

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew J. Fertal                      From: Susan Emery  
Dept: Director                              Dept: Community Development  
Subject: RECEIVE AND FILE THE        Date: January 28, 2014  
             HOUSING AUTHORITY STATUS  
             REPORT – NOVEMBER 2013

OBJECTIVE

To provide Housing Authority Commissioners with a summary of November'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 November 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 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 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 - 0

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

Re-certifications: Staff conducted 196 re-examination interviews with participants to determine continued eligibility. Ninety-six families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 8 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 4 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 were 3 prospective FSS participants interviewed for the month of November. There were two new contracts signed and 1 contract was terminated. There are a total of 336 families who have signed contracts for the FSS program. Thirty-nine contracts are active. Seven update meetings were held with FSS participants. One hundred and seventeen 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 25 escrow accounts. Nineteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$933,500 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.

1. New Leases: There were 13 requests for new lease approvals with 6 units passing and 7 units failing.

Annuals: There were 241 annual inspections conducted this month. One hundred and twenty-nine units passed and 112 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 117 re-inspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections conducted.

Specials: There were no inspections conducted this month.

Quality Control: There were 4 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.

#### FINANCIAL IMPACT

None.

#### RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2013 November Housing Authority Status Report



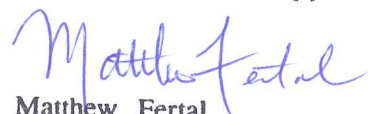
SUSAN EMERY  
Community Development Director



By: Danny Huynh  
Housing Authority Manager

Attachment 1: Statistical Report

Recommended for Approval



Matthew Ferial  
Director



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

November 2013

<b>I. LEASED FAMILIES</b>	<b>NUMBER</b>	<b>FAMILIES</b>				
Total Participating Families:	<u>2532</u>	<u>100%</u>				
Elderly:	<u>1292</u>	<u>53%</u>				
Disabled:	<u>814</u>	<u>33%</u>				
Female Head of Household:	<u>1281</u>	<u>52%</u>				
Employed:	<u>1088</u>	<u>44%</u>				
<b>II. UNITS UNDER LEASE</b>	<b>UNITS LEASED</b>	<b>TOTAL UNITS ALLOCATED</b>	<b>% LEASED</b>	<b>PORT IN ADMINISTERED</b>		
	<u>2239</u>	<u>2337</u>	<u>96%</u>	<u>293</u>		
<b>III. MONTHLY ACTIVITY BY UNIT SIZE</b>	<b>1-BEDRM</b>	<b>2-BEDRM</b>	<b>3-BEDRM</b>	<b>4+BEDRM</b>	<b>MOBILE HOME</b>	<b>TOTAL</b>
New Admission						
Annual Reexamination	<u>147</u>	<u>68</u>	<u>16</u>	<u>1</u>	<u>2</u>	<u>234</u>
Interim Reexamination	<u>24</u>	<u>34</u>	<u>14</u>	<u>1</u>	<u>1</u>	<u>74</u>
Portability Move-in (S8 only)						
Portability Move-out (S8 only)						
Other Change of Unit	<u>2</u>	<u>2</u>	<u>3</u>			<u>7</u>
FSS/WtW Addendum Only						
Annual Reexamination Searching (S8)						
Issuance of Voucher (S8 only)						
MTCS Void						
Other Adult	<u>3</u>	<u>3</u>	<u>1</u>			<u>7</u>
Own Business		<u>1</u>		<u>1</u>		<u>2</u>
<b>IV. CURRENT PAYMENT STANDARD</b>	<b>1-BEDRM</b>	<b>2-BEDRM</b>	<b>3-BEDRM</b>	<b>4+BEDRM</b>	<b>MOBILE HOME</b>	
	<u>\$1256</u>	<u>\$1498</u>	<u>\$2121</u>	<u>\$2448</u>	<u>\$881</u>	
<b>V. RENTS AND INCOME</b>	<b>VOUCHERS</b>					
Average HAP Payment:	<u>\$908</u>					
Average Tenant Rent:	<u>\$356</u>					
Average Contract Rent:	<u>\$1264</u>					
Average Annual Income:	<u>\$16055</u>					
Hard to House:	<u>4</u>					
<b>VI. TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE</b>	<b>1-BEDRM</b>	<b>2-BEDRM</b>	<b>3-BEDRM</b>	<b>4+BEDRM</b>	<b>MOBILE HOME</b>	<b>TOTAL</b>
	<u>1380</u>	<u>827</u>	<u>274</u>	<u>28</u>	<u>23</u>	<u>2532</u>

