



Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703
Telephone: (510) 981 5470 Fax: (510) 981 5480


Office of the Executive Director

Item 5

MEMORANDUM

Date: September 16, 2010

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

From:  M. Ingram, Executive Director

Subject: Status of Berkeley Housing Authority Operations

This report summarizes the highlights of our current activities:

I. ADMINISTRATIVE

1. HUD Reporting.

a. SEMAP/Year Ending June 30, 2010.

The Section Eight Management Assessment Program (SEMAP) is HUD's annual system for evaluating a Public Housing Authority's (PHA) administration of the Section 8 Housing Choice Voucher Program. Beginning in June 2007, under our new governance structure, BHA purposed to abandon old ways, create a solid foundation, and brick by brick, build a high performing Housing Authority. PHAs are scored "troubled," "standard," or "high" performer based on a scoring system. A score of 59% or less is "troubled;" a score of 60-89% is "standard;" and a score of 90% or more is "high" performer.

Throughout the year we shared information with the Board about our progress towards meeting the HUD indicators, and our efforts to ensure BHA would remain a "standard" performer, while seeking to one-day achieve "high" performer status.

On July 8, 2010, the Board approved Resolution No. 10-43, authorizing the Executive Director to complete the FY 2010 SEMAP certification, and submit it to HUD by the August 29, 2010 deadline. Note:

- For many consecutive years BHA was designated "troubled;"
- For FY ending June 30, 2008, BHA self-certified to 66%, and "standard" performer, but because we utilized less than 95% of the available vouchers, HUD did not confirm the reported score, and did not lift the "troubled" status;
- For FY ending June 30, 2009, BHA self-certified to 79%, and "standard" performer. HUD conducted a confirmatory review, adjusted the score for

two indicators, removed the troubled status, and scored BHA “standard” performer with a score of 62%;

- For FY ending June 30, 2010, BHA self-certified to 100%, and “high” performer status.

We enthusiastically celebrate the “high” performer status, as the next step on our journey to an efficient/effective organization.

b. Critical Performance Indicators.

There are four critical indicators that we monitor each month. While the numbers will fluctuate, we are mindful to study any drop in rates as it may signal a larger problem as we approach year end.

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
50058 –	95.41%	95.17%					
Utilization	1,872	1,886					
Late RX	30	31					
Late HQS	8	8					

- i. 50058. This indicator measures the percentage of annual recertifications submitted against the number of annual recertifications HUD anticipates, based upon the number of assisted reported households. We have built in a quarterly comparison of data in PIC with data in our local Housing Authority software to identify any adjustments that need to be made, including reconciliation with other Housing Authorities (for “port” issues).
- ii. Utilization. This indicator measures the number of assisted households reflected in the HUD database (Voucher Management System), including households that have ported out, and ported into the jurisdiction. Our Annual Contributions Contract authorizes 1,841 Vouchers. This results in a maximum program of 22,092 unit months (1,841 x 12 = 22,092). Accordingly, we are now monitoring activities that increase program utilization (issuance of new vouchers, clients porting into the jurisdiction) and those that decrease program utilization (port-outs, terminations), to ensure that we do not exceed the maximum of 22,092 unit months for the Fiscal Year ending June 30, 2011.
- iii. Late Reexaminations (RX). A recertification for each participating family is due every 12 months, effective the anniversary of the rental assistance contract. Under this indicator, a recertification is late if it is not submitted with an effective date within 14 months on the prior annual recertification. It is important to note that it includes cases where BHA failed to process the recertification on time, as well as cases where the family was unavailable (i.e. hospitalized) and/or failed to cooperate, resulting in a delayed completion of the recertification or a later effective date (to provide the full 30-day notice of an increase in family rent).
- iv. Late Housing Quality Standard Inspections (HQS). An inspection of each Section 8-assisted unit is required every 12 months (unlike the recertification indicator, there is no 2 month grace period). This indicator measures BHA’s

reporting of an annual unit inspection. It does not require that the unit be in "pass" status, only that BHA performed the inspection within 12 months.

