

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal From: Susan Emery
Dept: Director Dept: Community Development
Subject: HOUSING AUTHORITY STATUS REPORT - NOVEMBER, 2008 Date: January 27, 2009

OBJECTIVE

To provide Housing Authority Commissioners with a summary of November'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 2,300 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 2008.

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 one Initial Qualifying interview (IQs) from the Waiting List and the following: (a) Emergency Situations - 0 (b) Referred by a Garden Grove Homeless Shelter - 0 (c) Incoming Portability - 3

Briefings: Three briefings were conducted this month, and 26 vouchers were issued.

Re-certifications: Staff conducted 215 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 19 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: 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: No prospective FSS participants were interviewed for the month of November. There were no new contracts signed and one contract was terminated. There are a total of 285 families who have signed contracts for the FSS program. Thirty-six contracts are active. There were 10 update meetings held with FSS participants. One hundred and two 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 24 escrow accounts. Twelve escrow accounts are active with monthly deposits. The Authority has paid out a total of \$792,603 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 42.

#### 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 41 requests for new lease approvals with 16 units passing and 25 units failing.

Annuals: There were 240 annual inspections conducted this month. One hundred seventeen units passed and 123 units failed to meet Housing Quality

Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Reinspections: There were 138 reinspections conducted on units that failed their first inspection.

Move-out: There were no move-out inspections requested by either the tenant or owner this month.

Specials: There was one special inspection conducted this month and two inspections for the First-time Homebuyers Program.

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.

#### COMMUNITY VISION IMPLEMENTATION

Seek to ensure quality housing opportunities in the community, without unduly burdening existing residents.

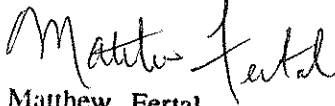
#### RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2008 November Housing Authority Status Report

  
SUSAN EMERY  
Community Development Director

  
By: Mary Ann Hamamura  
Deputy Director

Recommended for Approval  
  
Matthew Ferial  
Director

Attachment 1: Statistical Report

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

November 2008

| <u>I. LEASED FAMILIES</u>     | <u>NUMBER</u> | <u>FAMILIES</u> |
|-------------------------------|---------------|-----------------|
| Total Participating Families: | 2303          | 100%            |
| Elderly:                      | 1189          | 52%             |
| Disabled:                     | 952           | 41%             |
| Female Head of Household:     | 1631          | 71%             |
| Employed:                     | 1685          | 73%             |

| <u>II. UNITS UNDER LEASE</u> | <u>UNITS LEASED</u> | <u>TOTAL UNITS ALLOCATED</u> | <u>% LEASED</u> |
|------------------------------|---------------------|------------------------------|-----------------|
|                              | 2303                | 2337                         | 99%             |

| <u>III. 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                             | 7              | 2              | 1              |                |                    | 10           |
| Annual Reexamination                      | 119            | 59             | 22             |                |                    | 200          |
| Interim Reexamination                     | 15             | 17             | 12             | 1              |                    | 45           |
| Portability Move-In                       | 1              |                |                |                |                    | 1            |
| Portability Move-Out                      |                | 1              |                |                |                    | 1            |
| End Participation                         | 2              | 3              | 1              |                |                    | 6            |
| Other Change of Unit                      | 10             | 7              | 2              | 2              |                    | 21           |
| Annual Reexamination Searching            | 5              | 8              | 3              | 1              |                    | 17           |

| <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> |
|-------------------------------------|----------------|----------------|----------------|----------------|--------------------|
|                                     | \$1197         | \$1436         | \$2054         | \$2360         | \$818              |

| <u>V. RENTS AND INCOME</u> | <u>VOUCHERS</u> |
|----------------------------|-----------------|
| Average HAP Payment:       | \$820           |
| Average Tenant Rent:       | \$369           |
| Average Contract Rent:     | \$1188          |
| Average Annual Income:     | \$16735         |
| Hard to House:             | 16              |

| <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> |
|---|----------------|----------------|----------------|----------------|--------------------|--------------|
|   | 1086           | 846            | 312            | 33             | 26                 | 2303         |

Form Completed by: Linda Middendorf

# City of Garden Grove

## INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal                      From: Susan Emery  
Dept: Director                      Dept: Community Development  
Subject: HOUSING AUTHORITY STATUS      Date: January 27, 2009  
REPORT - DECEMBER, 2008

### OBJECTIVE

To provide Housing Authority Commissioners with a summary of December'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 2,300 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 2008.

