



## Berkeley Housing Authority

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Item 7E  
NEW BUSINESS  
June 9, 2022

*Office of the Executive Director*

To: Honorable Chair and Members of the Berkeley Housing Authority Board  
From: Rachel Gonzales-Levine, Acting Executive Director  
Subject: Monthly Report

### **Covid-19 Updates**

Since the last BHA Board meeting on April 14, there were no additional pandemic-related interim adjustments. The average increase for the 158 Covid-19 related adjustments that were processed has remained at \$569 per household per month.

**Emergency Housing Vouchers (EHVs)** As of the writing of this report, BHA now has received 44 referrals of the 51 EHVs awarded, from the County Homeless Program.

- Of those 49 referrals, 40 have been processed by staff for intake, and have participated in a Briefing, and in receipt of their vouchers; 7 have been removed because the applicants passed away before being housed, or absorbed by another housing authority not administering EHV program.
- 16 formerly homeless clients are now leased up in Berkeley and in other jurisdiction via portability utilizing their EHV.
- The remaining 4 referrals are in some stage of being reviewed by staff, and once paperwork is complete/background checks cleared, BHA will schedule these applicants for a Briefing.
- The County is still gathering documentation for the remaining 9 EHV referrals for BHA.

**HUD EHV Technical Assistance:** as mentioned during the May Board meeting, staff met with HUD Region IX Division Director, and the Portland Field Office staff member, who is taking the lead on coordination of technical assistance for housing authorities regarding EHV program lease up. We shared with HUD all that we are doing to proactively support the entire EHV program, and lease up process in particular, and it was confirmed we are engaging in many of the best practices identified by HUD. One area that staff has determined where we could use the TA support is in creating landlord outreach materials that can be used to recruit current and potential landlords. As it was described by HUD, there are “plug and play” recruitment materials such as flyers and postcards that we could benefit from. Secondly, we have asked HUD if there is any TA available in helping landlords manage some of the very challenging issues that have arisen through some of the lease ups of clients with severe mental illness. There are several contracted TA providers that HUD works with; we should be hearing from the assigned provider within a month or so.

### **Mainstream Vouchers**

BHA has leased up 72 of the 91 Mainstream Vouchers; 16 have been issued MS vouchers and are searching for a unit; and is processing referrals for the remaining 2. We have moved our meetings with our Mainstream Voucher partners to every other month, given that we are so close to leasing up 100%.

As of the writing of this report, we have not yet heard from HUD regarding our application for extraordinary funding to be utilized for expenses related to retention, recruitment, and support of participating owners in the Mainstream Voucher program. As mentioned last month, options for use of these funds include security deposits, signing bonuses, vacancy payments, and damage mitigation.

**Recent Staff Trainings**

**Fair Housing Training:** East Bay Community Law Center provided a training to all staff on May 13 regarding various Fair Housing issues related to federal, state, and local protections, of our applicants and program participants. Some of the specific issues covered include advertising, discrimination based on protected statuses, reasonable accommodations, and resources for staff, clients, and applicants.

**IT Data Safety Program:** the City of Berkeley has instituted a new data safety program whereby all communications and documents are classified as internal; public; or restricted. IT held an all staff training for BHA to understand the new program, and the importance of protecting the privacy of our clients and applicants.

**Remote Operations:** HUD held a two-day webinar for housing authorities to help staff in a post-pandemic context, think about how can we thoughtfully implement strategies to benefit applicants and participants, while increasing customer service, and improving our operations. Some takeaways include the necessity to accommodate people with disabilities, including receiving paperwork/documentation through as many formats as possible including email/fax/drop box; holding remote hearings; implementing online portals for annual reexamination paperwork submission.

**Waitlist Opening Update**

Staff shared with the Board plans to open the Housing Choice Voucher pre-application (random draw from applicant pool), in June of this year. Unfortunately we’ve encountered some software issues through the help of the IT Dept., discovered in our weekly planning meetings with Emphasys, the software company that provides our database, and that will handle the pre-application opening. This means we will be delaying the opening by about 6 weeks, to July 19. There are many facets, and behind the scenes programming that must be in place, tested, and errors repaired, before being able to go live.

**Dashboard**

		Jan-22	Feb-22	Mar-22	Apr-22
A	Utilization (Leased/Total Units)	1485/1975	1485/1975	1483/1975	1481/1975
	In Units (%)	75.19%	75.19%	75.09%	74.99%
	In Dollars (%)	95.20%	94.40%	93.80%	93.50%
A.1	Tenant Based %	72.76%	72.27%	72.15%	72.09%
	(Leased/Total Units)	1186/1630	1178/1630	1179/1630	1175/1630
	Voucher issued	5	0	8	3
	New Admissions	0	1	3	1
	Vouchers searching	21	20	25	27
A.2	Project Based%	86.56%	89.18%	88.52%	82.67%
	(Units)	264/305	272/305	270/305	272/329
A.3	VASH (%)	87.50%	87.50%	85.00%	85.00%
	(Leased/Total Units)	35/40	35/40	34/40	34/40
	Voucher issued	0	2	0	0
	New Admissions	0	0	0	0

B	Vouchers searching	3	5	4	4
	Mainstream (%)	78.02%	80.22%	79.12%	79.12%
	(Leased/Total Units)	71/91	73/91	72/91	72/91
	Voucher issued	2	1	1	4
	New Admissions	1	0	0	0
C	Vouchers searching	12	13	14	18
	EHV (%)	5.88%	9.80%	17.65%	21.57%
	(Leased/Total Units)	3/51	5/51	9/51	11/51
	Voucher issued	0	7	6	5
	New Admissions	1	2	4	2
	Vouchers searching	19	24	26	27
D	Terminations	10	8	1	0
E	Success Rate	51%	48%	48%	48%
F	New Landlords/Unit	3	0	3	4
G	Mod Rehab %	81.63%	81.63%	83.67%	83.67%
	(Units)	80/98	80/98	82/98	82/98
H	Project Move Up	2/10	2/10	2/10	2/10
I	FSS	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (23 enrolled, 3 graduated, 11 pending)	37 (20 enrolled, 5 graduated, 12 pending)
J	Port Ins (BHA Currently Absorbing)	2	3	3	5
	Port Outs (Managed by other PHAs)	2	1	1	3
K	Late/Missing Annual Recert	28	47	47	56
L	Late HQS	729	753	753	754
M	Rent Increases - Received	5	10	4	1
	Rent Increases - Processed	5	9	4	1
N	Re-exams - Processed	171	247	241	177
O	# of disabled in program	910	906	901	907
	# of elderly in program	695	695	699	708
	# of families in program	403	402	400	396
	# of eman. yth in prog	15	15	15	15
	# of HOPWA in program	10	10	10	10
P	# of Families on WL	567	565	562	560