



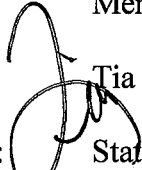
**Berkeley Housing Authority**

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

*Office of the Executive Director*

Item 5  
**STATUS REPORT**  
July 12, 2012

**MEMORANDUM**

Date: July 12, 2012  
To: Honorable Chairperson and  
Members of the Berkeley Housing Authority Board  
From:  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:

	Nov	Dec	Jan '12	Feb	Mar	Apr	May
50058 Reporting-S8 (requires min of 95%)	100.65%	101.06%	100.12%	100.16%	100.94%	99.71	99.53
Utilization (assisted households)	1,747	1,753	1,758	1,771	1,784	1,786	1,784
Late Annual Recertification	9	17	38	116	7	6	8
Late HQS Inspections	36	29	22	23	11	34	25
Port Outs	59	64	64	64	62	69	71
Port Ins	3	4	5	5	5	11	10
50059 Reporting-PH (requires min of 95%)	98.08%	98.08%	96.5%	92.31%	98.04%	98.04	98.04

June 30, 2012 is the end of our 2011-12 Fiscal Year. These scores are particularly important as the data is used by HUD in determining our SEMAP rating for several of the 14 indicators. Because the month ended on Saturday June 30<sup>th</sup>, PIC scores will not be updated until July 7<sup>th</sup> (the weekend after the end of the month) and thus are not reflected above. We anticipate ending the year at or above the minimum performance threshold for all indicators, and will apprise the Board of the specific scores during the meeting.

2. Public Housing Assessment System (PHAS). On June 21, 2012 we received notice from HUD that our second appeal request – for adjustment of the “physical indicator” was not timely, and would not be considered. We confirmed with the SF Field Office that notwithstanding the “sub-standard” physical condition, our overall score of 73 is sufficient to avoid a “troubled” rating. We also discussed, and are awaiting confirmation that we will not be subject to a Memorandum of Agreement (MOA) given that it would be financially irresponsible to initiate modernization activities given the current status of our repositioning efforts. SF Field office staff is awaiting instructions from HUD headquarters on how to deal with the situation of PHAS with a sub-standard Physical Indicator designation; we are but one in the region.

## **II. OPERATIONS**

1. Independent Payroll System. Effective June 24, 2012, the City ceased to manage payroll for BHA employees and the function transferred to BHA. Beginning with the pay period ending July 7, 2012 (pay date July 13, 2012), BHA payroll will be processed by ADP. Still pending is complete transfer of responsibility for management of employee benefits (also effective June 24, 2012). This has been a huge project for BHA staff, in particular, Jesy Yturalde, Finance Manager. It is important to note that these two functions (payroll and benefits) were managed by at least nine staff experts from three City Departments (Payroll Audit, Finance, and Human Resources Management). It is estimated that Ms. Yturalde alone has devoted 60 hours to this project over the past 5 weeks. We are optimistic that the ongoing tasks (once the systems are fully in place) will be less onerous, and require approximately 24 hours of staff time per month.
2. CalPERS contract. We submitted all the documents (contract, election results, certifications and Board resolutions) our CalPERS representative advised would be required for a BHA CalPERS contract effective June 24, 2012. We have completed the required “registration” and await (a) notice that the City has “terminated” BHA employees from their CalPERS ID, and (b) instructions from CalPERS on how to enroll BHA employees under the BHA CalPERS ID. Another pending consideration is confirmation of ADP’s ability to create the required transmission file in a format that is acceptable to CalPERS for reporting contributions. If this issue is not resolved, BHA staff may be required to enter the data directly in the system; the City strongly advised we not consider this method.
3. Service Contracts. Last month the Board authorized staff to evaluate responses to Request for Proposals, and execute contracts for inspection services (S8 and BHA owned units), legal services (for tenant-landlord issues in the LIPH and RHCP programs), and building and grounds maintenance services (BHA owned units and admin office). There is limited competition for HUD compliant inspection services, and with the anticipated remaining short ownership tenure of our 75 LIPH and RHCP rental units, we did not anticipate a large response to any of our solicitations.
  - a. Sterling Inspection Co. (the current provider) was awarded the inspection contract for annual inspections, both S8 and LIPH/RHCP;
  - b. Murlene Grant (current provider) was awarded a contract for inspection services (new contracts only);

- c. K&S Property Management Co. (current provider) was awarded the maintenance contract; and
- d. Charles Ramsey (current provider) was awarded the contract for legal services for landlord (BHA)/tenant issues at BHA-owned units.

