



AGENDA

Garden Grove Housing Authority

Tuesday,
May 23, 2017

6:30 PM

Community Meeting Center, 11300
Stanford Avenue, Garden Grove, CA
92840

Stephanie Klopfenstein
Chair
Thu-Ha Nguyen
Vice Chair
Kris Beard
Commissioner
Carol Beckles
Commissioner
Phat Bui
Commissioner
Steven R. Jones
Commissioner
Kim B. Nguyen
Commissioner
John R. O'Neill
Commissioner
Stephen Solorio
Commissioner

Meeting Assistance: Any person requiring auxiliary aids and services, due to a disability, to address the Housing Authority, should contact the City Clerk's Office 72 hours prior to the meeting to arrange for accommodations. Phone: 714) 741-5040.

Agenda Item Descriptions: Are intended to give a brief, general description of the item. The Housing Authority may take legislative action deemed appropriate with respect to the item and is not limited to the recommended action indicated in staff reports or the agenda.

Documents/Writings: Any revised or additional documents/writings related to an item on the agenda distributed to all or a majority of the Commissioners within 72 hours of a meeting, are made available for public inspection at the same time (1) in the City Clerk's Office at 11222 Acacia Parkway, Garden Grove, CA 92840, during normal business hours; (2) on the City's website as an attachment to the Housing Authority meeting agenda; and (3) at the Council Chamber at the time of the meeting.

Public Comments: Members of the public desiring to address the Housing Authority are requested to complete a **pink speaker card** indicating their name and address, and identifying the subject matter they wish to address. This card should be given to the City Clerk prior to the start of the meeting. General comments are made during "Oral Communications," and should be limited to matters under consideration and/or what the Housing Authority has jurisdiction over. Persons wishing to address the Housing Authority regarding a Public Hearing matter will be called to the podium at the time the matter is being considered.

Manner of Addressing the Housing Authority: After being called by the Chair, you may approach the podium, it is requested that you state your name for the record, and proceed to address the Housing Authority. All remarks and questions should be addressed to the Housing Authority as a whole and not to individual Commissioners or staff members. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the Housing Authority shall be called to order by the Chair. If such conduct continues, the Chair may order the person barred from addressing the Housing Authority any further during that meeting.

Time Limitation: Speakers must limit remarks for a total of (5) five minutes. When any group of persons wishes to address the Housing Authority on the same subject matter, the Chair may request a spokesperson be chosen to represent the group, so as to avoid unnecessary repetition. At the Housing Authority's discretion, a limit on the total amount of time for public comments during Oral Communications and/or a further limit on the time allotted to each speaker during Oral Communications may be set.

PLEASE SILENCE YOUR CELL PHONES DURING THE MEETING.

AGENDA

Open Session

6:30 PM

ROLL CALL: COMMISSIONER BEARD, COMMISSIONER BECKLES,
COMMISSIONER BUI, COMMISSIONER JONES, COMMISSIONER K.
NGUYEN, COMMISSIONER O'NEILL, COMMISSIONER SOLORIO, VICE
CHAIR T. NGUYEN, CHAIR KLOPFENSTEIN

1. ORAL COMMUNICATIONS

2. CONSENT ITEMS

(Consent Items will be acted on simultaneously with one motion unless separate discussion and/or action is requested by a Housing Authority Commissioner.)

2.a. Approval of an Inter-Jurisdictional Mobility Memorandum of Agreement among the Orange County, Anaheim, Garden Grove, and Santa Ana Housing Authorities. *(Action Item)*

2.b. Receive and file the Housing Authority Status Report - April 2017. *(Action Item)*

2.c. Receive and file minutes from the meeting held on April 25, 2017. *(Action Item)*

3. ITEMS FOR CONSIDERATION

4. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

5. ADJOURNMENT

The next Regular Meeting will be held on Tuesday, June 27, 2017, at 6:30 p.m. in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Maria Stipe
Dept.:	Director	Dept.:	City Manager
Subject:	Approval of an Inter-Jurisdictional Mobility Memorandum of Agreement among the Orange County, Anaheim, Garden Grove, and Santa Ana Housing Authorities. (<i>Action Item</i>)		
		Date:	5/23/2017

OBJECTIVE

To seek Housing Authority approval of the Inter-Jurisdictional Mobility Memorandum of Agreement ("MOA") among the Orange County, Anaheim, Garden Grove, and Santa Ana Housing Authorities.

