

## City of Garden Grove

### INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal                      From: Susan Emery  
Dept: Director                              Dept: Community Development  
Subject: HOUSING AUTHORITY STATUS      Date: September 27, 2011  
REPORT - AUGUST 2011

#### OBJECTIVE

To provide Housing Authority Commissioners with a summary of August'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 August 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. Initial Qualification (IQ) interviews: Staff conducted 10 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 - 9

## HOUSING AUTHORITY STATUS REPORT

August 2011

September 27, 2011

Page 2

Briefings: One briefing was conducted this month, and one voucher was issued.

Re-certifications: Staff conducted 245 re-examination interviews with participants to determine continued eligibility. Ninety-three families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 17 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were two 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 no prospective FSS participants interviewed for the month of August. There were no new contracts 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. Seven 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. New Leases: There were 43 requests for new lease approvals with 21 units passing and 23 units failing.

Annuals: There were 235 annual inspections conducted this month. One hundred and fifty units passed and 85 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

# HOUSING AUTHORITY STATUS REPORT

August 2011

September 27, 2011

Page 3

Reinspections: There were 215 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.

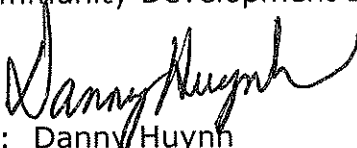
## RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2011 August Housing Authority Status Report



SUSAN EMERY  
Community Development Director



By: Danny Huynh  
Housing Authority Manager

Attachment 1: Statistical Report

**Recommended for Approval**

  
Matthew Ferial  
Director

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

August 2011

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	2605	100%
Elderly:	1697	65%
Disabled:	1254	48%
Female Head of Household:	2122	81%
Employed:	1969	76%

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	2366	2337	101%	239

## 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	44	17	5			66
Annual Reexamination	100	58	23	3	1	185
Interim Reexamination	43	35	6			84
Portability Move-In	1	3	1			5
Portability Move-Out	2	1	1	1		5
End Participation	4	1	1			6
Other Change of Unit	8	5	3			16
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

## V. RENTS AND INCOME

	<u>VOUCHERS</u>
Average HAP Payment:	\$893
Average Tenant Rent:	\$348
Average Contract Rent:	\$1241
Average Annual Income:	\$15838
Hard to House:	41

## 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>
1342	887	319	34	23	2605

Form Completed by: Linda Middendorf