



**Berkeley Housing Authority**

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

Office of the Executive Director

Item 4

**MEMORANDUM**

Date: July 14, 2011  
To: Honorable Chairperson and  
Members of the Berkeley Housing Authority Board  
From: *Tia M. Ingram*  
Tia 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.

Berkeley Housing Authority (BHA) and HUD monitor BHA's performance monthly via HUD's PIC (50058) and VMS (Voucher Management System). These systems track completion of required tasks including recertification of families, unit inspections, new contracts, and program utilization.

Critical Performance Indicators.

- A. HUD Form 50058. This indicator measures the percentage of annual recertifications submitted (via HUD's electronic form 50058, an annually required submission for each participating household at recertification time) against the number of annual recertifications HUD anticipates, based upon the number of reported assisted households. I am pleased to report a score of 99.71 % for a year ending, June 30, 2011. The monthly scores are important *indicators* of performance, but the quarter, and in particular year ending, scores are the *basis* upon which the BHA is scored (minimum passing score is 95%).
- B. 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).

As previously reported, we were over 100% at the beginning of the FY. This allowed us to earn maximum administrative fee this Fiscal Year. We reported in December 2010, our plan to begin a planned reduction in program size to ensure we would not exceed 100% program utilization (22,092 unit months) for the year. I am pleased to report 22,026 contracts as of June 30, 2011, unit month

utilization of 95.7% (as of June 1<sup>st</sup>), and annual utilization of 99.70%.; a significant milestone, and another *first* for BHA.

- C. 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 of 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). As of June 30, 2011, there were seven late certifications (there were 5 in the prior period).
- D. 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. As of May 31, 2011, there were nine missed or late unit inspections (11 in the prior period).

## 2. HUD Relations.

- A. Approvals/Waivers. We are tracking three critical issues with HUD:
  - a. Replacement Vouchers. On June 27, 2011, by letter dated June 17, 2011 (Attachment 1), HUD responded to our January 2011 application for 60 replacement vouchers by awarding 11 new Vouchers effective July 1, 2011 and an additional 14 new vouchers effective October 2011. The number of vouchers is consistent with the projected leasing schedule attached to our application. Staff is confirming that additional vouchers, for a total of 60, will be awarded on a quarterly basis as needed for the relocation of existing households. We are also confirming how the award of new vouchers will impact our performance (program utilization) while we await issuance to existing Public Housing residents.
  - b. Project Based Vouchers. As required, following the Board's action on April 28, 2011, we submitted a request to HUD to approve the process by which the Board awarded 75 Project Based vouchers to BHA for our 61 federal and 14 state funded large family rental units. We were advised, via email on June 30<sup>th</sup> that "We're still waiting on word from HQ, hopefully I'll hear something by next week."
  - c. Payment Standards. Staff anticipates submitting on or before July 15, the Waiver request to implement the new lower payment standards to all existing contracts via a recertification effective January 1, 2012.

3. Board Membership.

In June, 2011, I notified Mayor Bates of the expiring terms of Commissioners Carole Norris and Marjorie Cox. I am pleased to report that Mayor Bates recommended, and on June 28, 2011, the City Council affirmed the reappointment of Commissioners Norris and Cox for new four-year terms.

4. Quadel Study.

Gray Beck, Quadel representative whom you met at the June 28, 2011 meeting, has completed his site visit, and the initial phase of the engagement. During his time on site he gathered various documents and/or reports; interviewed staff and three Commissioners; and observed staff while they performed various functions. He was very complimentary of the Board and your active engagement during the June meeting; and he expressed high regard for staff's cooperation, candor in responding to inquiries, knowledge and work ethic. The draft written report is due mid-August, and the study will conclude with a presentation to the full Board at the September meeting.

II. SECTION 8 PROGRAMS

1. Payment Standards.

Notice of the new Payment Standards was shared with all current Section 8 Landlords via an insert with the July rental subsidy payment (Housing Assistance Payment (HAP) checks). We will begin applying the new rates to new contracts (assisted tenancies) effective on or after July 15, 2011. We received one alarming email from one landlord suggesting *redlining and discrimination* as the basis for the two tiered system; staff responded offering to meet with the owner and/or the landlord association she belongs to, and to discuss any individual appeal she has regarding an existing contract. No response has been received.

