



Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703
Telephone: (510) 981 5470 Fax: (510) 981 5480

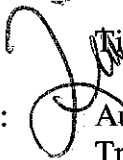
Office of the Executive Director

Item 7C

ACTION CALENDAR

February 10, 2011

To: Honorable Chairperson and
Members of the Berkeley Housing Authority

From:  Nia M. Ingram, Executive Director

Subject: Authorizing the Executive Director to appoint Carol Krezman, Edwina Santiago-Perez, Tracy Matthews, Kelly Carlisle and up to two participants in the Section 8 Housing Choice Voucher Program to the Resident Advisory Board for the 2011-2012 Annual Plan process, and affirming a \$15 stipend for meeting attendance

RECOMMENDATION

Consider a resolution authorizing the Executive Director to appoint Carol Krezman, Edwina Santiago-Perez, Tracy Matthews, Kelly Carlisle and up to two participants in the Section 8 Housing Choice Voucher Program to the Resident Advisory Board for the 2011-2012 Annual Plan process, and affirming a \$15 stipend for meeting attendance.

BACKGROUND

The Housing Authority is required to develop and submit an Annual Plan (Plan) to the U.S. Department of Housing and Urban Development (HUD) annually. For Housing Authorities with a fiscal year ending June 30th, the "Plan" must be submitted by April 16th, 75 days before the commencement of the next Fiscal Year.

In the Annual Plan process the Housing Authority reviews, and as appropriate, revises its discretionary policies for the Section 8 Voucher Program (the Administrative Plan), the Low Income Public Housing Program (the Admissions and Continued Occupancy Policy), and capital improvements projects it plans to initiate in the Public Housing Program (both an Annual Statement and a 5-year projection).

BHA is required to make all the documents available for public review by any interested party for 45-days prior to a public hearing where the Annual Plan is adopted by the Board. The BHA is further required to appoint, and consult with a Resident Advisory Board consisting of individuals who represent the interest of the current and future participants served in the Section 8 and Public Housing programs.

The "Annual Plan" process is different this year because:

- A. The Authority has received approval from the U.S. Department of Housing and Urban Development (HUD) to dispose (reposition) the units.

- B. While both the Admissions and Continued Occupancy Policy (Public Housing Program) and Administrative Plan (Section 8 Program) will be reviewed and revised, the ACOP will only govern the rental assistance for a finite period. As the disposition project moves forward, and households are transitioned to Section 8 rental assistance, it will be the Section 8 Administrative Plan that governs.
- C. The Capital Plan component, where BHA would identify capital (modernization) activities it would undertake in the upcoming year, will reflect (a) no modernization activities, and (b) 100% of the funds allocated to management/administration.

I. The Resident Advisory Board

The regulation guiding appointment of the Resident Advisory Board is found in Title 24 Housing and Urban Development Code of Federal Regulations, Section 903.13 (Attachment 2). In brief:

- 1. A Resident Advisory Board is required to provide input and comment on elements of the Plan; *We mailed an invitation to every family in the LIPH and RHCP program soliciting interest in serving their community by partnering with the Housing Authority to review policies, plans and priorities (Attachments 2 & 3). One response was received from resident Carol Krezman.*
- 2. The Housing Authority is required to appoint a Board “whose membership consists of individuals who adequately reflect and represent the residents assisted by the PHA”; *The individuals recommended for appointment responded to a previous solicitation, and are actively consulting with staff on the repositioning plan, or in the case of Ms. Carlisle, is working with staff on self-sufficiency projects.*
- 3. If there is a jurisdiction-wide resident council that complies with the tenant participation regulations in CFR part 964, the PHA shall appoint the members to the Resident Advisory Board; *There has not been a functioning Resident Council for at least three years.*
- 4. If the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board. *Our practice has been to ask staff to nominate participants from the Section 8 Program who have expressed an interest in commenting on policies and procedures. At least one seat on the RAB has been allowed.*

Given the lack of response from the resident population, we propose appointing the residents identified above who are currently working with BHA (subject to their acceptance) and up to 2 participants from the Section 8 Program, if anyone is identified. As we did last year, we will mail the draft documents to all residents, and allow them to submit comments, in addition to any comments shared by the RAB.