2. Memorandum of Agreement (Low Income Public Housing (LIPH)). On August 20, we received response from HUD on our latest quarterly report. I am pleased to advise we have nearly completed all of the requirements of the Memorandum of Agreement (MOA). The issue that triggers future efforts is HUD's decision (approval or denial) of the Inventory Removal Application. If approved, we move forward with the transfer of families from Public Housing to Section 8. If denied, we move forward with a Request for Proposals to select a contractor to manage the LIPH program on our behalf. In the meantime, we remain committed to ensuring that the units are safe, decent and sanitary; that residents receive timely and professional maintenance services; and that within budget constraints, we contribute to residents' efforts to achieve financial self-sufficiency. A copy of the September 2010 LIPH Newsletter is attached (Attachment 1).
 3. Corrective Action Plan (CAP) (Section 8). On July 31, 2010 we received approval from HUD of the draft SEMAP CAP we submitted, and a request that we submit the first status report by August 31, 2010. We completed the SEMAP certification, and on August 26, 2010, submitted the first and only status report advising that the CAP had been fully satisfied. We are awaiting confirmation from HUD.
 4. Budget Balancing Measures. On May 13, 2010, the Board adopted the FY 2010-11 budget, and in so doing, further authorized the Executive Director to (1) proceed forthwith to seek the approvals necessary to implement the budget balancing measures identified in the report accompanying the resolution; and (2) adjust the allocation of expenditures within the total budget authority approved by the Board, in order to efficiently manage the operations of the Authority. Accordingly, we will be contracting with a labor negotiator to assist us to work with the two employee unions to ensure a balanced budget this year and next.
 5. Staff Development. The Rent Stabilization Board is facilitating a series of lectures on important housing issues (Attachment 2), and has graciously extended an invitation for BHA employees to participate. Time allowing, we will have at least one employee participate.
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6. Children's Hospital Curriculum. We have again been requested to continue our participation in the training program for medical interns on public housing programs. We will facilitate sessions in December 2010, February, and May 2011.
 7. Meeting Schedule/FY 2010-11. On July 8, 2010, the Board approved the meeting schedule for Fiscal Year 2010-11. Since that time we have added a new Board member. We also learned that the calendar may include dates that while not legal holidays, are days of significance and may pose problems for Board members, staff and/or the public at large. Changes to the schedule can create challenges for the Board, thus, we try to limit rescheduling meetings and adding new meeting dates. Please review the attached calendar and advise of any potential conflicts (Attachment 3).
 8. Operations.
 - a. Inquiries from participants. We have experienced an unusual number of requests for information and/or documents from several of our customers in the form of

document requests under the Public Records Act. From August 1st through September 6, 2010 we received 19 from one Section 8 program participant, and 25 from a former Section 8 program participant. In many instances, multiple requests were received in a single week, sometimes days apart, often several in one day. Staff is required to review each of these communications, perform necessary research, and provide a written response. It goes without saying that it has been very difficult to respond in a timely manner, and simultaneously address the needs of other customers. Unfortunately, we have not been able to satisfy the requesters, and all indications are that the requests will continue.

- b. Priority Projects. In the June status report we identified 7 critical administrative projects (including revision of various policies and procedures and staff training) that staff would undertake during August, when the Board would be at recess. I am pleased to report some progress, but as noted above, some critical staff resources have been unexpectedly diverted to other projects with critical time demands.
- c. Labor/Management. At the request of the Executive Director, a meeting was convened with Richard Barnard, Local 1021, on July 29th. The meeting was called first and foremost to establish a working relationship with the newly appointed union representative of 95% of the staff (two staff are represented by Local One and one is unrepresented). Mr. Barnard was also invited to attend a BHA staff meeting where he could be officially introduced to the staff and learn more about our operations, our past successes and the challenges that lie ahead.
- d. Security Deposit Loan Program (115 outstanding loans).
As a result of our voucher issuance efforts, we approved a total of 6 new Security Deposit loans in July and August for a total of \$2,925. Of the 115 loans, 45 are current, with these families making at least the minimum monthly payment. BHA is making a concerted effort to collect from those not current and restrict those families from moving out of the jurisdiction until the loans are repaid.

