



Berkeley Housing Authority

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Item 7
NEW BUSINESS
Dec. 8, 2022

Office of the Executive Director

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

ED Performance Report:

- **Voucher Utilizations Rated**
 - *Absorption of all vouchers when possible
 - *Teaching /Training staff on the use of the 2-year tool
 - *Increasing the availability of monthly vouchers
 - *Increasing the amount of time that staff is working in the office
- **Customer Service**
 - *Reopening of BHA's office, full schedule
 - *Increase hours for front desk clerk
 - *New work schedule
 - *Training HUD / Nan McKay / NAHRO
- **MTW Implementation**
 - *Conformation from HUD
 - *Sharing best practices and processes (Landlord Incentive Program) / meeting with PHA's
 - *RFP selection or Direct Contract / Consultant
 - *Timeline for selection of MTW consultant 12/31/2022
- **AHB Development Activity**
 - *Currently reviewing all documents associated with the program

Berkeley Housing Authority
50058 Reporting

		Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
A	Utilization (Leased/Total Units)	1490/1975	1498/1975	1499/1975	1495/1975	1499/1989
	In Units (%)	75.44%	75.85%	75.90%	75.70%	75.36%
	In Dollars (%)	84.30%	85.30%	85.30%	85.40%	85.40%
A.1	Tenant Based %	72.91%	72.73%	72.60%	72.42%	74.06%
	(Leased/Total Units)	1171/1606	1168/1606	1166/1606	1163/1606	1168/1577
	Voucher issued	1	0	0	0	1
	New Admissions	0	0	0	0	0
	Vouchers searching	26	26	26	26	27
A.2	Project Based%	85.71%	89.67%	90.58%	90.27%	79.57%
	(Units)	282/329	295/329	298/329	297/329	296/372
A.3	VASH (%)	92.50%	87.50%	87.50%	87.50%	87.50%
	(Leased/Total Units)	37/40	35/40	35/40	35/40	35/40
	Voucher issued	1	0	1	0	0
	New Admissions	0	0	0	0	0
	Vouchers searching	2	2	3	3	3
B	Mainstream (%)	80.22%	80.22%	81.32%	81.32%	82.42%
	(Leased/Total Units)	73/91	73/91	74/91	74/91	75/91
	Voucher issued	1	1	2	0	0
	New Admissions	0	0	1	1	1
	Vouchers searching	14	15	14	13	12
C	EHV (%)	35.29%	47.06%	54.90%	54.90%	60.78%
	(Leased/Total Units)	18/51	24/51	28/51	28/51	31/51
	Voucher issued	2	1	3		2
	New Admissions	3	4	3		1
	Vouchers searching	16	12	12	10	11
D	Terminations	7	9	3	3	3
E	Success Rate	1%	55%	61%	62%	49%
F	New Landlords/Unit	1	2		2	
G	Mod Rehab %	81.63%	81.63%	81.63%	84.69%	84.69%
	(Units)	80/98	80/98	80/98	83/98	83/98
H	Project Move Up	4/10	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 (20 enrolled, 5 graduated, 12 pending)	37 (18 enrolled, 7 graduated, 12 pending)
J	Port Ins (BHA Currently Absorbing)	2	4		6	4
	Port Outs (Managed by other PHAs)	1	4		6	4
K	Late/Missing Annual Recert	68	56		59	60
L	Late HQS	680	576			43

<i>M</i>	<i>Rent Increases - Received</i>		3	12	14	12	7
	<i>Rent Increases - Processed</i>		3	12	14	12	7
<i>N</i>	<i>Re-exams - Processed</i>		135				186
<i>O</i>	<i># of disabled in program</i>		968	901	909		
	<i># of elderly in program</i>		769	725	729		
	<i># of families in program</i>		401	388	391		
	<i># of eman. yth in prog</i>		15	15	15	15	15
	<i># of HOPWA in program</i>		10	10	10	10	10
<i>P</i>	<i># of Families on WL</i>		543	545	530	476	474

Attachments:

1. Fall Newsletter to Landlords



Berkeley Housing Authority

BHA Landlord Newsletter Fall/Winter 2022



Meet James Williams, BHA's New Executive Director!

