Memorandum of Understanding between the Resident Council and the Housing Authority

Purpose

This Memorandum entered into between the Housing Authority of the City of Frostburg, which will be referred to as the "PHA" in this document, and the People's Voice of Meshach Frost Village, which will be referred to as the "Resident Council."

The Resident Council is committed to:

- Improving the quality of life in our community.
- Working to improve the conditions of the property and services available to residents and to further the residents' goals.
- Maintaining a functioning resident council that complies with all HUD regulations to be a legitimate resident council and fully comply with the Resident Council Bylaws and other governing documents.
- Representing all of the residents in the community without discrimination and remaining democratic in its decision-making.

The PHA:

- Recognizes the Resident Council as the sole representative of the residents it purports to represent and support its resident participation activities.
- Supports the Resident Council in taking responsibility for its community.
- Supports active resident participation in decisions affecting their quality of life and community.
- Commits to negotiating respectfully and in good faith with the Resident Council about issues of concern to the residents.

This document is based on the agreement that both parties will work to foster a mutually respectful and productive relationship. It formalizes the working relationship by setting out the agreed-upon responsibilities of both parties.

Responsibilities

The PHA shall:

1. Recognize the duly elected Resident Council as the sole representative of the residents who reside in Meshach Frost Village.
2. Recognize the residents' right to organize following **24 CFR part 964.18** including:
   a. Permit residents to organize. This means permitting the resident council to meet and conduct outreach, including putting up flyers and holding events.
   b. Provide guidance to residents, when requested, in establishing and maintaining a resident council.

c. Provide the resident council with information concerning the PHA policies on resident participation in management.

d. Provide office and meeting space.

3. Permit the Resident Council maximum feasible participation in decisions and changes affecting the lives of Meshach Frost Village residents (24 CFR 964.135).
4. Make available to the Resident Council information that the PHA has in its possession, which will help the Resident Council in performing its responsibilities under this agreement. This information will be provided proactively by the PHA, and will also be available by request. Shared information is including, but not limited, to:

   a. access to relevant documents, such as proposed policies and plans, correspondence between the housing authority and HUD,

   b. minutes from board meetings, and

   c. contracts with bidders.
5. The property manager is required to inform all new residents of an active Resident Council and let them know where they can find information on upcoming meetings (bulletin board, newsletter, flyer, etc.).
6. Not interfere with the internal affairs of the Resident Council unless they violate HUD rules and regulations or PHA policies and procedures.
7. Meet regularly with the Resident Council quarterly in January, April, July, and October to discuss issues of concern and interest to both parties, including meetings on particular issues with the relevant PHA staff members (i.e., meeting with security on public safety issues). (24 CFR 964.18)
8. Form joint committees with the Resident Council as needed. (24 CFR 964.18)
9. Involve residents in the overall policy development and direction of public housing operations (24 CFR 964.135), including providing notice of proposed policy changes and meeting with the Resident Council before changing major policies to get residents' input and shape decisions.
10. Provide information to and consult with the Resident Council and respond to feedback regarding budget requests, modernization plans, and other major proposals (24 CFR 964.135).
11. Provide training to the Resident Council, upon request, to ensure that the Board and Members have the skills and information to fully carry out their responsibilities including developing and implementing federal programs that affect public housing (CFR 24 964.18).
12. Email the Resident Council with notices of PHA job openings that can be posted on the Resident Council bulletin board or otherwise shared with residents.
13. Promptly respond to and act on all recommendations made to the PHA by the Resident Council. A response shall be considered "prompt" if it is received within 30 days.

    a. The PHA shall notify the Council of its decisions and the reason or reasons which led the PHA to reach said decision.

    b. The PHA agrees to provide written responses to written comments that a resident group makes about any change in policy.
14. Provide space for Resident Council meetings, including providing the resident council private office space, a telephone, a meeting room, access to the internet, and repair services for office equipment

(24 CFR 964.18). The office and meeting space will be at the HACF Community Center with storage in locked closets.

15. Provide access to the HACF Community Center for after-hours use. A key will be signed out at the Resident Services office and returned the next business day.
16. Monitor the Resident Council election process and establish appeal procedures pursuant to HUD requirements (24 CFR 964.125).
17. Provide tenant participation funds to the Resident Council to support its operations as well as training on the law, skills, and organizational issues, as allocated in the PHA operating budget and required by HUD. The PHA agrees to provide accounting assistance for the fund as mutually decided by both parties. The PHA has allocated additional funds to the Tenant Participation Fund to cover the aforementioned expenses. (24 CFR 964.115)

The Resident Council shall:

1. Ensure that all eligible residents of Meshach Frost Village are entitled to participate in all activities of the Resident Council (24 CFR 964.115).
2. Adopt written bylaws and procedures for the Resident Council as required by HUD (24 CFR 964.115).
3. Create informational materials related to the Resident Council for new residents. This may include a copy of the meeting schedule and organizational Bylaws.
4. Elect a governing board that is democratically chosen by the voting membership in a fair election (24 CFR 964.115).
5. Meet regularly as a Resident Council, at least 12 times per year to ensure residents are aware of and can be actively involved in PHA management decisions and activities and that their needs and desires are incorporated into community plans (24 CFR 964.118).
6. Meet regularly with the PHA quarterly- January, April, July, and October—to discuss issues of concern and interest to both parties, give reasonable notice, and invite appropriate PHA staff to discuss particular issues (e.g., meeting with security on issues of public safety) (24 CFR 964.118).The Resident Council President will contact the Executive Director to schedule a meeting quarterly. Contact can be through e-mail alane@frostburghousing.org or phone 301-689-9700.
7. Require independent third-party oversight of election and recall procedures. Provide at least 30 days' notice for Resident Council elections and permit the PHA to monitor the election process (24 CFR 964.130).
8. Establish and maintain records and accounting procedures mutually agreeable to the PHA and the Council. The PHA will manage all accounting for the Resident Council.
9. Complete and submit the following to the PHA prior to receipt of tenant participation funds:
    a. signed assurance that all expenditures will be lawful and promote the successful operation of the property (24 CFR 964.150),
    b. annual budget request,
    c. annual financial report, and
    d. approved annual budget.
10. Permit the PHA to inspect and audit the Resident Council's finances (24 CFR 964.150).

Length of Agreement

This agreement shall be in effect from the time both parties accept it until it is revised, which shall be done at least every three years.

The Resident Council has accepted this Agreement by reading it at a Resident Council meeting and having voted and approved by the membership. The agreement was read and approved on 02-18-25 by the Peoples' Voice of Meshach Frost Village.

Signatures:

, LMSW 2/21/2025

Housing Authority representative:
Ashley Lane, LMSW, C-PHM
Executive Director

Resident Council representatives:

Name (Printed)	Signature	Date
Regina Bittner	Regina Bittner	02-18-25
Nicole Gordon	Nicole Gordon	02-18-25
Todd Werner	Todd Werner	02-18-25
T. TRUMAN KEESEY	T.	"
Alcelia "Cee" Taylor	Alcelia "Cee" Taylor	2-18-2025
John Sigmon	John Sigmon	02/18/2025