an estimate of additional professional fees for approval. Out-of-pocket expenses, including items such as data purchased from third party sources, travel including train fares and hotel nights (if necessary), mileage and tolls are included in our hourly rates. We will submit to you monthly invoices, which are payable within 30 days of receipt.

**City of Trenton
Department of Housing & Economic Development
Cost Proposal Form**

Community Planning and Development Programs Professional Services

HOURLY RATE FOR PROFESSIONAL ADMINISTRATIVE SERVICES: \$ 123.19

NOT TO EXCEED PROFESSIONAL ADMINISTRATIVE SERVICES: \$ 1,089,533

Jeremey Newberg, CEO

NAME & TITLE (PRINTED)

Capital Access, Inc.

COMPANY NAME (PRINTED)

267-784-5501 / 215-551-2000 ext. 1

PHONE NO.

jin@capitalaccessinc.com

EMAIL ADDRESS


SIGNATURE

November 9, 2020

DATE

The cost provided about shall be a fixed hourly unit rate for all work conducted and shall include all fees associated with travel reimbursement. Clerical and supplemental services shall not be compensated separately. The unit cost submitted shall be utilized for the designated firm representative and any alternate (pre-approved) representative(s). Compensation will not be approved or made for other rates.

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	HUD Grants	Capital Access Fee		HUD Eligible Costs	Blended Hourly Rate
I. COVID Direct Assistance Grants Program Management	\$3,500,000	12.50%	\$437,500	Admin & ADC	\$123.19
II. 2019 & Earlier CDBG Clean-Up, Processing and Reimbursements for 2019 and Earlier CDBG	\$5,000,000	5.00%	\$250,000	Admin & ADC	\$123.19
III. 2020 CDBG, HOME and ESG projects and grant management	\$4,020,329	10.00%	\$402,033	Admin & ADC	\$123.19
Total:	\$12,520,329	8.70%	\$1,089,533		

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City of Trenton, NJ: Scope of Work & Budget Grants Management Support

	HUD Grants	Capital Access Fee	HUD Eligible Costs	Blended Hourly Rate	Hours	Staff Days	Staff Deployed (Full & Part Time)	Days to Complete
I. COVID Direct Assistance Grants								
Program Management	\$3,500,000	12.50%	\$437,500	Admin & ADC	\$123.19	3,551	443.91	5.00
II. 2019 & Earlier CDBG								
Clean-Up, Processing and Reimbursements for 2019 and Earlier CDBG	\$5,000,000	5.00%	\$250,000	Admin & ADC	\$123.19	2,029	253.66	5.00
III. 2020 CDBG, HOME and ESG projects and grant management								
Total:	\$4,020,329	10.00%	\$402,033	Admin & ADC	\$123.19	3,263	407.93	3.00
	\$12,520,329	8.70%	\$1,089,533			8,844	1,106	13.00
								275

	HUD Grants	Timing	Approach
I. COVID Crisis Response:	Immediate. Address crisis needs and position Trenton as a viable option for new COVID Relief Funds	Direct Assistance Grants on CAPGMS Platform with focus on: Rent and mortgage assistance Small business working capital, risk mitigation modifications to stores, restaurants and offices in LMAS Risk Mitigation modifications to public facilities such as homeless shelters and community centers	
II. 2019 and Older CDBG Funds	\$5 million prior year CDBG funds	Immediate	Assist the City to get reimbursed for funds already expended for CDBG-eligible projects Engage in deep Grants Management Administration and Activity (projects & programs) Systems Improvements Resolve open HUD Compliance and Capacity issues and HUD cancels High Risk designation Conduct assessments of any projects obligated, but not yet started Facilitate full expenditure of remaining 2019 and older CDBG Funds Consider programming and/or re-programming unobligated funds to support COVID Crisis Response
III. FY 2020 HUD Grants	Spring 2021 after majority of COVID Response and Prior Years grants are expended		All Projects vetted, set-up and processed on CAPGMS system Focus on a few programs to build grants management proficiency: Public facilities such as senior centers and community centers Homeowner and Rental Rehab Small Business Assistance



