



Berkeley Housing Authority

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

Item 6C
NEW BUSINESS
Jan. 13, 2022

Office of the Executive Director

To: Honorable Chair and Members of the Berkeley Housing Authority Board
From: Rachel Gonzales-Levine, Acting Executive Director
Subject: Monthly Report

Covid-19 Updates

The average increase for Covid-19 related adjustments is \$568 per household; 157 interim adjustments have been processed since the beginning of the pandemic. There have been no pandemic-related interim adjustments since the November Board meeting.

Covid Waivers: now that the Covid-related waivers have expired as of the end of December, HUD has issued a notice to allow PHAs:

- (a) Continued operational flexibilities (no waivers needed);
- (b) Expedited regulatory waiver requests—due by Feb. 29, 2022; and
- (c) Regulatory waivers not subject to expedited processing.

Management staff has preliminarily reviewed the options and will continue in Category (a): Briefings by phone, webcast, in person, or video calls. Category (b): Increase in Payment Standard during the HAP contract term—so our clients are not responsible for an overage in rent payment if the landlord insists on a rent increase prior to the contract anniversary date; and forgoing a SEMAP score for fiscal year ending June 30, 2022. Under Category (c) which will require a more extensive request to HUD: Submission of certification documentation to HUD at 90 days instead of 60 days; extension of the last HAP payment before automatically terminating the HAP contract; Covid-related extensions of Family Self Sufficiency program contract; payment of HAP for contracts that are executed in over 60 days; suspension of quality control inspections; continuation of a PBV unit under master HAP contract if vacant for more than 180 days.

Emergency Housing Vouchers (EHVs)

- As of the writing of this report, BHA now has received 31 referrals of the 51 EHVs awarded, from the County Homelessness Program.
- Of those 31 referrals, 24 have been processed by staff for intake, and have participated in a Briefing (BHA voucher orientation), also now in receipt of their vouchers.
- 4 formerly homeless clients are now leased up in Berkeley utilizing their EHV.
- The remaining 7 referrals are in some stage of being reviewed by staff, and once paperwork is complete/background checks cleared, BHA will schedule these applicants for a Briefing.
- The County still is gathering documentation for the remaining 20 EHV referrals for BHA.

Project-based Program Updates

- **Sacramento Senior Homes**: in July 2021, the Board approved 13 of 39 Project-based vouchers for this project to be extended for another 5 years. Since then staff has been in communication with SAHA to identify the 13 units they wish to keep under the PBV master HAP contract. However, SAHA has requested to speak to the Board for re-consideration of its request to extend PBV subsidy to all 39 units.
- **Ashby Lofts and Helios Corner Contract Extension Requests**: the contracts for these two PBV properties expire in June/July of this year. Letters inviting extension requests have gone out to SAHA; this item will come back to the Board in March.
- **PBV RFP**: each year the Board is to determine when to direct staff to open an RFP for Project-based vouchers. Currently there are 150 PBVs available in the HOTMA allowed categories of: homeless; unaccompanied youth under 25 years of age who are homeless; those fleeing domestic violence; veterans; supportive housing units set aside for elderly or disabled households; units in a census tract with a poverty rate of 20% or less. In recent Board meetings, staff has heard from various developers, including two church-related projects (St. Paul's and Ephesians) interested in applying for PBVs.

Rent Increases

BHA has been approached by several landlords in our HCV program about requesting rent increases above Payment Standard. I reached out to the Rent Board for clarification on the overlapping jurisdictions of BHA and the Rent Board when a rental contract is approved above Payment Standard.

In sum: once a notice to exceed the Payment Standard is served on a tenant, the unit falls under the joint jurisdiction of BHA and the Rent Ordinance. The lawful rent will revert to the actual Payment Standard plus the Annual General Adjustment granted by the Rent Board for the year in question (for 2022 the increase is 2.1%). Thus, while BHA may approve a new rent that exceeds the Payment Standard, the Rent Control Ordinance would kick in and essentially roll that rent back to the Payment Standard plus Rent Control increases.

