



**Berkeley Housing Authority**

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


*Office of the Executive Director*

Item 7C

INFORMATION

March 10, 2011

To: Honorable Chairperson and  
Members of the Housing Authority Board

From:  J. M. Ingram, Executive Director

Subject: Status of Comments on the 2011 Annual Plan: Administrative Plan and Admissions and Continued Occupancy Policy

The 2011 Annual Plan process has been officially initiated. As required:

- a. A Resident Advisory Board has been appointed (Tracy Matthews, Carol Krezman, Edwina Santiago-Perez, and Kelly Carlisle);
- b. Public notice of the availability of copies of the Capital Plan statement and the draft Administrative Plan (S8) and the Admissions and Continued Occupancy Policy (Public Housing) was made via public notices in the Oakland Tribune and the Daily Californian (February 15, 2011);
- c. A complete copy of each document has been mailed to all members of the Resident Advisory Board (Attachment 1) (and although not required, a copy of the ACOP was also mailed to every Public Housing resident) (Attachment 2). East Bay Community Law Center, Bay Area Legal Aid and the City of Berkeley Housing Department were advised (via email dated February 16, 2011) (Attachment 3) of the availability of the documents, including the link for accessing the documents on the BHA website.

A meeting to respond to comments and/or questions is scheduled for March 9th. Comments from the City Housing Department were received on February 28 (no objections, praise for the clarity of information), and the Chapter on Project Basing was discussed further in a meeting with Jane Micallef, Housing and Community Services Department Director and Kathryn Hoover, Housing Services Manager.

1. A copy of (a) the Capital Improvement Plan 2011 Five Year Action Plan; (b) Draft Administrative Plan; (c) Draft Admissions and Continued Occupancy Policy; (e) Draft Grievance Procedure and (e) the Draft LIPH Lease, along with a brief report identifying the significant changes was provided to all Board members "off-agenda" on February 18, 2011. Please note:

1. Two substantive changes were made to the Administrative Plan and Admissions and Continued Occupancy Policy after publication. The changes are with regard to when the BHA will perform an interim reexamination and increase family rent. The list now includes situations where: (a) the Total Tenant Payment (TTP), 30% of adjusted income is \$50 or less and (b) where the family rent portion is \$0 and/or the family is receiving a monthly payment from the BHA (utility reimbursement payment).
2. One major unresolved issue is HUD approval of our proposal to administer a small “roll over” program for families successfully satisfying the obligations under the Shelter + Care Program, and demonstrating the ability to independently and responsibly manage their rental situation. We have evidence of other Housing Authorities administering such a program (generally with the City or County agency administering the S + C program in the jurisdiction) but as of this date, HUD has not responded to our email messages sent February 16<sup>th</sup> and February 28<sup>th</sup>.

### **Status**

The formal comment period for comments on the Administrative Plan, ACOP or Capital Plan ends on March 31<sup>st</sup>. The Public Hearing and adoption of the Annual Plan documents is scheduled for April 14, 2011. The staff report for the public hearing will include any comments received, and the response thereto.

Following adoption by the Board, the Annual Plan will be submitted to HUD on-line and via hard copy.

### **Attachments:**

1. Resident Advisory Board letter dated February 17, 2011
2. LIPH Resident letter dated February 17, 2011
3. Email to Housing Advocates dated February 16, 2011



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February 17, 2011

Carol Krezman

Berkeley, CA 94702

Dear Ms. Krezman:

Every Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to review its administrative policies and where appropriate, revise them. Feedback from program participants, like yourself, is critical in making sure that the policies are fair, reasonable and enforceable.

As a member of the Resident Advisory Board (RAB) for the Five Year/Fiscal Year 2010-2011 Annual Plan Process, I am writing to invite you to help us shape the vision of the Berkeley Housing Authority (BHA). I am requesting that you:

- a. Review the Administrative Plan (Section 8) and the Admissions and Continued Occupancy Policy (ACOP);
- b. Attend a meeting on Wednesday, March 9, 2011 @ 10:00 a.m. to discuss the plans, and
- c. Share your comments.

Your comments are important. They will be incorporated into the final plans, and/or shared with the full Housing Authority Board of Commissioners for consideration. In exchange for attending the meeting you will receive a \$15 stipend. This stipend will not be considered income for purposes of determining your household income/rent.

If you have any questions or concerns regarding this important project, please contact me at [bha@ci.berkeley.ca.us](mailto:bha@ci.berkeley.ca.us) or (510) 981-5483.

Sincerely,

Celinda Aguilar-Vasquez  
Assistant to the Executive Director

Attachments:

1. Draft Administrative Plan
2. DRAFT ACOP
3. Draft Grievance Procedure
4. Draft Lease



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February 17, 2011

Edwina Santiago-Perez

Berkeley, CA 94608-1331

Dear Ms. Santiago-Perez:

Every Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to review its administrative policies and where appropriate, revise them. Feedback from program participants, like yourself, is critical in making sure that the policies are fair, reasonable and enforceable.

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If you have any questions or concerns regarding this important project, please contact me at [bha@ci.berkeley.ca.us](mailto:bha@ci.berkeley.ca.us) or (510) 981-5483.