Form Completed by:



**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew J. Fertal                      From: Susan Emery  
Dept: Director                                  Dept: Community Development  
Subject: RECEIVE AND FILE THE          Date: January 28, 2014  
HOUSING AUTHORITY STATUS  
REPORT - DECEMBER 2013

**OBJECTIVE**

To provide Housing Authority Commissioners with a summary of December'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 December 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 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 no Initial Qualification interviews (IQs) from the Waiting List and the following:

RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT

DECEMBER 2013

JANUARY 28, 2014

Page 2

- (a) Emergency Situations - 0
- (b) Referred by a Garden Grove Homeless Shelter - 0
- (c) Incoming Portability - 0

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

Re-certifications: Staff conducted 178 re-examination interviews with participants to determine continued eligibility. Sixty-five families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 8 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 4 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 December. There were no new contracts signed and no contracts were terminated. There are a total of 336 families who have signed contracts for the FSS program. Thirty-nine contracts are active. Four update meetings were held with FSS participants. One hundred and seventeen 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 25 escrow accounts. Eighteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$954,318 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.

1. New Leases: There were 14 requests for new lease approvals with 7 units passing and 7 units failing.

Annuals: There were 219 annual inspections conducted this month. One hundred and sixteen units passed and 103 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 147 re-inspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections conducted.

Specials: There were no inspections conducted this month.

Quality Control: There were 9 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.

#### FINANCIAL IMPACT

None.

#### RECOMMENDATION

It is recommended that the Housing Authority Commissioners:


- Receive and file the 2013 December 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 HOUSE

"STATISTICAL REVIEW"

December 2013

I. <u>LEASED FAMILIES</u>		<u>NUMBER</u>	<u>FAMILIES</u>	
Total Participating Families:		<u>2548</u>	<u>100%</u>	
Elderly:		<u>1277</u>	<u>53%</u>	
Disabled:		<u>800</u>	<u>33%</u>	
Female Head of Household:		<u>1277</u>	<u>53%</u>	
Employed:		<u>1073</u>	<u>44%</u>	

II. <u>UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	<u>2240</u>	<u>2337</u>	<u>96%</u>	<u>308</u>

III. <u>MONTHLY ACTIVITY BY UNIT 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>
New Admission							
Annual Reexamination		<u>94</u>	<u>53</u>	<u>23</u>	<u>1</u>	<u>1</u>	<u>172</u>
Interim Reexamination		<u>57</u>	<u>33</u>	<u>9</u>	<u>3</u>	<u>1</u>	<u>103</u>
Portability Move-in (S8 only)							
Portability Move-out (S8 only)							
Other Change of Unit		<u>3</u>	<u>4</u>	<u>1</u>	<u>1</u>		<u>9</u>
Issuance of Voucher (S8 only)							
MTCS Void							
Other Adult		<u>1</u>					<u>1</u>
Own Business		<u>2</u>	<u>3</u>				<u>5</u>

IV. <u>CURRENT PAYMENT STANDARD</u>	<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>
	<u>\$1256</u>	<u>\$1498</u>	<u>\$2121</u>	<u>\$2448</u>	<u>\$881</u>

V. <u>RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$904</u>
Average Tenant Rent:	<u>\$359</u>
Average Contract Rent:	<u>\$1262</u>
Average Annual Income:	<u>\$16074</u>
Hard to House:	<u>6</u>

VI. <u>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>
		<u>1388</u>	<u>833</u>	<u>276</u>	<u>28</u>	<u>23</u>	<u>2548</u>

Form Completed by: