City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From:

Susan Emery

Dept:

Director

Dept:

Community Development

Subject:

HOUSING AUTHORITY STATUS

Date:

August 23, 2011

REPORT - JUNE 2011

OBJECTIVE

To provide Housing Authority Commissioners with a summary of June'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.

<u>ANALYSIS</u>

The following is a status report for the month of June 2011.

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. <u>Initial Qualification (IQ) interviews</u>: Staff conducted 9 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 7

HOUSING AUTHORITY STATUS REPORT JUNE 2011 August 23, 2011 Page 2

<u>Briefings</u>: Two briefings were conducted this month, and 13 vouchers were issued.

<u>Re-certifications</u>: Staff conducted 178 re-examination interviews with participants to determine continued eligibility. Two hundred and seven families 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.

<u>Terminations</u>: There were four families who terminated from the program during the month.

2. <u>Family Self-Sufficiency Program</u>: 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 June. There were no new contracts signed and no contract was terminated. There are a total of 313 families who have signed contracts for the FSS program. Thirty-nine contracts are active. Nine update meetings were held with FSS participants. One hundred and seven 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. Ten escrow accounts are active with monthly deposits. The Authority has paid out a total of \$836,603 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 37.

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. <u>New Leases</u>: There were 81 requests for new lease approvals with 38 units passing and 43 units failing.

Annuals: There were 211 annual inspections conducted this month. Ninety-seven units passed and 114 units failed to meet Housing Quality Standards

HOUSING AUTHORITY STATUS REPORT JUNE 2011 August 23, 2011 Page 3

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

<u>Reinspections</u>: There were 196 re-inspections conducted on units that failed their first inspection.

<u>Move-out</u>: There were no move-out inspections conducted.

Specials: There were no special inspections conducted this month.

Quality Control: There were 12 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 2011 June Housing Authority Status Report

SUSAN EMERY

Community Development Director

By: Dann∜ Huynh

Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval

Matthew Fertal

Director

GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

June 2011

| I. | LEASED FAMILIES Total Participating Families: Elderly: Disabled: Female Head of Household: Employed: | 2573 1665 1243 2108 1958 | | 100% 65% 48% 82% 76% | | · | |
|-----|---|--------------------------------------|----------|---|---|---|------------|
| Ш. | UNITS UNDER LEASE | UNITS LEASED | TOTAL U | ATED I | % <u>EASED</u> 100% | PORT IN ADMINISTEE | <u>RED</u> |
| | | • | | | | | |
| Ш | MONTHLY ACTIVITY BY UNIT SIZE | ZE 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | MOBILE HOME | TOTAL |
| | New Admission | 9 | 4 | 1 | | | 14 |
| | Annual Reexamination | 93 | 71 | 21 | 1 | -2 | 188 |
| | Interim Reexamination | 22 | 21 | 13 | 1 | 1 | 58 |
| | Portability Move-In | 3 | 1 | | *************************************** | | 4 |
| | Portability Move-Out | | 1 | | | | 1 |
| | End Participation | 4 | 2 | | | | 6 |
| | Other Change of Unit | 7 | 8 | 4 | | *************************************** | 19 |
| | Annual Reexamination Searching | 2 | 3 | 1 | | | 6 |
| | • | | | | | | |
| | | | | *************************************** | | | |
| IV. | CURRENT PAYMENT STANDARD | 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | MOBILE HOME | |
| | | \$1256 | \$1498 | \$2121 | \$2360 | \$865 | |
| v. | RENTS AND INCOME | • | VOUCHERS | | | | • |
| | Average HAP Payment: | | \$895 | | | | |
| | Average Tenant Rent: | | \$345 | | | | |
| | Average Contract Rent: Average Annual Income: | | \$1238 | | | | |
| | Hard to House: | | \$15859 | | • | | |
| | | | 16 | | | | |
| | TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE | 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | MOBILE HOME | TOTAL |
| | | 1328 | 869 | 318 | 35 | 23 | 2573 |
| | | | | | | | |

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Susan Emery

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REPORT - JULY 2011

OBJECTIVE

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BACKGROUND

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ANALYSIS

The following is a status report for the month of July 2011.