BACKGROUND

The Garden Grove Housing Authority currently operates under an approved MOA with Anaheim and Orange County Housing Authorities, which allows Section 8 participants to move easily within the three jurisdictions with continued assistance. The current MOA was approved by the Garden Grove Housing Authority at their meeting held on November 27, 2012, and has been in effect since December 1, 2012.

DISCUSSION

Once approved by all participating Housing Authorities, the revised MOA will be effective through April 30, 2022. The revision reflects new procedures and regulations that include: Quality Control Inspections and Monitoring; Special Program Inspections; and Exchange of Records and Documents, and also adds the Santa Ana Housing Authority.

FINANCIAL IMPACT

There is no financial impact to the General Fund. Fees will be paid by federal grants received from the Department of Housing and Urban Development.

RECOMMENDATION

It is recommended that the Housing Authority:

- Approve the Inter-Jurisdictional Mobility Memorandum of Agreement among the Orange County, Anaheim, Garden Grove, and Santa Ana Housing Authorities; and
- Authorize the Director to execute the MOA, and any subsequent revisions or amendments on behalf of the Garden Grove Housing Authority.

By Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
MOU	5/2/2017	Cover Memo	Mobility_Agreement_-_May_2017.pdf

**MEMORANDUM OF AGREEMENT
INTER-JURISDICTIONAL MOBILITY**

Among

ORANGE COUNTY HOUSING AUTHORITY

Division of OC Housing & Community Development & Homeless Prevention And

ANAHEIM HOUSING AUTHORITY

And

GARDEN GROVE HOUSING AUTHORITY

And

SANTA ANA HOUSING AUTHORITY

This Memorandum of Agreement, hereinafter referred to as "MOA," entered into on execution date, is by and among the Public Housing Agencies (PHAs) of the Cities of Anaheim, Garden Grove, Santa Ana and the County of Orange, a political subdivision of the State of California, referred to as "PARTY," or collectively as "PARTIES." The Parties agree and understand that each Party is a legally authorized PHA by the State of California to operate within their respective cities and to foster inter-jurisdictional mobility in the administration of the Department of Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program.

RECITALS

WHEREAS, the Housing Choice Voucher (HCV) Program, established pursuant to the provisions of Section 8 of the U.S. Housing Act of 1937, as amended (42 CFR U.S.C. 1437 f) authorizes the payment of rental subsidies to a private owner of housing units on behalf of eligible families who enter into a lease agreement for an eligible unit.

WHEREAS, the authority to enter into this MOA is contained in the following applicable federal regulations for the Housing Choice Voucher (HCV) Program 24 CFR Part 982. These regulations address Portability and related procedures and emphasize that PHAs must provide families with the broadest choice regarding the location of units, both within and outside their respective jurisdictions.

WHEREAS, the PHAs entering into this MOA are public housing agencies located and duly authorized to operate in the State of California.

WHEREAS, each PHA entering into this MOA has also entered into an Annual Contributions Contract (ACC) with HUD. Each PHA is also authorized to administer the Housing Choice Voucher (HCV) Program within its respective jurisdiction.

WHEREAS, the four jurisdictions covered by the PHAs entering into this MOA are located within the geographic boundaries of the County of Orange. These PHAs desire to execute this MOA to promote mobility and freedom of choice for low-income families seeking housing assistance under the Housing Choice Voucher (HCV) Program. This MOA is also intended to simplify, facilitate and improve inter-jurisdictional administration of the Housing Choice Voucher (HCV) Program by eliminating often cumbersome procedures that would otherwise be necessary under Portability requirements.

