



Berkeley Housing Authority

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

Item 6
ED Report
April 13, 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 Completed
- MTW: Currently working on Strategic Plan
 - Notification of Waivers
 - BHA FY23 MTW Supplement Timelines and Proposed Public Hearing Process.
 - MTW Supplement Activity Organizer (Attachment 1)
 - **Proposed Public Hearing Process - Option 2 (More Laxed)**
Publish Public Notice: **Week of April 17, 2023**
Public Comment Period: **April 24 – June 8, 2023** (45 Days)
Public Hearing: **June 8, 2023** (Regular board meeting)
Board Approval: **June 23, 2023** (Requires a special board meeting, since timing does not coincide with a scheduled board meeting // At least 15 days after public hearing)
Submit to HUD: **June 29, 2023** (At the latest)
 - BHA FY24 MTW Supplement Timelines and Proposed Public Hearing Process
FY24 Proposed Public Hearing Process
Publish Public Notice: **Week of July 3, 2023**
Public Comment Period: **July 10 – August 24, 2023** (45 Days)
Public Hearing: **August 24, 2023** (Requires a special board meeting, since timing does not coincide with a scheduled board meeting)
Board Approval: **September 14, 2023** (Regular board meeting // At least 15 days after public hearing)
Submit to HUD: **September 20, 2023** (At the latest)
- FSS Plan for both 2022 and 2023 has been submitted to HUD
- Traveling for MTW conference, Washington DC

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 5th 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 met with BHA's PBV partners and addressed all their issues and concerns.
- Site Base waiting list for approximately 475 PBV units / New start in 2023
- Current working on the new Administration Plan with Nan McKay
- I am currently meeting with BHA's community partners

New Staff and Staff Leaving BHA

- There are only two temporary office staff remaining HVC & Accounting
- Front Desk is currently covered during all business hours
- New staff are currently in place HVC & Accounting
- BHA is evaluating applications for HR contract
- RFP is posted for BHA's Voucher program

Others:

- RAB Invitation
- Newsletter (Attachment 2)
- Security during Board Meetings (5:30pm – 8:00pm)
- Berkeley 75 Outstanding Receivables

Attachments:

1. MTW Supplement Activity Organizer
2. Newsletter

BHA Dashboard

		Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
A	Utilization (Leased/Total Units)	1514/1989	1530/1989	1530/1989	1527/1989	1518/1989
	In Units (%)	76.12%	76.92%	76.92%	76.77%	76.32%
	In Dollars (%)	85.70%	85.70%	85.60%	76.80%	77.70%
A.1	Tenant Based %	74.13%	74.51%	74.19%	74.19%	73.81%
	(Leased/Total Units)	1169/1577	1175/1577	1170/1577	1170/1577	1164/1577
	Voucher issued	1		1		
	New Admissions	0	1			1
	Vouchers searching	27	26	14	14	13
A.2	Project Based%	83.33%	86.02%	87.37%	81.99%	85.48%
	(Units)	310/372	320/372	325/372	305/372	318/372
A.3	VASH (%)	87.50%	87.50%	87.50%	90.00%	90.00%
	(Leased/Total Units)	35/40	35/40	35/40	36/40	36/40
	Voucher issued	0	0	0		
	New Admissions	0	0	1		
	Vouchers searching	3	3	2	2	2
B	Mainstream (%)	84.62%	86.81%	85.71%	66.12%	66.12%
	(Leased/Total Units)	77/91	79/91	78/91	80/121	81/121
	Voucher issued	0	1	0		
	New Admissions	1	0	1		
C	Vouchers searching	12	12	10	10	6
	EHV (%)	66.67%	68.63%	62.75%	68.63%	70.59%
	(Leased/Total Units)	34/51	35/51	33/51	35/51	36/51
	Voucher issued	2	2	1	1	
	New Admissions	1	1	2		1
	Vouchers searching	11	12	8	7	5
	Terminations	8	5	10	10	6
E	Success Rate	49%	52%	42%	47%	49%
F	New Landlords/Unit			3	4	
G	Mod Rehab %	84.69%	86.73%	86.73%	86.73%	86.73%
	(Units)	83/98	85/98	85/98	85/98	85/98
H	Project Move Up					
I	FSS	37 (18 enrolled, 7 graduated, 12 pending)				
J	Port Ins (BHA Currently Absorbing)	4	3	0	2	0
	Port Outs (Managed by other PHAs)	4	5	0	5	4
K	Late/Missing Annual Recert	60	56	55	56	66

L	Late HQS		43		39	37	37
M	Rent Increases - Received		7	6	9	9	9
	Rent Increases - Processed		7	6	9	9	9
N	Re-exams - Processed		186	157	187	186	147
O	# of disabled in program						
	# of elderly in program						
	# of families in program						
	# of eman. yth in prog		15				
	# of HOPWA in program		10				
P	# of Families on WL		474				

