

FACT SHEET #5

Resident Engagement and Consultation



The public housing authority (PHA) is required to meet with residents throughout the RAD process to educate them about the conversion and their rights, to seek feedback on proposed plans, and to respond to questions and concerns. The PHA must give reasonable consideration to all comments or concerns raised by residents or by a resident association.



How Are Residents Engaged in the RAD Process?

As residents of a property being considered for RAD, you are the experts on the needs of your property and community. Engaging in the process and working with your neighbors will ensure the best outcomes for your home.

HUD requires that PHAs notify residents and resident associations early on, consult with residents throughout the conversion process, and discuss RAD in public hearings. Additionally, resident councils or associations are encouraged to meet independently to discuss the RAD plans, come up with questions, and provide feedback. If your property does not yet have a resident association, you can receive training and support from the PHA, another resident association, or a community organization to start one.

Accessibility

All materials and meetings must be made accessible to people with disabilities. Language assistance, including interpretation and translation, must also be provided so that all residents can participate in meetings, read materials, and provide comments.



For more information, see [Fact Sheet #8: Resident Organizing and Funding](#).



Are There Resident Meetings About the RAD Process?

Throughout the RAD process the PHA must hold meetings with residents. These are opportunities to learn about the plans for your property, ask questions, and provide feedback. After your comments and questions are received, your PHA will need to provide written responses to them. Both your comments and the PHA's written responses must be submitted to HUD. While the PHA, and other partners, may hold additional resident meetings, the following meetings are required:

- **Two meetings before submitting an application to HUD to convert through RAD.** These meetings are held very early in the RAD conversion process well before the PHA has developed all of its plans.

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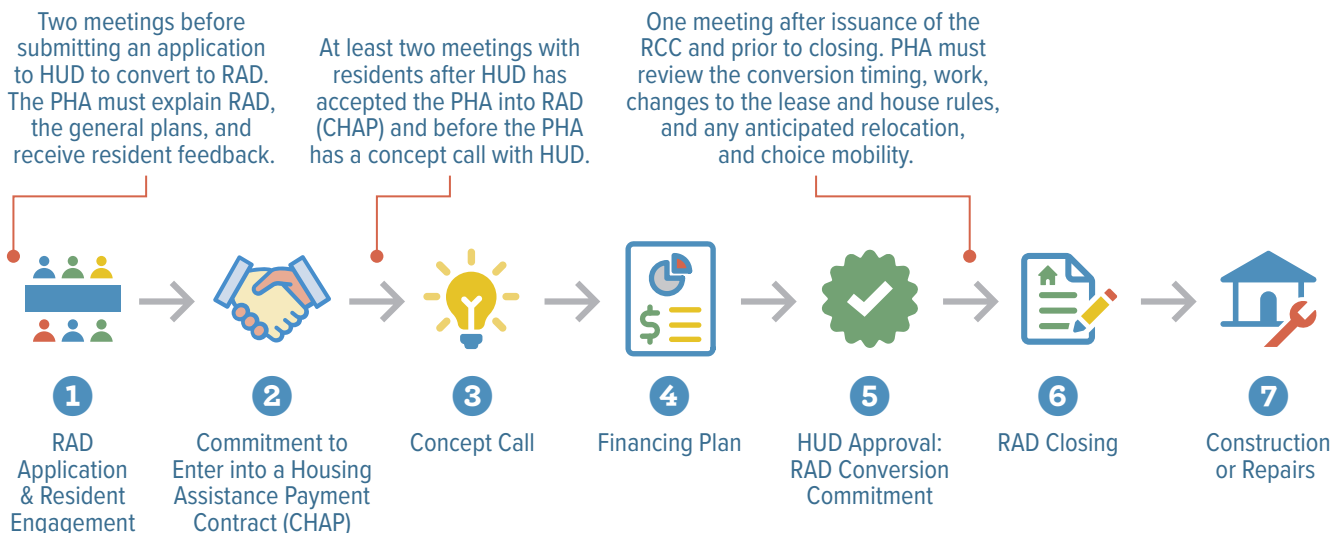
At these meetings the PHA must explain RAD, the general plans, and receive resident feedback. Meeting topics must include:

