




Berkeley Housing Authority

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Item 7
ED Report
February 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

- MTW RFP is posted / Jesy's assistance
- Completed and Reviewed all materials & discussions with HUD
- Audit Finding 6 Exceptions out of 28 / BHA will correct
- MTW consultant contract should be signed by 02/28/2023

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 5th floor
- Current working with Dionne Early, Director of the Planning and Development Dept.
- Waiting List / Lease up and Reporting

New Staff and Staff Leaving BHA

- Temporary Office Staff in all open positions
- Front Desk is currently covered during all business hours
- All open positions are posted and BHA is currently interviewing
- RFPs are posted and BHA is evaluating applicants and applications
- Meet with the owner John J. Harris, President, of Housing Inspection Services

Berkeley Housing Authority
50058 Reporting

		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
A	Utilization (Leased/Total Units)	1498/1975	1499/1975	1495/1975	1503/1989	1508/1989	1506/1989
	In Units (%)	75.85%	75.90%	75.70%	75.57%	75.82%	75.72%
	In Dollars (%)	85.30%	85.30%	85.50%	85.60%	85.40%	85.20%
A.1	Tenant Based %	72.73%	72.60%	72.42%	74.13%	74.45%	74.25%
	(Leased/Total Units)	1168/1606	1166/1606	1163/1606	1169/1577	1174/1577	1171/1577
	Voucher issued	0	0	0	1		1
	New Admissions	0	0	0	0	1	
	Vouchers searching	26	26	26	27	26	14
A.2	Project Based%	89.67%	90.58%	90.27%	80.38%	80.38%	80.65%
	(Units)	295/329	298/329	297/329	299/372	299/372	300/372
A.3	VASH (%)	87.50%	87.50%	87.50%	87.50%	87.50%	87.50%
	(Leased/Total Units)	35/40	35/40	35/40	35/40	35/40	35/40
	Voucher issued	0	1	0	0	0	0
	New Admissions	0	0	0	0	0	1
	Vouchers searching	2	3	3	3	3	2
B	Mainstream (%)	80.22%	81.32%	81.32%	84.62%	86.81%	85.71%
	(Leased/Total Units)	73/91	74/91	74/91	77/91	79/91	78/91
	Voucher issued	1	2	0	0	1	0
	New Admissions	0	1	1	1	0	1
	Vouchers searching	15	14	13	12	12	10
C	EHV (%)	50.98%	54.90%	60.78%	66.67%	68.63%	62.75%
	(Leased/Total Units)	26/51	31/51	31/51	34/51	35/51	33/51
	Voucher issued	1	3		2	2	1
	New Admissions	4	3		1	1	1
	Vouchers searching	12	12	10	11	12	9
D	Terminations	9	7	3	8	5	10
E	Success Rate	55%	61%	62%	49%	52%	42%
F	New Landlords/Unit	2		2			3
G	Mod Rehab %	81.63%	81.63%	84.69%	84.69%	86.73%	86.73%
	(Units)	80/98	80/98	83/98	83/98	85/98	85/98
H	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
	Port Outs (Managed by other PHAs)	4		6	4	5	0
K	Late/Missing Annual Recert	56		59	60	56	55

L	Late HQS		576			43		39
	<i>Rent Increases - Received</i>		12	14	12	7	6	9
	<i>Rent Increases - Processed</i>		12	14	12	7	6	9
N	Re-exams - Processed					186	157	187
O	<i># of disabled in program</i>		901	909				
	<i># of elderly in program</i>		725	729				
	<i># of families in program</i>		388	391				
	<i># of eman. yth in prog</i>		15	15	15	15		
	<i># of HOPWA in program</i>		10	10	10	10		
P	# of Families on WL		545	530	476	474		

