



## Berkeley Housing Authority

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*Office of the Executive Director*

Item 6  
ED Report  
June 08, 2023

To: Honorable Chair and Members of the Berkeley Housing Authority Board

From: James E. Williams, Executive Director

Subject: Executive Director's Monthly Update

### **MTW**

I signed the MTW contract 3/30/2023 with Shara Jones, Principal, PHA Strategies. BHA has selected 5 Waivers for its FY2023 Supplement Activities, Cohort #4 Strategic Plan. I have invited Ms. Jones to the BOC meeting to address all your questions and/or concerns. The FY2023 and FY2024 will be submitted to HUD for FY2023 in June 2023 and FY2024 in September 2023. The FY2025 will be on time in April of 2024.

### **Increase Voucher Utilization Rates**

BHA has received three responses to its RFP regarding the Voucher Contract, which will aid in increasing its voucher unitization rate. I have requested that the selection committee makes its recommendation by June 1, 2023. During the contract, BHA will engage in the following:

- Landlord Retention
- Identification of new property owners to the BHA program
- Increasing issuing of additional vouchers monthly, with lease-up incentives

I am working with the Director of City Colleges of Berkeley to hire a college intern to assist BHA with all "Landlord activities." This will be a temporary position that will be merged into the executive office.

### **Improve Customer Service**

Staff responding to all emails and calls within 24 hours. BHA has hired a full-time front desk receptionist to handle any overflow. Working with HR to develop a training program to ensure all staff take quality customer service classes. We are not fully open to the public. However, we are addressing walk-ins and scheduling appointments. BHA has drop boxes outside and inside the building where the public can drop off materials, 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 will hire a temp to assist with its landlords' retention, expansion, and participant unit placement.

**RAB**

BHA has developed a RAB (approximately 10 participants), which it plans to engage annually. Our second meeting was held on Thursday, May 25, 2023. RAB participants will be paid \$50 each for reviewing BHA's Admin Plan and MTW Plan. BHA will hold 2 RAB meetings a year.

**Develop the nonprofit Affordable Housing Berkeley Inc.,**

I am attending all meetings associated with AHB. I am also working with the BOC selection committee on the PBV awards. Mosaic is reviewing BHA's Admin Plan and MTW Strategic Plan to ensure that all plans are clear and coherent in cases where policies meet. AHB should adopt its Strategic Plan by October 2023.



HA Dashboard

		Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
A	Utilization (Leased/Total Units)	1555/1989	1558/1989	1561/1989	1552/1989	1551/1989	1547/1989
	In Units (%)	78.18%	78.33%	78.48%	78.03%	77.98%	77.78%
	In Dollars (%)	85.70%	85.60%	83.40%	84.80%	85.80%	85.20%
A.1	Tenant Based %	74.57%	74.25%	74.51%	74.13%	74.19%	74.06%
	(Leased/Total Units)	1176/1577	1171/1577	1175/1577	1169/1577	1170/1577	1168/1577
	Voucher issued		1				
	New Admissions	1			1	1	
	Vouchers searching	26	14	14	13	13	13
A.2	Project Based%	92.47%	93.82%	93.28%	93.28%	92.74%	92.20%
	(Units)	344/372	352/372	350/372	347/372	345/372	343/372
A.3	VASH (%)	87.50%	87.50%	90.00%	90.00%	90.00%	90.00%
	(Leased/Total Units)	35/40	35/40	36/40	36/40	36/40	36/40
	Voucher issued	0	0				
	New Admissions	0	1				
	Vouchers searching	3	2	2	2	2	2
B	Mainstream (%)	86.81%	85.71%	66.94%	67.77%	67.77%	66.94%
	(Leased/Total Units)	79/91	78/91	81/121	82/121	82/121	81/121
	Voucher issued	1	0				
	New Admissions	0	1				
C	Vouchers searching	12	10	10	6	6	6
	EHV (%)	68.63%	68.63%	74.51%	76.47%	80.39%	76.47%
	(Leased/Total Units)	37/51	35/51	38/51	39/51	41/51	39/51
	Voucher issued	2	1	1		3	
	New Admissions	1	2		1		
D	Vouchers searching	12	8	7	5	5	5
	Terminations	5	10	11	7	10	11
E	Success Rate	52%	42%	47%	49%	49%	45%
F	New Landlords/Unit		3	4			1
G	Mod Rehab %	86.73%	86.73%	86.73%	86.73%	86.73%	86.73%
	(Units)	85/98	85/98	85/98	85/98	85/98	85/98
H	Project Move Up					0-Jan	
I	FSS						
J	Port Ins (BHA Currently Absorbing)	3	0	2	0	6	1
	Port Outs (Managed by other PHAs)	5	0	5	4	4	1
K	Late/Missing Annual Recert	56	55	56	66	61	60

L	Late HQS		39	37	37	37	34
M	Rent Increases - Received	6	9	9	9	19	15
	Rent Increases - Processed	6	9	9	9	19	15
N	Re-exams - Processed	157	187	186	147	266	145
O	# of disabled in program						
	# of elderly in program						
	# of families in program						
	# of eman. yth in prog						
	# of HOPWA in program						
P	# of Families on WL						