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Interoffice Memorandum

To: Mayor and Council

From: Rhodalynn Jones, Human Services Director

Date: January 2, 2026

Re: Municipal Housing Liaison

Dear Mayor and Council,

I am writing to respectfully request your formal approval of a resolution designating me, Rhodalynn Jones, as the Municipal Housing Liaison (MHL) for the administration of the Municipal Affordable Housing Program in accordance with state and local regulations (N.J.A.C. 5:80-26.1). This designation is essential to ensure effective oversight and administration of the program, as well as required by state law for municipalities to have on staff.

Municipal Housing Liaison (MHL) Definition

As outlined in N.J.A.C. 5:99-6, the "Municipal Housing Liaison" or "MHL" refers to an appointed municipal employee responsible for the oversight and/or administration of affordable housing units within the municipality. The MHL plays a critical role in coordinating all activities related to the creation and management of affordable housing units, working in conjunction with the Municipal Attorney where appropriate. The employee is required to have gone through the necessary coursework through Rutgers Center for Government Services, Affordable Housing Professionals to be designated as MHL. At present, I am the only staffer within the Department of Health and Community Services to have completed this coursework, further making my designation crucial.

Duties and Responsibilities

The Municipal Housing Liaison has several key duties, including ensuring compliance with the provisions of N.J.S.A. 52:27D-321.3 through 321.6 and the following responsibilities:

- Coordinating with developers and administrative agents to ensure that units are marketed in accordance with the affirmative marketing plan as set forth in N.J.A.C. 5:80-26.16.
- Ensuring that all affordable units are properly documented and reported, and that compliance with legal and regulatory requirements is maintained.

- Working with the administrative agent(s) to ensure that all affordable housing opportunities are posted to the New Jersey Housing Resource Center in line with legal requirements.
- Ensuring that affordable units are identified in the tax assessor's office and with the municipal utility authority, and that any changes are promptly communicated to the administrative agent.
- Maintaining a comprehensive list of all affordable units within the municipality, including details such as deed restriction expiration, income limits, and the designated administrative agent for each unit.
- Reporting this information to the Division annually and publishing relevant program details on the municipality's website.

As the Human Services Director, my current responsibilities align closely with the Affordable Housing Department. To further support this role, I have completed the required coursework required to qualify as the MHL. In this capacity, I will be able to effectively:

- Monitor compliance with affordable housing requirements.
- Provide regular reports to the governing body and relevant state agencies.
- Collaborate with vendors and subject matter experts to ensure the efficient operation of the program.

This appointment is crucial to ensuring that the program fulfills its obligations while continuing to support residents in need of affordable housing.

I respectfully request your approval of the proposed resolution to formalize my designation as the Municipal Housing Liaison.

Thank you for your consideration.

Sincerely,
Rhodalynn Jones
Human Services Director