Each of the providers has served BHA well, and we are pleased that we can continue service without interruption of to our clients.

### **III. AUTHORITY OWNED HOUSING**

There are no significant issues relative to the management of the 75 (61 occupied) BHA rental housing inventory.

1. Occupancy. Families have begun exercising their right to choose a new living unit! As of July 1, 2012, 2 families have moved to other privately owned housing, and 61 of the 75 units remain occupied.
2. Rent Collection. As of June 30, 2012 all current residents are current with rent, including 2 with active Repayment Agreements.
3. Maintenance. There was one maintenance crises located at 1927 Ward Street with a severely leaking water heater reported on Saturday, June 30, 2012, resulting in a new water heater installed the same day; no emergency fail items; and a continued modest level of calls for routine maintenance service.

#### **CONTACT PERSON**

Tia M. Ingram, Executive Director, (510) 981-5471

#### **Attachments:**

1. July 2012 – S8 Owners Newsletter
2. July 2012 – Public Housing Newsletter

# Section 8 Owner News - July 2012



## Housing Quality Standards – Smoke Detectors

On June 21, the life of a young woman was cut short in a fatal house fire in Berkeley. Our sympathies go out to her family, and the landlord who may be struggling to accept the fact that someone lost their



life in his/her property. Horrifying news like this reminds us all of the importance of having working smoke detectors in our homes, and in our rental units. We check for functioning smoke detectors during all of our inspections (one required in the hallway of each floor and one in each bedroom), and we encourage you to make it a part of your routine, ongoing management of your units. **Check the smoke detector yourself, or confirm with the tenant that it is working.** It may be too much to incorporate this into your monthly

Tip

rent collection efforts, but building this routine into the “Daylight Savings” time change that occurs twice a year in the Fall and Spring, may be a good alternative. Finally, if you can’t remember when you purchased the smoke detector – it may be time to buy new, improved equipment. By some reports, the average life of a smoke detector is 10 years or less. But batteries should be changed 1 – 2 times a year.

## Landlord File Update

Thank you for responding to our request to update your file. The information you provided helped us correct discrepancies in our records, allowed us to revise our records so that payments are distributed per your instructions, and will result in you receiving an accurate 1099 at the end of the year!

Tip

**Please be certain to notify BHA any time you change your phone/email/address. This is important both for HAP checks and also so that staff may notify you in case of emergency.**

## Rent Increases

In accordance with HUD policies, owners have always been required to limit rent increases to one request per 12 month period. In March 2012 the BHA Board adopted a policy that established parameters for when such requests must be submitted so that they can be considered as part of the participants’ annual recertification. To allow time for processing and advance notice to the family of any increase in family rent portion, your request must be shared with the family and BHA no less than 60-days prior to the annual recertification. In making a request owners should note:

1. Any increase that results in a rent equal to the Payment Standard will mean the family will not receive an allowance for tenant paid utilities (gas, electricity, water, garbage).
2. Any increase that results in a rent that exceeds the Payment Standard will be paid by the family, not BHA.
3. If the family is over-housed (eligible for a 1 bedroom voucher, but living in a 2 bedroom unit), BHA’s rental subsidy will be based on the smaller voucher size.



**Requests that do not comply with the established time line will not be honored. If you are considering a rent increase, but uncertain about the recertification date, contact the Housing Specialist assigned to your tenant.**

## 2-Bedroom Units

We have a general goal of expanding the housing options in Berkeley for families with Section 8 Vouchers, and encourage you to consider increasing your participation. This is a special appeal to identify additional two bedroom units, in apartments, duplex-four plex properties, and single family

comes. You may be aware that we are transferring ownership of the 75 units of large family (3 and 4 bedroom) affordable housing rental units we currently own and manage. A number of the families are long-term, stable renters, who are now empty nesters, and need to relocate to a smaller 1 or 2 bedroom unit. We would like to assist these families with remaining in Berkeley – if they choose to do so. We also need two bedroom units for some of our senior and/or disabled households that have a live-in aid to assist them with daily living activities. If you have or anticipate a 2 bedroom vacancy we would appreciate your consideration of renting to a family with Section 8 Rental Assistance. If you offer the unit to one of our Public Housing residents, we can provide you a landlord reference, and will pay 100% of the Security Deposit. For more information please contact Latifa Lewis, Executive Assistant at 981-5483 or [llewis@ci.berkeley.ca.us](mailto:llewis@ci.berkeley.ca.us).

