

"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.

Amended by R.2000 d.61, effective February 22, 2000.
See: 31 N.J.R. 3250(a), 32 N.J.R. 690(a).

Deleted "Equivalency agency" and "Pre-session evaluation"; inserted "Local government agency", "Local government officer", "Management company" and "Municipal employee"; in "Executive director", inserted "and secretary to the board" following "officer"; and in "Member", deleted "a commissioner of" following "authority or".

5:44-1.5 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

5:44-2.1 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.

(b) The course curriculum for commissioners of local housing authorities shall consist of four mandatory courses and one of the available elective courses, ranging in length from one-half day to one day. A half-day program shall be four hours in length, while a full-day program shall be seven hours. Housing authority members must satisfactorily complete all mandatory courses and one elective course within the time prescribed in N.J.A.C. 5:44-2.4(a).

1. The mandatory housing authority commissioner courses shall be as follows:

- i. Skills for Commissioners: provides a broad overview of the roles and responsibilities of commissioners;
- ii. Financial Issues and Procedures: explores a range of financial management skills, including budgets, cost allocations and funding sources;
- iii. Public Housing Assessment System (PHAS) explores how to use PHAS as a management tool and how to improve an authority's PHAS scores; and
- iv. Ethics: provides an overview of public ethics.

2. Elective courses for commissioners may include, but are not limited to, the following courses. At the discretion of the Department, courses may be added or eliminated, as participant demand and interest dictate.

- i. Resident Initiatives;
- ii. Procurement for Commissioners;
- iii. Legal Issues;
- iv. Tenant-Based Assistance; and
- v. Planning and Development of Affordable Housing.

(c) The course curriculum for executive directors of local housing authorities shall consist of seven mandatory courses and three of the available elective courses, ranging in length from one-half day to two days. A half-day program shall be four hours in length, while a full-day program shall be seven hours. Executive directors of housing authorities must satisfactorily complete all seven mandatory courses and three elective courses within the time prescribed in N.J.A.C. 5:44-2.4(b). Six of the seven mandatory courses shall be offered through the LHA/MRA Training Program. The seventh course, Public Housing Management Certification, is available from other sources.

1. The mandatory housing authority executive director courses shall be as follows:

- i. Executive Housing Management: a two-day program which includes an overview of the functions of planning, organizing, directing and controlling, with topics in time management, personnel, negotiation, conflict management and team building;
- ii. Financial Management: includes budgets and their preparation, records, investment, computer software and financial statement preparation;
- iii. Maintenance Management: includes budget preparation, staffing, quality control, resident involvement and insurance and liability;
- iv. Procurement and Contract Management: provides a basic understanding of the differences between Federal and State mandated procedures and accepted professional practices used in PHA procurement in

New Jersey, with emphasis on contract negotiation, management and administration skills and professional ethics;

v. Strategic Planning: explores strategies for accomplishing organizational changes and developing a five-year plan;

vi. Ethics: familiarizes executive directors with New Jersey and HUD ethical standards and legal requirements for public officials; and

vii. Public Housing Management Certifications: PHM will not be offered on a regular basis as part of the LHA/MRA Training Program. To take this course, participants must contact a sponsoring organization directly. Credit will be awarded to anyone who has completed a PHM training program offered by a HUD-approved institute. To receive credit, a copy of a Certificate of Completion from the sponsoring organization must be submitted to the New Jersey Department of Community Affairs, Division of Housing, Fifth Floor, PO Box 806, Trenton, New Jersey 08625-0806 Attention: LHA/MRA Training Unit.

2. Elective courses for executive directors may include, but are not limited to, the following courses. Courses may be added or eliminated, as participant demand and interest dictate, and at the discretion of the Department.

- i. Planning and Development of Affordable Housing;
- ii. Resident Initiatives;
- iii. Legal Issues;
- iv. Public Relations/Communications;
- v. Public Housing Assessment System/Section Eight Management Assessment Program (PHAS/SEMAP);
- vi. Tenant-Based Assistance;
- vii. Principles of Redevelopment; and
- viii. Planning and Development of Affordable Housing.

(d) The course curriculum for commissioners of municipal redevelopment agencies shall consist of two mandatory courses, ranging in length from one-half day to one day. A half-day program shall be four hours in length, while a full-day program shall be seven hours. Commissioners must satisfactorily complete all mandatory courses within the time prescribed in N.J.A.C. 5:44-2.4(a).

1. The mandatory commissioner courses shall be as follows:

- i. Principles of Redevelopment: explores strategies for neighborhood revitalization, the planning process as related to New Jersey Municipal Land Use Law, financial and marketing issues; and

- ii. Ethics: provides an overview of public ethics.

(e) The course curriculum for executive directors of municipal redevelopment agencies shall consist of three mandatory courses and one elective course selected from the courses offered executive directors through the LHA/MRA Training Program. Executive directors of redevelopment agencies must satisfactorily complete all three mandatory courses and one elective course within the time prescribed in N.J.A.C. 5:44-2.4(b).

1. The mandatory redevelopment agency executive director courses shall be as follows:

- i. Principles of Redevelopment: explores strategies for neighborhood revitalization, the planning process as related to New Jersey Municipal Land Use Law, financial and marketing issues;
- ii. Planning and Development of Affordable Housing; and
- iii. Ethics: provides an overview of public employee ethics.

2. Executive directors and commissioners of an agency that serves as both a MRA and LHA shall complete only the Principles of Redevelopment course, in addition to the mandated LHA curriculum.

(f) For any course topic, proposed activities shall accomplish the instructional objectives of the LHA/MRA Training Program and may include lecture, small group discussion, in class exercises, audio visual material and handouts.

(g) To the greatest extent possible, the course curriculum shall be designed to enhance student participation and shall be interactive. The use of New Jersey-specific materials is encouraged. Class sizes shall be limited to no more than 45 students.

Amended by R.2000 d.61, effective February 22, 2000.
Sec: 31 N.J.R. 3250(a), 32 N.J.R. 690(a).

In (b), substituted "the available" for "five" following "one of" in the introductory paragraph, inserted "housing authority" in the introductory paragraph and rewrote iii in 1, and rewrote ii and iv in 2; in (c), substituted "the available" for "eight" following "three of" in the introductory paragraph, inserted "housing authority" in the introductory paragraph, inserted "personnel," in i and rewrote v in 1, and rewrote v through viii in 2; in (d), substituted "two" for "three" following "consist of" in the introductory paragraph, and deleted a former ii and recodified former iii as ii in 1; and in (e), substituted "agencies" for "authorities" and substituted "one" for "two" throughout the introductory paragraph, and inserted "redevelopment agency" in the introductory paragraph in 1.

5:44-2.2 Course credit and evaluation criteria

(a) The Department, or its authorized designee, shall develop evaluation procedures to assess the competency of participants completing the LHA/MRA Training Program. The evaluations shall allow participants to demonstrate competency and proficiency at the conclusion of each course.