The Board is pleased to announce a permanent Executive Director for the Berkeley Housing Authority has been hired. Starting in November, James will be the new Executive Director, leading the organization through exciting opportunities, increasing BHA's ability to make an impact in the community, including a focus on increasing the number of participating landlords, and assisting BHA's sister development non-profit called Affordable Housing Inc. (AHB) to identify affordable housing development projects. James has held executive leadership positions in housing authorities across the nation including in Detroit, New Orleans, and most recently in Charleston, South Carolina. James' contact info will be: jwilliams@cityofberkeley.info, and 510-981-5485.

2023 Payment Standards: We are pleased to share that HUD approved our request for a continuation of a Payment Standard Waiver to 120% of the 2023 Fair Market Rents (FMRs) **for calendar year 2023**. The 120% Payment Standard figures *only pertain to leaseups in the Housing Choice Voucher Program ("HCV" also called Tenant-based vouchers), including for VASH, Emergency Housing Vouchers (EHVs), and Mainstream Vouchers*. Project-based Section 8 units are eligible for a maximum of 110% of the FMRs.

Payment Standards for Housing Choice Voucher contracts for Calendar Year 2023:

Studios: \$1,989 1 BR: \$2,362 2 BR: \$2,886 3 BR: \$3,772 4 BR: \$4,447

Payment Standards for the Project-based Section 8 Units:

Studios: \$1,823 1 BR: \$2,165 2 BR: \$2,645 3 BR: \$3,458 4 BR: \$4,076

Please remember that even though the Payment Standards are now set at higher rates than previously, the asking rent, whether for rent increases or new contracts, must pass our HUD-required Rent Reasonableness (rent comp comparison) test. If the Rent Comps in our database do not reflect the requested rent, *we will only approve rent equivalent to the highest figure on the Rent Comp. report*—you are also free to provide Rent Comps.

Rent Increases: To request a rent increase, at least 60 days prior to the contract anniversary (the month the lease started), please provide a copy of the 60 day Notice of Intent to Increase Rent, as required by State law, both to your tenant and the BHA Housing Specialist (see below for contact info.), along with a Unit Characteristics Survey, found on our website at [Berkeley Housing Authority \(berkeleyca.gov\)](http://BerkeleyHousingAuthority.berkeleyca.gov). Look under the "For Landlords" section of the website, then click on "Rent Increase Information."

Tax Records/1099's: 1099 Forms will be mailed in January, in time for you to file your taxes. If you do not receive your 1099 or have corrections on your 2022-1099 MISC after receiving it, please contact Maggie Yan at wyan@cityofberkeley.info or (5101) 981-5474.

Landlord Incentives! BHA continues to provide financial incentives for the following:

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 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!***

\$1,750 Emergency Housing Voucher and Mainstream Voucher Program Signing Bonus: for entering into lease with those at-risk of homelessness or homeless. Also provided in these programs: case management services from a local housing advocacy agency connected to each of the households seeking a place to call home in Berkeley.

For more information on these incentives, or with questions about our incentives program, please send an email to: bha@cityofberkeley.info.

Cool Weather Unit Safety Reminders: For **heating systems** that are non-operable, when it is colder than 60 degrees outside, this will result in an Emergency Fail and reinspection the next day. Some landlords may wish to provide space heaters while awaiting the repair, however, please remind tenants to plug space heaters directly into a properly working outlet only, rather than using extension cords—to avoid fire hazard. Consider testing the smoke and carbon monoxide detectors too, as these are life-safety systems that will protect your tenants and your property.

Contacting BHA Staff: please reach out to staff with questions, or to schedule an appointment.

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
Grace Grish	Office Asst. II/Accounting	5474	ggrish
Maggie Wang	Accountant	5477	ywang
James Williams	Executive Director	5485	jwilliams

BHA will be closed: November 24 & 25; December 26 through January 2; January 16; February 13; closed every Friday.

Thank you, Property Owners, for partnering with BHA by participating in our programs!
We couldn't do it without you—and we are grateful!