



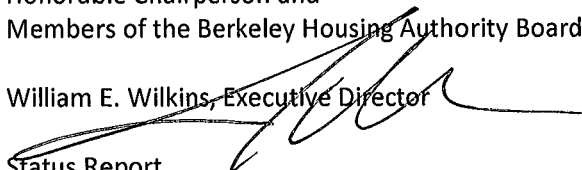
Berkeley Housing Authority

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Office of the Executive Director

Item 4
NEW BUSINESS
July 14, 2016

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

From: William E. Wilkins, Executive Director 

Subject: Status Report

1. Executive Director meeting with San Francisco Field Office, Public Housing Director and Portfolio Management Specialist on July 6. Introductory meeting to discuss pending issues: a) approval of request to use sale proceeds for administrative budget shortfall; b) Family Self-Sufficiency Action Plan status; c) Authorization to use Annual Contributions Contract (ACC) units vs. Budget Authority for determination of 20 percent limit within the Project Based Voucher Program (PBV); Berkeley Housing Authority's interest in the pending increase of Moving To Work (MTW); best practices/strategies on increasing leasing of Housing Choice Vouchers.
 - The Field Office Director stated the approval of sale proceeds funds for budget shortfall was approved based upon the original approval notification. Staff requested a written response stating such, which was assured would be forthcoming.
 - Notification regarding Family Self Sufficiency (FSS) Action Plan received on June 30th that Berkeley Housing Authority's FSS Action Plan was approved. Staff has the responsibility of filling the 37 slots required and implementing the Action Plan which was effective May 17, 2016. Should a Notice of Funding Availability (NOFA) be published within the Fiscal Year, staff will seek HUD's approval to submit for funding to support program operations. HUD staff assured BHA will not be scored in the FSS Indicators for this year's SEMAP submission due to late receipt of Action Plan approval.
 - Berkeley Housing Authority's request to increase the project based voucher portfolio/inventory beyond the 20 percent limit was verbally denied by the Field Office, because they have no authority to waive/modify a statutory limitation established by Congress.
 - General discussion of Moving To Work program criteria and feasibility of Berkeley Housing Authority being selected. The Field Office was assured that with Board approval a request for Moving to Work status would be submitted to HUD upon release of program availability.
 - The Field Office suggested increasing the Payment Standard to 110 percent, and if necessary 120 percent (with their approval); furthermore, examples given of other housing authorities in the area with similar challenges utilizing programs to support payment to landlords/owners for property damage, deposit payments and vacancy payments.

- Staff requested training within the next 30-60 days from the Field Office on utilization of HUD's Two Year Forecasting Tool, for better planning and utilization control of the Housing Choice Voucher Program. This training will occur sometime between August – September 2016.
2. Board Training - staff is recommending that the BHA Board take the opportunity to register and complete the Board Training HUD has established entitled "Lead The Way." Simply go to the HUD website and type in HUD Exchange and this will take you to "Lead The Way: PHA Governance and Financial Management – A training for Board Members."
 3. Establishment of Goals - contract between the Board of Berkeley Housing Authority and the Executive Director requires that "establishment of goals" occur within 6 weeks of the effective date of the contract. This would make August 6, 2016 the date unless the Board elected to change to another time. The goals, as stated within the contract should be achieved/completed by the executive director during the term of the contract and will be used to evaluate performance. Staff is requesting information to permit establishment of a date certain for public notification.