

**CHAPTER 16****LOCAL HOUSING AUTHORITY AND MUNICIPAL  
REDEVELOPMENT AGENCY TRAINING  
PROGRAM****Authority**

N.J.S.A. 40A:12A-45 and 49.

**Source and Effective Date**

R.1995 d.259, effective June 5, 1995.  
See: 26 N.J.R. 4867(a), 27 N.J.R. 2182(a).

**Executive Order No. 66(1978) Expiration Date**

Chapter 16, Local Housing Authority and Municipal Redevelopment Agency Training Program, expires on June 5, 2000.

**Chapter Historical Note**

Chapter 16, Local Housing Authority and Municipal Redevelopment Agency Training Program, became effective June 5, 1995. See: Source and Effective Date.

**CHAPTER TABLE OF CONTENTS****SUBCHAPTER 1. GENERAL PROVISIONS**

- 5:16-1.1 Title; scope
- 5:16-1.2 Authority
- 5:16-1.3 Intent and purpose
- 5:16-1.4 Definitions
- 5:16-1.5 Severability

**SUBCHAPTER 2. TRAINING REQUIREMENTS AND  
ADMINISTRATION**

- 5:16-2.1 Training curriculum
- 5:16-2.2 Evaluation criteria
- 5:16-2.3 Certificate of completion
- 5:16-2.4 Compliance period
- 5:16-2.5 Waivers
- 5:16-2.6 Right of appeal
- 5:16-2.7 Exemptions

**SUBCHAPTER 3. GENERAL PROCEDURES**

- 5:16-3.1 Employment requirements for executive directors
- 5:16-3.2 Board vacancies
- 5:16-3.3 Enforcement

**SUBCHAPTER 4. ESTABLISHMENT OF TRAINING  
PROGRAM**

- 5:16-4.1 Scope; intent
- 5:16-4.2 Applicability
- 5:16-4.3 Standards for Training Program

**SUBCHAPTER 1. GENERAL PROVISIONS****5:16-1.1 Title; scope**

(a) The rules contained in this chapter shall be known as the "Rules for the Local Housing Authority and Municipal Redevelopment Agency Training Program."

(b) These rules govern the prescribed training program referred to as Local Housing Authority and Municipal Redevelopment Agency Training Program, hereinafter designated as the LHA/MRA Training Program.

**5:16-1.2 Authority**

These rules are promulgated by the Commissioner of the Department of Community Affairs pursuant to the authority of the "Redevelopment and Housing Law," (P.L. 1992, c.79; N.J.S.A. 40A:12A-1 et seq.).

**5:16-1.3 Intent and purpose**

The purpose of the LHA/MRA Training Program shall be to improve the technical expertise and management skills of commissioners and executive directors of local housing authorities and municipal redevelopment agencies through a comprehensive, structured educational program.

**5:16-1.4 Definitions**

The following words and terms, as used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise. All definitions found in the Redevelopment and Housing Law, P.L. 1992, c.79 (N.J.S.A. 40A:12A-1 et seq.), shall be applicable to this chapter.

"Certificate of completion" means written documentation provided to executive directors and commissioners of local housing authorities and municipal redevelopment agencies evidencing successful completion of the required course of study for the LHA/MRA Training Program.

"Commissioner" means an appointed member of the governing board of a local housing authority or a municipal redevelopment agency, which board is responsible for overseeing operations, including developing policy and establishing monitoring controls.

"Commissioner of the Department," or "DCA Commissioner," means the Commissioner of Community Affairs.

"Course curriculum" means the mandatory and elective courses that executive directors and commissioners of local housing authorities and municipal redevelopment agencies must complete to satisfy the training requirements more fully described in N.J.A.C. 5:16-3.

"DCA Commissioner" (See "Commissioner of the Department.")

"Department" means the New Jersey Department of Community Affairs.

"Equivalency agency" means an agency, individual or group qualified to evaluate professional educational programs, and other license, certificate and training program offered by educational institutions, and military, employe

and professional associations to determine whether the training meets or exceeds the LHA/MRA Training Program requirements.

"Executive director" means an individual employed as the chief officer of a local housing authority or municipal redevelopment agency and responsible for the daily management of the entity.

"Hardship" means any physical, mental or social privation, suffering or adversity that may hinder or preclude an individual from satisfactorily completing the requirements of the LHA/MRA Training Program. The New Jersey Department of Community Affairs will, within reason, provide appropriate accommodations to assist all LHA/MRA Training Program participants to complete both the course curriculum and evaluation components.

"Holdover" means an individual who continues to occupy a seat as a member of a board after resignation or upon expiration of the term associated with that seat, and who has no right to the office.

"Housing Authority and Redevelopment Agency Training Advisory Committee" means the committee, comprised of staff of the Department of Community Affairs, representatives of the New Jersey National Association of Housing and Redevelopment Officials (NJNAHRO), the New Jersey Association of Housing and Redevelopment Authorities (NJAHRA) and the United States Department of Housing and Urban Development, executive directors and commissioners of housing authorities, representatives of Rutgers, The State University, and two nationally recognized training organizations, that has responsibility for guiding the course of study for the Training Program.

"Local housing authority" means a housing authority created or continued pursuant to the "Redevelopment and Housing Law," P.L. 1992, c.79 (N.J.S.A. 40A:12A-1 et seq.).

"Member" means an individual serving as a member of a local housing authority or a commissioner of a municipal redevelopment agency.

"Municipal redevelopment agency" means a redevelopment agency created or continued pursuant to the "Redevelopment and Housing Law," P.L. 1992, c.79 (N.J.S.A. 40A:12A-11).

"Pre-session evaluation" means the written or oral performance assessment administered by LHA/MRA Training Program instructors at the beginning of each course to familiarize participants with the course material.

"Post-session evaluation" means the written or oral performance assessment administered by LHA/MRA Training Program instructors at the end of the course to assess the participant's understanding of and to reinforce key concepts and significant issues covered during the training session.

"Program participant" means an individual attending approved LHA/MRA Training Program courses.

"Recognized educational agency" means an educational, business, military or professional organization which offers credit or non-credit educational courses which, upon prior approval of the Department, may be judged equivalent to the required LHA/MRA Training Program courses.

"Satisfactory" when used in reference to evaluations, means providing correct responses to no less than 70 percent of the questions.

"State-approved course" means a course offered by an organization or entity other than the New Jersey Department of Community Affairs, Rutgers or other training facilitator that satisfies the requirements of the LHA/MRA Training Program and for which executive directors and commissioners shall receive credit.

"Training facilitator" means an entity recognized and approved by the Department of Community Affairs to develop and offer the LHA/MRA Training Program curriculum.

"Vacancy" means an appointed position or board seat that is occupied by a holdover or that remains unfilled at the expiration of a term or upon the resignation, death or removal of an appointee of an unexpired term.

#### 5:16-1.5 Severability

If any provision of these rules or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the rules and to this end, the provisions of the rules are severable.

### SUBCHAPTER 2. TRAINING REQUIREMENTS AND ADMINISTRATION

#### 5:16-2.1 Training curriculum

(a) The purpose, objectives and content of each course approved as part of the LHA/MRA Training Program curriculum shall meet the standards established and approved by the Department, as set forth in this chapter, and shall address New Jersey rules, programs and issues. The course of study shall be designed to clarify the functions, duties and limits of housing authorities and redevelopment agencies and the decision-making responsibilities of individuals serving as executive directors or commissioners and to familiarize them with current methods and procedures for managing public housing units, publicly assisted housing, or redevelopment projects.