BHA FY23 MTW Supplement Activity Organizer

BHA Activity #	MTW Waiver	Core Questions	Custom Questions	Safe Harbor	Impact Analysis	Hardship Policy
1. Tenant Rent Policies						
1	j. Alternative Utility Allowance (HCV)	X	X	X		
2	n. Utility Reimbursements (HCV)	X				
3	w. Alternative Income Inclusions / Exclusions (HCV) (Eliminate EID)	X	X			
2. Payment Standards and Rent Reasonableness						
4	b. Payment Standards - Fair Market Rents (HCV) 120% for PBV	X	X	X	X	X
3. Reexaminations						
5	b. Alternative Reexamination Schedule for Households (HCV)	X	X	X	X	X
6	d. Self-Certification of Assets (HCV)	X	X	X		
4. Landlord Leasing Incentives (HQS)						
7	a. Vacancy Loss (HCV)	X	X	X		
8	c. Other Landlord Incentives (HCV)	X	X	X		
5. Housing Quality Standards (HQS)						
9	a. Pre-Qualifying Unit Inspections (HCV)	X	X	X		
10	d. Alternative Inspection Schedule (HCV)	X		X		
BHA Activity #	Safe Harbor Waiver	Core Questions	Custom Questions	Safe Harbor	Impact Analysis	Hardship Policy
2. Payment Standards and Rent Reasonableness						
11	b. Payment Standards - Fair Market Rents (HCV) 150% for TBV	X	X	X	X	X



BHA Client Newsletter Spring 2023

BHA Welcomes New Executive Director: We are happy to announce that BHA has a new Executive Director, James Williams. With over 15 years of experience, Mr. Williams has served as Vice President, Sr. Vice President, Director, Department Head, and/or Advisor; Affordable Housing, Resident Services, Housing Assistance, Fair Housing, Asset Management, Scattered Sites, Modernization, Risk Management, Maintenance, Compliance, Section 8 and ACC & LIHTC units of all classes.

James E. Williams is a native of Chicago, IL; he grew up on the city's West Side. There, he developed his love for working with and in low-income communities. After graduating from Morehouse College, James joined the United State Peace Corps, working in Togo, West Africa. Soon after his return, he began working at the Chicago Housing Authority, where he held several management positions.

James holds a MBA in Marketing and Finance from the University of Chicago (1998), BA in Organizational Behavior from Morehouse College (1989), Associate (AS) in Computer Science from Southwestern Christian College (1986) and a Certificate of Advanced Graduate Studies (CAGS) in Health Care and Senior Living from Simmons College (2012). James is also a Certified Executive Director and a mlkpart of Rutgers University's Executive Director Education Program (EDEP)(2021).

2023 Resident Advisory Board: Annually, BHA updates our Section 8 "Administrative Plan" which guides staff on our program operations. As part of the process we appoint a Resident Advisory Board (RAB), who is asked to review the proposed changes and provide comment during a meeting held in April (via Zoom). RAB members receive \$50 for participation in the meeting.

To volunteer for the 2023 RAB, please contact us in writing by April 10 at 4:00 pm with:

- your name,
- address,
- phone number, and
- email (if you have an email address).

Please email the information to MGriffin@cityofberkeley.info, or if you do not have access to email and are interested, please mail your information by regular mail to 1947 Center Street, Fifth Floor, Berkeley, CA 94704, or place in one of the drop boxes inside or outside the BHA office building to the attention of [Moriah Griffin](#), or you have any questions, please call: 510-981-5485 by the **April 10, 4p.m.** deadline.

BHA Staff: BHA welcomes new members of our staff. Please reach out to staff with questions, or to schedule a phone meeting, and to provide your completed forms/paperwork.

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 Supervisor/ New Contracts/ Ports/Mod Rehab.	5484	tbarnes
Moriah Griffin	Receptionist	5470	mgriffin
Cody Henderson	Inspections Desk	5490	chenderson
Vacant	Executive Assistant	5483	
Grace Grish	Office Asst. II/Accounting	5474	ggrish
Vacant	Accountant		
Jesy Yturalde	Finance Manager	5488	jyturalde
Rachel Gonzales-Levine	Acting Executive Director	5485	rgonzales-levine

BHA Office Closure/Holiday: BHA will be closed on the following holidays:

Thursday, May 18 (Malcolm X Birthday Observed)

Monday, May 29 (Memorial Day)

Monday, June 19 (Juneteenth)

Tuesday, July 4 (Independence Day)

Monday, September 4 (Labor Day)

Monday, October 9 (Indigenous People’s Day)

Friday, November 10 (Veteran’s Day observed)

Thursday, November 23 (Thanksgiving Day)

Friday, November 24 (Day After Thanksgiving)

Mon. Dec. 25, 2023 through Mon. Jan. 1, 2024

Office will reopen on Tuesday, January 3, 2024