

CENTER FOR
GOVERNMENT SERVICES

COAH Education Program

CO-SPONSORED BY NJ DEPARTMENT
OF COMMUNITY AFFAIRS, COUNCIL ON
AFFORDABLE HOUSING

COURSES FOR NJ LOCAL GOVERNMENT
SUMMER 2014 SCHEDULE



RUTGERS
Continuing Studies

THE COAH EDUCATION PROGRAM

The COAH Education Program is a cooperative effort between Rutgers University and the New Jersey Department of Community Affairs, Council on Affordable Housing. The program promotes standards by which COAH approves Municipal Housing Liaisons (MHLs), Administrative Agents (AAs) and Regional Contribution Agreement (RCA) Administrators. COAH has endorsed all of the below-listed courses for credit toward its certification.

PROGRAM SPONSORS

The curriculum was developed by COAH in consultation with the Center for Government Services (CGS) at Rutgers, The State University of New Jersey.

PROGRAM COURSES

The current program consists of four modules:

Module I: Overview of Affordable Housing Administration 5 Hours

This class gives a broad-based understanding of COAH. Half of the day focuses on the history of the Mount Laurel decisions which led to the creation of COAH, and the rules and regulations that govern it. The rest of the day delves into the administration of affordable units and the application of the Uniform Housing Affordability Controls. A final exam is administered in open-book format. **This course is required for all MHLs, AAs and RCA Administrators.**

Module II: Records Management – 3 Hours

This half-day course examines the requirements for the use, retention and release of records kept by municipalities and administrative agents in the course of the administration of affordable units. The highly sensitive nature of some of the documents required for qualification for affordable housing necessitates strict measures in their protection. The course also goes into Open Public Records Act requirements and how to comply. A final exam is administered in open-book format. **This course is required for all AAs.**

Module III: Ethics – 3 Hours

This half-day session focuses on the nature of the public trust and the “rules” for ethical behavior that are relevant for affordable housing professionals. New Jersey law and other relevant regulations and ethical standards are examined and applied to ethical issues using a case study approach. A final exam is administered in open-book format. **This course is required for all AAs.**

Note: This course is jointly offered through Rutgers’ Affordable Housing Professional Certification Program, in which it is titled Ethics for Affordable Housing Professionals. Reciprocal credit is granted across both programs.

Module IV: Qualifying Households for Affordable Housing 6 Hours

This full-day course teaches Administrative Agents what to know when qualifying applicants for affordable housing. From what to look for when starting a new project to requirements for qualification in the Uniform Housing Affordability Controls to hands-on experience and thoughtful advice from seasoned Administrative Agents, this class will give an overview of the regulations and the step-by-step procedures for the qualification process. A final exam is administered in open-book format. **This course is required for all AAs.**

DISTINCTION BETWEEN RUTGERS AFFORDABLE HOUSING PROGRAMS

COAH was instrumental in the creation of the Affordable Housing Professionals of New Jersey (AHPNJ), an organization for affordable housing administrators. Rutgers and AHPNJ co-sponsor a separate series called the Affordable Housing Professional Certification Program. It is a professional development course of study for individuals working in all aspects of affordable housing, focusing on both federal and state programs. The certification provides professionals with the opportunity to obtain a level of competence in the affordable housing industry that is desirable to employers, peers, advocates and clients.

Both Rutgers affordable housing programs include an Ethics course for which reciprocal credit is granted. In the COAH Education Program, it is titled Module III: Ethics. In the Affordable Housing Professional Certification Program, it is titled Ethics for Affordable Housing Professionals.

While COAH does not require completion of the Affordable Housing Professional Certification Program except for Ethics, it does encourage participation for professional development. COAH supports one of AHPNJ’s primary purposes of promoting communication between affordable housing administrators.

SUMMER 2014 SCHEDULE OF COURSES

Food service included in registration fees below

Module I: Overview of Affordable Housing Administration 5 Hours – \$208

AH-3100-SU14-1 New Brunswick

Rutgers Center for Government Services
Matrix Plaza I Bldg, 303 George Street, Room 600A
Tue, Aug 12, 9:00 a.m. – 3:00 p.m.
Instructor: Frank Piazza Jr., President, Piazza & Associates

Module IV: Qualifying Households for Affordable Housing 6 Hours – \$251

AH-3103-SU14-1 New Brunswick

Rutgers Center for Government Services
Matrix Plaza I Bldg, 303 George Street, Room 600A
Tue, Aug 5, 9:00 a.m. – 4:00 p.m.
Instructor: Frank Piazza Jr., President, and Wendeline Regalado, Compliance Manager, Piazza & Associates

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:

COAH EDUCATION PROGRAM

RUTGERS CENTER FOR GOVERNMENT SERVICES

303 George Street, Suite 604

New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ Zip _____

Home Address

Street _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Course Title _____

Course ID _____ Fee _____

Course Location _____

Course Title _____

Course ID _____ Fee _____

Course Location _____

PAYMENT INFORMATION

Check, voucher, or credit card information must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey and send to above address.

There is a \$25 fee for course withdrawals, late registrations and/or returned checks.

Check Voucher

VISA MasterCard AmEx Discover

Total Amount \$ _____

Credit Card # _____

Expiration Date _____ Security Code _____

Signature _____

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REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: www.cgs.rutgers.edu.

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

Students may now register online with a credit card or e-check. Go to www.cgs.rutgers.edu and click on the "Register Now" link in the left column.

To ensure that course materials are available the first session of the course, it is strongly recommended that all students register at least one week prior to the course start date.

In-person registrations at the course location on the day of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$25 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following four methods:

- 1) Credit card payment by mail, in-person or fax (Visa, MasterCard, Discover or American Express)
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order received via mail or fax
- 4) Online with credit card or e-check (only)

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$25 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Course Cancellation Policy: CGS reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Education Credit: CGS will award technical continuing education credits to MHLs who currently hold a Rutgers Planning Board/Zoning Board Secretary, Land Use Administrator or Zoning Official Certificate. NJDCA has approved all courses for Registered Municipal Clerks, with contact hours (CEUs) awarded in the curriculum area of Professional Development or Ethics. Selected courses in the CGS program are approved by the NJ State Board of Accountancy for Continuing Professional Education (CPE) credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit the program webpage at www.cgs.rutgers.edu/coah.



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