(c)

State of New Jersey

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Highlands Council
New Jersey

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Mount Olive Township Clerk's Office

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Chairman

MARGARET NORDSTROM
Executive Director

September 15, 2015

The Honorable Rob Greenbaum
Township of Mount Olive
204 Flanders-Drakestown Rd.
Budd Lake, NJ 07828

RE: Modules 2, 3 and 7 Scope of Work Approval
Plan Conformance Amended Grant Agreement #09-033-011-1427

Dear Mayor Greenbaum:

Thank you for providing a proposed Scope of Work for the updates of Module 2: Build-Out Report, Module 3: Housing Element and Fair Share Plan and Module 7: Implementation Plan and Schedule of the Plan Conformance Grant Program. On behalf of the Highlands Council, we are pleased to advise that the proposed Scope of Work has been approved, including the associated budget breakdown and timeline (Scope of Work copy enclosed). Mount Olive Township expenditures for professional assistance in completion of this project will be reimbursed up to the dollar amount allocated ($25,000), payable only after submission of scope-identified deliverables and applicable invoices, and review of each by the Highlands Council for accuracy and technical completeness.

To facilitate the first phase of the Scope of Work, we are enclosing a CD containing information necessary to complete the necessary updates to Modules 2 and 7. The CD includes instructions for completing the Module 2 Update, a Geodatabase (GDB) file necessary for the Module 2 update, and a template to complete the Module 7 updates. Also included is a blank CD on which to return the Module 2 updated GDB; the Module 7 update can be returned via email or on the CD, whichever is most convenient. The deadline for return of these updates is October 15, 2015

Please do not hesitate to contact us with questions as your work on this or any other Highlands-related project proceeds. For grant issues specifically, please contact Herbert August, Manager of Grants Administration (tel. ext. 102, e-mail herbert.august@highlands.nj.gov). For any other questions, please feel free to contact your municipal liaison, James Humphries, at tel. ext. 128 or james.humphries@highlands.nj.gov We look forward to our continued collaboration with you in this important effort to protect and preserve the special characteristics of the Highlands Region.

Sincerely,

Margaret Nordstrom
Executive Director

Enclosures:
Copy of Approved Scope of Work
CD Containing: Module 2 Instructions, Module 2 GDB, Module 7 Template

c: Service List

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