

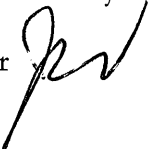


**Berkeley Housing Authority**

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Item 6  
ED Report  
March 9, 2023

*Office of the Executive Director*

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

**MTW Process**

- Audit Finding 6 Exceptions out of 28 / BHA will correct
- MTW consultant contract reviewing and waiting for signatures
- Celinda has agreed to complete FSS Plan by April 3, 2023

**Customer Service**

- The office is open and all staff are back in the office on a full schedule
- BHA has resolved its issues with availability and access to the 5<sup>th</sup> floor
- Current working with Dionne Early, Director of the Planning and Development Dept.
- The old waiting list has been purged and we are currently working from one list
- I will be scheduling a meeting in March to meet with all of BHA's PBV partners
- Site Base waiting list for approximately 475 PBV units / New start in April 2023
- Current working on the new Administration Plan with Nan McKay
- I am currently meeting or have to meet with BHA's strategic partners

**New Staff and Staff Leaving BHA**

- Temporary Office Staff in all open positions/ leaving by mid-March
- Front Desk is currently covered during all business hours
- BHA has extended officer letters for its open position
- BHA is evaluating applications for HR contract

Berkeley Housing  
 Authority  
 50058 Reporting

		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
A	Utilization (Leased/Total Units)	1498/1975	1499/1975	1495/1975	1507/1989	1520/1989	1517/1989	1511/1989
	In Units (%)	75.85%	75.90%	75.70%	75.77%	76.42%	76.27%	75.97%
	In Dollars (%)	85.40%	85.30%	85.50%	85.70%	85.70%	85.60%	77.73%
A.1	Tenant Based % (Leased/Total Units)	72.73% 1168/1606	72.60% 1166/1606	72.42% 1163/1606	74.13% 1169/1577	74.51% 1175/1577	74.19% 1170/1577	74.19% 1170/1577
	Voucher issued	0	0	0	1		1	
	New Admissions	0	0	0	0	1		
	Vouchers searching	26	26	26	27	26	14	14
A.2	Project Based% (Units)	89.67% 295/329	90.58% 298/329	90.27% 297/329	81.45% 303/372	56.45% 310/372	83.87% 312/372	81.99% 305/372
	VASH (%) (Leased/Total Units)	87.50% 35/40	87.50% 35/40	87.50% 35/40	87.50% 35/40	87.50% 35/40	87.50% 35/40	90.00% 36/40
	Voucher issued	0	1	0	0	0	0	
	New Admissions	0	0	0	0	0	1	
	Vouchers searching	2	3	3	3	3	2	2
B	Mainstream (%) (Leased/Total Units)	80.22% 73/91	81.32% 74/91	81.32% 74/91	84.62% 77/91	86.81% 79/91	85.71% 78/91	66.12% 80/121
	Voucher issued	1	2	0	0	1	0	
	New Admissions	0	1	1	1	0	1	
	Vouchers searching	15	14	13	12	12	10	10
C	EHV (%) (Leased/Total Units)	50.98% 26/51	54.90% 31/51	60.78% 31/51	66.67% 34/51	68.63% 35/51	62.75% 33/51	68.63% 35/51
	Voucher issued	1	3		2	2	1	1
	New Admissions	4	3		1	1	2	
	Vouchers searching	12	12	10	11	12	8	7
D	Terminations	9	7	3	8	5	10	9
E	Success Rate	55%	61%	62%	49%	52%	42%	47%
F	New Landlords/Unit	2		2			3	4
G	Mod Rehab % (Units)	81.63% 80/98	81.63% 80/98	84.69% 83/98	84.69% 83/98	86.73% 85/98	86.73% 85/98	86.73% 85/98
	Project Move Up	4/10	4/10					

I	FSS		37 (20 enrolled, 5 graduated, 12 pending)	37 (20 enrolled, 5 graduated, 12 pending)	37 (20 enrolled, 5 graduated, 12 pending)	37 (18 enrolled, 7 graduated, 12 pending)			
J	Port Ins (BHA Currently Absorbing)		4		6	4	3	0	2
	Port Outs (Managed by other PHAs)		4		6	4	5	0	5
K	Late/Missing Annual Recert		56		59	60	56	55	56
L	Late HQS		576			43		39	37
M	Rent Increases - Received		12	14	12	7	6	9	9
	Rent Increases - Processed		12	14	12	7	6	9	9
N	Re-exams - Processed					186	157	187	186
O	# of disabled in program		901	909					
	# of elderly in program		725	729					
	# of families in program		388	391					
	# of eman. yth in prog		15	15	15	15			
	# of HOPWA in program		10	10	10	10			
P	# of Families on WL		545	530	476	474			