II. Meeting Stipend

Federal regulations governing the Annual Plan process and the Resident Advisory Board in particular, do not require that a stipend be provided to residents for their service. However, BHA has a long-standing practice of providing a stipend for meeting attendance. The stipend is not intended to pay the participant for his/her service, but rather is a modest payment that can be used to off-set the expense

for attending (i.e. transportation or child care). BHA has in the past, offered residents a \$15 per meeting stipend as a means of encouraging participation and as a token of appreciation. The financial impact is insignificant, and we recommend continuing the practice.

STATUS

The upcoming Fiscal Year will present several new challenges to the BHA, and significant changes in the rental assistance program for our residents. In addition to meeting a HUD requirement, the Annual Plan process this year represents an excellent opportunity to provide public housing residents information about how rental assistance in the Section 8 program is similar and different from the assistance they currently receive (and understand) in the Public Housing Program.

Attachments:

1. Resolution
2. LIPH Newsletter (January 2011)
3. Resident Advisory Board Nomination Form

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 11-_____

AUTHORIZING THE EXECUTIVE DIRECTOR TO APPOINT CAROL KREZMAN, EDWINA SANTIAGO-PEREZ, TRACY MATTHEWS, KELLY CARLISLE, AND UP TO TWO PARTICIPANTS IN THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM TO THE RESIDENT ADVISORY BOARD FOR THE 2011-2012 ANNUAL PLAN PROCESS AND AFFIRMING A \$15 STIPEND FOR MEETING ATTENDANCE

WHEREAS Housing Authorities that operate Low Income Public Housing Programs are required to submit an Annual Plan to the U.S. Department of Housing and Urban Development; and

WHEREAS, the Plan process requires appointment of a Resident Advisory Board; and

WHEREAS, the Resident Advisory Board must be appointed by the Housing Authority Board of Commissioners; and

WHEREAS, the Housing Authority has an obligation to appoint representatives who reasonably reflect and represent the interests of current program participants; and

WHEREAS, the Housing Authority has followed a reasonable and fair process to identify individuals to serve on the Resident Advisory Board.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to appoint Carol Krezman, Edwina Santiago-Perez, Tracy Matthews, Kelly Carlisle and up to two participants in the Section 8 Housing Choice Voucher Program to the Resident Advisory Board for the 2011 Annual Plan Process; and

FURTHER RESOLVED THAT a stipend of \$15 per meeting is authorized for Resident Advisory Board meeting attendance, for a maximum of \$30 per month.

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary

[Home Page](#) > [Executive Branch](#) > [Code of Federal Regulations](#) > [Electronic Code of Federal Regulations](#)

Electronic Code of Federal Regulations

e-CFR
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e-CFR Data is current as of February 7, 2011

Title 24: Housing and Urban Development

PART 903—PUBLIC HOUSING AGENCY PLANS

Subpart B—PHA Plans

[Browse Previous](#) | [Browse Next](#)

§ 903.13 What is a Resident Advisory Board and what is its role in development of the Annual Plan?

(a) A Resident Advisory Board refers to a board or boards, as provided in paragraph (b) of this section, whose membership consists of individuals who adequately reflect and represent the residents assisted by the PHA.

(1) The role of the Resident Advisory Board (or Resident Advisory Boards) is to assist and make recommendations regarding the development of the PHA plan, and any significant amendment or modification to the PHA plan.

(2) The PHA shall allocate reasonable resources to assure the effective functioning of Resident Advisory Boards. Reasonable resources for the Resident Advisory Boards must provide reasonable means for them to become informed on programs covered by the PHA Plan, to communicate in writing and by telephone with assisted families and hold meetings with those families, and to access information regarding covered programs on the internet, taking into account the size and resources of the PHA.

(b) Each PHA must establish one or more Resident Advisory Boards, as provided in paragraph (b) of this section.

(1) If a jurisdiction-wide resident council exists that complies with the tenant participation regulations in part 964 of this title, the PHA shall appoint the jurisdiction-wide resident council or the council's representatives as the Resident Advisory Board. If the PHA makes such appointment, the members of the jurisdiction-wide resident council or the council's representatives shall be added or another Resident Advisory Board formed to provide for reasonable representation of families receiving tenant-based assistance where such representation is required under paragraph (b)(2) of this section.

(2) If a jurisdiction-wide resident council does not exist but resident councils exist that comply with the tenant participation regulations, the PHA shall appoint such resident councils or their representatives to serve on one or more Resident Advisory Boards. If the PHA makes such appointment, the PHA may require that the resident councils choose a limited number of representatives.