**Capital Access Hourly Rates for
Trenton Administrative & Activity Delivery Grants Management Support**



KEY PERSONNEL	Area of Focus	Hourly Rate
Jeremey Newberg	Executive Management CDBG, HUD 108 and CARES Act Housing and Economic Development Underwriting Small Business Assistance and Economic Development HUD Grants Management Staff Training and Systems	1 \$196.89
Dayatra M. Coles	Lead Program Manager Administration & Planning IDIS and DRGR CARES Act Programs	1 \$178.51
Grant Johnson	HUD Grant Regulations and Policy SME Procurement, URA, Homeowner and Rental Rehab Programs	1 \$178.51
Kathryn Mayrose	Program Manager Administration and Projects CDBG, CARES Act, HOME, Section 108	1 \$157.50
Katrina Sommer	Program Manager HOME, CDBG, CARES Act	1 \$157.50
Laura Roeder	Finance and Contract Management EFTs for COVID Direct Grants	1 \$100.00
Mary Ann Schriedel	Finance and Contract Management	1 \$90.00
Gina Rivera	CAPGMS Quality Control and Financial Management Fluent in Spanish / Fluida en español	1 \$90.00
Trenton Local New Hire(s)	Consulting Assistant and Processor	2 \$72.36
Average Hourly Rate:		10 \$122.13
OTHER PERSONNEL	Area of Focus	Hourly Rate
Tom Connell	Public Facilities and HUD Grants Management	1 \$157.50
Susan Connell	Public Services and HUD Grants Management	1 \$157.50
Ed Geiger	Davis Bacon, HOME and Grants Managements	1 \$178.51
Ivana Harrington	Section 3, Small Business Assistance Fluent in Spanish / Fluida en español	1 \$157.50
Andrea Holak	ESG Program Administration	1 \$157.50
Arshad Bacchus	Multi-Family Development, Direct Assistance Grants Manager	1 \$157.50
Tectonic Engineering	Environmental Review and Construction Oversight Systems	1 \$178.51
Devia Software	CAPGMS Programming and System Support	2 \$150.00
CAPGMS & Local Hires	CAPGMS Processors	2 \$72.36
Average Hourly Rate:		11 \$124.26
Average Hourly Rate for All Personnel:		\$123.19



Trenton, NJ COVID Relief CDBG & ESG Assistance Grant Programs

Capital Access / CAPGMS Scope of Work & Budget



A. Program Design and Policies and Procedures in Compliance with Funder Rules

Quantify CDBG and Related City Funds Available for Deployment.

- 1 Review IDIS status and funding obligations clearance pathway for programming and rollover for 2019 & 2020 Entitlement & 2020 CR COVID-19 allocations and related City-generated funds.

CDBG Compliance Pathway for GNVCare Response Activities.

- 2 Updated review CDBG regulations and recommendations compliance pathway for Trenton STRM Assistance

Action Plan Amendment (APA);

- a) Determine required Action Plan Amendment language CDBG 2019 and 2020 entitlement and/or 2020 CDBG-CV & ESG-CV;
- 3 b) Draft Amendments as needed;
- c) Upload amended APA to eCon Planning Suite for HUD review & approval;
- d) Respond to HUD questions to facilitate fast approval of APA.

Citizen Participation Plan (CPP) and Virtual Public Hearing.

- a) Review CPP for Action Plan Amendment and advertisement requirements. Make modifications as needed for crisis;
- b) Draft Public Notice of Meeting and content for PowerPoint presentation that provides a summary of proposed COVID Relief programs to be funded with CDBG-CV & ESG-CV funds;
- c) Assist with set up logistics of virtual public hearing;
- d) Draft electronic survey for posting on Grantee web page;
- e) Review public comments and amend program design and/or APA as directed.

Program Guidelines - update existing and develop for new.

- 5 a) Program Design, Selection and Underwriting Criteria;
- b) Policies & Procedures as needed for new or expanded programs.

Expedited Process Maps for New Programs.

- 6 Who does what, when, with what documentation, what decision-making authority and what milestone achieved?

Financial Management.

- 7 a) Clarify and streamline CDBG / ESG proposed Grants funding process;
- b) Required documents for draws;
- c) Expenditure tracking template.

Application, Review & Term Sheet for Approval & IDIS Set-Up.

- a) Application Template for web-based functionality;
- 8 b) Doc Templates to pull Verification Documents;
- c) Application Analysis and Proposed Term & IDIS Set-Up Sheet for each activity;
- d) Award or Not Eligible Email Notice Templates.

New or Updated STRMU Grant Agreement for Expanded COVID Response.

- a) Draft terms and conditions;
- 9 b) Incorporate CDBG / ESG compliance requirements, including Monitoring Checklist;
- c) Draft Appendices: How to Draw Funds & End of Grant Compliance Report Template;
- d) Incorporate Grantee CDBG / ESG Program and Legal edits as needed.

Financial Management.

- 10 a) Clarify and streamline funding process for each activity;
- b) Required documents for draws;
- c) Expenditure tracking template;
- d) Set up and funding of activity within IDIS and City Finance.

Web-Based System for Digital File Cabinet, Work Plan and Expenditure Tracking & Reporting.

- 11 a) Applicant / Activity Required documents per Monitoring Checklist;
- b) Web-Based file upload functionality;
- c) Production & Expenditure Tracking & Reporting Template

COVID Relief Work Plan, Production Schedule and Expenditure Tracking & Reporting.

- 12 a) Generate and update Work Plan, Production Schedule and Production and Expenditure Reports;
- b) Provide data, reports and staff support for regular update meetings with City Department Managers and leadership;
- c) Respond to questions and requests from City Leadership as needed.