2. Portability.

We exchange many clients with the Oakland Housing Authority, with clients often transferring to and from the two agencies on a regular basis. For the past several years we have enjoyed a very positive and cooperative relationship with OHA – regarding the decision to “absorb” or “manage” clients porting to their jurisdiction. We were advised on July 5, 2011, that OHA will be billing (managing) all incoming Vouchers effective August 1, 2011. This policy decision has the potential to significantly impact our program utilization and earned Administrative Fee capability. We cannot limit or restrict a family's right to exercise portability unless (a) they are transferring to a higher cost area (not applicable in this case), or (b) they have a debt to BHA. Thus, we will monitor activity, and encourage families to remain in the jurisdiction even if they wish to change units. Note – BHA's payment standard remains higher than that used in OHA, so families continue to have more *buying power* in terms of rental housing options.

III. AUTHORITY OWNED HOUSING

1. Program Compliance.

Staff is pursuing sanctions against three households for serious lease and/or program violations, including illegal drug activity and/or fraud. Each case could end in termination of assistance and/or significant financial recovery. We are working with legal counsel

case where we are working with the Berkeley Police Department to try to reduce the demand for service from one resident who has made over 279 requests for service (all unsubstantiated) since May 2009.

2. Rent Collections.

I am pleased to report 94% rent collection for the month of June, and 87% year to date. We have three households facing eviction for failure to respond to the 14-day non-payment of rent for June 2011 notice.

3. Request for Proposals/Developer Selection.

The Request for Proposals (RFP) for developer selection was released on May 2<sup>nd</sup>, the deadline for proposals is July 11, 2011. We will provide an oral update (or supplemental written report) on July 14, 2011.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

ATTACHMENTS:

1. HUD letter awarding replacement vouchers dated June 17, 2011



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**Financial Management Center**  
 2345 Grand Boulevard, Suite 1150  
 Kansas City, Missouri 64108-2603  
 HUD Home Page: [www.hud.gov](http://www.hud.gov)

JUN 17 2011

CITY OF BERKELEY  
 HOUSING AUTHORITY  
 2011 JUN 27 AM 8:42

Ms. Tia Ingram  
 Executive Director  
 Berkeley Housing Authority  
 1901 Fairview St.  
 Berkeley, CA 94703

Dear Ms. Ingram:

**SUBJECT: Amendment to Annual Contributions Contract  
 Funding for Replacement Vouchers  
 Scattered Sites – PH Relocation**

This is to notify you that funds have been obligated to support rental vouchers to provide continued assistance to the affected families residing at the subject property. The funds are obligated as follows:

**Scattered Sites – PH Relocation**  
**Funding Increment: CA058VO0087**  
 No. of Vouchers: 14  
 Budget Authority – HAP - \$168,136  
**Effective Date: July 1, 2011**  
 Contract Term: 12 Months

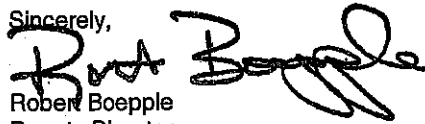
**Scattered Sites – PH Relocation**  
**Funding Increment: CA058VO0088**  
 No. of Vouchers: 11  
 Budget Authority – HAP - \$132,107  
**Effective Date: October 1, 2011**  
 Contract Term: 12 Months

In order to draw upon these funds, the payment schedule for HAP was modified to reflect the additional budget authority.

Enclosed is your copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above. The amendment notice and revised funding exhibits should be filed with your most recent executed CACC. No execution is required by the HA or HUD.

Please contact Tom Vitek, Financial Analyst, at (415) 489-6497, if you have any questions or need other information.