## **I just Had an Inspection!**

Several landlords have questioned why they received two inspections in a 12 month period. In accordance with HUD regulations, BHA must inspect every assisted unit at least once every 12 months. HUD maintains records, and generates a “late inspections” report each month showing all units where the last inspection was performed 13 or more months prior. We realize that owners and families have busy lives, and our initial inspection date may not be convenient. So, in an effort to ensure that we meet this important HUD requirement, we build in a 90-day grace period. This allows time for rescheduling the inspection, provides a 30-day repair period (if necessary), and still meet the 12 month HUD requirement. What does this mean? Your unit(s) will be inspected once every 10 months rather than 12. Thus, if your unit was inspected in January 2012, the next inspection is due no later than January 2013; we would schedule the inspection for November 2012 (2<sup>nd</sup> inspection in a calendar year) – to increase the probability of having an on-time “passed” inspection. Two inspections in one calendar year should only occur approximately once every 4 years, but it is true “annual” inspections really are on a 10 month cycle, rather than 12 months. There is one other reason you may have an inspection twice a year: your unit may be selected in a random draw of “quality control” inspections that must occur on a quarterly basis, another HUD requirement. We conduct approximately 30 of these quality control inspections per year, in October, January, April, and July. Staff and inspectors thank you for your patience and flexibility in these matters!

## **When Can the Family Move-in?**

The safest answer is after the lease is signed by the family, and after the HAP contract is signed by both, owner and BHA. There are four important milestones:

1. The unit must pass the Housing Quality Standards inspection on or before the effective date of the contract; NO EXCEPTIONS.
2. BHA must determine that the rent requested is reasonable for the unit, based on (a) the inspection results and (b) data you provide, and/or data obtained from our sources, including the unit’s various amenities. Rent will be negotiated based on these findings. Note: rent will not necessarily be “at the payment standard” (maximum amount BHA can pay), which is often confused as being the amount of rent automatically paid to owners, if requested.
3. BHA must have a signed copy of the lease BEFORE we can execute the HAP contract. You may use your standard rental lease – provided it does not include any discriminatory language or excessive fees.
4. The HAP contract must be fully executed (signed by owner and BHA) within 60 calendar days of the effective date or no payments can be made. NO EXCEPTIONS. If you have not received a copy of the HAP contract within 14-calendar days of the passed inspection, follow up with Tilda Barnes, Housing Specialist for New Contracts, at 510-981-5489 or [tbarnes@ci.berkeley.ca.us](mailto:tbarnes@ci.berkeley.ca.us).

If you give the family keys to the unit before ALL of these steps, it is at your own risk, and BHA has no obligation to pay HAP. In some instances where these important milestones are not met, there is no flexibility granted by HUD that would allow us to pay HAP.





## BHA Resident Newsletter July 2012

### **Family and Youth Activities for Summer 2012**

Enjoy the 4<sup>th</sup> of July celebrations with family and friends at the Berkeley Marina, there will be live music, food, and children's activities starting at 11:00AM with the fireworks show to start at 9:35PM, enclosed is a flyer for the scheduled activities.

The Summer Activity Guide for adults and children are currently available at The Parks and Recreation Office located at 1947 Center Street. Scholarships for summer activities and camps are available for Berkeley residents for certain programs, provided applicant meets eligibility and verification requirements. You must submit an application with documentation at the time of registration. You may also visit them online at <http://www.ci.berkeley.ca.us/parks/> or <http://www.ci.berkeley.ca.us/Recreation/>.

Still looking for other activities for you and your children this summer? You and your family may want to look into a family membership at the YMCA for some structured activities for your children and/or teenagers this summer? Don't forget to check out the YMCA, located across the street from the Main Post Office in downtown Berkeley (2700 Allston Way). The YMCA has low income scholarships for families wishing to participate in the myriad of healthy opportunities. Dance classes, swimming lessons, and summer camps for kids.

### **Congratulation are Due!!**

It is never too late to share good news! If a member of your family is celebrating a milestone – school, sports, work, etc. - let us know so we can celebrate with you, and share the good news with others, contact David Solis, Property Manager, with your story!!!

### **Sewer Lateral Inspections**

We gave you early notice – of inspection teams that would be examining the sewer laterals that service our properties, your units. The contractors were able to finish the inspection within two days instead of the expected two week inspection time. We will continue to provide you advance notice of work and other activities about the properties, and thank you for your continued cooperation.