(3) Where the PHA has a tenant-based assistance program of significant size (where tenant-based assistance is 20% or more of assisted households), the PHA shall assure that the Resident Advisory Board (or Boards) has reasonable representation of families receiving tenant-based assistance and that a reasonable process is undertaken to choose this representation.

(4) Where or to the extent that resident councils that comply with the tenant participation regulations do not exist, the PHA shall appoint Resident Advisory Boards or Board members as needed to adequately reflect and represent the interests of residents of such developments; provided that the PHA shall provide reasonable notice to such residents and urge that they form resident councils with the tenant participation regulations.

(c) The PHA must consider the recommendations of the Resident Advisory Board or Boards in preparing the final Annual Plan, and any significant amendment or modification to the Annual Plan, as provided in §903.21 of this title.

(1) In submitting the final plan to HUD for approval, or any significant amendment or modification to the plan to HUD for approval, the PHA must include a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the PHA addressed these recommendations.

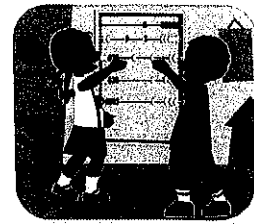
(2) Notwithstanding the 75-day limitation on HUD review, in response to a written request from a Resident Advisory Board claiming that the PHA failed to provide adequate notice and opportunity for comment, HUD may make a finding of good cause during the required time period and require the PHA to remedy the failure before final approval of the plan.

[Browse Previous](#) | [Browse Next](#)

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Public Housing News

January 2011

Repositioning Project...

On December 29, 2010, we received official word from the U.S. Department of Housing and Urban Development (HUD) that the Inventory Removal Application had been reviewed; comments in support of, and comments opposing the project had been reviewed; and (c) the application has been approved. As we celebrate this milestone in this multi-year project, it is important to underscore three things: a) our commitment to make your transition from Public Housing to a Section 8 form rental assistance as painless as possible; b) the vision of 75 rehabilitated large family affordable rental housing units; and c) long-term sustainability of BHA as a Section 8 only authority serving 1847+ low income senior, disabled and family households. While we are still at least seven months away from any mandatory moves (nothing before July), we anticipate a lot of activity as we move forward to identify and select a developer/development partner for the project. Watch for monthly (if not more frequent) written updates – all designed to keep you informed of all current developments (you can also visit our website <http://www.cityofberkeley.info/BHA>). Questions or comments can be submitted to Kathleen Sims, Project Manager at 510-482-1227 or email kathleen@rosewoodres.com or David Solis, Property Manager 510-981-5484 or email dsolis@ci.berkeley.ca.us.

It is NOT optional!

The “it” to which we refer is “RENT” and it is NOT optional. Last year we were overly generous working informally with residents that were a little late with their rent. Unfortunately, rather than being greeted with thanks and responsiveness, some residents got too lax, and the only “gifts” they could buy in December was “past due rent” – if they wanted to preserve their housing. We have an obligation to you, our residents, and we strive to provide you a quality living environment, one free of hazards in your homes, in an environment that is reasonably safe and quiet. Accordingly, we have no hesitation to require you to do your part – and that requires your regular, on-time payment of all rent when due. Don’t let issues get in the way of your paying rent. If something in your unit needs repair, request maintenance service. If you disagree with the way your rent was calculated, request a hearing and provide your documentation – but in the meantime, continue to pay your rent. We will aggressively act on any resident that fails to pay rent, AND we will report all evictions to the credit bureau, and in HUD’s nationwide “bad debt tenant” tracking system.

Utility Allowance

The current utility allowance includes provision for gas, electricity, water and the sewer portion of the EMBUD (water) bill. If you have not completed an “Annual” or “Interim” recertification in the past 4 months, contact David Solis immediately so the appropriate transaction can be processed. February 10, 2011 is the deadline for submitting a request for reimbursement from any period through December 31, 2010.

Celebrating You

Last year we recognized one college graduate, and three first time homeowners. Our children are our future and we want to support them. If you or someone in your household is graduating this year (grade school, college, trade school) let us know. You are also encouraged to share

other academic or athletic achievements. We know the REAL story of families in public housing, and we want to share it with feature articles in future newsletters.

Kudos to **Sandra Cage** (Dwight Way) for having a “*better than* Better Homes and Gardens’ back yard! Way to go Sandra.

