



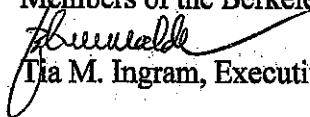
Berkeley Housing Authority

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Office of the Executive Director

Item 4

MEMORANDUM

Date: February 9, 2012
To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board
From: *for*  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:

	Aug '11	Sept	Oct	Nov	Dec	Jan '12
50058 Reporting (requires min of 95%)	100.06%	100%	100.06%	100.65%	101.06%	100.12%
Utilization (assisted households)	1,750	1,753	1,747	1,747	1,754	1,761
Late Annual Recertification	13	11	7	9	17	38
Late HQS Inspections	12	19	38	36	29	22
Port Outs	50	53	56	59	64	64
Port Ins	2	2	3	3	4	5

- A. 50058 reporting – refers to the percentage of required annual recertifications (of family eligibility for continued assistance) completed and successfully submitted to HUD. We continue to perform well in this category, exceeding the minimum reporting rate of 95%, at 100% or better for the past 5 months.
- B. Utilization – refers to the number of units leased – as reported in the HUD Voucher Management System. We continue to lag in this category, as net program size continues to decrease from terminations (voluntary and involuntary) and families opting to transfer (“port”), and being absorbed by the receiving housing authority.
- C. Late Annual Recertifications – refers to the number of families that have not been recertified (and reported to HUD) within 14 months of the prior certification. We have seen some slippage in this category over the past few months. Some of this is explained by lax response from households and/or certifications that cannot be completed because of

pending termination action; we are going beyond these possible causes and comparing our records against HUD records, to determine if there are any discrepancies that need to be corrected.

- D. Late inspections – refers to the number of assisted units that have not been inspected within 12 months of the prior inspection. We have not yet realized the improvement we would like to see in this category, though some of this may be explained also by households that are not responsive to scheduled inspections.

2. Operations.

Homeless Intervention Study. On January 24, 2012, we welcomed Beth Shinn, Regional Director of the ABT Associated Homeless Study. Ms. Shinn shared an update on the study, including the service of hundreds of previously homeless families in the East Bay, and the very successful results for the option that granted families a “S8 Voucher” in Berkeley (15 families in total served by BHA). She thanked BHA, and expressed appreciation for the overwhelming cooperation from all the three of the Public Housing Authorities (BHA, OHA and Alameda County) that made the voucher process smooth and seamless.

Equipment. Previously we reported problems with the slow speed of our housing authority software, and how we addressed this problem with an emergency purchase of a new server. This month we experienced another major setback with our equipment. The sole multi-function copier (printer) in the office failed and was out of service three full days. It demonstrated quite clearly the need to have a back up machine. During the three days, we were unable to copy documents; unable to scan and create PDFs; and generally unable to service our clients in an effective manner (the only way we could copy documents that clients brought to the office was via the much slower fax machine). We have a plan for addressing the serious equipment needs that we will be sharing first with the Finance Committee, then the full Board as appropriate.

II. SECTION 8 PROGRAMS

1. Lease-Up. As reported above, staff remains concerned about the under-utilization in the S8 Program. This is of concern for three reasons: (a) it means eligible families are not receiving assistance, (b) the authority is forgoing sorely needed revenues, and (c) there is the potential for ending the year under 95%, which could potentially lead to a result of “troubled” status for the Agency.

During the month of January 2012, a total of 26 vouchers were issued to families on the wait list; two families with vouchers transferred to Berkeley from other jurisdictions; and assistance to six families was terminated (port out, deceased, program violations).

We are continuing to process applications from the Wait List for new Vouchers with a goal to issue approximately forty vouchers per month.

2. S8 Project Based Voucher Assistance. The Board requested that Staff review whether there were any conditions set upon the last round of Project-based approvals (April 2011). The only project with such a condition was Oregon Park Senior Apartments, which subsequently rescinded their application for Project-based funding.

III. AUTHORITY OWNED HOUSING

1. Occupancy. As of February 1, 2012, we have 63 occupied units, compared to the 65 units that were occupied in December 2011 when HUD approved the disposition application, at which time BHA was prohibited from leasing any units. It is important to note that BHA has not required any household to vacate because of the repositioning project.
2. Rent Collection. Our January report of 78% rent collection was premature. I am pleased to report that by month end, rent collection was at 96%, with 2 remaining families receiving financial assistance from East Bay Community Law Center and 5 families assessed late fees for submitting payment after January 6, 2012. We currently have 0 families on "flat" (versus income based) rent, and 13 families that pay \$0 rent, and receive a monthly utility reimbursement payment. Rent for February is not considered late until the 6th, but as of February 3, 2012, payment was received from 21 of the current 50 rent paying households.
3. Maintenance Services. Our contractor continues to report on-time (or better) response to all routine maintenance requests. With a declining number of occupied units we anticipate a reduction in routine maintenance costs. Note, demand for maintenance services for October through December 2011:

Number Requests	Average Response Time	Monthly Billing
48 (October 2011)	5 days	\$14,998.97
26 (November 2011)	5 days	\$14,967.16
50 (December 2011)	5 days	\$10,552.79

We currently have 2 unsatisfied accounts, where residents have been assessed a charge for maintenance activities to correct tenant abuse and/or accidental tenant caused damage. Most residents have signed repayment agreements and are making regular monthly payments. Those that are not in compliance will be subject to adverse actions following a final request for payment which will be issued this month.

CONTACT PERSON

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