NOW THEREFORE, the Parties mutually agree as follows:

DEFINITION OF TERMS

For the purposes of this MOA, the following definitions shall apply:

- A. The term "Administrative Plan" is defined as the plan that describes PHA policies for the administration of the Housing Choice Voucher (HCV) Program.
- B. The term "Annual Contributions Contract" (ACC) shall mean a written agreement between HUD and a PHA to provide annual contributions for the purpose of providing Housing Assistance Payments (HAP) and other expenses pursuant to the Housing Choice Voucher (HCV) Program.
- C. The term "Host Jurisdiction" shall mean the jurisdiction of a PHA in Orange County where the Issuing PHA is not otherwise authorized to administer its Housing Choice Voucher Program, but to which an eligible family wishes to move and use a Voucher issued by the Issuing PHA.
- D. The term "Housing Quality Standards" (HQS) shall mean the minimum dwelling unit standards required to protect the health and safety of tenants.
- E. The term "HUD Portability Procedures" shall mean the procedures required by federal regulations governing the use of Vouchers in a jurisdiction of another PHA in the absence of a voluntary MOA between or among these agencies.
- F. The term "Inspection" shall mean examination of a rental unit for compliance with HQS.
- G. The term "Issuing PHA" shall mean a PHA that issued a Voucher to a family participating in the Housing Choice Voucher (HCV) Program in Orange County, California that wishes to move to another PHA's jurisdiction within Orange County (Host PHA).
- H. The term "Jurisdiction" shall mean the geographical area in which a PHA has authority under state and local law to administer the Housing Choice Voucher (HCV) Program.
- I. The term "Mobility" is distinct from Portability and shall mean the movement of Housing Choice Voucher Holders among the four PHAs within the geographic boundaries of the County of Orange, California, the details of which are outlined in this MOA.
- J. The term "Portability" shall mean a Voucher recipient's right to move from one PHA's jurisdiction to another PHA's jurisdiction within the United States and associated territories.
- K. The term "Quality Control Inspection" shall mean any one of the random sample inspections performed by the Host PHA upon request by the Issuing PHA pursuant to Section III (D)(3)(e) to ensure compliance with HUD HQS standards.
- L. The term "Voucher(s)" shall mean a HUD Housing Choice Voucher.

AGREEMENT

The parties to this MOA hereby find and declare that the above Recitals and Definitions of Terms are true and correct, and incorporated herein by this reference.

In consideration of the mutual advantages to be derived from this MOA, the PHAs entering into this MOA agree to the following provisions:

I. Inter-Jurisdictional Program Administration

- A. With the exception of portability and mobility between the Santa Ana and Garden Grove PHAs, the Parties hereby authorize each other to administer the Housing Choice Voucher (HCV) Program within the Host PHA's jurisdictional boundaries, subject to the terms of this MOA.
- B. The Parties shall cooperate with one another to the maximum extent possible including the sharing and exchanging of the information necessary for the effective implementation of this MOA.
- C. The Parties agree that the flat fees included in the Fee Schedule found in Attachment I, incorporated herein by reference, are reasonable for the performance of services required.
- D. Pursuant to this MOA, the Issuing PHA shall retain 100% of its administrative fees under the Housing Choice Voucher (HCV) Program. No administrative fee shall be owed to the Host PHA whenever a family leases a unit within the Host PHA's jurisdiction.

II. PHA Administrative Plans- Generally

The Parties recognize that their respective Administrative Plans may not be identical in all respects and therefore, the Parties agree that, except as set forth in this MOA, the Administrative Plan of the Issuing PHA shall govern administration of a Voucher issued by that PHA, regardless of the PHA jurisdiction in which it is used. Exceptions to this general rule are found in the Sections describing Payment Standards, Utility Allowances, Rent Reasonableness Standards, and Housing Quality Standards, as referenced in Section 111, Paragraphs B., C., and D, respectively, and found below.

III. Rules Regarding Payment Standards, Utility Allowances, Rent Reasonableness Standards, and Housing Quality Standards (HQS)

A. General Provisions

It is hereby agreed that whenever a Voucher issued by an Issuing PHA is to be used in another PHA's jurisdiction, the standards of the Host PHA's Payment Standards, Utility Allowances, Rent Reasonableness Standards, and Housing Quality Standards will apply. Documentation completed by the Host PHA will verify that standards have been met and comply with HUD requirements. Failure of the Host PHA to verify that the standards stated above have met and comply with HUD requirements may result in the Host PHA's termination from the MOA. If the Host PHA does not cure the breach within 30 days, the Host PHA will not be entitled to payment of inspection fees for the standards not met. Party in breach shall be liable for any claims arising from this breach.