July 2010	Aug. 2010					
\$1,826	\$1,674					

- e. Repayment Agreements (10 agreements).
In addition to the Security Deposit Loan program, we have receivables from current and/or former Section 8 program participants (including landlords) for over-payments made to/on their behalf. We have repayment agreements in place with 10 individuals, 8 of which are current with the minimum monthly payment.

July 2010	Aug. 2010					
\$1,892	\$726					

- f. Owner Newsletter. In our constant effort to keep landlords of Section 8 properties updated on BHA's rules and HUD regulations, a newsletter was mailed with all September HAP checks, with various reminders and interesting and timely pieces of information for Owners to utilize in their partnership with us to provide safe, decent and sanitary housing to the Section 8 program participants that we mutually serve (Attachment 4).

II. SECTION 8 PROGRAMS

1. Everyone Home/HUD 2010 Homeless Intervention Study. We previously shared with the Board our participation in this National study on homelessness. Alameda County was one of 10 communities, mostly mid-sized cities, across the Country (with BHA one of three Housing Authorities in our county), participating in this national study. The study is important in that it allows Alameda County to have a voice in the National discussion about homelessness. It is further important to BHA, as it signals respect for the Authority as a player in the solution to homelessness. Finally, our participation allows us to earn an additional \$10,000 in program income while facilitating housing on behalf of 10 homeless families. On September 7, 2010 staff attended the initial kick-off meeting, and along with the Oakland and Alameda County Housing Authorities, received a certificate honoring our participation (Attachment 5).
2. Portability. As noted above, we currently have more contracts under lease, than are authorized in our ACC. Of the 1,886 contracts currently reported in HUD's Voucher Management System (VMS), 108 are for households that have ported out, and are residing in other jurisdictions. HUD's PIC system indicates that there are 43 households that have ported out. Staff is in the process of researching the discrepancy in both HUD reporting systems – there is a chance that one system hasn't "caught up" with more current data, but we are working on pinpointing exactly how many port outs we have for accurate financial and voucher issuance planning.

There is a lot of movement (both directions) between Berkeley and Oakland, Contra Costa and Alameda County housing authorities, with the greatest activity to and from Oakland. Both Oakland and Contra Costa housing authorities have advised us that they are absorbing incoming vouchers. Oakland is absorbing going forward; Contra Costa is absorbing going forward, and has provided the required 60-day notice and absorbed clients that previously ported to the jurisdiction. Currently assisted families that have resided in Berkeley for at least one year may exercise the right to transfer out of the jurisdiction. Newly admitted families from the Wait List are required to remain in the jurisdiction for one year with assistance, unless they were a Berkeley resident at the time of application. The volume of requests to transfer out of the jurisdiction, coupled with the absorption activity poses real concern as it impacts our program utilization and our earned administrative fee. It also signals the need to resume issuing vouchers from our wait list. We are continuing to absorb all incoming vouchers, and likely will resume issuing vouchers in January, or sooner if our leasing numbers drop significantly.

3. Project-based Assistance. We have executed the master Housing Assistance Payment (HAP) contract with the project owners of those properties approved by the Board in February 2010, and processed the 38 in-place families for rental assistance for all of project based vouchers awarded to "existing units" (with \$1,000 per unit upgrades).
4. Fraud. HUD rules provide that the Housing Authority can retain 50% of any collection of rental assistance fraudulently paid. Staff has been trained to detect fraud, and we are currently working with the HUD Office of Inspector General to investigate and prosecute two cases where the loss is significant. One case involves a family that failed to occupy the assisted unit for over 12 months (monthly HAP of \$1,259); another involves a client attempting to sublet a unit at \$650 per month (term to be determined).

