

July 20, 2010

Elidia Duarte

Sent via facsimile: (510) 981-5480

Board of Directors: Agostino, Cox, Gale, Hunt, Moody, Norris
Berkeley Housing Authority
1901 Fairview St,
Berkeley, CA 94703

Re: IRREGULARITIES IN TENANT FILE
Duarte household

Dear Board,

This is to follow up on my file review of July 7, 2010. As I have brought to your attention in prior correspondence, the files have no organization, tabs, index, or log identifying the staff who have handled the file and for what purpose. Specifically, on December 29, 2008, I brought to your staff's attention that the file was in a shambles.

On July 7, 2010 I made a narrow, thoughtful request for certain documents. The review was videotaped. That set of documents was produced.

Despite that, on July 16, 2010, I received via US Mail what purports to be a copy of my tenant file. I did not request the entire file. However, it might be useful to have such a copy. I will review.

Nonetheless, of grave concern is that the purported file copy has no organization, tabs, or index. Numerous documents having no relationship to each other are stapled together. Moreover, original signed documents have been included in the file. I do not believe this a responsible method.

Please advise on what the Board proposes to do with regard to the above problems.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,


Elidia Duarte, Tr by José Duarte



Berkeley Housing Authority

July 21, 2010

Elidia Duarte
1501 Blake Street, #309
Berkeley, CA 94703

Re: Section 8 Rental Assistance

Dear Ms. Duarte:

I am responding to three communications you have submitted to the Berkeley Housing Authority Board of Directors, specifically letters dated July 9th, July 16th and July 20, 2010.

The subject of your communications range from your characterization of BHA files in general, to concerns about your case file in particular, to a request for an Informal Hearing in response to an April 2009 report of a reduction in income (SSI benefits) that was not properly handled by staff.

Please be advised that (1) copies of all three communications will be forwarded to the Board as a part of the July 23, 2010 Board packet, (2) you will receive separate notice of the date and time of your Informal Hearing within the next 3-5 business days, and (3) we are requesting a peer review of your file by a supervisor from another Housing Authority, and (4) we will be providing the Board a comprehensive chronology of the assistance afforded your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tia M. Ingram', is written over the word 'Sincerely,'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tia M. Ingram
Executive Director

cc: BHA Board

Spanish translation also provided