B. Payment Standards and Utility Allowances

The PHAs entering into this MOA shall adopt Payment Standards and Utility Allowances in compliance with 24 CFR Parts 982.503 and 982.517 respectively.

C. Rent Reasonableness Standards

A Host PHA shall be required to provide a Rent Reasonableness Certification ("RRC") to the Issuing PHA at the time the HOS inspection request is returned. The Host PHA, in issuing such information, certifies that it has conducted a diligent analysis of prevailing rents in their jurisdiction. By accepting the RRC, the Issuing PHA is not responsible and shall not be held liable for any errors or omissions on the part of the Host PHA. The Host PHA agrees to assume any and all liability for any errors or omissions on the part of the Host PHA as it relates to this Paragraph III, Section C.

D. Housing Quality Standards (HQS) Inspections

1. PHAs entering into this MOA shall maintain HQS equal to or exceeding those required by HUD.
2. When the Host PHA uses standards that exceed or are more stringent than the minimum standards required by HUD, such standards shall apply for all housing inspections performed by the Host PHA pursuant to this MOA.
3. The Host PHA is responsible for the completion of HOS inspection requests from an Issuing PHA. This includes:

a. Initial Inspections

In order to assist an eligible family expeditiously, upon receipt of the inspection request from an Issuing PHA, the Host PHA will complete the HQS inspection, including all related documentation, within fifteen (15) calendar days of the date that the Host PHA confirms with the owner that the unit is ready for inspection. The Host PHA will bill the Issuing PHA a fee for this service, as per the agreement detailed in Exhibit I of this MOA entitled Fee Schedule.

b. Annual Inspections

Requests for an annual HOS inspection to the Host PHA will be completed within sixty (60) calendar days of the date the request was received. The Host PHA will be responsible for the scheduling and performance of an annual HOS inspection request. The Host PHA will bill the Issuing PHA a fee for this service, as per the agreement detailed in Attachment I of this MOA entitled Fee Schedule.

c. Special Inspections

Upon receipt of a request from the Issuing PHA for a special HQS inspection to address non-life threatening matters the Host PHA will schedule and complete the special inspection within fifteen (15) calendar days of the date that the Host PHA has confirmed receipt of the request. For life-threatening emergencies, the PHAs will work together to inspect as quickly as feasible. The Issuing PHA may request that one of their staff be present at these special inspections. The Host PHA will bill the Issuing PHA a fee for this service, as per the agreement detailed in Exhibit I of this MOA entitled Fee Schedule.

d. Suspected Fraud Inspections

The Issuing PHA, after written notification to the Host PHA, will be permitted to conduct such inspections

as deemed necessary in accordance with its own established policies and procedures.

e. **Quality Control Inspections and Monitoring**

To ensure compliance with HUD HQS standards, each Issuing PHA will select a random sample of inspections performed and "passed" by the Host PHA within the previous sixty (60) days. The Issuing PHA will then submit a request to the Host PHA for performance of quality control inspection of the sample. The Host PHA will complete the monitoring no more than thirty (30) days from the date of the Issuing PHA's request. For assisted units in the Host PHA's jurisdiction, the quantity of quality control inspections to be performed by the Host PHA are as follows:

- 5 inspections for 100 assisted units, plus 1 for each additional 25 units
- 10 inspections for 200 assisted units, plus 1 for each additional 25 units
- 15 inspections for 300 assisted units
- 1 additional inspection for every additional 100 units above 300

The Host PHA will bill the Issuing PHA a fee for this service, as per the agreement detailed in Exhibit I of this MOA entitled Fee Schedule.

f. **Special Programs Inspections**

With the mutual consent of participating agencies, the provisions of this Mobility Agreement will also apply to specialized housing programs including, but not limited to Veterans Affairs Supportive Housing and Housing Opportunities for Persons with AIDS.