5. Special Needs Clients. We have a participant in our Section 8 program with a severe case of environmental sensitivities. Any contact with the client requires inordinate preparation on the part of the family, and the person with whom contact will be made. We are able to complete the annual recertification by mail; however, we have been challenged in our efforts to perform the required annual unit inspection. Thanks to Sterling Inspections services and the extraordinary efforts they made, we were able to gain entry and perform the inspection. Further extraordinary efforts on the part of staff identified additional resources to help the family address significant deficiencies in the unit. The story ends with a unit that complies with Housing Quality Standards (HQS), a safe unit for the family, and ability to report the case complete to HUD.
6. Home Alone. Another situation had a not so pleasant ending. While performing an inspection of a unit (in a multiple unit building) the Sterling inspector observed a door ajar, and a strong odor, at another unit occupied by one of our program participants. Unable to make contact with the occupant, upon returning to the office the Inspector advised staff of his concern for the occupant's well being. Staff alerted the Berkeley Police Department and requested a "welfare check." Moments later we learned that our client was found deceased in the unit. Although the outcome is not positive, it is comforting to know that our staff and our contractors are not only performing technical duties, but exercising them in a manner that shows regard for the people we serve.

III. AUTHORITY OWNED HOUSING

1. Home ownership! Thus far this calendar year, we reported that two families, one having lived in an LIPH unit for 13 years, the other for 14 years, had vacated, and become home owners (Attachment 6 & 7). A third resident has submitted notice of intent to terminate tenancy at the end of the month, advising the family is taking advantage of an opportunity to purchase via leasing. In each of these instances, the family was a higher income family opting to pay the "flat rent" versus rent based on 30% of household income. In all three cases, flat rent was less expensive than the family paying 30% of their income towards their rent.

It is always exciting when a family is able to benefit from short-term assistance, achieve financial self-sufficiency, and take advantage of the current housing situation to become a home owner. We have extended an invitation to these families to allow us to recognize them at a future Board meeting.

2. Energy Services. We have confirmed that Community Energy Services Corporation (CESC) will provide energy enhancements for 23 LIPH units, and will install carbon monoxide detectors in the remaining occupied units.
3. Lease Violations. Presently we are investigating three situations that may result in termination of assistance, and eviction from the property. All three situations involve allegations of criminal activity. One additional case is under investigation for failure to accurately report household composition and household income.
4. Newsletter. The September Newsletter (Attachment 1) was distributed to all residents (via U.S. Mail) on September 2, 2010.
5. Vacant Units. Recently we were alerted by a neighbor, that the condition of the rear yard of one of our vacant units was a fire hazard. We confirmed that the yard had a lot of dried,

overgrown vegetation – and represented both a fire hazard and rodent harborage. As a result of this neighbor’s report, we have modified the work routinely performed by our maintenance contractor to include weekly service of the exterior of all vacant units.

In June 2009, we provided residents with an opportunity to dispose of any large, bulky items at our expense. We followed this effort with a one-time servicing of the rear yards – to remove any vegetation, etc. In the October 2010 Newsletter we will remind residents that they are not allowed to erect structures on the property (front or rear yards) without prior written permission from BHA, and that they should take appropriate actions to manage the rear yard to avoid creation of any fire or health hazards.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

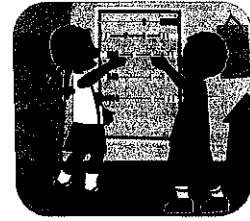
Attachments:

1. September 2010 LIPH Resident Newsletter
2. Rent Stabilization Board Professional Education Opportunity Invitation
3. Currently Adopted BHA Board Meeting Calendar
4. September 2010 Section 8 Property Owner Newsletter
5. Certificate from EveryoneHome regarding BHA’s Participation in HUD Homeless Study
6. Vacate Notice from Davis household
7. Vacate Notice from Kediri household



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Public Housing News September 2010

Back to School

It's that time of year again! Shopping malls are filled with parents and eager students, preparing for that first day of school. We trust that the Summer was filled with lasting memories of special times shared by your family. We would like feedback if you or your children participated in any of the programs offered by the City (parks, recreation programs, free lunch) or the summer programs offered by the YMCA. Finally, please let us know if you are experiencing a hardship with your back-to-school supplies; we will see what we can do to assist you.