Sincerely,

Celinda Aguilar-Vasquez

Assistant to the Executive Director

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February 17, 2011

Tracy Matthews

Berkeley, CA 94710

Dear Ms. Matthews:

Every Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to review its administrative policies and where appropriate, revise them. Feedback from program participants, like yourself, is critical in making sure that the policies are fair, reasonable and enforceable.


As a member of the Resident Advisory Board (RAB) for the Five Year/Fiscal Year 2010-2011 Annual Plan Process, I am writing to invite you to help us shape the vision of the Berkeley Housing Authority (BHA). I am requesting that you:

- g. Review the Administrative Plan (Section 8) and the Admissions and Continued Occupancy Policy (ACOP);
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Sincerely,

  
Celinda Aguilar-Vasquez

Assistant to the Executive Director

Attachments:

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February 17, 2011

Kelly Carlisle

Berkeley, CA 94704

Dear Ms. Carlisle:

Every Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to review its administrative policies and where appropriate, revise them. Feedback from program participants, like yourself, is critical in making sure that the policies are fair, reasonable and enforceable.

As a member of the Resident Advisory Board (RAB) for the Five Year/Fiscal Year 2010-2011 Annual Plan Process, I am writing to invite you to help us shape the vision of the Berkeley Housing Authority (BHA). I am requesting that you:

- j. Review the Administrative Plan (Section 8) and the Admissions and Continued Occupancy Policy (ACOP);
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If you have any questions or concerns regarding this important project, please contact me at [bha@ci.berkeley.ca.us](mailto:bha@ci.berkeley.ca.us) or (510) 981-5483.

Sincerely,



Celinda Aguilar-Vasquez

Assistant to the Executive Director

Attachments:

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February 17, 2011

Dear LIPH/RHCP Resident:

Every Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to review its administrative policies and where appropriate, revise them. Feedback from program participants, like yourself, is critical in making sure that the policies are fair, reasonable and enforceable.

Enclosed is the draft Admissions and Continued Occupancy Plan (ACOP) for your review. If you have any comments, please submit online @ [BHA@ci.berkeley.ca.us](mailto:BHA@ci.berkeley.ca.us) or in writing to Celinda Aguilar-Vasquez at the BHA Office located at 1901 Fairview Street, Berkeley, CA 94703. Your comments are important. They will be incorporated into the final plans, and/or shared with the full Housing Authority Board of Commissioners for consideration.

The Board of Commissioners of the Berkeley Housing Authority (BHA) will hold a Public Hearing to adopt the Fiscal Year 2011-2012 Annual Plan on Thursday, April 14, 2011 at 6:00 p.m. at the North Berkeley Senior Center located at 1901 Hearst Avenue.

If you have any questions or concerns regarding this important project, please contact me at [bha@ci.berkeley.ca.us](mailto:bha@ci.berkeley.ca.us) or (510)981-5483.

Sincerely,

A handwritten signature in black ink, appearing to read 'Celinda Aguilar-Vasquez', is written over a horizontal line.

Celinda Aguilar-Vasquez  
Assistant to the Executive Director

Enclosure:

1. Draft ACOP
2. Draft Lease
3. Draft Grievance Policy

**Aguilar-Vasquez, Celinda**

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**From:** Aguilar-Vasquez, Celinda  
**Sent:** Thursday, February 17, 2011 4:56 PM  
**To:** Aguilar-Vasquez, Celinda; 'Meliah Schultzman'; 'Lisa Greif'; 'fred.nisen@disabilityrightsca.org'; 'graciej@ebclc.org'  
**Cc:** 'Catherine Bishop'; 'Navneet Grewal'; 'Naomi Young'; Gonzales-Levine, Rachel  
**Subject:** 2011 Annual Plan

Hard copies have been mailed to the Resident Advisory Board and the meeting to review and comment on the changes to the Administrative Plan and ACOP has been scheduled for Wednesday, March 9, 2011 @ 10 a.m. at the Berkeley Housing Authority offices located at 1901 Fairview Street, Berkeley, CA. We hope that you are able to attend, as your input to this important process is very valuable. The documents are posted on our website and can be found at the following web page:

<http://www.cityofberkeley.info/ContentDisplay.aspx?id=20792>

Celinda Aguilar-Vasquez  
 Administrative Assistant to the Executive Director  
 Berkeley Housing Authority  
 (510)981-5483

**From:** Aguilar-Vasquez, Celinda  
**Sent:** Wednesday, February 16, 2011 3:13 PM  
**To:** 'Meliah Schultzman'; 'Lisa Greif'; 'fred.nisen@disabilityrightsca.org'; 'graciej@ebclc.org'  
**Cc:** 'Catherine Bishop'; 'Navneet Grewal'; 'Naomi Young'; Gonzales-Levine, Rachel  
**Subject:** RE: 2010 Annual Plan

Our Annual Plan documents are posted on our website for review and comment. The ACOP has been modified less significantly in light of the proposed disposition. An effort was made to make the timelines consistent for things like requesting hearings, etc.

I want to note in advance that the revised Admin Plan may not include some of the issues we discussed last year. We worked to get the draft out on time, with the understanding that we could/would address comments before the final drafts are submitted to the Board at the public hearing.

We will mail hard copies to the Resident Advisory Board, and will notify you soon of the scheduled meeting date(s).

Thank you for your cooperation.