



Berkeley Housing Authority

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

Office of the Executive Director

Item 6D
ACTION CALENDAR
February 9, 2012

To: Honorable Chairperson and
Members of the Berkeley Housing Authority

From: *per* Tia M. Ingram, Executive Director

Subject: Resident Advisory Board – 2012 Annual Plan Process

RECOMMENDATION

Approve a resolution (1) authorizing the Executive Director to identify and appoint a maximum of 3 individuals from the Low Income Public Housing Program, and a maximum of 3 individuals from the Section 8 Housing Choice Voucher Program to the Resident Advisory Board (RAB), and (2) providing a stipend of \$15 for attendance at the February 22, 2012 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 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 importance of the public housing aspects of the Annual Plan continue to diminish as we move closer to completing the repositioning, and transferring eligible families from Public Housing to Section 8 rental assistance. Thus, we have increased the opportunity for representation on the RAB to 50-50 this year; in prior years public housing residents were always afforded larger representation.

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. There is a requirement to publish the availability of the three documents that make up the "Annual Plan" (the draft Administrative Plan (§8), the draft Admissions and continued Occupancy Policy (Public Housing), and the proposed Capital Improvement Plan) for a 45-day comment period.

Public Notice of the start of the 45-day period was published in El Mensajero and the Oakland Tribune on January 22 and 24th, respectively.

The three plan documents represent over 250 double sided pages. In prior years we printed copies for every resident, and the various community and advocacy agencies (City of Berkeley Housing Department; East Bay Community Law Center; Bay Area Legal Aid; National Housing Law Project; Disability Rights California) that are also invited to comment. This year, we advised all parties that the documents were posted on our website, and a copy available for review at the BHA office. We offered to provide a hard copy (at no fee) upon request of any interested party. As of February 3rd no requests have been received.

2. A Resident Advisory Board is required to provide input and comment on elements of the Plan. *On January 25, 2012, 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 (Attachment 3). Two responses were received as of February 3rd.*

3. 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."

We recommend appointment of Ms. Swain and Mr. Green (Attachment 4). We will include others that respond to our invitation on or before the February 22 scheduled RAB meeting.

4. 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.

5. 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. In addition, we have posted notice in our lobby, inviting Section 8 participants to engage in this process. We are prepared to include up to three representatives.

II. Capital Fund

The Capital Fund is the mechanism HUD provides for financing capital improvements to the structures – those work items beyond routine maintenance. Other eligible activities include administration, operations, and management improvements. Given the status of the repositioning project, we are proposing to use 100% of the Capital Fund allocation for operations.

III. 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

We expect that we will conclude administration of the Low Income Public Housing program this Fiscal Year, and that we will welcome the eligible current residents into the Section 8 Project Based or Section 8 Tenant Based rental subsidy program. In addition to the "briefing" each family will participate in as part of the transition, we will use the S8 Newsletter to emphasize different aspects of the program throughout the year.

Attachments:

1. Resolution
2. Code of Federal Regulations, Section 903.13
3. Resident Advisory Board (RAB) Invitation Letter
4. RAB Nomination Forms Submitted

**BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 12-_____**

AUTHORIZING THE EXECUTIVE DIRECTOR TO IDENTIFY AND APPOINT A RESIDENT ADVISORY BOARD CONSISTING OF REPRESENTATIVES FROM THE LOW INCOME PUBLIC HOUSING AND SECTION 8 VOUCHER PROGRAMS, AND PROVIDING 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 identify a maximum of three representatives from the Low Income Public Housing Program, and three representatives from the Section 8 Voucher Program to the Resident Advisory Board.

FURTHER RESOLVED THAT a stipend of \$15 per meeting is authorized for attendance at the February 22, 2012 Resident Advisory Board meeting.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 9, 2012 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary



Berkeley Housing Authority

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RESIDENT ADVISORY BOARD NOMINATION FORM
PLEASE COMPLETE & SUBMIT
BY FEBRUARY 2, 2012
(MAIL OR PERSONAL DELIVERY)

2012 FEB - 2 AM 8:02
CITY OF BERKELEY
HOUSING AUTHORITY

Name Fanina Almas-Sussin

Address [REDACTED]
Berkeley, CA

E-mail [REDACTED]

Home Phone 510 [REDACTED]

Cell phone N/A

- Yes! 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 will be required at one meeting, on Feb. 22, 2012, and perhaps at additional meetings thereafter.
- 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. 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.

F. Almas-Sussin
Signature

Jan 31, 2012
Date

Please return to BHA, 1901 Fairview, Berkeley (either hand deliver or mail) on/before Feb. 2, 2012.

Thank you for considering service to your community.



Berkeley Housing Authority

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**RESIDENT ADVISORY BOARD NOMINATION FORM
PLEASE COMPLETE & SUBMIT
BY FEBRUARY 2, 2012
(MAIL OR PERSONAL DELIVERY)**

2012 FEB -3 AM 7:57
CITY OF BERKELEY
HOUSING AUTHORITY

Name Rev Gregory J Green

Address [REDACTED]
Berkeley, CA

E-mail _____

Home Phone [REDACTED]

Cell phone [REDACTED]

- Yes! 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 will be required at one meeting, on Feb. 22, 2012, and perhaps at additional meetings thereafter.
- 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. 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.

Rev Gregory J Green
Signature

7-25-11
Date

**Please return to BHA, 1901 Fairview, Berkeley (either hand deliver or mail)
on/before Feb. 2, 2012.**

Thank you for considering service to your community.