### **Low Income Utility Services**

Are you participating in programs to lower your cost for gas, electricity and water?

**Gas and Electric** - Call or stop by the BHA office for a California Alternate Rates for Energy (CARE) Program application or call PG&E at 1-800-743-5000. The Home Energy Assistance Program (HEAP) is also available. HEAP is a federally-funded program which helps low-income households pay their energy bills. Assistance is in the form of a dual or single party check or a direct payment to a utility company; contact them at 510-889-0921 or at 510-889-0922.

**Water** - East Bay Municipal Utility District (EBMUD) has the Customer Assistance Program (CAP) for low income households, call EBMUD at 1-866-403-2683.

### **Pets In Public Housing**

Over the past few weeks we received reports from community members about excessive barking from dogs living within our resident's units. Please remember that prior **written** approval from the Berkeley Housing Authority is required to house a pet in your home. Should BHA receive a complaint or information that your household has a pet residing in it and you do not possess prior written approval from BHA we will contact you regarding the alleged lease violation/s and the City of Berkeley Animal Care Services will be contacted regarding your household pet.

If you do have a pet, please contact us to complete and review our Pet Policy Rules and Regulations application. If you are approved to continue housing your pet you will be asked to pay the \$250.00 pet deposit or submit proof that you paid the mandatory \$250.00 pet deposit previously. It is imperative to act responsibly with your pet/s to prevent injury to yourself, another resident, or property damage. As a reminder only two (2) pets will be allowed per household except for the following situations:

The Berkeley Housing Authority will allow only common pets such as dogs, one (1) per household, and may not exceed twenty-five (25) pounds in weight. No animal's deemed to be potentially harmful to the health and safety of others, including attack dogs will be allowed on Berkeley Housing Authority property.

A pet must be spayed or neutered, inoculated against rabies, distemper, and other conditions prescribed by local public health animal control, and anti-cruelty laws. A certification signed by a licensed veterinarian or state official shall be annually filed with the Berkeley Housing Authority to attest to the inoculations.

### **Summer Cleaning-Back Yard and Bulky Trash Pick up**

Summer is here and it is time to start to enjoy your back yard or patio with family and friends. You may have noticed we have begun trimming the overgrowth of trees, weeds, and shrubs in individual back yards for your continued enjoyment. Let's continue to respect our homes, by properly disposing of items we no longer need. If things have piled up since the last major yard project, BHA will assist you in scheduling a bulky trash pickup with the City of Berkeley Trash Services; the service is free, if your household has not used it within the last 12 months. If you have used the bulky trash pickup within the last 12 months BHA can schedule a trash pickup for you through K and S at a nominal cost to you. Please contact David Solis, Property Manager, to schedule an appointment for either a bulky trash pickup or back yard trimming service at 510-981-5484.

### **Recycling Containers**

Are you noticing that your recycling containers are not large enough for your needs??? We appreciate your continued and increased recycling. Please contact us should you need a larger recycling can or if your recycling can has been damaged and needs replacement, contact David Solis, Property Manager, to fulfill your request.

Please remember to bag up and organize your own recycling materials and bring your individual recycling in frequently for redemption to avoid excessive clutter. If BHA notices that your recycling materials are kept loose or unorganized in the front patio or back yard, we will ask you to clean your recycling materials up or BHA will send a K and S contractor to your unit to remove the recycling materials and your account will be charged for a cleaning fee.



### **Work Order Service Requests**

BHA is responsible for maintenance services for your unit. If something in your unit is not operating correctly or efficiently, please contact K and S Company from 8:30 AM to 4:30 PM.

You may contact K and S Company at 510-528-1900 to schedule a service request or you may contact David Solis, Property Manager, at 510-981-5484 for any assistance as well.

The 24-Hour emergency phone line is available to provide emergency work order services. You may still request regular maintenance service during after hours, but these requests will be addressed on the next business day.

### **Rent and Late Fees**

As a reminder, rent is due on the first (1st) of the month and your rent is late if received on or after the sixth (6th) of the month. If we receive your rent late, a \$40.00 late fee will be added to your account. Partial payments may be accepted, but will incur a late fee. Avoid late fees by making all payments on or before the 5th of the month.



**Please enjoy a fun and safe 4<sup>th</sup> of July with friends and family!!!**