



Berkeley Housing Authority

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Office of the Executive Director

Item 7
ED REPORT
October 16, 2025

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

Report from the Executive Director:

This report is intended to provide the Board of Commissioners with information about the general administration of the Agency since the last meeting. It will also provide important information on matters that may affect operations before the next scheduled meeting.

MTW

BHA is currently exercising fungibility under its MTW status, which has a positive impact on its 2026 Budget. HUD has approved all waivers under the MTW program.

Increase Voucher Utilization Rates

Utilization remains at approximately 79% and is expected to increase by year-end with the absorption of 51 (EHV) Vouchers. BHA will develop a plan to start pulling from the waitlist, and the plan is expected to be in place in 1Q of 2026.

Improve Customer Service

All BHA forms are currently on BHA's website and can be accessed and signed electronically. The new telephone contract is in place but not yet operational, with an anticipated online launch in August 2026. A new customer-friendly webpage will be developed, and we are currently receiving new bids. BHA will be opening to the public early next year, shortly after moving to the new location.

Develop the nonprofit Affordable Housing Berkeley Inc.

BHA is currently engaged with both the City of Berkeley and the BART Transit Authority. BHA is looking to partner with the City and BART on the redevelopment of the Ashby BART Station. I need to schedule a follow-up meeting with both; more details will follow as the conversations develop.

New Team Member

Please welcome Will Daniels, Director of Operations. I still have a few more positions to fill. I will begin interviewing for the first quarter of next year. However, the accounting and front desk position is posted. The Housing Specialist position will be posted by the end of October.

Concerns

1. Staffing / Team Building
2. Relationship with the City
3. SWOT Analysis
4. New Office Space
5. The Moderate Rehabilitation/Single Room Occupancy Program is a small HUD program that provides housing and on-site services to homeless and disabled individuals. HUD is required by law to complete an assessment of the program reserves on a yearly basis and recapture unused Budget Authority during the fiscal year. This exercise is performed annually in order to continue to fund the program. For FY2025, HUD calculated and recaptured an excess of \$482,442 from BHA's reserve. This recapture has no impact on BHA's balance sheet for these reserves have not been disbursed or released to BHA.

BHA currently has 98 certificates available in the Moderate Rehabilitation/Single Room Occupancy Program or a total of 1,176 UML for the entire fiscal year (98 x 12 months). The units are located in two properties in Berkeley, namely, UA Homes and Erna P Harris Courts. In FY2025 BHA utilized only 91% of the total UML available. BHA is funded 100% of its administrative fee for the program regardless of utilization rate.