



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 5.F.a

**ACTION CALENDAR**

February 12, 2015

To: Honorable Chairperson and  
Members of the Berkeley Housing Authority

From:  Julia M. Ingram, Executive Director

Subject: Resident Advisory Board – 2015 Annual Plan Process

**RECOMMENDATION**

Approve a resolution (1) authorizing the Executive Director to identify and appoint a maximum of 2 individuals from the Section 8 Housing Choice Voucher Program to the Resident Advisory Board (RAB), and (2) providing a stipend of \$50 for attendance at the February 24, 2015 RAB meeting.

**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 30<sup>th</sup>, the “Plan” must be submitted by April 16<sup>th</sup>, 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). Since we are a Section 8 only housing authority, we are not required to submit the parts of the Plan that pertain to the Low Income Public Housing Program.

There are four major steps in the process:

1. Drafting revised policies
2. Appointing a Resident Advisory Board
3. Soliciting and responding to input for stake holders (public review period, RAB, and public hearing)
4. Adopting revised policies

This report addresses the Resident Advisory Board.

I. Appointment of a 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 (comprised of recipients) is required to provide input and comment on elements of the Plan.

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.”
3. If there is a jurisdiction-wide resident council (Public Housing) that complies with the tenant participation regulations in CFR part 964, the PHA shall appoint the members to the Resident Advisory Board.
4. If the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board.
5. If the PHA does not have a Public Housing Program, the PHA is not exempt from the requirement to appoint a “Board,” but there is more discretion/latitude in determining who is appointed.

Status: We have announced the opportunity to serve on the RAB on our website, via postings in our office – and via direct solicitations by our Housing Specialists. To date only one participant has responded, though she is currently subject to termination for program abuse. Our goal is to identify at least 2 current participants, in good standing, to assist with this process.

## 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 offered residents a \$50 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.

### Attachments:

1. Resolution
2. Resident Advisory Board (RAB) Invitation Letter

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 15-\_\_\_\_\_

AUTHORIZING THE EXECUTIVE DIRECTOR TO IDENTIFY AND APPOINT A RESIDENT ADVISORY BOARD CONSISTING OF UP TO TWO REPRESENTATIVES OF SECTION 8 VOUCHER PROGRAMS, AND PROVIDING A \$50 STIPEND FOR MEETING ATTENDANCE

WHEREAS Housing Authorities that operate Low Income Public Housing Programs and Section 8 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 Resident Advisory Board requirement applies equally to Public Housing Authorities with and without a Public Housing Program; and

WHEREAS, the Housing Authority is following a reasonable and fair process to identify recipients of a Section 8 rental subsidy to serve on the Resident Advisory Board.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to identify a maximum of two representatives from the Section 8 Voucher Program to the Resident Advisory Board.

FURTHER RESOLVED THAT a stipend of \$50 per meeting is authorized for attendance at the February 24, 2015 Resident Advisory Board meeting.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 12, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Tia M. Ingram, Secretary