Sincerely,

  
 Robert Boepple  
 Deputy Director

Enclosures

**Consolidated  
Annual Contributions Contract**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing

Rental Voucher Program

Section 8

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**HUD NOTICE TO HOUSING AGENCY AMENDING  
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

Housing Agency: Berkeley Housing Authority  
(Type or print name of housing agency.)

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibit of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

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**United States of America** Secretary of Housing and Urban Development  
Authorized Representative

Carissa Riddle, Director, Financial Management Center

Date of Document:

05/26/2011

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U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PIH SECTION 8 - FUNDING EXHIBIT

ACC NUMBER: CA058AF

FIELD 9APH

CA058  
CITY OF BERKELEY HOUSING AUTHORITY  
1901 FAIRVIEW STREET

BERKELEY, CA 947030000

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	PROGRAM TYPE:	Admin Fee	BUDGET AUTHORITY	UNITS
CA058AF0052	5/1/2010	5/31/2010	1			156,387	N/A
CA058AF0053	6/1/2010	6/30/2010	1			159,440	N/A
CA058AF2009	6/1/2010	6/30/2010	1			30,128	N/A
CA058AF0054	7/1/2010	7/31/2010	1			159,176	N/A
CA058AF10R1	7/1/2010	7/31/2010	1			51,328	N/A
CA058AF0055	8/1/2010	8/31/2010	1			165,575	N/A
CA058AFR210	8/1/2010	8/31/2010	1			17,264	N/A
CA058AF0056	9/1/2010	9/30/2010	1			165,596	N/A
CA058AFR310	9/1/2010	9/30/2010	1			9,271	N/A
CA058AF0057	10/1/2010	10/31/2010	1			168,570	N/A
CA058AFR410	10/1/2010	10/31/2010	1			15,955	N/A
CA058AF0058	11/1/2010	11/30/2010	1			173,255	N/A
CA058AFR510	11/1/2010	11/30/2010	1			10,389	N/A
CA058AF0059	12/1/2010	12/31/2010	1			155,467	N/A
CA058AFR610	1/1/2011	1/31/2011	1			7,402	N/A
CA058AFR710	1/1/2011	1/31/2011	1			6,647	N/A
CA058AF0060	1/1/2011	2/28/2011	2			348,852	N/A
CA058AFR810	2/1/2011	2/28/2011	1			2,566	N/A
CA058AF0061	3/1/2011	4/30/2011	2			348,852	N/A
CA058AF0062	5/1/2011	5/31/2011	1			169,021	N/A
CA058AFR910	5/1/2011	5/31/2011	1			26,844	N/A
CA058AF0063	6/1/2011	6/30/2011	1			149,546	N/A

Thursday, May 26, 2011

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PIH SECTION 8 - FUNDING EXHIBIT

ACC NUMBER: CA058VO

FIELD 9APH

CA058  
CITY OF BERKELEY HOUSING AUTHORITY  
1901 FAIRVIEW STREET

BERKELEY, CA 947030000

HA FISCAL YEAR-END: 06/30

PROGRAM TYPE: Vouchers

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
CA058VOFFR1	5/1/2010	5/31/2010	1	159,040	N/A
CA058VOPR09	5/1/2010	5/31/2010	1	42,295	N/A
CA058VO0079	4/1/2010	10/31/2010	7	11,613,168	1841
CA058VO0080	11/1/2010	11/30/2010	1	1,659,024	1841
CA058VO0081	12/1/2010	12/31/2010	1	1,659,024	1841
CA058VOPR10	12/1/2010	12/31/2010	1	124,503	N/A
CA058VO0082	1/1/2011	2/28/2011	2	3,332,590	1841
CA058VO0083	3/1/2011	4/30/2011	2	3,332,590	1841
CA058VO0084	4/1/2011	4/30/2011	1	29,000	N/A
CA058VO0085	5/1/2011	6/30/2011	2	3,332,590	1841
CA058VO0086	5/1/2011	6/30/2011	2	126,000	N/A
CA058VO0087	7/1/2011	6/30/2012	12	168,136	14
CA058VO0088	10/1/2011	9/30/2012	12	132,107	11