

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew J. Fertal                      From: Susan Emery  
Dept: Director                              Dept: Community Development  
Subject: HOUSING AUTHORITY STATUS    Date: May 28, 2013  
REPORT - APRIL 2013

OBJECTIVE

To provide Housing Authority Commissioners with a summary of April's activities.

BACKGROUND/DISCUSSION

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 April 2013.

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 during which 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 no 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 - 5

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Briefings: No briefings were conducted this month, and no vouchers were issued.

Re-certifications: Staff conducted 222 re-examination interviews with participants to determine continued eligibility. Eighty-three families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 16 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were no 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 April. There was 1 new contract signed and no contracts were terminated. There are a total of 332 families who have signed contracts for the FSS program. Forty-one contracts are active. Five update meetings were held with FSS participants. One hundred and fourteen 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 17 escrow accounts. Thirteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$926,999 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 30.

### 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.

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1. New Leases: There were 25 requests for new lease approvals with 15 units passing and 10 units failing.

Annuals: There were 231 annual inspections conducted this month. One hundred and eleven units passed and 120 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 168 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 8 quality control inspections conducted this month. These inspections are required by HUD to ensure that field staff are in compliance with inspection requirements and are conducted by supervisory staff.

FINANCIAL IMPACT

None.

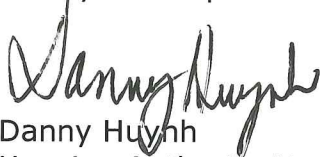
RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2013 April Housing Authority Status Report.



SUSAN EMERY  
Community Development Director



By: Danny Huynh  
Housing Authority Manager

Recommended for Approval



Matthew Fertal  
Director

Attachment 1: Statistical Report

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

April 2013

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	2626	100%
Elderly:	1865	71%
Disabled:	1321	50%
Female Head of Household:	2288	87%
Employed:	2038	78%

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	2309	2337	99%	317

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						
Annual Reexamination	99	70	24	2	2	197
Interim Reexamination	16	36	8	2	1	63
Portability Move-In	3	3	1			7
Portability Move-Out	1		1	1		3
End Participation	4					4
Other Change of Unit	10	8	2	1		21
Annual Reexamination Searching	5		1			6

<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	\$881

<u>V. RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	\$911
Average Tenant Rent:	\$355
Average Contract Rent:	\$1261
Average Annual Income:	\$15949
Hard to House:	10

<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>
	1421	848	298	35	24	2626

Form Completed by: Linda Middendorf