B. Pre-Application Marketing and Case Management Services:

1. Program summary and Q&A for Web-site
2. Staff Phone Line for Applicant Questions and Clarification
3. "How To" Complete Application Webinar and Recorded Video for web site
4. Technical Assistance with Document Uploads to Bridge Digital Divide

C. CAPGMS Web-Based Information System for Application and Grant Processing:

1. Custom Application Template for City of Trenton Program
2. Custom Verification Review, Unmet Need Analysis Templates
3. Online Grant Agreement Generation

4. Tracking of Payments to Payees (Landlords and Mortgage Servicers)
5. Online Digital File Cabinet:
 - a. Application
 - b. Verification Document Uploads
 - c. Verification Review and Unmet Need Analysis
 - d. Log of Applicant Communications
6. Production & Expenditure Reports

D. End to End Application / Beneficiary Reviews to Prepare Files for City Managed Closeout

E. Skilled & Trained Staff for:

1. CDBG & CARES Act Grants Management Compliance
2. Pre-Application Marketing and Case Management
3. Application Verification Reviews, Missing Document Case Management, Unmet Need Calculation, Quality Control Reviews
4. Online Grant Agreement Generation and Coordination with City Finance for Payments
5. Production & Expenditure Reports
6. End to End Reviews in Preparation for Closeout

* With City of Trenton assistance of referrals, Capital Access welcomes opportunity to hire two (2) Section 3 qualified residents of City of Trenton to be trained as Verification Reviewers for the program.

BUDGET

2020 CDBG-CV	\$2,000,000	
2020 ESG-CV	\$1,500,000	
BUDGET:	\$3,500,000	
Admin & Set-Up :	\$175,000	5.00%
Program Management Activity Delivery Fee:	\$262,500	7.50%
Sum of Capital Access CAPGMS Fee	\$437,500	12.50%
Balance for Grants:	\$3,062,500	
Maximum Grant Amount-CDBG:	\$3,600	
TOTAL GRANTS:	851	

PROCESSING	Approved		Failed		75.0% 25.0%
	Approved	Failed	Full	Partial	
Total Applications Reviews:			1,135		100.0%
PART I: Initial Application & Reviews:					
Pre-Application Outreach, Clarification and Case Management:			30	30	
Initial Application Threshold Review:			30	30	
PART II: Unmet Need Analysis, Compliance & Case Management:					
Case Management for Missing Documents and Clarification Emails & Calls:			60	30	
Compliance Unmet Need Review Document:			30		
Grant Agreement Generation & QC, Payee EFT Coordination:			60		
End to End Worksheet for Closeout:			30		
Total CAPGM Processor Time Per Approved Applicant:			210	60	3.5
Hours Per Application:			3.50	1.00	
Applications Reviewed:			851	284	1,135
Total Minutes Required			178,646	17,040	195,686
Total Hours Required (Minutes/60):			2,977	284	3,261
Hours Per Applicant (Failed & Approved Combined):			3,261		
Processing Start & End Dates:			1/15/2021	3/15/2021	
Processing Period (Calendar Days):			59		2.0 months
Team Hours Per Day Within Processing Production Period:			55		
Daily Hours Per Processor:			8.00		
PROCESSORS REQUIRED PER DAY (minimum full time staff):			6.9		
TOTAL Hours Per Processor During Time Period:			472.00		
# of Processors Needed:			7		
# Applications Processed per Processor per Day:			2.09		
Blended Hourly Rate for CAPGMS Staff (Manager, QC / Case Manager & Processor):			\$123.19		
Hours Per CAPGMS Staff for Project:			3,261		
Blended Hourly Rate Devia Software CAPGMS Custom Programming & Support:			\$123.19		
Total Devia Software Hours:			290		
TOTAL CAPGMS HOURS:			3,551		
Total Capital Access Costs Based on Estimated Hours:			\$437,500		



Trenton, NJ

2019 CDBG and 2020 CDBG, HOME & ESG Administrative and Activity
Grants Management Support
Capital Access / CAPGMS Scope of Work & Budget



Scope of Work

The following reflects tasks Consultant will complete in coordination with Client over a 12-month HUD Grants Program

A. Administration (Hourly)

1. Triage Immediate Administrative Issues

- a). Review Expenditure Ratio in IDIS and with HUD CPD Representative to identify what actions are needed to meet and/or exceed minimum threshold requirements for expenditures;
- b). Guide Client through corrective actions needed with 2018 and 2019 projects as needed.

2. Upload 2019 Projects to CAPGMS and Resolve Open Project Issues

In the first month of engagement, Consultant shall:

- a). Work on-site with Client to upload 2019 Program Year project files into CAPGMS;
- b). Conduct quality control reviews and identify project, compliance and/or financial issues and assist Staff to
- c). Provide Client with CAPGMS File Upload Protocols and Training Guide;
- d). Generate Project Expenditure Reports and Program Year Global Expenditure Report;
- e). Help Grantee resolve issues with IDIS and Client accounting system;
- f). Assist Client with steps necessary to help closeout 2019 projects in IDIS;
- g). Identify funds that may need to be re-programmed, if any, for new projects.

3. New Program Year Administration Tasks

Consultant will assist Client as needed, to complete the following tasks within a HUD CDBG Program Year:

- a). Annual Action Plan with **Budgets** to allocate grant funds by priority project categories;
- b). Cultivation, Procurement, Analysis and Recommendations of Projects;
- c). Coordinate with Legal, Finance and related City departments to get projects **Encumbered**;
- d). Supervise projects, draw requests and coordinate with Finance for timely **Expenditures** of funds;
- e). Coordinate with Community Programs staff for accurate HUD **IDIS Draws of grant funds**;
- f). Assist with periodic Monitoring and ongoing Quality Control;
- g). Assist with Program Design and Policies and Procedures updates as needed;
- h). Assist with preparation and implementation of Action Plan Amendments as needed;
- i). Reporting to HUD, City Council and Public.