If the approved rent increase is above Payment Standard, after passing the Rent Reasonableness test (or via rent comps. provided by the landlord), then the following will happen:

- The landlord will be required to register with the Rent Board
- Per Rent Control Ordinance, the rent would be the Payment Standard plus allowable rent control increase
- The client will be required to pay the overage, which will be the difference between the Payment Standard and the approved rent
- If the client cannot afford to cover the overage then BHA staff will offer the family a transfer voucher, and ask that the landlord provide the tenant reasonable time to find a new unit and move out, as well as holding off on implementing the rent increase until move out date
- The household keeps their voucher regardless of whether the landlord falls under BHA's jurisdiction or under that of both BHA and the Rent Board.

Dashboard

Berkeley Housing Authority
50058 Reporting

		Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
A	Utilization (Leased/Total Units)	1574/1975	1596/1975	1585/1975	1520/1975	1487/1975	1482/1975
	In Units (%)	79.70%	80.81%	80.25%	76.96%	75.29%	75.04%
	In Dollars (%)	95.30%	96.60%	96.20%	95.10%	94.80%	94.40%
A.1	Tenant Based %	77.85%	78.53%	77.61%	74.60%	73.13%	72.52%
	(Leased/Total Units)	1269/1630	1280/1630	1265/1630	1216/1630	1192/1630	1182/1630
	Voucher issued		4	4		8	
	New Admissions	5	3	1	2	1	1
	Voucher expired prior to leasing	8	2				
	Voucher Ported prior to leasing						
	Vouchers searching	9	8	11	7	14	13
A.2	Project Based%	88.85%	87.87%	87.87%	87.87%	87.54%	88.20%
	(Units)	271/305	268/305	268/305	268/305	267/305	269/305
A.3	VASH (%)	62.50%	65.00%	65.00%	65.00%	70.00%	77.50%
	(Leased/Total Units)	25/40	26/40	29/40	29/40	28/40	31/40
	Voucher issued	3	4	1			
	New Admissions	3	3	0	0	1	1
	Voucher expired prior to leasing			1	0		
	Voucher Ported prior to leasing						
	Vouchers searching	9	8	8	8	7	6
B	Mainstream (%)	62.64%	63.74%	67.03%	68.13%	62.64%	68.13%
	(Leased/Total Units)	57/91	58/91	61/91	62/91	57/91	62/91
	Voucher issued	3	4	3		4	2
	New Admissions	3	1	1	4	1	4
	Voucher expired prior to leasing			2			
	Voucher Ported prior to leasing						
	Vouchers searching	17	20	20	16	19	17
C	EHV (%)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	(Leased/Total Units)	0/51	0/51	0/51	0/51	0/51	0/51
	Voucher issued					7	9
	New Admissions						
	Voucher expired prior to leasing						
	Voucher Ported prior to leasing						
	Vouchers searching					7	16
D	Terminations	13	31	72	12	11	8
	Success Rate	52%	52%	55%	55%	53%	53%

F	New Landlords/Unit			2	3	2	5
G	Mod Rehab %	86.73%	86.73%	85.71%	83.67%		
	(Units)	85/98	85/98	84/98	82/98		
	Project Move Up	9/10	9/10	9/10	9/10	10/10	10/10
I	FSS	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)
J	Port Ins (BHA Currently Absorbing)			10	6	2	2
	Port Outs (Managed by other PHAs)			0	0	2	3
K	Late/Missing Annual Recert	62	67	74	28	28	23
L	Late HQS	520	559	666	711	711	765
M	Rent Increases - Received			6	7	8	30
	Rent Increases - Processed			6	7	8	30
N	Re-exams - Processed	158	150	164	180	216	159
O	# of disabled in program	897	899	881	897	904	912
	# of elderly in program	682	681	680	684	687	688
	# of families in program	398	396	397	399	401	403
	# of eman. yth in prog	14	14	14	14	14	15
	# of HOPWA in program	10	10	10	10	10	10
P	# of Families on WL	625	603	603	597	587	579

Attachments:

1. Fall 2021 Landlord Newsletter
2. Fall 2021 Client Newsletter



Berkeley Housing Authority

BHA Landlord Newsletter

Fall 2021



Dear Berkeley Rental Property Owners,

As we all make our way out of this pandemic safely, we wish you and yours a **joyful holiday season**. **Thank you** for your willingness to rent out your units to those, without voucher assistance, could never afford the opportunity to live in this special community of Berkeley.

