




**Berkeley Housing Authority**

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Office of the Executive Director

Item 6D  
ACTION CALENDAR  
January 14, 2016

To: Honorable Chairperson and  
Members of the Berkeley Housing Authority

From: Tia M. Ingram, Executive Director 

Subject: Resident Advisory Board – 2016 Annual Plan Process

**RECOMMENDATION**

Approve a resolution (1) appointing Section 8 participants Idella Melton, Marva Cremer, Lynn Orlando, Carole Krezman, Mary Matambanadzo, and Kevin Wiggins to the Resident Advisory Board (RAB), and (2) providing a stipend of \$50 for attendance at the RAB meeting(s).

**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).

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. 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 the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board.
4. 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

In each of the prior years we have been challenged to find participants with interest and time to serve on the RAB. This year we noticed the opportunity on our website; I am pleased to present six candidates for your consideration!

### 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 one-time \$50 stipend as a means of encouraging participation and as a token of appreciation (we anticipate one meeting). The financial impact is insignificant, and we recommend continuing the practice.

### Attachments:

1. Resolution
2. Resident Advisory Board (RAB) Nomination Form

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 16-\_\_\_\_\_

APPOINTING IDELLA MELTON, MARVA CREMER, LYNN ORLANDO, CAROLE KREZMAN, MARY MATAMBANADZO, AND KEVIN WIGGINS TO THE RESIDENT ADVISORY BOARD, AND PROVIDING A ONE-TIME \$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 Housing Authority followed a reasonable and fair process to identify recipients of a Section 8 rental subsidy to serve on the Resident Advisory Board.

WHEREAS, the Executive Director has advanced the recommendation of each of the six program participants that expressed an interest in serving on the Resident Advisory Board.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to appoint Idella Melton, Marva Cremer, Lynn Orlando, Carole Krezman, Mary Matambandazo and Kevin Wiggins from the Section 8 Voucher Program to the Resident Advisory Board.

FURTHER RESOLVED THAT a one-time stipend of \$50 meeting is authorized for attendance at the Resident Advisory Board meeting(s).

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on January 14, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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



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## **2016 Resident Advisory Board**

Every year we review our discretionary policies – in the Section 8 “Administrative Plan” - and where appropriate, propose changes. As part of the process we appoint a body made up of program participants – a Resident Advisory Board (RAB) – and ask those individuals to review the plan and provide comments.

### **Please consider participating as a member of the RAB.**

If you agree to review the proposed Administrative Plan changes, and attend one meeting to share your comments (approximately 2-hours), you will receive \$50!

This is not considered “income” so it won’t change your rent, and it won’t be reported to Internal Revenue Service.

To volunteer for the RAB contact us by January 6, 2016 with your name, address, phone number and email. You can email the information to [bha@ci.berkeley.ca.us](mailto:bha@ci.berkeley.ca.us). If you have any questions call Celinda at (510) 981-5483.

Remember ... two minds are better than one!