



DISTRICT OF COLUMBIA HOUSING AUTHORITY

BOARD OF COMMISSIONERS ELECTION

POLICIES & PROCEDURES MANUAL

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Board of Commissioners Election Policies and Procedures Manual

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PART 1- BOARD OF COMMISSIONERS

Introduction

The purpose of this manual is to provide candidates and voters with information related to the DCHA Board of Commissioners Election.

The DCHA Board of Commissioners is the nine-member governing body of the Housing Authority. Effective with Resident Commissioners elected after January 1, 2026, two of those nine members will be Resident Commissioners elected by DCHA residents. Each Resident Commissioner will serve a three-year term of office. The three-year terms are staggered to ensure continuity in the operations of the Board of Commissioners.

Unless otherwise noted, all DCHA residents at public housing sites listed on **Attachment 1** may run for Resident Commissioner if they meet eligibility requirements discussed in this manual. We recommend that residents read the Board of Commissioners Bylaws and the U.S. Department of Housing and Urban Development regulations (24 CFR Part 964) for a full understanding of how the Board operates.

Below is a summary of the information contained in the DCHA Resolution 2026-04, which authorizes the procedures for the election of residents to the DCHA Board of Commissioners.

Duties of the Board of Commissioners

In summary, the Board has the authority and duty to govern DCHA, including:

- to make and implement rules, bylaws, and policies and regulations necessary or appropriate for the effective administration of DCHA;
- to make rules and procedures for the election of Commissioners;
- to evaluate the Executive Director's job performance;
- to review and approve contracts for goods and services over \$250,000;
- to ensure that residents receive quality housing and services.

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Compensation for Resident Commissioners

Each Resident Commissioner receives a stipend of \$8,000 per year for their service on the Board. Each Commissioner is also reimbursed for approved travel and other expenses reasonably related to their official duties.

Board of Commissioner Meetings

All Board Commissioners, including Resident Commissioners, are expected to attend regular meetings throughout the year. All official actions of the Board must be taken in an open meeting.

- There are at least ten (10) regular Board meetings each year. These are typically held on the second Wednesday of the month from February through December, other than August.
- The Board holds an annual meeting on the second Wednesday in December, unless the Board decides otherwise.
- For urgent matters, emergency meetings may be called by the Board Chairperson or by written request of any four Commissioners. Emergency meetings must be called and held in accordance with the DC Open Meetings Act.
- All regular Board meetings are open to the public.

Resident Commissioner Eligibility Requirements

A resident who wants to be a candidate for Commissioner must:

- be a public housing resident who resides at one of the sites set forth on **Attachment 1, unless otherwise noted**;
- be named on the lease;
- be 18 years of age or older;
- be in full compliance with the lease and have no rental payment delinquency;
- not have past due taxes, special assessments, or other charges owed to D.C.;
- not (a) have any financial interest in any business entity that is directly or indirectly involved in any transaction with DCHA, (b) have any financial interest in any contract to which DCHA is a party, or (c) be employed by or be offered employment by a person or business entity which is a party or prospective party with DCHA. This prohibition also applies to the family of the candidate;

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- not be an employee of the federal government;
- not be an employee of DCHA or the District of Columbia government or a spouse, domestic partner, parent, or child who is a DCHA or District of Columbia employee;
- Not have a spouse, domestic partner, parent or child who is the head of a District department or agency or an elected official; and
- not hold a position on any other District of Columbia board or commission, except as an Advisory Neighborhood Commissioner.

The winning candidate for Commissioner must file an affidavit of financial disclosure with DCHA General Counsel and Ethics Officer within thirty (30) days of their election and again every year of their term. In addition, the Resident Commissioner must make an annual filing with the DC Board of Ethics and Government Accountability. Candidates may be disqualified for failing to make their financial disclosures.

No person can be elected, appointed, or reappointed to the Board if the person has already served nine (9) years or longer on the Board, either in consecutive or non-consecutive terms. This requirement applies to all members of the Board.