During these difficult times, BHA has remained available to process HAP subsidy, handle "RTA" move in and Special inspections, and lease up new households. **A hallmark** of the Voucher Program is that **landlords earn the same rent whether or not a tenant's income is decreased even to \$0**. Those of you with tenants who experienced income or job loss during the pandemic, had the benefit of full contract rent, no matter the tenants' income.

Please **spread the word** – to your networks, and friends and fellow rental property owners: **BHA makes good business sense**, especially during times of economic turbulence.

There is much to share with you in this newsletter!

Landlord Incentives! Some exciting news to share for those of you with unit vacancies:

- (1) **Up to \$1,500 in Unit Turnover Program funds:** to cover expenses to ready a vacant unit for lease up in our Housing Choice Voucher Program (note: Project-based, Moderate Rehab, BMR properties, and large new luxury developments not eligible to apply). You will be contacted by BHA staff after an RTA (move-in inspection). **Keep your receipts when prepping a unit for a new vacancy!**
- (2) **\$1,750 New Emergency Housing Voucher Program Signing Bonus:** for entering into lease with those at-Risk of Homelessness or Homeless. Also provided: case management services from a local housing advocacy agency connected to each of the homeless households desperately needing a place to call home.
- (3) **\$1,000 Mainstream Voucher Program Signing Bonus:** for landlords willing to house formerly homeless households. The North County Housing Resource Center, operated by Bay Area Community Services (BACS) provides the bonus as well as case management resources.

For more information on these incentives, please fill out the enclosed form and return to bha@cityofberkeley.info or fax 510-981-5480. Or share with your networks.

Payment Standards: BHA's Payment Standards for Calendar Year 2022 have changed slightly, with increases for Studios, 1-BR and 2 BR units. Unfortunately, the HUD Fair Market Rents have decreased for 3- and 4-BR units, therefore our Payment Standards decreased accordingly. However this will only affect **brand new tenancies** rather than existing tenancies which have the benefit of keeping the 2021 Payment Standards in place the entire tenancy of current households that are residing in any of your 3- and 4-BR units.

New Payment Standards for 2022:

Studios: \$1,691 1 BR: \$2,039 2 BR: \$2,501 3 BR: \$3,306 4 BR: \$3,935

*Note: **Only the Emergency Homeless Voucher Program** has a higher Payment Standard as listed below:

Studios: \$1,845 1 BR: \$2,224 2 BR: \$2,728 3 BR: \$3,607 4 BR: \$4,293

Rent Increases:

To request a rent increase, at least 60 days prior to the contract anniversary (generally the lease start date), provide a copy of the 60 day Notice of Intent to Increase Rent to your tenant and the Housing

Specialist (see below), along with a Unit Characteristics Survey (found on our website at www.cityofberkeley.info/bha under “For Landlords” and “Rent Increase Information”).

Please keep in mind five important aspects with regard to BHA’s ability to approve a rent increase and the tenants’ ability to pay:

- (1) **Rent Reasonableness Comparables:** HUD requires housing authorities to run a “Rent Reasonableness” test: identifying local comparables of non-assisted units-and confirming rent requested is not above the comps—if this is the case, we can only approve to the highest rent comp.
- (2) **Timing of Rent Increase:** Please request the rent increase at the contract anniversary tenancy, because if it is outside of this timeframe, the tenant will be responsible for the increase, not the housing authority, until the anniversary date kicks in. Many households will not be able to afford the overage.
- (3) **Utility Allowance:** We ask that you include the utility allowance for any tenant-paid utilities, as HUD considers rent affordable at 30% of income to include utility costs.
- (4) **Payment Standard:** If you request rent above the Payent standard both of these happen: (i) you must register the unit with the Rent Board and (ii) the client will be responsible for paying the overage which they may or may not be able to afford.
- (5) **Unit Size/Rent Increase:** If the tenant is over-housed, meaning more bedrooms that the household qualifies for, they will be responsible to cover the rent increase for the size of the unit they are occupying.