Your Voice is Important

We are looking for 3-5 residents to serve on the Resident Advisory Board (RAB) and work with staff on the “Annual Plan”. Your role will be to review and comment on the discretionary policies of the BHA included in the Administrative Plan (Section 8 Programs) and the Admissions and Continued Occupancy (Public Housing). This process is particularly important as both the ACOP and Admin Plan will apply to your assistance at some point this year.

Residents will receive a \$15 stipend per meeting, for a maximum of two meetings each month.

The tentative schedule is:

- a. February 15, 2011 - Receive draft documents for review
- b. March 9, 2011 - Overview of key policies
- c. April 1, 2011 - Comments on policies due to staff
- d. April 14, 2011 - Adoption by Board of Commissioners

To apply, please complete and return the enclosed form by February 7, 2011. If you have any questions please contact Celinda Aguilar-Vasquez at 981-5483 or email caguilar-vasquez@ci.berkeley.ca.us.

Maintenance Services

Last year we responded to 435 work orders. The average response time was 24-72 (from report for service, to a worker reporting to the unit for an assessment). In six customer service surveys you rated the response time, quality of work, and professionalism of contractors highly.

- Our roofing project was successful – and there have not been any reports of roof leaks
- Recycling has increased significantly following the new, larger containers
- Like other parts of the City, we had our experience with increased rodent (or other animal) activity in and about our units. We responded by increasing the frequency of service by Western Extermination, and with the patience of our residents, believe we got a handle on the problem.

Overall it was a good year. Residents are encouraged to report all maintenance needs immediately to K&S for service (510-528-1900 or email maintenance@kands.com). We realize that accidents happen, and there may be instances where a defect is “resident caused damage”. It is important that you report this so that a proper repair can be made. You can always appeal the decision of “tenant caused damage” and the associated maintenance charge; in the meantime, the unit remains safe for you and your family. A copy of the maintenance charge list is posted in the lobby of the BHA office and on the BHA website.

With the heavy rains we are concerned about rapid growth of vegetation in the rear yards. We have scheduled rear yard service (vegetation only) for early March. Thank you in advance for keeping the area free of excess items by properly disposing of unwanted items.

Newsletters

We want the Newsletter to be a valued resource for you, so let us hear from you. Share suggestions for articles; questions you would like addressed; or other feedback you have regarding the Newsletter. You are also invited to submit recipes or articles. Contact David Solis, Property Manager at 981-5484 or email dsolis@ci.berkeley.ca.us.

Not at My Home

We welcome you to join us in making sure that what goes on in and around your unit represents you and your values. We are proud that our families do not engage in illegal activity, and do not condone such behavior by guests or visitors. We are proud that our residents respect the privacy of neighbors by monitoring the noise level for television, radio, cars, and children at play. We are proud that our residents don't use the front (or rear) yards for unsightly dumping or auto repairs; finally, we are proud that our families with pets, care for the animals like a family member- and do not allow them to disturb neighbors or destroy property. We are proud that our residents take ownership of their neighborhoods, and report suspicious behavior to the police and BHA for action! We trust that in 2011 you will continue to manage your household in this manner.

Best wishes for a healthy and happy 2011!



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RESIDENT ADVISORY BOARD NOMINATION FORM
PLEASE SUBMIT (MAIL OR PERSONAL DELIVERY) BY FEBRUARY 7, 2011

Name _____

Address _____ E-mail _____
Berkeley, CA

Res Phone _____ Cell phone _____

- I am interested in helping make my community a better place to live and raise a family. I would like to be considered to serve on the Resident Council and/or Resident Advisory Board.
- I understand that by agreeing to serve my community in an official capacity my attendance may be required at a meeting once, perhaps twice a month.
- I understand that if appointed to the Resident Council and/or Resident Advisory Board, I will be eligible to receive a stipend of \$15 per meeting, for a maximum of two meetings each month. This income IS NOT included in the calculation of family income.
- At this time I am not available to serve on the Resident Council and/or Resident Advisory Board.
- I am interested in receiving regular written updates on the status of rules, regulations and activities affecting residents of assisted housing.
- I would like to share the following comments about my observations and/or experiences for consideration by the Resident Council and/or Resident Advisory Board

Thank you for considering serving your community. If you have any questions please contact David Solis, Property Manager at 981-5484.