Kids Club

We want to tell the story about our students – the one that doesn't get enough attention in the local media. We are developing an award program to recognize the academic efforts of our students. We will consider attendance, grades, awards, and individual growth and improvement in particular areas. If you would like to participate, please give us the name of your child, his/her grade, and the school attended. We will recognize our high achieving students in our Newsletters and with small awards.

Bed Bug Infestation

Bed Bugs! They are small, but pesty ... and particularly difficult to control once they invade your unit. Enclosed is important information from the Centers for Disease Control that HUD distributed in August. We have not received any reports of "bed bugs" from anyone in our Public Housing or Section 8 program. However, if any member of your household has experienced any "bites," particularly while you were asleep – it may be an early sign of a bed-bug problem. The bedroom and other sleeping areas should be carefully examined for bed bugs and signs of bed bug activity. Folds and creases in the bed linens, and seams and tufts of mattresses and box springs, in particular, may harbor bed bugs or their eggs. They may also be found within pleats of curtains, ~~beneath loose areas of wallpaper near the bed, in corners of desks and dressers, within spaces of~~ wicker furniture, behind cove molding, and in laundry or other items on the floor or around the room. If you suspect a problem, contact K&S (528-1900) and David Solis (984-5484) immediately.

Resident-BHA Relations

We are pleased to announce that Residents' Awareness in Action (RAIA), the Resident Management Corporation established several years ago, is once again actively representing the needs and issues of Public Housing Residents. Over the next few weeks we will be meeting with President Keith Carlisle and other officers to establish a working relationship, identify projects we can collaborate on, and see how we can support this organization in its efforts. Please let us know if you have any issues, questions or concerns you would like to see us address. You can submit comments by phone (981-5484), mail (1901 Fairview St., Berkeley, CA 94703) or email (Dsolis@ci.berkeley.ca.us).

Mildew/Mold

It is not unusual to find small amounts of discoloration on window seals in units throughout the City of Berkeley. This can be a sign of mold or mildew. In almost all cases, the problem can be corrected by wiping the surface with a combination of bleach & water (be sure to wear gloves and



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We have been receiving complaints from our residents that residents, guests of residents or non-residents are parking vehicles on our property in violation of our rules. As a courtesy to your neighbors, please park only one vehicle on the property, and make sure your guests park on the

public street. We will be collecting vehicle registration information so that we know which vehicle is authorized to be parked on the property. We will instruct K&S to arrange to have other vehicles towed at owner expense. If you are disabled, and need an additional parking space, please contact David Solis and request a Reasonable Accommodation. Thank you in advance for your cooperation.

Low Income Utility Services

Are you receiving discounted utility service from PG&E? If not, you may be paying too much. The application process is simple, and you can begin receiving discounted rates without any interruption in service. Call or stop by the office for a CARE Program application. EBMUD also has a program for discounted service. For more information call 1-866-403-2683.

Assistance with Routine and Emergency Maintenance Needs

We respond to an average of 35 routine and 7 emergency maintenance requests each month. Be sure to ask for identification when someone comes to your unit to provide service, and in all cases, make sure the repair person shows you the work order and allows you to add any comments about the service before you sign. As an added measure to make sure that you are receiving quality and responsive service, we identify a random sample of work orders and contact the resident directly for feedback. Thank you for helping us keep our cost down by evaluating your maintenance needs, and limiting "emergency" calls to true emergencies. To request maintenance service contact K&S at 528-1900 or you can email maintenance@kands.com.

