



Berkeley Housing Authority

1947 Center St., 5th Floor, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item 5
ED REPORT
April 30, 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 with Shara Jones, Principal of PHA Strategies, on 3/30/2023. 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 FY2023 MTW was submitted in October 2023. BHA is still waiting to hear back from HUD for approval. The FY2024 will be on time in April 2024. Shara Jones, BHA's consultant, is working directly with HUD to ensure the approval of the MTW supplements.

Increase Voucher Utilization Rates

BHA has selected Grants 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 48 hours. BHA has hired a full-time front desk receptionist to handle any overflow. We are not fully open to the public but 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 and 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 must review all its current PVB awards to determine the remaining 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
- Union Negotiations will be taking place this year & is coming up soon.
- Hiring a TA