




Office of the Executive Officer

ACTION CALENDAR  
September 20, 2005

To: Honorable Chairperson and  
Members of the Housing Authority

From:  Phil Kamlarz, Executive Officer

Submitted by: Stephen Barton, Director, Housing

Subject: Annual Management Assessment for Public Housing Agencies

RECOMMENDATION

Adopt a Resolution authorizing the Executive Officer to electronically submit the Annual Public Housing Assessment System (PHAS) management operations certification report to the U.S. Department of Housing and Urban Development (HUD) for Fiscal Year ending June 30, 2005.

FISCAL IMPACTS OF RECOMMENDATION

No direct impact.

CURRENT SITUATION AND ITS EFFECTS

In accordance with the Department of Housing and Urban Development (HUD) regulation, the Berkeley Housing Authority has prepared the annual Public Housing Management Assessment System report for electronic submission to HUD's Real Estate Assessment Center.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires that information on public housing management activities be reported on an annual basis electronically through the Public Housing Management Assessment System in HUD's Real Estate Assessment Center.

The scores for this fiscal year will show improvements in the average unit turnaround days, work order completion days and inspection requirements of the program due in part to the administration of the program by Affordable Housing Associates, a non-profit agency contracted to perform property management functions for the 61 units of Low Income Public Housing.

RATIONALE FOR RECOMMENDATION

The recommendation is intended to comply with HUD's regulation that requires Housing Authorities to annually submit the Public Housing Management Assessment System report.

CONTACT PERSON

Sharon Jackson, BHA's Manager, 981-5471

Attachments:

- 1: Resolution
- 2: Public Housing Management Assessment System Certification Report

RESOLUTION NO. -N.S.

AUTHORIZING THE EXECUTIVE OFFICER TO ELECTRONICALLY SUBMIT THE PUBLIC HOUSING MANAGEMENT ASSESSMENT SYSTEM CERTIFICATION REPORT COVERING FISCAL YEAR 2004-2005 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority is required to comply with the Department of Housing and Urban Development (HUD) requirements for program and operational evaluations; and

WHEREAS, HUD requires that public housing authorities that own public housing units to certify performance through the Public Housing Management Assessment System Certification.

NOW THEREFORE, BE IT RESOLVED, that the BHA Board hereby adopts the Public Housing Management Assessment System Certification report covering Fiscal Year 2004-2005, and hereby authorizes the Executive Officer to electronically submit the Public Housing Management Assessment System Certification report covering Fiscal Year 2004-2005 to the U.S. Department of Housing and Urban Development.

## Management Assessment for Public Housing Agencies

## View/Print Full Submission

PHA Code : CA058      FYE : 06/30      Fiscal Year : 2005  
 PHA Name : CITY OF BERKELEY HOUSING AUTHORITY  
 Submission Type : Submission      Status : Draft

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#)

## Sub-Indicator 1: Vacant Unit Turnaround Time

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	1,003
V12500	Total number of vacancy days exempted for Capital Fund.	872
V12600	Total number of vacancy days exempted for other reasons.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	3
V12800	Average number of calendar days units were in down time.	30.00
V12900	Average number of calendar days units were in make ready time.	8.00
V13000	Average number of calendar days units were in lease up time.	5.00
V13100	Average Unit Turnaround Days.	43.67

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## Sub-Indicator 2: Capital Fund

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CIAP, CGP, HOPE VI, LBPRA, VRP)(Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	yes
Component 1:	Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	
CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10200	Unexpended funds to be recaptured (enter dollar amt).	\$ 0.00

CF10300	Unexpended funds approved by HUD over 3 FFYs old (enter dollar amt).	\$ 0.00
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF10500	Adjusted total unexpended funds.	\$ 0.00
<b>Component 2:</b>	<b>Timeliness of Fund Obligation</b>	
CF11100	Total funds authorized for grants over 2 FFYs old.	\$ 0.00
CF11200	Total funds obligated over 2 FFYs old.	\$ 0.00
CF11300	Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).	\$ 0.00
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF11500	Adjusted total unobligated funds.	\$ 0.00
<b>Component 3:</b>	<b>Adequacy of Contract Administration</b>	
CF11700	The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A133 audit).	07/21/2004
CF11800	The number of findings related to contract administration.	2
CF11900	The number of findings related to contract administration that have been corrected by the PHA.	2
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.	0
<b>Component 4:</b>	<b>Quality of the Physical Work</b>	
CF12200	Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.	04/27/2004
CF12300	The number of findings related to the quality of the physical work.	5
CF12400	The number of findings related to the quality of the physical work that have been corrected by the PHA.	5
CF12500	The number of findings related to the quality of the physical work that the PHA is in the process of correcting.	0
<b>Component 5:</b>	<b>Budget Controls</b>	
CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.	\$ 0.00
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.	\$ 0.00
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.	\$ 0.00
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.	\$ 0.00