- » A description of the resident rights and protections in a RAD conversion, including your right to remain at the property or to return to the property;
 - » Whether there are expected to be repairs or construction;
 - » Whether there are plans to move the affordable housing subsidy to a new location and what the potential locations are (a “transfer of assistance”);
 - » Whether the PHA plans to partner with another affordable housing organization; and
 - » Whether there may be a change in the number or type of units.
- **Two meetings with residents after HUD has accepted the PHA into RAD** (this approval is called a “Commitment to enter into a Housing Assistance Payment” or CHAP) **and before the PHA has a “concept call”** with HUD to discuss their plans to fund renovations and ongoing operation of the property. Further, meetings every quarter with written documentation of meeting agenda with residents are encouraged.
 - **One meeting before closing and after the PHA receives a RAD Conversion Commitment.** The PHA must provide updates on the anticipated timing of the conversion, the planned work, the lease and house rules, anticipated relocation and choice mobility. The PHA must also provide access or copies of the new lease and any applicable house rules.

At each meeting, the PHA must provide updates on topics discussed at earlier meetings and ask for feedback from residents on the proposed improvements to the property. For example, you can make sure the PHA will be able to address broken items in the building and fix issues that have repeatedly come up in your apartment, such as leaks, or add items to the property that could make it a nicer place to live, like meeting space or landscaping.

Additional meetings are required if there are substantial changes to the conversion plan and a required meeting does not occur within three months.

REQUIRED PHA MEETINGS DURING THE RAD CONVERSION PROCESS





Will There Also Be a Public Hearing? Will the Resident Advisory Board (RAB) Be Involved?

HUD will not approve a RAD conversion until the conversion has been incorporated into the PHA Plan. Every PHA has an Annual or Five-Year Plan (the “Plan”), which provides details about the programs and services that the PHA offers. Any changes that will happen at your property because of RAD will have to be approved and included in the PHA’s Plan or in a significant amendment.

The PHA must have a **Resident Advisory Board (RAB)** that includes public housing residents. The PHA must work with the Resident Advisory Board (RAB) through the Plan process and whenever it makes significant changes to the PHA Plan.

The PHA may only submit the PHA Plan, or a significant amendment, to HUD after:

- Providing the RAB with information, including on any proposed RAD conversion;
- Consulting the RAB;
- Conducting broad outreach to the general public for a public hearing;
- Notifying all residents served by the PHA of a public hearing;
- Holding a public hearing; and
- Inviting public comment around the Plan.

The RAB must have enough time to review the description of the RAD conversion in the **PHA Plan** and provide comments. The PHA must consider the comments from the public and RAB but does not have to agree with them. The PHA must provide a written explanation why comments were not accepted.

If the RAB feels that the PHA did not provide adequate notice and opportunity for comment, the RAB may ask HUD to determine whether the PHA met these requirements.



Are Meetings and Materials Required to Be Accessible to People with Disabilities or for Individuals With Limited English Proficiency?

The PHA must make materials available in accessible formats for people with disabilities and must make meetings accessible for people with disabilities. PHAs must use effective communication for people with disabilities including providing materials in appropriate alternative formats (Braille, large type, accessible email, etc.), and providing sign language interpreters and assistive listening devices at meetings as needed. Resident meetings must be held in a venue that is physically accessible to people with disabilities or offer in-home meetings. Meetings must be held in the most integrated setting appropriate for the needs of the person(s) with disabilities that enables them to fully interact with staff and other participants.

In addition, the PHA must also provide language assistance to people that are not proficient in English so that they can read materials, participate in meetings, and provide comments on the proposed RAD conversion. This may include providing translation of written materials and providing interpreters at meetings.