- g. The Host PHA shall indemnify, defend with counsel approved in writing by Issuing PHA, and hold Issuing PHA, its elected and appointed officials, officers, employees, agents and those special districts and agencies which Issuing PHA's governing body ("Indemnitees") harmless from any claims, **demands or liability of any kind or nature**, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Host PHA pursuant to this Section 111.D. If judgment is entered against Host PHA and Issuing PHA by a court of competent jurisdiction because of the concurrent active negligence of Issuing PHA or its Indemnitees, Host PHA and Issuing PHA agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

- h. The Issuing PHA is not responsible and shall not be held liable for any errors or omissions on the part of the Host PHA. The Host PHA agrees to assume any and all liability for any errors or omissions on the part of the Host PHA as it relates to this Paragraph III, Section D.

IV. Exchange of Records and Documents

- A. In order to ensure timely transactions between the PHAs entering into this MOA, the PARTIES will utilize a mutually agreed upon file sharing and storage system to electronically deliver relevant information and documentation required to carry out the operations outlined in this MOA. Delivery will occur between the PHAs entering into this Agreement not less than once per week, as necessary, and as agreed upon. More frequent delivery service may occur upon arrangement by all PHAs entering into this MOA.

- B. The cost of the aforementioned file sharing and storage system will not exceed \$12,000/year. Each PARTY will host the system for one year on a rotating basis. On a yearly, rotating basis (effective January 1 of each year and ending December 31 of that year), the full cost of the system will be paid by the participating PHA next in rotation ("hosting PHA").
- C. In the event that alternative technology or resources become available that is more cost-effective or efficient than the existing service in exchanging records and documents, the use of the existing service may be modified, through a written amendment by mutual agreement of the PHAs.

V. Performance

The PHAs entering into this MOA will retain sufficient resources to meet the anticipated workload that may be generated as a result of this MOA. Should an unanticipated event or emergency occur that has an impact upon the Host PHA's ability to complete an inspection within the performance criteria set forth in this MOA, the Host PHA will notify the Issuing PHA. The Issuing PHA will determine which of the following options is to be taken: (1) Performing the inspection themselves, or; (2) Extending the timeframe that the Host PHA has to complete the inspection, based upon a mutually agreeable period by each respective PHA.

VI. Agreement Limitations

This MOA is intended solely for the purpose of administering the Housing Choice Voucher (HCV) Program, and no other programs administered by the PHAs entering into this MOA. This MOA will not conflict with, nor prejudice, any federal regulations governing Portability procedures under the Housing Choice Voucher (HCV) Program as they relate to any other PHAs who are not a party to this MOA.

VII. Yearly Exchange of Files

On an annual basis, the Parties have the option of exchanging the administration of an agreed-upon number of Vouchers administered by any other PHA/Party with the appropriate Issuing PHA. It is emphasized that this yearly exchange of files/assisted tenants is optional, and dependent upon a mutual agreement between the respective Parties. If agreed upon, such yearly exchanges will occur when mutually convenient and shall represent a one-for-one exchange where feasible. PHAs will also ensure the exchange of information is granted in a uniform and complete fashion, including, but not limited to, owner tax identification of any such files exchanged. The Parties agree to maintain the exchanged files pursuant to HUD issued regulations and policy guidelines.

VIII. Termination of Participation

- A It is hereby agreed that a PHA may terminate its participation in this MOA upon a ninety (90) calendar day written notice to all the Parties. The termination of participation in this MOA by any PHA shall not result in the termination of the MOA in its entirety. The MOA's term shall continue among the remaining Parties.

- B. At the date of termination, the PHA will thereafter be subject to HUD Portability Procedures. The terminating PHA shall implement the HUD Portability Procedures for such Vouchers, and within a reasonable time, not to exceed ninety (90) calendar days after notification to the other PHAs of the intent to terminate participation.

IX. Term of Agreement

Unless terminated as specified in Section VIII Paragraph A, this MOA is effective through April 30, 2022.

NOW THEREFORE, as the governing board of each of the PHAs has duly authorized, and in witness of the foregoing, the PHAs hereby execute this MOA.

