

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Allan L. Roeder
From: Susan Emery
Dept: Interim Director
Dept: Assistant City Manager
Subject: RECEIVE AND FILE THE
NOVEMBER 2014 HOUSING
AUTHORITY STATUS REPORT
Date: January 27, 2015

OBJECTIVE

To provide Housing Authority Commissioners the November 2014 Housing Authority Status Report.

BACKGROUND/DISCUSSION

The Housing Choice Voucher Program assists low-income families, senior citizens, and handicapped persons in the payment of their monthly rent. Under this program, a qualified participant pays a portion of his/her adjusted household income for rent. The remainder of the rent is paid by the City's Housing Authority utilizing funds received from the Department of Housing and Urban Development (HUD). The units rented under the program are inspected on an annual basis to ensure that they are decent, safe, sanitary, and have no code violations. Approximately 2,337 senior citizens, disabled persons, and families are funded by the Section 8 Rental Assistance Program.

ANALYSIS

The following is a status report for the month of November 2014.

Program Eligibility

All participants of the Housing Choice Voucher Program must be income eligible. Applicants are ranked on the Waiting List by local preferences. When an applicant is next on the Waiting List, they have an Initial Qualifying (IQ) interview where their eligibility is verified. If they are eligible, they receive a program briefing and their voucher. The Authority replaces those families who terminate from the program as a part of normal turnover. Once on the program, they are recertified for eligibility at least annually and their portion of the rent adjusted according to their income.

1. Initial Qualification (IQ) interviews: Staff conducted 14 Initial Qualification interviews (IQs) from the Waiting List and the following:
 - (a) Emergency Situations - 0
 - (b) Referred by a Garden Grove Homeless Shelter - 0
 - (c) Incoming Portability - 3

Briefings: No briefings were conducted this month, and no vouchers were issued.

Re-certifications: Staff conducted 177 re-examination interviews with participants to determine continued eligibility. One hundred and eight families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 13 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 8 families who terminated from the program during the month.

2. Family Self-Sufficiency Program (FSS): Assists families to become employed and no longer dependent on public assistance. The Family Self-Sufficiency Program enters into contracts with Voucher participants to provide support services such as education, training, and career development.

Status of FSS participants this month: There were no prospective FSS participants interviewed for the month of November. There were 2 new contracts signed and two contracts were terminated. There are a total of 343 families who have signed contracts for the FSS program. Forty contracts are active. Eleven update meetings were held with FSS participants. One hundred and eighteen families have completed their FSS goals and 53 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 27 escrow accounts. Twenty escrow accounts are active with monthly deposits. The Authority has paid out a total of \$965,039 in escrow funds to tenants who have completed their contract obligations.

Each graduate that successfully completes his or her family obligations on the contract after October 21, 1998, reduces the minimum program size. The original program size of 140 is now reduced to 27.

Unit Inspections

All units that are leased under the Housing Choice Voucher program must pass an initial Housing Quality Standards (HQS) inspection before the Housing Assistance Payments contract is signed, and must pass an annual HQS inspection to continue to receive rental assistance payments. HQS inspections determine that the unit is decent, safe and sanitary, and has passed City building codes.

1. New Leases: There were 38 requests for new lease approvals with 18 units passing and 20 units failing.

Annuals: There were 233 annual inspections conducted this month. One hundred and twenty-one passed and 112 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 130 re-inspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections conducted.

Specials: There were no special inspections conducted this month.

Quality Control: There were no quality control inspections conducted this month. These inspections are required by HUD to ensure that field staff is in compliance with inspection requirements and are conducted by supervisory staff.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2014 November Housing Authority Status Report.



SUSAN EMERY
Assistant City Manager



By: Danny Huynh
Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval



Allan L. Roeder
Interim Director

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

November 2014

I. <u>LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2573</u>	<u>100%</u>
Elderly:	<u>1287</u>	<u>54%</u>
Disabled:	<u>804</u>	<u>33%</u>
Female Head of Household:	<u>1234</u>	<u>53%</u>
Employed:	<u>1054</u>	<u>45%</u>

II. <u>UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	<u>2289</u>	<u>2337</u>	<u>98%</u>	<u>284</u>

III. <u>MONTHLY ACTIVITY BY UNIT SIZE</u>	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>	<u>TOTAL</u>
New Admission					<u>1</u>	<u>1</u>
Annual Reexamination	<u>134</u>	<u>70</u>	<u>17</u>		<u>2</u>	<u>223</u>
Interim Reexamination	<u>35</u>	<u>24</u>	<u>14</u>			<u>73</u>
Portability Move-in (S8 only)						
Portability Move-out (S8 only)						
Other Change of Unit	<u>6</u>	<u>6</u>	<u>3</u>			<u>15</u>
FSS/WtW Addendum Only		<u>1</u>				<u>1</u>
Annual Reexamination Searching (S8)						
Other Adult	<u>2</u>		<u>1</u>			<u>3</u>
Own Business	<u>1</u>			<u>1</u>		<u>2</u>

IV. <u>CURRENT PAYMENT STANDARD</u>	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>
	<u>\$1256</u>	<u>\$1550</u>	<u>\$2121</u>	<u>\$2448</u>	<u>\$926</u>

V. <u>RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$912</u>
Average Tenant Rent:	<u>\$370</u>
Average Contract Rent:	<u>\$1279</u>
Average Annual Income:	<u>\$16369</u>
Hard to House:	<u>13</u>

VI. <u>TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE</u>	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>	<u>TOTAL</u>
	<u>1474</u>	<u>785</u>	<u>263</u>	<u>28</u>	<u>23</u>	<u>2573</u>

Form Completed by:

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Allan L. Roeder
Dept: Interim Director
Subject: RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT - DECEMBER 2014

From: Susan Emery
Dept: Community Development
Date: January 27, 2015

OBJECTIVE

To provide Housing Authority Commissioners the December 2014 Housing Authority Status Report.

