

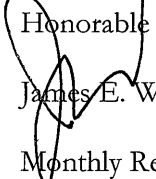


**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 5  
ED REPORT  
March 14, 2024

To: Honorable Chair and Members of the Berkeley Housing Authority Board  
From:  James E. Williams, Executive Director  
Subject: Monthly Report

**MTW**

I signed the MTW contract 3/30/2023 with Shara Jones, Principal, PHA Strategies. BHA has selected 10 Waivers for its FY2023 Supplement Activities, Cohort #4 Strategic Plan. The FY2022 MTW was submitted to HUD in June 2023, and the MTW FY2023 was submitted in October 2023. BHA is still waiting to hear back from HUD for approval. The FY2024 will be on time in April of 2024. Shara Jones, BHA's consultant, is working directly with HUD to ensure the approval of the MTW supplements.

**Proposed FY25 Timeline**

Publish Public Notice: **February 9, 2024 AND Week of August 12, 2024**

Public Comment Period: **February 9 - March 25, 2024**

Public Hearing: **March 25, 2024\***

Board Approval: **April 11, 2024**

Submit FY25 Supplement to HUD: **April 17, 2024**

**\* Requires a special board meeting**

**Increase Voucher Utilization Rates**

BHA has selected Grant Consulting Firm for its Voucher Contract, which will aid in increasing its voucher unitization rate. Most of the items listed below are close to the completion date. The waitlist is being purged and evaluated. BHA has started pulling names again from the waitlist (2010), and fewer than expected participant responses have been received from the 2010 waitlist. BHA will begin working on the 2022 waitlist in the 1Q of the year with a projected completion date of June 2024.

BHA is working with the City Colleges of Berkeley Director to develop a college intern program to assist BHA participants with all “Landlord activities.” This position will be merged into the executive office. Tilda Barnes, Management Analyst, will have direct oversight of the program.

- Assist BHA’s newly referred participants who are pulled from the waitlist in all lease-up activities
- Landlord Retention
- Identification of new property owners

### **Improve Customer Service**

Staff is responding to all emails and calls within 24 hours. BHA has hired a full-time front desk receptionist to handle any overflow. We are not fully open to the public by appointment only. However, we are addressing walk-ins. BHA has drop boxes outside and inside the building where the public can drop off materials, forms and/or make requests or complaints. All BHA forms are available online and in the kiosk at the front entry of the building. BHA has developed an RAB (approximately 9 participants), which it plans to engage annually. RAB participants will be paid \$50 each to review BHA’s Admin and MTW plans. BHA will hold 2 RAB meetings a year. BHA has a full BOC, and all staffing positions have been filled.

### **Develop the nonprofit Affordable Housing Berkeley Inc.,**

Mosaic developed a Strategic Plan for Affordable Housing in Berkeley in October 2023. BHA has committed approximately \$3.3 million (Resolution Only) and 100 Vouchers to assist with its MTW activities and Affordable Housing Berkeley (AHB) with its development goals. BHA will need to review all its current PVB awards to determine the remaining amount of PVB vouchers it can distribute.

### **Other Business**

- A new executive assistant, Iliana Richards, started on Tuesday, March 5, 2024.
- Tenant Protection Act of 2019 (AB 1482)
- Development Strategy for AHB, Inc