AGREEMENT
INTERJURISDICTIONAL ADMINISTRATION
Of Housing Choice Voucher (HCV) Program

ORANGE COUNTY HOUSING AUTHORITY

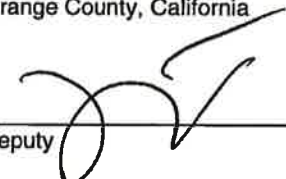
Concur:



Julia Bidwell, Executive Director

4/26/17
Date

Approved as to Form:
Office of the County Counsel
Orange County, California



Deputy

3/25/2017
Date

AGREEMENT
INTERJURISDICTIONAL ADMINISTRATION
Of Housing Choice Voucher (HCV) Program

ANAHEIM HOUSING AUTHORITY

Concur:

Director

Date

Approved as to Form:

Assistant City Attorney

Date

ATTEST:

By: _____

City Clerk

AGREEMENT
INTERJURISDICTIONAL ADMINISTRATION
Of Housing Choice Voucher (HCV) Program

GARDEN GROVE HOUSING AUTHORITY

Concur:

_____, Director

Date

Approved as to Form:

City Attorney

Date

AGREEMENT
INTERJURISDICTIONAL ADMINISTRATION
Of Housing Choice Voucher (HCV) Program

SANTA ANA HOUSING AUTHORITY

Concur:

_____, Director

Date

Approved as to Form:

City Attorney

Date

AGREEMENT
INTERJURISDICTIONAL ADMINISTRATION
Of Housing Choice Voucher (HCV) Program

ATTACHMENT I FEE
SCHEDULE

The fees set forth under this schedule regard specific activities covered under this Agreement. The following fees may be amended at any time by mutual agreement of all participating PHAs. Such agreement may be evidenced by the written concurrence of the Executive Directors of the PHAs entering into this Agreement.

1. The Host PHA shall be reimbursed the sum of one hundred and fifty dollars (\$150.00) for each inspection requested by the Issuing PHA, including one (1) follow-up re-inspection, if needed.
2. In the event an additional re-inspection is required, the Host PHA shall be reimbursed the sum of seventy-five dollars (\$75.00) for each such additional re-inspection requested by the Issuing PHA.
3. The Host PHA may be further reimbursed for any additional expenses as may be mutually agreed upon between PHAs for services requested by the Issuing PHA that may not be covered by these inspections.
4. Payment for the file sharing and storage system not exceed \$12,000/year will be paid by the participating PHA next in rotation.

Expenses for the services above will be billed to the Issuing PHA and shall be paid to the Host PHA within 45 days of the date billed.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Maria Stipe
Dept.: Director Dept.: City Manager
Subject: Receive and file the Housing Authority Status Report - April 2017. (*Action Item*) Date: 5/23/2017

OBJECTIVE

To provide Housing Authority Commissioners the April 2017 Housing Authority Status Report.

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 a biennial 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.

DISCUSSION

The following is a status report for the month of April 2017:

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 re-certified for eligibility at least annually and their portion of the rent adjusted according to their income.

INITIAL QUALIFICATION (IQ) INTERVIEWS: Staff conducted three Initial Qualification interviews (IQ) from the Waiting List and the following:

- (a) Emergency Situations - 0
- (b) Referred by a Garden Grove Homeless Shelter - 2
- (c) Incoming Portability - 1

Briefings: Two briefings were conducted this month, and two vouchers were issued.

Re-certifications: Staff conducted 218 re-examination interviews with participants to determine continued eligibility. Eighty-seven were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 20 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 8 families who terminated from the program during the month.

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 two prospective FSS participants interviewed for the month of April. There were two contracts signed and no contracts were terminated. There are a total of 371 families who have signed contracts for the FSS program. Forty-seven contracts are active. Nine update meetings were held with FSS participants.

One hundred and twenty-seven families have completed their FSS goals and 57 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 30 escrow accounts. Twenty-one escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,042,336 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 18.

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 a biennial 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.

New Leases: There were nine requests for new lease approvals with two units passing and seven units failing.

Annals: There were 85 annual inspections conducted this month. Twenty-two units passed and 63 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 88 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.