B. Activity Delivery for Projects

1. All new projects will be uploaded onto the CAPGMS Client Portal. Consultant will provide designated staff with
 - a). Project Proposal Analysis Review
 - b). Project Approval Request Form – IDIS Set-Up Sheet
 - c). Project Landing Page & Digital File Cabinet
 - d). Project Work Plan & Tracker
 - e). Project Expenditures Report
 - f). Project Communications Log
2. Client staff will periodically upload documents to CAPGMS in Adobe Acrobat .pdf format. Consultant will conduct
 - Correct file naming
 - Content and data in each file and
 - Any issues related to project, compliance and/or financial management
3. For new projects, Consultant will:
 - a). **Conduct Project Reviews** for compliance, financial feasibility and management capacity prior to IDIS interface.
 - b). **Generate Project Approval Request** which is a summary of proposed terms and conditions for the grant which
 - Finance Department set up the project account
 - Legal generate funding agreements and
 - Community Services set-up project in IDIS;
 - c). **Set-Up Digital File Cabinet**. Using a HUD monitoring checklist, set up the file in the CAPGMS web-based,
 - d). **Develop Project Work Plan** which focuses on achievement of compliance, production, expenditure and
 - e). **Help Set-Up Projects in IDIS** and coordinate with Client Finance and Legal operations;
 - f). **Conduct Quality Control Reviews** of documents and data uploaded into CAPGMS Digital File Cabinet.
 - g). **Generate Reports** that track progress on Work Plan Milestones and Expenditures based on:
 - Budgets
 - Encumbrances
 - Expended and
 - Drawn with IDIS Vouchers
 - h). **Coordinate with Client via Bi-Weekly Web-Meetings**. Consistent communication to review tasks to complete to proceed to the next milestone. Facilitate assignments of follow-up.

BUDGET

			HUD Eligible Cost Billing Distribution								
City of Trenton HUD Grants		Amount of HUD Grant	Capital Access CAPGMS Not To Exceed Fee		Administration	Activity Delivery	Blended Hourly Rate	Total Hours	Staff Days	Staff Deployed (Full & Part Time)	Days to Complete
2019 and Older CDBG Funds		\$5,000,000	5.00%	\$250,000	50%	50%	\$123.19	2029	254	5	51
FY 2020 HUD Grants			10.00%	\$296,000	30%	70%	\$123.19	2403	300	3	100
CDBG	\$2,960,000		10.00%	\$81,906	30%	70%	\$123.19	665	83	2	42
HOME	\$819,060		10.00%	\$24,127	30%	70%	\$123.19	196	24	1	24
ESG	\$241,269										
		\$4,020,329									
TOTAL:	\$9,020,329		7.23%	\$652,033				5,293	662	11	217

Capital Access will:

Submit timesheets to bill hours against the budgets listed above.

Submit monthly invoices for hours billed to Administration

Submit periodic invoices for hours billed against Project Activity Delivery milestones based on the following schedule:

1. For every new project added to the CAPGMS system, Capital Access shall charge a fee of 7.5% based on the amount of each project as specified in IDIS. For example, if the sum of projects in the CAPGMS system totals \$400,000, then the CAPGMS fee will be \$30,000 paid in
2. Consultant shall submit invoices based on the following unit-based pricing schedule:

	2019 & Older CDBG	2020 CDBG	2020 HOME	2020 ESG	Total
Administration	\$125,000	\$88,800	\$24,572	\$7,238	\$245,610
Project Activity Delivery	\$125,000	\$207,200	\$57,334	\$16,889	\$406,423
	\$250,000	\$296,000	\$81,906	\$24,127	\$652,033

38%

62%

CAPGMS Activity Delivery Costs Fee - Unit-Based Priced Deliverables				% Work Complete	2019 & Older CDBG	2020 CDBG	2020 HOME	2020 ESG	TOTAL
1	Project Proposal Analysis "PPA" - Initial Project Vetting Project Approval Request "PAR" Terms and Conditions for agreement & IDIS Set-Up Work Plan – Tasks and Milestones based on Proposal and Activity Type			15.00%	\$18,750	\$31,080	\$8,600	\$2,533	\$60,963
2	Project Set-Up: Digital File Cabinet, IDIS and Client accounting systems Set-Up			15.00%	\$18,750	\$31,080	\$8,600	\$2,533	\$60,963
3	Funding Agreement Drafted and Ready for Signature			20.00%	\$25,000	\$41,440	\$11,467	\$3,378	\$81,285
4	Draw #1			15.00%	\$18,750	\$31,080	\$8,600	\$2,533	\$60,963
5	Draw #2			15.00%	\$18,750	\$31,080	\$8,600	\$2,533	\$60,963
6	Draw #3			15.00%	\$18,750	\$31,080	\$8,600	\$2,533	\$60,963
7	Project Closeout			5.00%	\$6,250	\$10,360	\$2,867	\$844	\$20,321
			TOTAL:	100.00%	\$125,000	\$207,200	\$57,334	\$16,889	\$406,423