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. <u>Initial Qualification (IQ) interviews</u>: Staff conducted 2 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 8

HOUSING AUTHORITY STATUS REPORT JULY 2011 August 23, 2011 Page 2

<u>Briefings</u>: No briefings were conducted this month, and no vouchers were issued.

<u>Re-certifications</u>: Staff conducted 211 re-examination interviews with participants to determine continued eligibility. One hundred and nineteen families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 19 tenants currently on the program that were moving and were briefed on move procedures.

<u>Terminations</u>: There were three families who terminated from the program during the month.

2. <u>Family Self-Sufficiency Program</u>: 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 two prospective FSS participants interviewed for the month of July. There was one new contract signed and no contract was terminated. There are a total of 314 families who have signed contracts for the FSS program. Forty contracts are active. Thirteen update meetings were held with FSS participants. One hundred and seven 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 23 escrow accounts. Thirteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$836,603 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 37.

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. <u>New Leases</u>: There were 46 requests for new lease approvals with 21 units passing and 25 units failing.

Annuals: There were 219 annual inspections conducted this month. Eightynine units passed and 130 units failed to meet Housing Quality Standards

HOUSING AUTHORITY STATUS REPORT JULY 2011 August 23, 2011 Page 3

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

<u>Reinspections</u>: There were 146 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 12 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 2011 July Housing Authority Status Report

SUSAN EMERY

Community Development Director

By: Danny Huynh

Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval

Maitnew Fertal

Directo

GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

July 2011

| I. | LEASED FAMILIES | NUMBER | | FAMILIES | | | | |
|------|---|-----------------|--------------------------|----------|---|---|-------|--|
| | Total Participating Families: | 2597 | | 100% | | | | |
| | Elderly: | 1682 | • | 65% | | | | |
| | Disabled: | 1250 | | 48% | | | | |
| | Female Head of Household: | 2116 | • | 81% | | | • | |
| | Employed: | 1965 | | 76% | | 4 | | |
| | Employee. | | | 7070 | | • | | |
| U | . UNITS UNDER LEASE | UNITS LEASED | TOTAL UNITS ALLOCATED | | % EASED | PORT IN ADMINISTERED | | |
| | | 2364 | 2337 | - | 101% | 233 | | |
| 11 | I. MONTHLY ACTIVITY BY UNIT SI | | | | | MOBILE | | |
| | | 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | HOME | TOTAL | |
| | New Admission | 8 | 5 | 2 | *************************************** | *************************************** | 15 | |
| • | Annual Reexamination | 109 | 73 | 27 | | | 210 | |
| | Interim Reexamination | 84 | 48 | 19 | 1 | 3 | 155 | |
| | Portability Move-In | <u> </u> | 2 | | pper production of the second | | 3 | |
| | Portability Move-Out | 3 | 2 | | | | 5 | |
| | End Participation | 3 | 4 | | | | 7 | |
| | Other Change of Unit | 6 | 5 | 3 | 1 | | 15 | |
| | Annual Reexamination Searching | 2 | 2 | | 1 | *************************************** | 5 | |
| | | A | | | | | | |
| · IV | . <u>CURRENT PAYMENT STANDARD</u> | 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | MOBILE . HOME | | |
| | | \$1256 | \$1498 | \$2121 | \$2360 | \$865 | | |
| | | | | | | | | |
| V. | RENTS AND INCOME | | VOUCHERS | | | | | |
| | Average HAP Payment: | | \$895 | | | | | |
| | Average Tenant Rent: | | \$346 | | | | | |
| | Average Contract Rent: | | \$1239 | | | | | |
| | Average Annual Income: Hard to House: | | \$15804 | | | | | |
| | martin in mouse. | | 17 | | | | | |
| VI | . TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE | 1-BEDRM | 2-BEDRM | 3-BEDRM | 4+BEDRM | MOBILE HOME | TOTAL | |
| | | 1345 | 877 | 318 | 34 | 23 | 2597 | |
| | | | | | | | | |

Form Completed by: Linda Middendorf