



# MUNICIPALITY OF PRINCETON

Department of Engineering &  
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**To:** Mayor and Council  
**From:** Princeton Affordable Housing  
**Subject:** Clarke Caton Hintz Proposal for 2025 Affordable Housing Services  
**Date:** July 25, 2025

## RE: CLARKE CATON HINTZ PROPOSAL – 2025 AFFORDABLE HOUSING SERVICES

Dear Mayor and Council,

On behalf of Clarke Caton Hintz (CCH), I am submitting the attached proposal outlining their scope of services and recommended budget for continued support with Princeton's affordable housing monitoring and implementation efforts through the remainder of 2025.

CCH has detailed their proposed services, which include:

- Unit and Trust Fund Monitoring
- Housing Plan Element/Fair Share Plan Amendments
- Spending Plan Amendments
- Defense of Challenges
- Assistance in Finalizing Ordinances
- Meetings and Coordination
- Other Related Services

To support this work, CCH has proposed a fee budget of **\$45,000** for the remainder of 2025. This figure includes reimbursable expenses and reflects the anticipated scope of services described above. It is important to note that given the nature of affordable housing compliance and potential involvement of external parties, this budget may need to be supplemented based on emerging needs or unforeseen complexities.

CCH will invoice on a monthly basis, charging on a time-and-materials basis according to their 2025 hourly rate schedule, which is included with their proposal.

We recommend acceptance of this proposal so that Princeton can continue to meet its affordable housing obligations effectively and remain compliant with state and court mandates.

Should you have any questions, please let us know. We look forward to your consideration and approval of this continued partnership.

Sincerely,

**Rhodalyne Jones**  
Director of Human Services  
Municipality of Princeton