Rent and Late Fees

As a reminder, rent is due on the first (1st) of the month and your rent is late if received on or after the sixth (6th) of the month. If we receive your rent late, a \$40.00 late fee will be added to your account. Partial payments will be accepted, but will incur a late fee. Avoid late fees by making all payments on or before the 5th of the month. If your regular pay date is something other than the 1st of the month (e.g. if you are paid on the 10th of each month), with proper verification, you can request that we revise your "due date." Contact David Solis for additional information.

Aguilar-Vasquez, Celinda

From: Kelekian, Jay
Sent: Tuesday, September 07, 2010 3:00 PM
To: Micallef, Jane; Marks, Daniel S.; Caplan, Michael; Ingram, Tia
Cc: Kamlarz, Philip; Daniel, Christine; Barton, Stephen
Subject: Exciting Professional Educational Opportunity for Your Staff

As part of the Rent Program's ongoing professional growth/employee development program, we have put together a six-session seminar on Housing Policy, beginning September 29th. I feel that it is important, for employees, to place in context why we do what we do and we believe that seminars like this help provide background and stimulate discussion.

The seminars are designed for staff that want to develop a greater understanding of housing policy (and rent control). Several Rent Board staff have indicated a desire to sign up but there is still room at the table for other interested City employees. Steve Barton will be leading the seminars, which will be held on Wednesdays between 10:30 – noon. While it is recommended that interested employees take the entire seminar, it may be possible to attend selected sessions, space permitting. There is a limited amount of preparatory reading (10-30 pages) for each session. The seminars will be held in the Rent Board's 2nd floor Law Library on the following dates:

September 29 th	Introduction and Overview
October 13 th	Political Economy, Belief Systems and Housing Policy
October 27 th	Why Does Housing in the Bay Area Cost So Much
November 10 th	Market Oriented Solutions and Rent Regulation
November 17 th	Rental Subsidies, Capital Subsidies, Social Ownership
December 1 st	Learning From Experience: Berkeley and the U.S.

The attached pdf lists in greater detail the main topic areas to be covered as well as the proposed reading.

Please join us if you are able and pass this along to professional staff in the City that you feel may benefit or be interested. No prior housing policy experience is required but the reading and material is at an introductory college level.

Please have anyone with questions contact either me or Steve Barton.

Thanks



1398_001.pdf

Jay Kelekian
 Executive Director, Rent Stabilization Program



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Board of Commissioners Meeting Schedule/Fiscal Year 2010-2011

Meeting Month	Board @ 6:00 p.m.	Agenda Review @ 2:00 p.m.	Finance Comm. @ 3:00 p.m.	Critical Items
July	Thurs., July 8 th	Wed, June 23 rd	Thurs., July 1 st	SEMAP Final Report/Certification (due Aug. 30)
August	RECESS			
September	Thurs., Sept. 9 th	Wed, Aug 25 th	Thurs., Sept. 2 nd	
October	Thurs., Oct. 14 th	Wed, Sept 29 th	Thurs., Oct. 7 th	PHAS Submission RHCP Annual Report
November	Wed, Nov. 10 th	Wed, Oct 27 th	Thurs., Nov. 4 th	Note: Meeting on Wed. instead of Thursday, due to Nov. 11 Holiday (Veteran's Day)
December	Thurs., Dec. 9 th	Mon., Nov. 22 nd (changed due to holiday)	Thurs., Dec. 2 nd	
January	Thurs., Jan. 13 th	Wed, Dec. 22 nd (changed due to holiday)	Thurs., Jan. 6 th	Sec. 3 Summary Report Grounds/Maintenance Contract
February	Thurs., Feb. 10	Wed, Jan. 26 th	Thurs., Feb. 3 rd	Appoint Resident Advisory Board Operating Subsidy/HUD\$ 1 & 5 Year Plan Hearing Publication
March	Thurs., March 10	Wed., Feb. 23 rd	Thurs., March 3 rd	1 & 5 Year Plans and Certifications (due in April) MASS (every two years) Utility Allowance Studies/New Schedules
April	RECESS			
May	Thurs., May 12 th	Wed., April 27 th	Thurs., May 5 th	
June	Thurs., June 9 th	Wed., May 25 th	Thurs., June 2 nd	Budget Adoption\$\$ Inspections Contract



