

Date: July 22, 2025

This Memorandum entered into between the Millville Housing Authority, which will be referred to as the "PHA" in this document, and the Jaycee Plaza Resident Council which will be referred to as the "Resident Council."

The Resident Council is committed to:

- Improving the quality of life in our community.
- Working to improve the conditions of the property, services available to residents, and to further the goals of the residents.
- Maintaining a functioning resident council which complies with all HUD regulations to be a legitimate resident council and to fully comply with the Resident Council Bylaws and any other governing documents.
- Representing all of the residents in the community without discrimination, and remaining democratic in its decision-making.

The PHA:

- Recognizes the Resident Council as the sole representative of the residents it purports to represent, and support its resident participation activities.
- Supports the Resident Council in taking responsibility for its community.
- Supports active resident participation in decisions affecting their quality of life and community.
- Commits to negotiating respectfully and in good faith with the Resident Council about issues of concern to the residents.

This document is built on the agreement that both parties will work to foster a mutually respectful and productive relationship and formalizes the working relationship by setting out the agreed upon responsibilities of both parties.

## **RESPONSIBILITIES**

**The PHA shall:**

1. Recognize the duly elected Resident Council as the sole representative of the residents who reside in the Jaycee Plaza property.
2. Recognize the residents right to organize in accordance with 24 CFR part 964.18 including:

- a. Permit residents to organize. This means permitting the resident council to meet, conduct outreach including putting up flyers, and holding events.
  - b. Provide guidance to residents, when requested, in establishing and maintaining a resident council.
  - c. Provide the resident council with information concerning the PHA policies on resident participation in management.
  - d. Provide office and meeting space.
3. Permit the Resident Council maximum feasible participation in decisions and changes affecting the lives of (name of the property/ properties) residents (24 CFR 964.135).
4. Make available to the Resident Council information which the PHA has in its possession which will help the Resident Council in performing its responsibilities under this agreement. This information will be provided proactively by the PHA, and will also be available by request. Shared information is including, but not limited, to:
  - a. access to relevant documents, such as proposed policies and plans, correspondence between the housing authority and HUD,
  - b. minutes from board meetings, and
  - c. contracts with bidders.
5. Require that the property manager inform all new residents that there is an active Resident Council and let them know where they can find information on upcoming meetings (bulletin board, newsletter, flyer, etc).
6. Not interfere with the internal affairs of the Resident Council unless they are in violation of HUD rules and regulations or PHA policies and procedures.
7. Meet regularly with the Resident Council as needed, at least during regularly scheduled PHA meetings held at the property (approx. 3), to discuss issues of concern and interest to both parties, including meetings on particular issues with the relevant PHA staff members (i.e. meeting with security on issues of public safety). (24 CFR 964.18)
8. Form joint committees with the Resident Council as needed. (24 CFR 964.18)
9. Involve residents in the overall policy development and direction of public housing operations (24 CFR 964.135) including providing notice of proposed policy changes and meeting with the Resident Council before changing major policies in order to get residents' input and shape decisions.

10. Provide information to and consult with the Resident Council and respond to feedback regarding budget requests, modernization plans, and other major proposals (24 CFR 964.135).

11. Provide training to the Resident Council, upon request, to ensure that the Board and Members have the skills and information to fully carry out their responsibilities including developing and implementing federal programs that affect public housing (CFR 24 964.18).

12. Email the Resident Council with notices of PHA job openings that can be posted on the Resident Council bulletin board or otherwise shared with residents.

13. Promptly respond to and act on all recommendations made to the PHA by the Resident Council. A response shall be considered "prompt" if it is received within 30 days.

a. The PHA shall notify the Council of its decisions and the reason or reasons which led the PHA to reach said decision.

b. The PHA agrees to provide written responses to written comments that a resident group makes about any change in policy.

14. Provide space for Resident Council meetings, including providing the resident council private office space, a telephone, a meeting room, access to the internet, and repair services for office equipment (24 CFR 964.18)

15. Monitor the Resident Council election process and establish appeal procedures pursuant to HUD requirements (24 CFR 964.125).

16. Provide tenant participation funds to the Resident Council to support its operations as well as training on the law, skills, and organizational issues, as allocated in the PHA operating budget and required by HUD. The PHA agrees to provide accounting assistance, as needed, to help the group develop its capacity to manage funds. (24 CFR 964.115)

**The Resident Council shall:**

1. Ensure that all eligible residents of Jaycee Plaza are entitled to participate in all activities of the Resident Council (24 CFR 964.115).

2. Adopt written bylaws and procedures for the Resident Council as required by HUD (24 CFR 964.115).

3. Create informational materials related to the Resident Council for new residents. This may include a copy of the meeting schedule and organizational Bylaws.

4. Elect a governing board that is democratically chosen by the voting membership in a fair election (24 CFR 964.115).

5. Meet regularly as a Resident Council, as provided by in an annual public meeting notice, to ensure residents are aware of and can be actively involved in PHA management decisions and activities and that the needs and desires of the residents are incorporated into community plans (24 CFR 964.118).
6. Meet regularly with the PHA: at least during regularly scheduled PHA meetings held at the property (approx. 3) to discuss issues of concern and interest to both parties and to give reasonable notice and invite appropriate PHA staff on particular issues (i.e. meeting with security on issues of public safety) (24 CFR 964.118).
7. Require independent third-party oversight of election and recall procedures. Provide at least 30 days notice for Resident Council elections and permit the PHA to monitor the election process (24 CFR 964.130).
8. Establish and maintain records and accounting procedures mutually agreeable to the PHA and the Council.
9. Complete and submit the following to the PHA prior to receipt of tenant participation funds:
  - a. signed assurance that all expenditures will be lawful and promote the successful operation of the property per the Tenant Participation Funds Agreement (24 CFR 964.150),
  - b. annual budget request,
  - c. annual financial report, and
  - d. approved annual budget.
10. Permit the PHA to inspect and audit the Resident Council's finances (24 CFR 964.150)

**LENGTH OF AGREEMENT**

This agreement shall be in effect from the time of acceptance by both parties until it is revised. The agreement shall be revised no less than every 3 years.

The Resident Council has accepted this Agreement by reading it at a Resident Council meeting and having it approved by the membership. The agreement was read and approved on \_\_\_\_\_ by the Jaycee Plaza Resident Council.

**Signatures**

\_\_\_\_\_  
 Housing Authority representative: (Name, Title)      Resident Council representative: (Name, Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_