



Berkeley Housing Authority

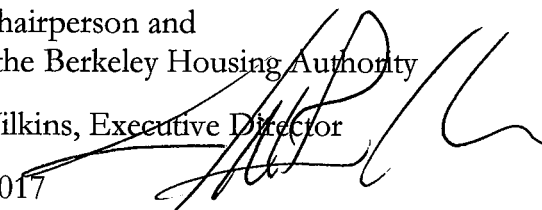
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Office of the Executive Director

Item 7D

NEW BUSINESS

To: Honorable Chairperson and
Members of the Berkeley Housing Authority

From: William E. Wilkins, Executive Director 

Date: February 9, 2017

Subject: Resident Advisory Board – 2017 Annual Plan Process

RECOMMENDATION

Approve a resolution (1) appointing Section 8 participants: Jimmie Clark, Theodore Belvin, Pamela Jacob, Antoinette Brewer and Donna Turner to the 2017 Resident Advisory Board (RAB), and (2) providing a stipend of \$50 to each 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 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).

There are four major steps in the process:

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

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 public housing authority (PHA).”
3. If the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board.

Status

We noticed the opportunity through our tenant newsletter and received a total of 28 (two received past the deadline) Section 8 program participants who were interested. We conducted a random draw and selected the first five from the list.

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 participants for their service. However, BHA has a long-standing practice of providing a minimal 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 participants 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 announcement in Newsletter

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 17-_____

APPOINTING SECTION 8 PARTICIPANTS JIMMIE CLARK, THEODORE BELVIN, PAMELA JACOB, ANTOINETTE BREWER AND DONNA TURNER TO THE 2017 RESIDENT ADVISORY BOARD (RAB), AND PROVIDING A ONE-TIME \$50 STIPEND FOR MEETING ATTENDANCE

WHEREAS housing authorities that operate the Section 8 program 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; and

WHEREAS, BHA received notification from 28 (2 received past the deadline) volunteers, then conducted a random lottery to select 5 program participants to serve on the 2017 Resident Advisory Board.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to appoint Section 8 participants Jimmie Clark, Theodore Belvin, Pamela Jacob, Antoinette Brewer and Donna Turner to the 2017 Resident Advisory Board.

FURTHER RESOLVED THAT a one-time stipend of \$50 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 February 9, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
William E. Wilkins, Secretary

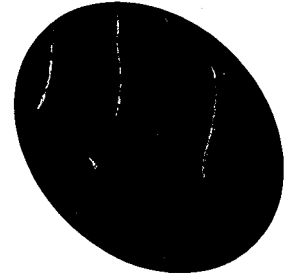


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ATTACHMENT 2

Office of the Executive Director



2017 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 in writing by February 7, 2017 with your name, address, phone number and email. You can send by regular mail, drop off in the off or email the information to caguilar-vasquez@ci.berkeley.ca.us. If you have any questions call Celinda at (510) 981-5483.

Remember ... two minds are better than one!