

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

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|----------|--|-------|-----------------------|
| To: | Matthew J. Fertal | From: | Susan Emery |
| Dept: | Director | Dept: | Community Development |
| Subject: | HOUSING AUTHORITY STATUS REPORT – AUGUST 2012 | Date: | September 25, 2012 |

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 2012.

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 20 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 - 2

Briefings: One briefing was conducted this month, and 5 vouchers were issued.

Re-certifications: Staff conducted 237 re-examination interviews with participants to determine continued eligibility. Ninety-two families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 24 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 2 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 August. There was 1 new contract signed and no contracts were terminated. There are a total of 324 families who have signed contracts for the FSS program. Thirty-eight contracts are active. Ten update meetings were held with FSS participants. One hundred and twelve 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 20 escrow accounts. Fourteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$872,302 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 32.

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 30 requests for new lease approvals with 10 units passing and 20 units failing.

Annuals: There were 292 annual inspections conducted this month. One hundred and eighty-two units passed and 110 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 148 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 2012 August 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"

August 2012

| <u>I. LEASED FAMILIES</u> | <u>NUMBER</u> | <u>FAMILIES</u> |
|-------------------------------|---------------|-----------------|
| Total Participating Families: | 2620 | 100% |
| Elderly: | 1813 | 69% |
| Disabled: | 1312 | 50% |
| Female Head of Household: | 2250 | 86% |
| Employed: | 2029 | 77% |

| <u>II. UNITS UNDER LEASE</u> | <u>UNITS LEASED</u> | <u>TOTAL UNITS ALLOCATED</u> | <u>% LEASED</u> | <u>PORT IN ADMINISTERED</u> |
|------------------------------|---------------------|------------------------------|-----------------|-----------------------------|
| | 2316 | 2337 | 99% | 304 |

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 | 8 | 1 | 3 | | | 12 |
| Annual Reexamination | 130 | 65 | 25 | 4 | 1 | 225 |
| Interim Reexamination | 32 | 36 | 12 | 1 | 2 | 83 |
| Portability Move-In | 4 | 3 | 2 | | | 9 |
| Portability Move-Out | 1 | 2 | 1 | | | 4 |
| End Participation | 4 | | 2 | | | 6 |
| Other Change of Unit | 8 | 3 | 1 | 1 | | 13 |
| Annual Reexamination Searching | 4 | 5 | 1 | 1 | | 11 |

| <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 | \$2448 | \$865 |

| <u>V. RENTS AND INCOME</u> | <u>VOUCHERS</u> |
|----------------------------|-----------------|
| Average HAP Payment: | \$910 |
| Average Tenant Rent: | \$347 |
| Average Contract Rent: | \$1251 |
| Average Annual Income: | \$15816 |
| 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> |
|---|----------------|----------------|----------------|----------------|--------------------|--------------|
| | 1384 | 867 | 310 | 35 | 24 | 2620 |

Form Completed by: Linda Middendorf