



**Berkeley Housing Authority**

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Item 6B  
NEW BUSINESS

*Office of the Executive Director*

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

FROM: William E. Wilkins, Executive Director

SUBJECT: Monthly Report

**2018 HOUSING ASSISTANCE PAYMENTS SHORTFALL:**

Staff received notification from HUD confirming projected shortfall for 2018 in the amount of \$1,962,144, once again notifying BHA that we would be eligible for Set-Aside funds if BHA follows the required “reasonable cost-savings measures.” BHA must not issue any new vouchers to applicants; and must cease absorbing portable vouchers (moving into Berkeley from other jurisdictions/public housing authorities). If BHA complies with requirements, HAP set-aside funding will be made available to prevent the termination of families due to insufficient funding. Our next call with the HUD Shortfall Prevention Team is April 26.

**FAIR HOUSING TRAINING:**

Staff is currently preparing a solicitation for fair housing training in the areas of reasonable accommodations, implementation of administrative plan policies as related to HUD rules and regulations, as well as policies regarding informal hearings. This training will be for staff and provided sometime prior to June 15<sup>th</sup>.

**3X3 COMMITTEE MEETING:**

A scheduled meeting between the Mayor and two Council Members, along with the Board Chair and two Board Members was scheduled for Monday, April 9, 2018. This is a quarterly meeting between the two entities to provide updates related to BHA and the City related to affordable housing.

**HUD VOUCHER MANAGEMENT SYSTEMS (VMS) AUDIT:**

Staff was notified that BHA is scheduled for an on-site VMS audit covering the monthly submission of VMS reports (Housing Assistance Payments or HAP) to HUD over the past 12 months. Between June 12-14, 2018, HUD staff will be on-site to complete the audit.

## March 2018 BHA DASHBOARD REPORT:

Berkeley Housing Authority  
50058 Reporting

		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
A	Utilization (%)	82.80%	82.90%	82.58%	82.07%	81.50%	81.65%	81.29%	80.67%	80.52%
	(Units)	1602/1935	1604/1935	1598/1935	1588/1935	1577/1935	1580/1935	1573/1935	1561/1935	1558/1935
	Tenant Based %	81.30%	81.40%	80.84%	80.11%	79.57%	79.68%	79.08%	78.23%	78.11%
	(Units)	1340	1342	1333	1321	1312	1314	1304	1290	1288
	Project Based%	93.00%	93.00%	93.40%	94.06%	94.41%	93.36%	94.06%	94.76%	94.41%
	(Units)	265/286	265/286	267/286	269	270	267	269	271	270
B	Utilization (\$)	120.65%	123.20%	122.92%	123.67%	124.02%	124.43%	102.96%	102.94%	103.01%
C	Mod Rehab %	94.00%	96.00%	97.00%	96.00%	97.00%	96.94%	95.92%	96.94%	97.96%
	(Units)	92/98	94/98	95/98	94/98	95/98	95/98	94/98	95/98	96/98
D	Project Move Up	9/10	9/10	9/10	9/10	9/10	9/10	9/10	9/10	9/10
E	FSS	37 (19 enrolled, 10 pending, 8 dropped out)	37 (19 enrolled, 6 pending, 12 dropped out)	37 (22 enrolled, 8 pending, 7 dropped out)	37 (22 enrolled, 7 pending, 8 dropped out)	37 (23 enrolled, 5 pending, 9 dropped out)	37 (23 enrolled, 5 pending, 9 dropped out)	37 (23 enrolled, 5 pending, 9 dropped out)	37 (24 enrolled, 4 pending, 9 dropped out)	37 (24 enrolled, 3 pending, 10 dropped out)
F	Port In	4	2		3	0	1	5	0	3
	Port Outs	2	0		5	0	1	9	1	8
H	Late/Missing Annual Recert	6	5	9	6	6	9	8	1	11
I	Late HQS	0	2	1	1	2	0	0	2	1
J	Rent Increases - Received	72	11	6	32	16	22	17	2	5
	Rent Increases - Processed	43	59	18	47	29	19	27	15	28
K	Re-exams - Processed	232	156	327	233	120	171	319	157	273
L	New Landlords/Unit	1	1	0	0	0	0	1	0	1
O	New Admissions	4	0	0	0	0	0	0	0	2
P	Terminations	9	8	12	6	9	9	8	7	6
Q	# of disabled in program	931	928	926	909	916	916	915	917	914
	# of elderly in program	682	685	690	676	682	681	680	687	689
	# of families in program	505	506	501	499	502	490	479	472	467
	# of eman. yth in prog	5	5	5	5	5	5	5	5	5
	# of HOPWA in program	7	7	7	7	7	7	7	7	7
R	# of Families on WL	3315	3295	3267	2517	2508	2497	2492	2484	1856
S	Success Rate	26%	32%	34%	N/A	N/A	N/A	N/A	N/A	N/A

**1281 UNIVERSITY AVE**

The City of Berkeley has issued an RFP for development of a small project parcel at 1281 University Ave. BHA was contacted by Resources for Community Development (RCD) to inquire whether BHA is interested in partnering with RCD on developing the land for affordable housing. The County Coordinated Entry Program for homeless individuals will be responsible for providing referrals for the units. RCD has taken on responsibility for submitting the proposal and the Housing Advisory Commission (HAC) will make recommendations to the City Council for selection of developers in June.

**2017-2018 STATEMENT OF ECONOMIC INTERESTS – FORM 700**

If not completed, Form 700 should be turned into our office ASAP.

**NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NAHRO) LEGISLATIVE CONFERENCE:**

The NAHRO Legislative Conference is in Washington, DC April 21-25, 2018. Commissioner Schildt will be attending, representing BHA.

**BEST WISHES TO NAKIA LIPSEY:**

Our receptionist/Office Assistant I, Nakia Lipsey is leaving BHA for a new professional opportunity. Her last day will be on Thursday, April 12<sup>th</sup> so if you would like to wish her well, please feel free to either stop by the office or give her a call. She has been a tremendous team member for the past 2 years, and will be sorely missed. We wish her nothing but success and happiness.