

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal From: Susan Emery  
Dept: Director Dept: Community Development  
Subject: HOUSING AUTHORITY STATUS REPORT - NOV 2010 Date: January 25, 2011

OBJECTIVE

To provide Housing Authority Commissioners with a summary of November'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 2,337 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 2010.

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 13 Initial Qualifying 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 - 4

## HOUSING AUTHORITY STATUS REPORT

NOV 2010

January 25, 2011

Page 2

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

Re-certifications: Staff conducted 215 re-examination interviews with participants to determine continued eligibility. Eighty-five families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 22 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 3 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: There were 4 prospective FSS participants interviewed for the month of November. There were 3 new contracts signed and no contract was terminated. There are a total of 308 families who have signed contracts for the FSS program. Forty contracts are active. Eleven update meetings were held with FSS participants. One hundred and six families have completed their FSS goals and 52 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 24 escrow accounts. Sixteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$828,752 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 38.

### 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 41 requests for new lease approvals with 17 units passing and 24 units failing.

Annuals: There were 286 annual inspections conducted this month. One hundred and fifty-one units passed and 135 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

HOUSING AUTHORITY STATUS REPORT

NOV 2010

January 25, 2011

Page 3

Reinspections: There were 152 re-inspections conducted on units that failed their first inspection.

Move-out: There was no move-out inspection conducted.

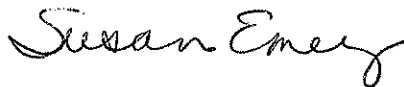
Specials: There was no special inspection conducted this month.

Quality Control: There were 3 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.

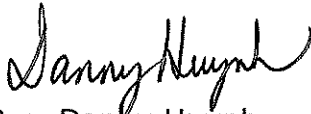
RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2010 November Housing Authority Status Report



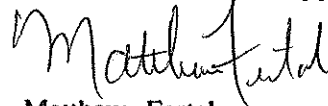
SUSAN EMERY  
Community Development Director



By: Danny Huynh  
Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval



Matthew Fertal  
Director

**GARDEN GROVE HOUSING AUTHORITY**  
**"STATISTICAL REPORT"**

November 2010

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	2568	100%
Elderly:	1584	62%
Disabled:	1196	47%
Female Head of Household:	1998	78%
Employed:	1883	73%

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	2300	2337	98%	268

**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	2					2
Annual Reexamination	129	74	15	1	1	220
Interim Reexamination	24	39	17	2	1	83
Portability Move-In	3		1			4
Portability Move-Out	1		1			2
End Participation	4	4	1			9
Other Change of Unit	12	4	4			20
Annual Reexamination Searching	2	4	1			7

<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>
	\$1256	\$1498	\$2121	\$2360	\$865

<u>V. RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	\$885
Average Tenant Rent:	\$346
Average Contract Rent:	\$1223
Average Annual Income:	\$15787
Hard to House:	15

<u>VI. 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>
	1300	886	323	36	23	2568

Form Completed by: Linda Middendorf

# City of Garden Grove

## INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal                                          From: Susan Emery  
Dept: Director                                                          Dept: Community Development  
Subject: HOUSING AUTHORITY STATUS                  Date: January 25, 2011  
REPORT - DEC 2010

### OBJECTIVE

To provide Housing Authority Commissioners with a summary of December'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 2,337 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 2010.

#### 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 22 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 - 3

## HOUSING AUTHORITY STATUS REPORT

DEC 2010

January 25, 2011

Page 2

Briefings: Two briefings were conducted this month, and 19 vouchers were issued.

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

Moves: Staff met with 22 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 3 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: There was no prospective FSS participant interviewed for the month of December. There was no new contract signed and 3 contracts were terminated. There are a total of 308 families who have signed contracts for the FSS program. Thirty-eight contracts are active. Six update meetings were held with FSS participants. One hundred and six families have completed their FSS goals and 52 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 24 escrow accounts. Sixteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$828,752 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 38.

### 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 27 requests for new lease approvals with 12 units passing and 15 units failing.

Annuals: There were 184 annual inspections conducted this month. Ninety units passed and 94 units failed to meet Housing Quality Standards (HQS) and

HOUSING AUTHORITY STATUS REPORT

DEC 2010

January 25, 2011

Page 3

code requirements. The owners were requested to make the necessary repairs.

Reinspections: There were 143 re-inspections conducted on units that failed their first inspection.

Move-out: There was no move-out inspection conducted.

Specials: There was no special inspection conducted this month.

Quality Control: There were 8 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.

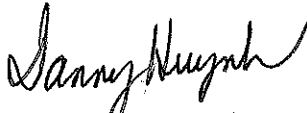
RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2010 December Housing Authority Status Report



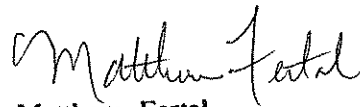
SUSAN EMERY  
Community Development Director



By: Danny Huynh  
Housing Authority Manager

Attachment 1: Statistical Report

**Recommended for Approval**



**Matthew Feral**  
Director

**GARDEN GROVE HOUSING AUTHORITY**  
**"STATISTICAL REPORT"**

December 2010

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	2538	100%
Elderly:	1592	63%
Disabled:	1199	47%
Female Head of Household:	2009	79%
Employed:	1885	74%

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	2270	2337	97%	268

**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	1	1				2
Annual Reexamination	88	52	21	4	1	166
Interim Reexamination	31	34	25	3	1	94
Portability Move-In	3		2	1		6
Portability Move-Out	2	2				4
End Participation	11	7	5	1		24
Other Change of Unit	7	9	3			19
Annual Reexamination Searching		1	1			2
Other Change of Unit		1				1

<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>
	\$1256	\$1498	\$2121	\$2360	\$865

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Hard to House:	15

<u>VI. 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>
	1287	875	318	35	23	2538

Form Completed by: Linda Middendorf

*1/1 Sat 1/2 Sun*