#### 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 two Initial Qualifying interviews (IQs) from the Waiting List and the following:
  - (a) Emergency Situations - 0
  - (b) Referred by a Garden Grove Homeless Shelter - 2
  - (c) Incoming Portability - 2

Briefings: One briefing was conducted this month, and 10 vouchers were issued.

Re-certifications: Staff conducted 166 re-examination interviews with participants to determine continued eligibility. Seventy-three families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 12 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: 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: One prospective FSS participant was interviewed for the month of December. There was one new contract signed and three contracts were terminated. There are a total of 286 families who have signed contracts for the FSS program. Thirty-four contracts are active. There were 3 update meetings held with FSS participants. One hundred and three 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. Twelve escrow accounts are active with monthly deposits. The Authority has paid out a total of \$805,679 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 41.

#### 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 39 requests for new lease approvals with 20 units passing and 19 units failing.

Annuals: There were 200 annual inspections conducted this month. Ninety-five units passed and 105 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Reinspections: There were 163 reinspections conducted on units that failed their first inspection.

Move-out: There was one move-out inspection requested by either the tenant or owner this month.

Specials: There were two special inspections conducted this month and five inspections for the First-time Homebuyers Program.

Quality Control: There were twelve 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.

#### COMMUNITY VISION IMPLEMENTATION

Seek to ensure quality housing opportunities in the community, without unduly burdening existing residents.

#### RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2008 December Housing Authority Status Report



SUSAN EMERY  
Community Development Director



By: Mary Ann Hamamura  
Deputy Director

Attachment 1: Statistical Report

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

December 2008

| <u>I. LEASED FAMILIES</u>     | <u>NUMBER</u> | <u>FAMILIES</u> |
|-------------------------------|---------------|-----------------|
| Total Participating Families: | 2322          | 100%            |
| Elderly:                      | 1198          | 52%             |
| Disabled:                     | 955           | 41%             |
| Female Head of Household:     | 1638          | 71%             |
| Employed:                     | 1680          | 72%             |

| <u>II. UNITS UNDER LEASE</u> | <u>UNITS LEASED</u> | <u>TOTAL UNITS ALLOCATED</u> | <u>% LEASED</u> |
|------------------------------|---------------------|------------------------------|-----------------|
|                              | 2322                | 2337                         | 99%             |

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              | 5              |                | 1              |                    | 14           |
| Annual Reexamination           | 51             | 47             | 23             | 2              | 1                  | 124          |
| Interim Reexamination          | 37             | 48             | 17             | 2              | 3                  | 107          |
| Portability Move-In            | 3              |                |                | 1              |                    | 4            |
| Portability Move-Out           | 1              |                |                |                |                    | 1            |
| End Participation              | 1              | 2              | 1              |                |                    | 4            |
| Other Change of Unit           | 5              | 7              | 3              | 1              |                    | 16           |
| Annual Reexamination Searching | 5              | 3              | 2              |                |                    | 10           |

| <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> |
|-------------------------------------|----------------|----------------|----------------|----------------|--------------------|
|                                     | \$1197         | \$1436         | \$2054         | \$2360         | \$818              |

V. RENTS AND INCOME

Average HAP Payment:  
Average Tenant Rent:  
Average Contract Rent:  
Average Annual Income:  
Hard to House:

VOUCHERS

\$824  
\$370  
\$1191  
\$16715  
16

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> |
|--|----------------|----------------|----------------|----------------|--------------------|--------------|
|  | 1095           | 853            | 313            | 35             | 26                 | 2322         |

Form Completed by: Linda Middendorf

*1/1 Holiday*