Quality Control: There were nine 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 2017 April Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical report	5/3/2017	Cover Memo	Statistical_Report_-_April.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

April 2017

I. <u>LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2508</u>	<u>100%</u>
Elderly:	<u>1448</u>	<u>58%</u>
Disabled:	<u>792</u>	<u>32%</u>
Female Head of Household:	<u>1327</u>	<u>53%</u>
Employed:	<u>1102</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>2189</u>	<u>2337</u>	<u>94%</u>	<u>319</u>

III. <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>\$1335</u>	<u>\$1686</u>	<u>\$2354</u>	<u>\$2567</u>	<u>\$987</u>

IV. <u>RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$937</u>
Average Tenant Rent:	<u>\$406</u>
Average Contract Rent:	<u>\$1335</u>
Average Annual Income:	<u>\$17634</u>
Hard to House:	<u>4</u>

V. <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>1489</u>	<u>751</u>	<u>219</u>	<u>28</u>	<u>21</u>	<u>2508</u>

GARDEN GROVE HOUSING AUTHORITY

"STATISTICAL REPORT"

April 2017

VI. 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	<u>4</u>	<u>2</u>	<u>1</u>	<u></u>	<u></u>	<u>7</u>
Annual Reexamination	<u>132</u>	<u>70</u>	<u>14</u>	<u>2</u>	<u>3</u>	<u>221</u>
Interim Reexamination	<u>54</u>	<u>48</u>	<u>22</u>	<u></u>	<u>2</u>	<u>126</u>
Portability Move-in (S8 only)	<u>2</u>	<u>1</u>	<u>1</u>	<u></u>	<u></u>	<u>4</u>
Portability Move-out (S8 only)	<u>1</u>	<u>2</u>	<u></u>	<u></u>	<u></u>	<u>3</u>
End Participation	<u>2</u>	<u>4</u>	<u>1</u>	<u></u>	<u></u>	<u>7</u>
Other Change of Unit	<u>3</u>	<u>3</u>	<u>4</u>	<u></u>	<u></u>	<u>10</u>
Annual Reexamination Searching (S8	<u>3</u>	<u>1</u>	<u>1</u>	<u></u>	<u></u>	<u>5</u>
Accounting Adjustment	<u>8</u>	<u>5</u>	<u>1</u>	<u></u>	<u></u>	<u>14</u>
Own Business	<u>5</u>	<u>4</u>	<u>1</u>	<u></u>	<u></u>	<u>10</u>

Form Completed by:

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy
Dept.: Director Dept.: City Clerk
Subject: Receive and file minutes Date: 5/23/2017
from the meeting held on
April 25, 2017. (*Action Item*)

Attached are the minutes from the meeting held on April 25, 2017, recommended to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	5/19/2017	Backup Material	ha-min_04_25_2017.pdf

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, April 25, 2017

Community Meeting Center

11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:35 p.m., Chair Klopfenstein convened the meeting in the Council Chamber.

ROLL CALL PRESENT: (9) Chair Klopfenstein, Commissioners Beard,
Beckles, Bui, Jones, K. Nguyen, T. Nguyen,
O'Neill, Solorio

ABSENT: (0) None

ORAL COMMUNICATIONS

Speakers: None.

HOUSING AUTHORITY STATUS REPORT FOR MARCH 2017 (F: H-117.2)

It was moved by Commissioner Jones, seconded by Commissioner O'Neill that:

The Housing Authority Status Report for March 2017, be received and filed.

The motion carried by a 9-0 vote as follows:

Ayes: (9) Beard, Beckles, Bui, Jones, Klopfenstein, K.
Nguyen, T. Nguyen, O'Neill, Solorio
Noes: (0) None

RECEIVE AND FILE MINUTES FROM THE MARCH 28, 2017, MEETING (F: Vault)

It was moved by Commissioner Jones, seconded by Commissioner O'Neill that:

The minutes from the meeting held on March 28, 2017, be received and filed.

The motion carried by a 9-0 vote as follows:

Ayes: (9) Beard, Beckles, Bui, Jones, Klopfenstein, K. Nguyen, T. Nguyen, O'Neill, Solorio
Noes: (0) None

MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

Commissioner Jones welcomed Commissioner Solorio as the newly appointed member of the Housing Authority Commission.

ADJOURNMENT

At 6:36 p.m., Chair Klopfenstein adjourned the meeting. The next Regular Meeting will be held Tuesday, May 23, 2017, at 6:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC
Secretary