BACKGROUND/DISCUSSION

The Housing Choice Voucher Program assists low-income families, senior citizens, and handicapped persons in the payment of their monthly rent. Under this program, a qualified participant pays a portion of his/her adjusted household income for rent. The remainder of the rent is paid by the City's Housing Authority utilizing funds received from the Department of Housing and Urban Development (HUD). The units rented under the program are inspected on an annual basis to ensure that they are decent, safe, sanitary, and have no code violations. Approximately 2,337 senior citizens, disabled persons, and families are funded by the Section 8 Rental Assistance Program.

ANALYSIS

The following is a status report for the month of December 2014.

Program Eligibility

All participants of the Housing Choice Voucher Program must be income eligible. Applicants are ranked on the Waiting List by local preferences. When an applicant is next on the Waiting List, they have an Initial Qualifying (IQ) interview where their eligibility is verified. If they are eligible, they receive a program briefing and their voucher. The Authority replaces those families who terminate from the program as a part of normal turnover. Once on the program, they are recertified for eligibility at least annually and their portion of the rent adjusted according to their income.

1. Initial Qualification (IQ) interviews: Staff conducted 1 Initial Qualification interview (IQ) from the Waiting List and the following:
 - (a) Emergency Situations - 0
 - (b) Referred by a Garden Grove Homeless Shelter - 0
 - (c) Incoming Portability - 5

Briefings: One briefing was conducted this month, and 4 vouchers were issued.

RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT

DECEMBER 2014

JANUARY 27, 2015

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Re-certifications: Staff conducted 179 re-examination interviews with participants to determine continued eligibility. Eighty-seven were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 14 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 9 families who terminated from the program during the month.

2. Family Self-Sufficiency Program (FSS): Assists families to become employed and no longer dependent on public assistance. The Family Self-Sufficiency Program enters into contracts with Voucher participants to provide support services such as education, training, and career development.

Status of FSS participants this month: There was 1 prospective FSS participant interviewed for the month of December. There were no new contracts signed and 1 contract was terminated. There are a total of 343 families who have signed contracts for the FSS program. Thirty-nine contracts are active. Five update meetings were held with FSS participants. One hundred and eighteen families have completed their FSS goals and 53 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 27 escrow accounts. Twenty escrow accounts are active with monthly deposits. The Authority has paid out a total of \$965,039 in escrow funds to tenants who have completed their contract obligations.

Each graduate that successfully completes his or her family obligations on the contract after October 21, 1998, reduces the minimum program size. The original program size of 140 is now reduced to 27.

Unit Inspections

All units that are leased under the Housing Choice Voucher program must pass an initial Housing Quality Standards (HQS) inspection before the Housing Assistance Payments contract is signed, and must pass an annual HQS inspection to continue to receive rental assistance payments. HQS inspections determine that the unit is decent, safe and sanitary, and has passed City building codes.

1. New Leases: There were 43 requests for new lease approvals with 23 units passing and 20 units failing.

Annuals: There were 135 annual inspections conducted this month. Seventy-one passed and 64 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 123 re-inspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections conducted.

Specials: There were no special inspections conducted this month.

Quality Control: There were no quality control inspections conducted this month. These inspections are required by HUD to ensure that field staff is in compliance with inspection requirements and are conducted by supervisory staff.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2014 December Housing Authority Status Report.




SUSAN EMERY
Assistant City Manager



By: Danny Huynh
Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval



Allan L. Roeder
Interim Director

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

December 2014

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2585</u>	<u>100%</u>
Elderly:	<u>1291</u>	<u>50%</u>
Disabled:	<u>810</u>	<u>31%</u>
Female Head of Household:	<u>1242</u>	<u>48%</u>
Employed:	<u>1078</u>	<u>42%</u>

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	<u>2298</u>	<u>2337</u>	<u>98%</u>	<u>287</u>

III. MONTHLY ACTIVITY BY UNIT SIZE

	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>	<u>TOTAL</u>
New Admission						
Annual Reexamination	<u>94</u>	<u>56</u>	<u>18</u>	<u>3</u>	<u>1</u>	<u>172</u>
Interim Reexamination	<u>58</u>	<u>25</u>	<u>15</u>	<u>1</u>		<u>99</u>
Portability Move-in (S8 only)		<u>1</u>				<u>1</u>
Portability Move-out (S8 only)						
Other Change of Unit	<u>4</u>	<u>2</u>	<u>2</u>			<u>8</u>
FSS/WtW Addendum Only						
Annual Reexamination Searching (S8)						
Other Adult	<u>1</u>	<u>2</u>				<u>3</u>
Own Business		<u>1</u>				<u>1</u>

<u>IV. CURRENT PAYMENT STANDARD</u>	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>
	<u>\$1256</u>	<u>\$1550</u>	<u>\$2121</u>	<u>\$2448</u>	<u>\$926</u>

V. RENTS AND INCOME

	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$914</u>
Average Tenant Rent:	<u>\$373</u>
Average Contract Rent:	<u>\$1283</u>
Average Annual Income:	<u>\$16367</u>
Hard to House:	<u>8</u>

VI. TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE

	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>	<u>TOTAL</u>
	<u>1478</u>	<u>791</u>	<u>265</u>	<u>28</u>	<u>23</u>	<u>2585</u>

Form Completed by: