

Garden Grove Housing Authority
INTER-DEPARTMENT MEMORANDUM

To:	Matthew J. Fertal	From:	Susan Emery
Dept:	Director	Dept:	Community Development
Subject:	ADOPTION OF THE 2013 REVISED ADMINISTRATIVE PLAN	Date:	February 26, 2013

OBJECTIVE

To recommend adoption of the February 2013 revised Administrative Plan for the Garden Grove Housing Authority.

BACKGROUND

The Department of Housing and Urban Development (HUD) requires Housing Authorities that administer a Housing Choice Voucher Program (HCV) to adopt an Administrative Plan. The purpose of the plan is to outline the Authority's policies and procedures in the administration of the HCV Program. The plan has undergone numerous updates and revisions to accommodate regulatory changes in the program, to improve procedures, and to clarify policies. Revisions to the Administrative Plan require the approval from the Housing Authority Commission. The last revision was approved in November 2008.

The revised Administrative Plan includes language responding to new HUD policies such as: Verification of income and assets; domestic violence; carbon monoxide devices; insufficient funding; rent increases, and termination of assistance.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the Housing Authority:

- Adopt the February 2013 revised Administrative Plan


SUSAN EMERY
Community Development Director

By: Danny Huynh
Housing Authority Manager

Recommended for Approval

Matthew Fertal
Director