Tax Records/1099’s: 1099 Forms will be mailed or before February 1, 2022. To ensure accuracy of your 1099-MISC for 2021, please review your 2020-1099 MISC for incorrect name and Tax ID, and contact Jayla Fuentecilla at (510) 981-5474 for any correction. Also, if you received a second “B” Notice from BHA, please have your Taxpayer ID Number validated by the IRS or SSA and notify BHA of the correction, otherwise back up withholding will begin on your HAP payments.

Inspections: After a long hiatus during the pandemic, BHA will once again begin Annual Inspections in January 2022. Please be on the lookout for letters for those of you with units long over-due. To help us “catch up” we have enlisted the support of *Outsourceit Inc.* which has over a decade of experience with handling inspections processes (letters/scheduling) for many Bay Area housing authorities. Within the BHA office, Krystal Coleman is available to answer your questions as well!

Contacting BHA Staff: please reach out to staff with questions, or to schedule a phone meeting, and to provide completed forms.

Staff	Position/Client Last Name Begins with:	Phone: 510-981-	Email: @cityofberkeley.info
Lynda DeShazier	Housing Specialist A, B, C, D, K, L, O	5482	ldeshazier
Tracy Jackson	Housing Specialist E, F, G, H, I, J, M, N	5486	tjackson
Althea Maybon	Housing Specialist Mc, P, Q, R, S, T, U, V, W, X, Y, Z	5478	amaybon
Tilda Barnes	Housing Choice Voucher Sup./New Contracts/Ports/Mod Rehab.	5484	tbarnes
Tyra Pumphrey	Receptionist	5470	tpumphrey
Krystal Coleman	Inspections Desk	5490	kcoleman
Celinda Aguilar-Vasquez	Acting Mgmt. Analyst/Exec. Assistant/FSS Coordinator	5483	caguilar-vasquez
Jesy Yturralde	Finance Manager	5488	jyturralde
Jayla Fuentecilla	Office Asst. II/Accounting	5474	bfuentecilla
Maggie Wang	Accountant	5477	ywang
Rachel Gonzales-Levine	Acting Executive Director	5485	rgonzales-levine

BHA staff wishes you and yours warm, healthy, and happy Holidays. Be safe.

Note: BHA will be closed Dec. 27 – Dec. 31, 2021; and Jan. 17, 2022 in honor of MLK, Jr. Day.

**YES! I am interested in learning more
about BHA's Landlord Incentives!**

Please complete and return this form to bha@cityofberkeley.info
or fax 510-981-5480.

Please contact me regarding:

- Up to \$1,500 in Unit Turnover Program funds
- \$1,750 New Emergency Housing Voucher Program Signing Bonus
- \$1,000 Mainstream Voucher Program Signing Bonus

Landlord Name: _____

Landlord Phone: _____

Landlord Email: _____

Have you worked with BHA in the past?

- Yes
- No

How many Berkeley units do you have available currently
(or soon to be vacant)? ____

Are you ready to list your unit on our website? If so, please also
complete the unit listing form on the back of this page and return to
tpumphrey@cityofberkeley.info or fax 510-981-5480

Benefits of Working with BHA

- **Screen your tenancies**
- **Free inspections**
- **Direct Deposit/Guaranteed Rent**
- **Rent Increase to Payment Standard**
- **No Rent Board Registration**



BERKELEY HOUSING AUTHORITY RENTAL UNIT LISTING REQUEST

Please Email Completed Form to:
tpumphrey@cityofberkeley.info or Fax to 510-981-5480

Note: the unit listing is updated each Thursday on BHA's website:
www.cityofberkeley.info/bha

