

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Matthew J. Fertal	From:	Susan Emery
Dept:	Director	Dept:	Community Development
Subject:	HOUSING AUTHORITY STATUS REPORT - JUNE 2012	Date:	July 24, 2012

**OBJECTIVE**

To provide Housing Authority Commissioners with a summary of June’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 June 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 4 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 - 8

## HOUSING AUTHORITY STATUS REPORT

JUNE 2012

July 24, 2012

Page 2

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

Re-certifications: Staff conducted 221 re-examination interviews with participants to determine continued eligibility. One hundred and twenty-six families were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 21 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 5 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 June. There were 2 new contracts signed and 1 contract was terminated. There are a total of 322 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 eleven 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 26 escrow accounts. Fourteen escrow accounts are active with monthly deposits. The Authority has paid out a total of \$871,541 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 33.

### 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.

HOUSING AUTHORITY STATUS REPORT

JUNE 2012

July 24, 2012

Page 3

1. New Leases: There were 44 requests for new lease approvals with 16 units passing and 28 units failing.

Annuals: There were 217 annual inspections conducted this month. One hundred and twelve units passed and 105 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 169 re-inspections conducted on units that failed their first inspection.

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

Specials: There was 1 special inspection 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.

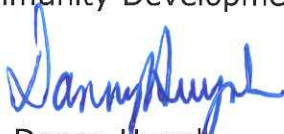
RECOMMENDATION

It is recommended that the Housing Authority Commissioners:

- Receive and file the 2012 June 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"**

June 2012

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	2611	100%
Elderly:	1797	69%
Disabled:	1307	50%
Female Head of Household:	2231	85%
Employed:	2011	77%

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	2318	2337	99%	293

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	18	7	2	1	2	30
Annual Reexamination	109	76	22	1	2	210
Interim Reexamination	16	28	14	1		59
Portability Move-In	2	2	3			7
Portability Move-Out	1					1
End Participation	7	1				8
Other Change of Unit	5	6	2			13
Annual Reexamination Searching	5	3				8

<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

V. RENTS AND INCOME

	<u>VOUCHERS</u>
Average HAP Payment:	\$908
Average Tenant Rent:	\$347
Average Contract Rent:	\$1248
Average Annual Income:	\$15873
Hard to House:	20

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>
	1374	872	307	34	24	2611

Form Completed by: Linda Middendorf