Berkeley Housing Authority



Section 8 Owner News September 2010

Bed Bugs

Bed Bugs! They are small, but pesty ... and particularly difficult to control once they invade a unit. We have not received any reports from Section 8 Program participants about a problem with bed bugs. If any of your tenants report "bites," particularly while they were asleep – it may be an early sign of a bed-bug problem. The bedroom and other sleeping areas should be carefully examined for bed bugs and signs of bed bug activity. Folds and creases in the bed linens, and seams and tufts of mattresses and box springs, in particular, may harbor bed bugs or their eggs. They may also be found within pleats of curtains, beneath loose areas of wallpaper near the bed, in corners of desks and dressers, within spaces of wicker furniture, behind cove molding, and in laundry or other items on the floor or around the room. For more information contact the office for a copy of the report from the Centers for Disease Control that HUD distributed in August, or go on-line to:

http://www.cdc.gov/nceh/ehs/Docs/Joint_Statement_on_Bed_Bug_Control_in_the_US.pdf

Property Management

We are experiencing an increase in complaints from participants and neighbors complaining about lack of property management at buildings suspected of housing families with Section 8 rental assistance. The success of our Section 8 Program is dependent upon our successful partnership: the Housing Authority, participating Landlords, and assisted families. You are encouraged to visit your property periodically for first hand information on what is happening on and about the property. Speak with neighbors about any concerns and/or observations. As necessary, issue warning notices to any tenant suspected of being in violation of the rental lease or disturbing the peaceful enjoyment of other residents. When appropriate, take action to enforce the terms of your lease – up to and including termination of tenancy. Be sure to provide a copy of all such correspondence to BHA, specifically addressed to the Tenant's Housing Specialist, if possible. We will add the information to our file for use in any action we initiate with regard to the family's ability to continue receiving rental assistance at tax payer expense.

Utility Service

HUD formula for determining family rent includes an allowance for tenant paid utilities for the assisted unit. The assisted family cannot be financially responsible for gas or electric service where a single meter registers use in the assisted unit AND for example, gas or electricity for a common laundry room. We have added this clause to the Request for Tenancy Form completed at the time a new Housing Assistance Payment Contract is requested. As existing situations come to our attention, we are offering the owner an opportunity to install a separate meter, or revise the contract to provide for owner payment of the utility. If you suspect such is the case for one of your existing contracts, please contact the assigned Housing Specialist immediately for assistance.

Carbon Monoxide Detectors

Our new provision requiring installation of a carbon monoxide detector in every unit is effective January 1, 2011. Several owners have already acted voluntarily and installed the units; thank you. Note, the requirement will be waived for any unit that has electricity as the energy source for cooking and heating,

rather than gas. According to Community Energy Services Corporation, the most effective placement for the unit is near sleeping areas – but you should follow the manufacturer’s recommendations on placement.

Partial Exemption from Rent Control

Units rented through the Section 8 Voucher Program are exempt from the registration and rent ceiling provisions of the Rent Control Ordinance as long as the rent requested does not exceed the applicable Payment Standard. Note, while the Housing Authority will honor a contract for the unit based upon “market comparability,” if the amount is equal to the Payment Standard, the family is denied an allowance for utilities that they are required to cover, and in many cases – results in a family’s inability to pay rent and utilities. In situations where the market rent is greater than the Payment Standard, BHA can approve the contract, but the unit then becomes subject to registration and rent ceiling establishment by the Rent Board. Depending on how long the family has occupied the unit, this could result in a significant **decrease** in the approved rent. While we recognize the desire to maximize income for rental property, we encourage owners to maintain rents at or below the Payment Standard (minus) the utility allowance. We revise the Payment Standard each year – after HUD issues the Fair Market Rents. The next change, expected to be a modest increase, is tentatively scheduled for December 2010. An owner may request an increase in the contract once a year, at the contract anniversary. For more information please contact the assigned Housing Specialist.