CAPITAL ACCESS



Vision • Strategy • Implementation

Financial Statements

2015- Year to Date 2020

CAPITAL ACCESS INC: BALANCE SHEET

As of November 10, 2020

	Jan - Dec 2015	Jan - Dec 2016	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019	Jan 1 - Nov 10, 2020
ASSETS						
Current Assets						
Bank Accounts						
1000 PNC Bank Checking - 5968	2,597.49	5,277.49	49,425.84	1,165.33	35,789.87	155,806.92
1001 Wells Fargo FSA Checking 6414	22,732.38	12,921.82	31,944.72	60,377.02	11,471.23	31,143.39
1003 Wells Fargo Checking (closed) (deleted)	18,397.05	9,474.85	21,842.75	0.00	0.00	0.00
Total Bank Accounts	\$ 43,726.92	\$ 27,674.16	\$ 103,213.31	\$ 61,542.35	\$ 47,261.10	\$ 186,950.31
Accounts Receivable						
1200 Accounts Receivable	2,005,310.74	794,184.63	242,933.26	481,420.93	376,929.73	147,868.30
Total Accounts Receivable	\$ 2,005,310.74	\$ 794,184.63	\$ 242,933.26	\$ 481,420.93	\$ 376,929.73	\$ 147,868.30
Other Current Assets						
Total 1310 Loans & exchange (deleted)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1318 L&E - Renewable Homes		71,195.81	42,376.52	75,897.54	84,600.34	84,600.34
Total Other Current Assets	\$ 6,435.30	\$ 77,216.11	\$ 48,396.82	\$ 81,917.84	\$ 90,619.64	\$ 90,619.62
Total Current Assets	\$ 2,055,472.96	\$ 899,074.90	\$ 394,543.39	\$ 624,881.12	\$ 514,810.47	\$ 425,438.43
Fixed Assets						
1400 Furniture and Fixtures	17,146.00	17,146.00	17,146.00	17,146.00	17,224.24	17,224.24
1401 Office equipment	49,904.12	28,988.96	28,988.96	32,069.02	34,217.14	35,497.14
1402 Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1403 Software		0.00	0.00	0.00	0.00	49,800.00
1405 Leasehold Improvements	8,659.94	8,659.94	8,659.94	8,659.94	8,659.94	8,659.94
1410 Accumulated Amortization	0.00	0.00	0.00	0.00	0.00	0.00
1420 Accumulated Depreciation	(75,710.00)	(54,795.00)	(54,795.00)	(57,875.00)	(60,023.12)	(60,023.12)
Total Fixed Assets	\$ 0.06	\$ (0.10)	\$ (0.10)	\$ (0.04)	\$ 78.20	\$ 51,158.20
Other Assets						
1403 Website Development (deleted)	0.00	0.00	0.00	0.00	0.00	0.00
1800 Security deposit	5,169.00	5,169.00	5,169.00	5,169.00	5,169.00	5,169.00
Total Other Assets	\$ 5,169.00	\$ 5,169.00	\$ 5,169.00	\$ 5,169.00	\$ 5,169.00	\$ 5,169.00
TOTAL ASSETS	\$ 2,060,642.02	\$ 904,243.80	\$ 399,712.29	\$ 630,050.08	\$ 520,057.67	\$ 481,765.63
LIABILITIES AND EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
2000 Accounts Payable	542,820.82	83,668.03	9,102.42	57,236.81	19,597.26	13,501.70
Total Accounts Payable	\$ 542,820.82	\$ 83,668.03	\$ 9,102.42	\$ 57,236.81	\$ 19,597.26	\$ 13,501.70
Credit Cards						
2011 American Express Credit Card	2,677.44	5,064.72	4,474.14	6,393.40	3,498.52	3,735.02
2012 AAdvantage Aviator Credit Card	13.00	1,678.68	3,246.28	7,016.95	1,181.65	771.16
2015 US Bank Credit Card	2,038.96	418.88	2,249.34	929.24	3,592.84	2,702.77
2035 Staples Credit Card	0.00	0.00	0.00	0.00	0.00	0.00
Total Credit Cards	\$ 4,729.40	\$ 7,162.28	\$ 9,969.76	\$ 14,339.59	\$ 8,273.01	\$ 7,208.95
Other Current Liabilities						
Total 2100 Payroll Liabilities	\$ 12,107.30	\$ 11,802.71	\$ 10,440.22	\$ 11,403.12	\$ 3,878.05	\$ 19,221.82
2980 Economic Injury Disaster Loan		0.00	0.00	0.00	0.00	6,000.00
2990 PPP Loan		0.00	0.00	0.00	0.00	97,500.00
Total Other Current Liabilities	\$ 12,107.30	\$ 8,777.11	\$ 10,439.62	\$ 11,402.52	\$ 4,060.06	\$ 122,814.30
Total Current Liabilities	\$ 559,657.52	\$ 99,607.42	\$ 29,511.80	\$ 82,978.92	\$ 31,930.33	\$ 143,524.95
Total Liabilities	\$ 559,657.52	\$ 99,607.42	\$ 29,511.80	\$ 82,978.92	\$ 31,930.33	\$ 143,524.95
Equity						
3800 Additional Paid-in-Capital		45,189.73	45,189.73	45,189.73	45,189.73	45,189.73
3900 Capital Stock	100.00	100.00	100.00	100.00	100.00	100.00
3910 AAA/Retained Earnings	2,240,749.17	1,500,884.50	759,346.65	324,910.76	503,071.43	509,683.02
3920 Shareholder distributions	(42,071.21)	0.00	(50,995.17)	(56,976.26)	(66,845.41)	(108,802.77)
Net Income	(897,793.46)	(741,537.85)	(383,440.72)	233,846.93	6,611.59	(107,929.30)
Total Equity	\$ 1,500,984.50	\$ 804,636.38	\$ 370,200.49	\$ 547,071.16	\$ 488,127.34	\$ 338,240.68
TOTAL LIABILITIES AND EQUITY	\$ 2,060,642.02	\$ 904,243.80	\$ 399,712.29	\$ 630,050.08	\$ 520,057.67	\$ 481,765.63