Today's Date: _____

I. Property

Address _____ Apt _____

City Berkeley Zip _____

Bedrooms: _____ # Bathrooms _____

Is unit wheelchair accessible? [] No [] Yes

Pets Allowed? [] No [] Yes (type): _____

Stove Provided [] No [] Yes

Refrigerator Provided [] No [] Yes

II. Building Type

[] Single Family Home [] Duplex [] Triplex

[] 4-Plex [] Apartment, 5 or more units

III. Rental Information

Date Available: _____ Rent Requested \$ _____

Security Deposit \$ _____

Rental Application Required? [] No [] Yes

Non Refundable Application Fee? [] No [] Yes, amount \$ _____

IV. Utilities

Owner pays Garbage [] No [] Yes

Owner pays Water [] No [] Yes

Owner pays Sewer [] No [] Yes

For more information contact (Name): _____

Phone Number _____ and/or Email: _____



Berkeley Housing Authority

BHA Client Newsletter Fall 2021



Dear BHA Program Participants,

As we all make our way out of this pandemic safely, we wish you and yours a **joyful holiday season**.

For anyone looking for information about booster shots and vaccines, please visit:
<https://www.cityofberkeley.info/covax/>.

Thank you for continuing to **provide true and complete information to BHA**, such as notifying your Housing Specialist when someone in your household gets a new job, loses a job, has a decrease in income, or is receiving unemployment.

Please remember, you must also inform your Housing Specialist before you wish to move, or add or remove someone to or from your assisted household. Our website also has many of our forms you can use to report these changes:
https://www.cityofberkeley.info/BHA/Home/Forms_for_Owners_and_Tenants.aspx.

We also now have a **"grab and go" area in the lobby of our building**, 1947 Center Street, where you can access many of the most often needed documents.

There is a lot to share with you in this newsletter!

Mental Health Support: Anyone at least 13 years old who lives, works, or attends school in Berkeley can now use two apps for free: one helps navigate issues ranging from depression and substance abuse, while the other provides more general support around mindfulness and meditation. These two widely used apps can help develop daily practices and habits that have the potential to provide a space of solace, address a longstanding struggle, or simply lower stress.

Start by visiting the Help@Hand website: <https://helppathandca.org/> (detailed instructions below)

The MyStrength app provides personalized and interactive activities that address depression, anxiety, stress, substance use, chronic pain and sleep challenges. The individually tailored program is designed to empower users and also supports the physical and spiritual aspects of whole-person health.

The Headspace app is a popular online meditation and mindfulness resource. The app's library of exercises can help manage anxiety, encourage stress relief, increase focus, enhance sleep and improve mood. Additional features include meditation reminders, tracking your practice statistics, and inviting a buddy to join and meditate together. Meditations for children are also available.

1. **For myStrength subscription** (active until Oct. 31, 2022)
 - Scroll down and select the myStrength button
 - Complete the myStrength sign-up process, **use access code: cityofberkeley** and set up your profile.

2. **For Headspace subscription** (active until Sept. 30, 2023)
 - Scroll down and select Headspace button
 - Complete the Headspace sign-up process, **enter "Berkeley" and your zip code** where you work, live or go to school, and set up your profile.

Document Dropboxes! Located just outside the front door of our office at 1947 Center Street, and inside the building, to the left of the front doors, are BHA's two document drop boxes for BHA clients and landlords. The drop boxes are checked regularly Mondays through Thursdays. Please use the box when you are not able to email or fax documents to staff. Emails are listed below; our fax number is 510-981-5480.

Inspections: After a long hiatus during the pandemic, BHA will once again begin Annual Inspections in January 2022. Please be on the lookout for letters for those of you with units long over-due. Please note our Inspector will be asking questions regarding whether anyone in the home is experiencing Covid symptoms prior to entering. If the answer is yes, he will not conduct the inspection that day.

To help us "catch up" on our inspections in 2022, we have enlisted the support of *Outsourceit Inc.* which has over a decade of experience with handling inspections processes (letters/scheduling) for many Bay Area housing authorities. Within the BHA office, Krystal Coleman is available to answer your questions as well!

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