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## Sub-Indicator 3: Work Orders

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Emergency Work Orders</b>	
W10000	Total number of emergency work orders.	179
W10100	Total number of emergency work orders completed / abated within 24 hours.	179
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%
<b>Component 2:</b>	<b>Non-Emergency Work Orders</b>	
W10500	Total number of non-emergency work orders.	177
W10600	Total number of calendar days it took to complete non-emergency work orders.	531
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	122.00
W10800	Average completion days.	3.00

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## Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Annual Inspection of Dwelling Units</b>	
A10000	The total number of ACC units.	61
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	4
A10300	Vacant units exempted for other reasons.	0
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	57
A10550	Total number of units inspected that did not require repairs.	50
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	7
A10700	Adjusted units available.	57
A10800	Percent of units inspected by PHA.	100.00%

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<b>Component 2:</b>	<b>Annual Inspection of Systems Including Common Areas and Non-Dwelling Space</b>	
A11100	Total number of projects.	1
A11200	Total number of projects exempted from the inspection of systems.	0
A11300	The total number of projects where all systems were inspected in accordance with the UPCS.	1
A11400	Total number of buildings.	13
A11500	Total number of buildings exempted from the inspection of systems.	0
A11600	Total number of buildings where all systems were inspected in accordance with the UPCS.	0
A11700	The number of buildings and projects where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	9
A11800	Percentage of projects inspected.	100.00%
A11900	Percentage of buildings inspected.	0.00%

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**Sub-Indicator 5: Security**

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Tracking and Reporting Crime-Related Problems</b>	
S10000	The date that the Board adopted current policies to track crime and crime-related problems.	12/14/2004
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	12/14/2004
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	12/14/2004
S10300	The number of crimes that the PHA can document it reported to local police authorities.	1
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	100.00%
<b>Component 2:</b>	<b>Screening of Applicants</b>	
S10500	The date the Board adopted current screening policies that reflect the One-Strike criteria.	05/21/2002
S10600	The date the PHA implemented current screening procedures that reflect the One-Strike criteria.	05/21/2002
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	yes
S10800	The total number of applicants denied who met the One-	0

	Strike criteria.	
<b>Component 3:</b>	<b>Lease Enforcement</b>	
<b>S10900</b>	The date the Board adopted current eviction procedures that reflect the One-Strike criteria.	05/21/2002
<b>S11000</b>	The date the PHA implemented current eviction procedures that reflect the One-Strike criteria.	05/21/2002
<b>S11100</b>	PHA can document that eviction procedures result in appropriately evicting residents who meet the One-Strike criteria (enter Yes or No).	yes
<b>S11200</b>	The total number of evictions as a result of the One-Strike criteria.	0
<b>Component 4:</b>	<b>Drug Prevention and/or Crime Reduction Program Goals</b>	
<b>S11350</b>	The number of HUD-funded drug prevention and/or crime reduction programs.	0
<b>S11450</b>	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
<b>S11550</b>	The number of documented program goals that are related to drug-prevention and/or crime reduction.	0
<b>S11600</b>	The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs.	0
<b>S11700</b>	Percentage of goals that the PHA can document it met under the implementation plans(s) for any and all of these programs.	0.00%

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#### Sub-Indicator 6: Economic Self-Sufficiency

ELEMENT	DESCRIPTION	AMOUNT
<b>E10000</b>	The number of HUD-funded economic self-sufficiency programs.	0
<b>E10100</b>	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0
<b>E10200</b>	The number of documented program goals that are related to economic self-sufficiency.	0
<b>E10300</b>	The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs.	0
<b>E10400</b>	Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs.	0.00%

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Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)