

# City of Garden Grove

## **INTER-DEPARTMENT MEMORANDUM**

To: Matthew Fertal  
Dept: Director  
Subject: HOUSING AUTHORITY STATUS  
REPORT – OCTOBER, 2007

From: Susan Emery  
Dept: Community  
Development  
Date: November 27, 2007

### OBJECTIVE

To provide Housing Authority Commissioners with a summary of October's activities.

### BACKGROUND

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 2,300 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 October 2007.

#### 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 no Initial Qualifying interviews (IQs) from the Waiting List and the following:
  - (a) Emergency Situations - 1
  - (b) Referred by a Garden Grove Homeless Shelter – 0
  - (c) Incoming Portability - 4

Briefings: Two briefings were conducted this month, with 21 vouchers issued.

Re-certifications: Staff conducted 168 re-examination interviews with participants to determine continued eligibility. Ninety-one families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 18 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 4 families who terminated from the program during the month.

2. Family Self-Sufficiency Program: 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: One prospective FSS participant was interviewed for the month of October. There were no new contracts signed and one contract was terminated. There are a total of 277 families who have signed contracts for the FSS program. Fifty-nine contracts are active. There were 13 update meetings held with FSS participants. Eighty-nine families have completed their FSS goals and forty-nine of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 43 escrow accounts. Thirty-four escrow accounts are active with monthly deposits. The Authority has paid out a total of \$646,383 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 68.

#### 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 49 requests for new lease approvals with 14 units passing and 35 units failing.

Annuals: There were 200 annual inspections conducted this month. Eighty-five units passed and 115 units failed to meet Housing Quality

Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Reinspections: There were 161 reinspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections requested by either the tenant or owner this month.

Specials: There were two special inspections conducted this month in conjunction with the HOME Program.

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.

#### COMMUNITY VISION IMPLEMENTATION

Seek to ensure quality housing opportunities in the community, without unduly burdening existing residents.

#### RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2007 October Housing Authority Status Report

SUSAN EMERY  
Community Development Director

By: Mary Ann Hamamura  
Deputy Director

Attachment 1: Statistical Report