Independent Third-Party Monitor

The services of an Independent Third-Party Monitor (“ITPM”) are required to ensure the fairness of the election process. Resident Participation Services, PLLC (“RPS”) was selected by DCHA as the ITPM for this Resident Commissioner Election. DCHA and RPS will ensure written notifications are sent to every resident at least thirty (30) days before the election date. RPS will receive nomination petitions and candidate applications, host a candidate forum where residents can learn more about the candidates, and administer the elections. RPS will also count the ballots on election day in a location open to residents and will issue decisions on any election grievances.

Informational Meetings and Application Availability

The informational meetings below are scheduled for each property listed on **Attachment 1** during the weeks of March 16 & 23, 2026. DCHA residents may attend the meeting scheduled for their property to find out more about the election process, how to run for office, and how to become a polling site monitor.

For residents who can't attend the regularly scheduled meeting, or would prefer to meet in-person, a citywide informational meeting open to DCHA residents from all properties is scheduled to take place at Sibley Plaza, 1140 North Capitol St, NW on March 27, 2026 at 6:00 PM. This citywide meeting will also be streamed for residents who are unable to attend in-person:

<https://www.youtube.com/@ResidentParticipationServices>

RPS will distribute hard copies of this manual, Candidate Application Packets, and Polling Site Monitor Applications at all informational meetings. This manual and the applications are also available for download on the RPS website: <https://www.residentparticipation.com/downloads/>

Residents who cannot attend the citywide meeting or have difficulty with technology and cannot attend any of the virtual meetings, may call RPS at 202-596-2675 and leave a message asking for us to review the policies and procedures over the phone.

Candidate Application Process

Any resident who wishes to run for a Commissioner seat must follow the following steps, **in order**:

1. Have your property manager fill out the **Property Manager Eligibility Verification** form. The property manager must verify that the applicant is eligible to be a candidate for Commissioner. If your property manager states that you are not eligible, you cannot run for Commissioner.
2. Complete the entire Candidate Application and submit it to RPS no later than 5:00PM on the due date listed on the Application. Applications can be submitted by mail, fax, online form, or email found on the cover page of this manual.
3. All candidates must fulfill the nomination petition requirements. Candidate applicants must get signatures on the official petitions provided by RPS and found on the RPS website. Signatures that are not provided on the official petition will not be considered. All signature petitions must be accompanied by a Signature Gatherer Statement completed by the individual who gathered the signatures.
 - a. property candidates must gather at least **200 signatures**. No more than 40 signatures can come from any one property.

- Distributing Notices. Candidates are advised to contact property managers before posting fliers in public areas. Candidates can place fliers and/or other information under a resident's door only after the completion of the campaign training.

The Role of Resident Councils

Resident Councils and their members can play an important and helpful role in the election process. Resident Councils are encouraged to:

- Motivate residents to exercise their voting rights;
- Educate candidates on the needs of the community;
- Help recruit Polling Site Monitors;
- Distribute Candidate Applications;
- Distribute and help fax Polling Site Monitor applications to RPS;
- Distribute flyers about the Candidate Forum;
- Post a schedule of candidate and election-related activities;
- Identify and facilitate reasonable accommodations for disabled voters;
- Help ensure the integrity of the election process; and
- Hold elected Resident Commissioners accountable to residents.

Polling Site Monitors (“PSMs”)

RPS will pay PSMs \$17.95 per hour to work on each Election Day and for the PSM Training. PSM Applications will be provided at informational meetings and online at: <https://www.residentparticipation.com/downloads>. Those interested in working as a PSMs must fax, mail, or email their applications to RPS, or complete the online form. PSMs are required to fill out tax paperwork in order to be paid. Taxes will be withheld from PSM paychecks. Payments will be mailed to PSMs within two weeks after the last Election Day.

NOTE: Candidates for Commissioner and their family members cannot work as Polling Site Monitors.

Candidate Forum

The Candidate Forum will be held at 5:30 pm on Monday, May 18, 2026 at the Sibley Plaza Community Room, 1140 North Capitol Street NW, Washington DC 20003.

At this forum, candidates will have the opportunity to give a short speech, answer questions from residents and provide their campaign materials to residents.

Candidate Disqualification

Any candidate who is found to violate any rule of this election process, including but not limited to the following activities or omissions will be disqualified from the election. Disqualification can occur at any time, including after the election on the basis of:

- Submitting false statements to the ITPM regarding the election;
- Bribery, cheating, or stuffing the ballot box;
- Encouraging ineligible persons to vote or sign a nominating petition;
- Defacing or destroying posters or campaign literature of other candidates;
- Using Resident Council restricted funds for campaign purposes;
- Threatening or interfering with voters' ability to vote;
- Missing deadlines for candidate applications or financial disclosures; or
- Engaging in dishonesty with regard to the election, including filing grievances for the purpose of gaining an electoral advantage or submitting false or fraudulent materials to the ITPM.

Election Day Overview

The Board of Commissioners Election will be held at designated polling sites on Thursday, May 21 and Friday, May 22, 2026. Polling sites will be open to voters each Election Day between 1:00PM to 7:00PM.

- All voters must go to their designated polling site to receive an official ballot, unless the voter has requested a reasonable accommodation.
- A resident may vote only once.
- Residents may vote for one candidate.
- There are no absentee ballots.
- Candidates and their supporters **MUST NOT** campaign or loiter inside the voting area or within 20 feet of the entrance of the voting area. Candidates and their supporters must not harass, threaten, coerce, prevent or otherwise interfere with voters' right to vote for the candidate of their choice. Candidates who do not comply with this requirement risk being disqualified on Election Day.
- RPS will employ Polling Site Monitors ("PSMs") at each polling site to oversee and monitor the election process.

Reasonable Accommodations

Voters who need translation assistance or are unable to get to the polling site on their Election Day due to any documented disability will be given a reasonable accommodation upon request to RPS. Reasonable accommodations should be made 48 hours prior to their Election Day. To request a reasonable accommodation, residents must submit their request to RPS by mail (PO Box 10517, Washington D.C. 20020), fax ((301) 637-3635), or email (info@ResidentParticipation.com).

Voter Requirements

To qualify as a voter, a person must:

- Be a current resident at a site listed on **Attachment 2** ;
- Be named on the lease; and
- Be eighteen (18) years of age or older.

Publicizing the Outcome of the Election

- After the polling sites close on each Election Day, the ballot boxes will be locked for transportation to a secure location.
- On May 22, 2026 at 8:00pm in the DCHA Sibley Plaza Community Room a preliminary ballot count will be tabulated by RPS. All DCHA residents are invited to witness the preliminary count.
- Preliminary election results will be posted on the DCHA and RPS websites by May 24, 2026.
- After the preliminary election results are posted, RPS will add valid provisional ballots to the vote count if those provisional ballots could change an election outcome.
- Preliminary election results also may change due to any grievances filed that could affect an election outcome.
- The official election results will be posted in the meeting areas (community room, Resident Council office, or recreation center) and at property management offices at each property no later than June 5, 2026.
- The newly elected Resident Commissioner will be contacted by the DCHA Board and staff to schedule a swearing in ceremony.

Grievance Process

Residents may file a complaint at any time during the election process. If a voter or candidate believes a violation of the election process has occurred they must fax, mail or email a written complaint letter to be RECEIVED by the ITPM no later than three (3) business days after the Election. Grievances must be made in writing.

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- Grievance Content and Deadline. The grievant must fax, mail, hand-deliver or email a formal letter of protest to RPS no later than three (3) business days after the election. The letter must describe violations of election procedures and must include all evidence of the violations.
- ITPM Response. RPS will issue a written response to a grievance within three (3) business days of receiving a grievance. If a grievance requires significant investigation, RPS may extend its response time.
- Request for Reconsideration. If the grievant is dissatisfied with RPS's response and has additional evidence to support their grievance, the grievant may submit a request for reconsideration to RPS. The request for reconsideration must be received by RPS within two (2) calendar days of the date of RPS's response to the original grievance. RPS will review the original grievance and response to make a final decision within three (3) calendar days. RPS's ruling on the request for reconsideration is final.

Updates

This Resident Commissioners Election Policy and Procedures Manual may be updated from time to time to reflect applicable dates and times for the various Resident Commissioner Election activities, including dates and times for events set forth on **Part 2 Schedule of Events**, and lists of properties on **Attachment 1**.

PART 2 - SCHEDULE OF EVENTS

DATE/TIME	EVENT
March 16 - 27	Informational meetings for residents, interested candidates, and polling site monitors will be held at every property.
March 27	City-Wide Informational & Streamed Meeting at Sibley Plaza Community Room
April 13	Commissioner Applications and Petitions deadline
April 17	ITPM will inform candidate applicants of their eligibility and/or ineligibility
April 20	Mandatory Candidate Training at Sibley Plaza (review campaign rules & regs, draw for ballot order, etc.)
May 15	Polling Site Monitor Training at Sibley Plaza
May 18	Candidate Forum at Sibley Plaza community room
May 21	Election Day (See Election Day Schedule)
May 22	Election Day (See Election Day Schedule)
May 22	Preliminary ballot count at Sibley Plaza Community Room
May 24	Preliminary Results posted online
May 25	Deadline for complaints from Election Day 1
May 26	Deadline for complaints from Election Day 2
June 5	Certified Election Results will be posted

ATTACHMENT 1

***Residents from Colorado Apartments, Columbia Road, and Capper Senior may not run for Commissioner, but may vote in this election.**

Claridge Towers	1221 M St NW	Day 1
Horizon House	1150 12th St NW	Day 1
James Apartments	1425 N St NW	Day 1
Judiciary House	461 H St NW	Day 1
Ledroit Apartments	2125 4th St NW	Day 1
Garfield Sr	2301 11th St NW	Day 1
Kelly Miller	238 W St NW	Day 1
Sibley Plaza	1140 North Capitol St NW	Day 1
Colorado Apartments*	5336 Colorado Ave NW	Day 1
Columbia Road*	1475 Columbia Rd NW	Day 1
Harvard Towers	1845 Harvard St NW	Day 1
Ontario Rd	2422 Ontario Rd NW	Day 1
Regency House	5201 Connecticut Ave NW	Day 1
Lincoln Road	11 R St NE	Day 1
Langston Dwellings & Additions	667 24th St NE	Day 1
Montana Terrace	1625 Montana Ave NE	Day 1
Fort Lincoln	3400 Banneker Dr NE	Day 1
Kenilworth Courts	4500 Quarles St NE	Day 1
Lincoln Heights	400 50th St NE	Day 1
Richardson Dwellings	5319 1/2 Dix St NE	Day 1

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Capper Senior*	900 5th Street SE	Day 2
Benning Terrace	4450 G St SE	Day 2
Carroll Apartments	410 M St SE	Day 2
Elvans Road	2444 1/2 Elvans Rd SE	Day 2
Fort Dupont / Stoddert Terrace	155 Ridge Rd SE	Day 2
Highland Addition	916 Wahler St SE	Day 2
Highland Dwellings	662 Atlantic St SE	Day 2
Hopkins Apts	1430 L St SE	Day 2
Kentucky Courts	1336 D St SE	Day 2
Knox Hill	2700 Jasper St SE	Day 2
Potomac Gardens Family	700 12th St SE	Day 2
Potomac Gardens Sr.	1229 G St SE	Day 2
The Villager	3810 Southern Ave SE	Day 2
Woodland Terrace	2310 Ainger Pl SE	Day 2
James Creek	100 N St SW	Day 2
Syphax Gardens	1501 Half St SW #21	Day 2
Greenleaf Gardens Ext/Additions	205 L St SW	Day 2
Greenleaf Midrise	203 N St SW	Day 2
Greenleaf Senior	1200 Delaware Ave SW	Day 2
<i>Marley Ridge</i>	4810 C Street SE	Day 2
<i>MetroTowns</i>	3613 Hayes Street NE	Day 2