Tuesday, Nov 10, 2020 03:03:06 AM GMT-8 - Accrual Basis

	Jan - Dec 2015	Jan - Dec 2016	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019	Jan 1 - Nov 10, 2020	Total
LOC Wells Fargo Bank (deleted)	2,231.25	1,540.00	409.28				4,180.53
Total 6075 Interest Expense	\$ 2,231.25	\$ 1,540.00	\$ 409.28	\$ 33.27	\$ 2,352.48	\$ 526.59	\$ 7,092.87
Total 6060 Bank Charges & Interest Expense	\$ 4,070.96	\$ 3,065.48	\$ 1,814.74	\$ 482.18	\$ 2,536.48	\$ 582.59	\$ 12,562.42
6067 Credit Card Interest (deleted)				198.32	764.80		963.12
6080 Charitable Contributions	13,005.93	5,175.71	1,084.58	1,332.76	3,005.41	2,673.40	26,277.79
6090 Computer & IT	18,552.07	19,614.10	891.42		11,818.86	2,417.77	53,294.22
6095 Computer Hardware						319.58	319.58
6095 Computer Maintenance						16,729.86	16,729.86
6105 Software Subscriptions			20.00	287.50	2,526.89	5,221.84	8,066.23
Internet Provider (deleted)			1,729.45	1,689.30	1,293.42		4,712.17
Technology Support (deleted)			6,781.14	8,860.15	2,141.26		17,782.55
Total 6090 Computer & IT	\$ 18,552.07	\$ 19,614.10	\$ 9,422.01	\$ 10,836.95	\$ 17,780.43	\$ 24,689.05	\$ 100,894.61
6130 Internet Service Provider	600.00	600.00	600.00	600.00	600.00		3,000.00
6150 Depreciation & Amortization Expense	9,399.06	1,761.00		3,080.00	2,148.12		16,398.18
6160 Education & Training	1,211.92		1,874.15		100.00		3,186.07
6170 Furniture & Equipment							0.00
6175 Equipment Rental						3,424.07	3,424.07
6180 Small Equipment & Furniture						227.05	227.05
Total 6170 Furniture & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,651.12	\$ 3,651.12
6190 Client Gifts	90.00	555.87	1,502.17	467.19	524.87		3,140.10
6220 Office space and related costs							0.00
6225 Margate office	2,329.61	2,072.55	1,354.46	3,548.23	776.92		10,081.77
Total 6220 Office space and related costs	\$ 2,329.61	\$ 2,072.55	\$ 1,354.46	\$ 3,548.23	\$ 776.92	\$ -	\$ 10,081.77
6230 Insurance	7.00	138.20	241.20	135.88	311.86	741.00	1,575.14
6127 Errors and Omissions (deleted)	8,707.00	5,795.00	5,795.00	4,550.00	4,550.00		29,397.00
6128 Cyber Insurance (deleted)				1,784.20	1,460.78		3,244.98
6240 Business Insurance	5,959.20	1,048.72	3,162.19	1,264.74	2,544.29	153.17	14,132.31
6247 Officer's Life Insurance	11,596.05	10,885.18	0.00			1,339.43	23,820.66
6250 Workmans Comp Insurance	(3,382.00)	1,199.77	5,134.75	(2,437.79)	3,487.23	1,873.08	5,875.04
Officer's Disability Ins (deleted)	4,634.47	4,953.24	0.00				9,587.71
Total 6230 Insurance	\$ 27,521.72	\$ 24,020.11	\$ 14,333.14	\$ 5,297.03	\$ 12,354.16	\$ 4,106.68	\$ 87,832.84
6258 Repairs & Maintenance	3,574.90	5.75	73.66	26.48	1,064.77	412.91	5,158.47
6260 Licenses and Permits	127.50		304.00				431.50
6270 Memberships & Subscriptions	270.00	750.00	1,410.00	776.00	701.00		3,907.00
6275 Memberships	440.00					688.00	1,128.00
6280 Subscriptions	1,091.50	2,224.44	1,527.37	1,802.67	1,697.20	1,962.84	10,306.02
Total 6270 Memberships & Subscriptions	\$ 1,801.50	\$ 2,974.44	\$ 2,937.37	\$ 2,578.67	\$ 2,398.20	\$ 2,650.84	\$ 15,341.02
6290 Other Miscellaneous Expenses							1,500.83
6300 Moving Expenses							1,500.00
6310 Office Expenses			453.66			373.87	827.53
6320 Printing/Copying	7,283.23	6,769.27	4,979.58	4,802.00	4,968.88	232.70	29,035.76
6325 Supplies	9,508.89	5,914.46	7,209.29	4,329.25	4,561.08	5,458.93	36,981.90
Total 6310 Office Expenses	\$ 16,792.12	\$ 12,683.73	\$ 12,642.53	\$ 9,131.25	\$ 9,530.06	\$ 6,065.50	\$ 66,845.19
6330 Postage and Delivery	1,793.50	1,001.96	600.47	413.86	870.41	953.07	5,633.27
6340 Professional Fees					150.00		150.00
6345 Accounting Expense	300.00					10,829.20	11,129.20
Audit (deleted)	16,818.30	8,450.00	4,000.00				29,268.30
Tax Preparation (deleted)	13,416.50	15,292.60	9,516.65	9,300.00	10,168.00		57,693.75
Total 6345 Accounting Expense	\$ 30,534.80	\$ 23,742.60	\$ 13,516.65	\$ 9,300.00	\$ 10,168.00	\$ 10,829.20	\$ 98,091.25
6365 Legal Fees	2,272.50	3,574.29					5,846.79
Payroll Services (deleted)			1.51	0.00			1.51
Total 6340 Professional Fees	\$ 32,807.30	\$ 27,316.89	\$ 13,518.16	\$ 9,300.00	\$ 10,318.00	\$ 10,829.20	\$ 104,089.55
6360 Rent & Utilities	36,401.53	37,590.12	36,086.03	35,500.99	32,959.92	17,623.80	196,162.39
6400 Salary & Benefits							0.00
6405 Salary							0.00
6410 Wages						613,923.41	613,923.41
6415 Payroll Taxes	0.00			7.00		42,113.22	42,120.22
Total 6415 Payroll Taxes	\$ -	\$ -	\$ -	\$ 36,304.69	\$ 37,943.51	\$ 42,113.22	\$ 116,361.42
Total 6405 Salary	\$ -	\$ -	\$ -	\$ 36,304.69	\$ 37,943.51	\$ 656,036.63	\$ 730,284.83
6430 Benefits							0.00
6435 Group Benefits Expenses						44,904.36	44,904.36
6440 Retirement/IRA Expense						15,914.05	15,914.05
Benefits Expenses						0.00	0.00
Total 6430 Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,818.41	\$ 60,818.41
6445 Payroll Expenses			109.00	662,902.75	601,106.31	1,490.86	1,265,608.92