Annual Unit Inspections

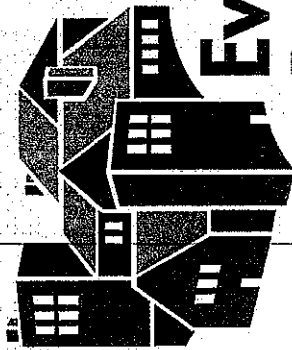
We continue to need your cooperation in helping us meet the HUD requirement to inspect each assisted unit annually, and determine compliance with minimal Housing Quality Standards. Our goal is to provide you 21 day advance written notice of all scheduled annual inspections. If you need to reschedule, please contact Patricia Baker, 510-981-5490 immediately. Otherwise, please make an effort to meet with your tenant, identify any deficiencies, and complete any required repairs. It is especially important that you, the tenant, or someone 18 or older is present to allow the inspector access to the unit and any common area where water heaters and/or heating boilers are located. Thank you in advance for your cooperation.

Absences, Additions, Subtractions to the Household

Please note that Section 8 households may not add or subtract family members at their whim – so if you notice a “new” household member that you don’t recognize on your property, or if a tenant approaches you to inform you that they have a new household member, or if you notice that a family member is absent from the unit for more than 30 days, please be sure to notify the Housing Specialist assigned to the family. If you do not know who the Housing Specialist assigned to the family is, please contact our main number, 510-981-5480, or send an email to bha@cityofberkeley.info.

Owner File Documentation

BHA is undergoing a review of all of our owner files. You may be receiving notification from us over the next several months that we need to obtain from you items such as copies of your driver’s license or social security card – thank you in advance for providing these and helping us to maintain accurate records!



EveryOne Home

Ending Homelessness
in Alameda County

congratulates the

Berkeley Housing Authority

for its contribution to ending

homelessness with the dedication of

10 permanent housing vouchers

for the HUD Evaluation Study

of interventions for homeless families

Elaine de Cerigny, Executive Director

September 7, 2010

Date

CITY OF BERKELEY
COMMUNITY DEVELOPMENT DEPARTMENT

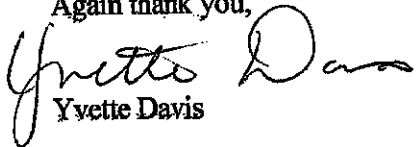
2010 JUL 15 PM 3:57

To Whom It May Concern:

I am giving my thirty day notice as I am purchasing a home and will be vacating the premises, 1123 Francisco Street by the end of this month, July 2010.

I would like to thank the City of Berkeley for providing me the opportunity of affordable rent and in turn allowing me to be there for my children, which I feel is of the utmost importance to ensure that they will not need the system as I had. I will forever be grateful for this chance and feel confident that my children will not find themselves in need of Low Income Housing but should one of them, I hope that they use and not abuse the system!!

Again thank you,


Yvette Davis

CITY OF BERKELEY
HOUSING AUTHORITY

2010 SEP -1 AM 1:00

Date: September 1st, 2010

To: Berkeley Housing Authority

From: Shemsu Kedir

RE: Conformation of leave

My family and I would like to thank you and extend our appreciation for your assistance and support throughout the years in the Berkeley public Housing Program. Per our conversation with the repositioning project comity, we understand that our opportunity for continuing with the housing program will be limited by our family size and income. Due to the repositioning project process, and the uncertainties that are presented, we have decided to drop out of this assistance program. We will be out of the public housing rental home by September 30th, 2010. Thank you again for all your assistance and cooperation.

Sincerely

Shemsu Kedir