CAPITAL ACCESS INC: Income by Customer Summary

January 1, 2015 - November 10, 2020

	Income
APTIM (CB&I)	
NYC Buyout & Acquisition Programs	1,601,241.73
Total APTIM (CB&I)	<u>\$ 1,601,241.73</u>
Carrera Mgmt Group LLC dba H2Bravo (deleted)	
PREPS for Texas GLO (deleted)	854,048.66
Total Carrera Mgmt Group LLC dba H2Bravo (deleted)	<u>\$ 854,048.66</u>
Center for Architecture (deleted)	
Healthy Row House Project (deleted)	22,554.46
Total Center for Architecture (deleted)	<u>\$ 22,554.46</u>
Center for NY City Neighborhoods (deleted)	
Quality Control Compliance Review (deleted)	26,337.00
Total Center for NY City Neighborhoods (deleted)	<u>\$ 26,337.00</u>
City of Biddeford	
Job Retention Grant	6,759.78
Total City of Biddeford	<u>\$ 6,759.78</u>
City of Bridgeport, CT (deleted)	
HUD Compliance Consulting PY43 (deleted)	3,418.03
HUD Compliance Consulting PY44 (deleted)	39,685.20
Total City of Bridgeport, CT (deleted)	<u>\$ 43,103.23</u>
City of Chicago (deleted)	
#2 HOME & NSP Housing Portfolio Inspectio (deleted)	204,350.00
#3 HOME & NSP Housing Portfalia Inspectio (deleted)	119,621.00
HOME & NSP Housing Portfolio Inspections (deleted)	134,837.74
Total City of Chicago (deleted)	<u>\$ 458,808.74</u>
City of Columbia, SC (deleted)	
Multi-Family Affordable Housing DR TA (deleted)	3,500.00
Total City of Columbia, SC (deleted)	<u>\$ 3,500.00</u>
City of Gainesville (deleted)	
PO S032737 (deleted)	4,500.00
Total City of Gainesville (deleted)	<u>\$ 4,500.00</u>
City of Gainesville, FL	
GNV Cares Grants Management	190,836.00
Total City of Gainesville, FL	<u>\$ 190,836.00</u>
City of Jersey City Div of Community Dev	
Section 108 Loan	12,633.46
Total City of Jersey City Div of Community Dev	<u>\$ 12,633.46</u>
City of Newark NJ (deleted)	
NSP Newark NJ (deleted)	25,067.00
Total City of Newark NJ (deleted)	<u>\$ 25,067.00</u>
City of St. Louis	
Healthy Home Repair	191,040.69
Total City of St. Louis	<u>\$ 191,040.69</u>
City of Tampa (deleted)	
NSP Closeout (deleted)	14,800.00
Total City of Tampa (deleted)	<u>\$ 14,800.00</u>
Clarifi (deleted)	
Healthy Row House (deleted)	3,984.23
Total Clarifi (deleted)	<u>\$ 3,984.23</u>
Community Ventures (deleted)	
New Market Tax Credit Impact Study (deleted)	25,000.00
Total Community Ventures (deleted)	<u>\$ 25,000.00</u>
Florida Community Loan Fund (deleted)	
2015 On Call (deleted)	13,289.25
Total Florida Community Loan Fund (deleted)	<u>\$ 13,289.25</u>
Florida Housing Finance Corporation (deleted)	
PLP 027-2015 (deleted)	117,675.00
Total Florida Housing Finance Corporation (deleted)	<u>\$ 117,675.00</u>
Habitat for Humanity of Florida (deleted)	
Mortgage Settlement Funds Program (deleted)	200.00
Total Habitat for Humanity of Florida (deleted)	<u>\$ 200.00</u>
Hillsborough County Center	
FL CARES	
Total Hillsborough County Center	<u>\$ -</u>

CPD CA-029 Florida DEO Phase II (deleted)	87,699.83
Total HUD OneCPD TA O11TAPA0017 (deleted)	\$ 779,956.02
Limerick Township (deleted)	
2015 2016 and 2017 Technical Assistance (deleted)	30,000.00
Total Limerick Township (deleted)	\$ 30,000.00
MI Economic Development Corp (MEDC) (deleted)	
NOFA Nat'l Disaster Resilient Competition (deleted)	98,160.09
Phase 2 Implementation Response (deleted)	79,981.67
Total MI Economic Development Corp (MEDC) (deleted)	\$ 178,141.76
Michigan State Housing Development (deleted)	
13-18-5-NSP-Admin (deleted)	58,081.98
Total Michigan State Housing Development (deleted)	\$ 58,081.98
National Community Stabilization Trust (deleted)	
Community Restoration Corp-ReClaim Proj (deleted)	11,000.00
Total National Community Stabilization Trust (deleted)	\$ 11,000.00
Neighborhood Lending Partners, Inc. (deleted)	
Loan Underwriting (deleted)	4,263.00
Loan Underwriting/Credit Review (deleted)	5,560.00
Total Neighborhood Lending Partners, Inc. (deleted)	\$ 9,823.00
NeighborWorks America (deleted)	
AH115 LIHTC (deleted)	1,360.00
AH115/221 5/22-26/2017 Minn MN (deleted)	5,892.95
Atlanta 2016 (deleted)	1,422.37
DC Training 12/12-12/16/2016 (deleted)	5,879.79
DC Training 12/14-12/15/2017 (deleted)	2,758.84
Kansas City, MO Training Institute 5/6/15 (deleted)	1,607.05
Las Vegas July 18-19 2016 (deleted)	3,070.14
Los Angeles Training Institute 2/23-27/15 (deleted)	3,972.48
LosAngeles 5/4-6/2016 (deleted)	3,942.38
Phila PA Training Institute 8/20-21/2015 (deleted)	3,696.26
Real Estate Finance Nuts and Bolts Curric (deleted)	2,250.00
Total NeighborWorks America (deleted)	\$ 35,842.26
New Jersey Redevelopment Authority (RTI) (deleted)	
CDBG and HOME 10/23-24/2018 (deleted)	4,000.00
CDBG and HOME Funds Defined 5/23-5/24/17 (deleted)	4,000.00
Total New Jersey Redevelopment Authority (RTI) (deleted)	\$ 8,000.00
Newark Community Economic Dev. Corp. (deleted)	
505 Clinton Avenue Redevel and Financing (deleted)	1,600.00
Total Newark Community Economic Dev. Corp. (deleted)	\$ 1,600.00
Norfolk Virginia	
HUD Entitlement	50,923.54
Total Norfolk Virginia	\$ 50,923.54
PA Dept of Community & Economic Dev (deleted)	
Act 179 CDBG Study Mobilization (deleted)	39,932.00
DCED Relocation Services for DR (deleted)	369,407.81
Total PA Dept of Community & Economic Dev (deleted)	\$ 409,339.81
Philadelphia Energy Authority	
Built to Last	25,969.73
Total Philadelphia Energy Authority	\$ 25,969.73
St. Johns County, FL	
CDBG St. Johns County FL	167,119.50
FY 2020 EDA Public Works and Economic Adj	9,299.60
Total St. Johns County, FL	\$ 176,419.10
St. Louis County	
Sec 108 Loan Guarantee Proj Underwriting	590.67
Total St. Louis County	\$ 46,471.60
URS Corporation (deleted)	
NYC Build it Back Program (deleted)	47,062.27
Total URS Corporation (deleted)	\$ (17,891.34)
TOTAL	\$ 9,546,438.63