



AGENDA

Garden Grove Housing Authority

Tuesday,
June 27, 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. Receive and file the Housing Authority Status Report - May 2017. *(Action Item)*

2.b. Receive and file minutes from the meeting held on May 23, 2017. *(Action Item)*

3. PUBLIC HEARINGS

(Motion to approve will include adoption of each Resolution unless otherwise stated.)

3.a. Adoption of a Resolution approving the Garden Grove Housing Authority Annual budget for Fiscal Year 2017/18 and Fiscal Year 2018/19. *(Action Item)*

4. ITEMS FOR CONSIDERATION
5. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR
6. ADJOURNMENT

The next Regular Housing Authority Meeting will be held on Tuesday, July 25, 2017, at 6:30 p.m. at 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: Receive and file the Housing Authority Status Report -
 Authority Status Report - Date: 6/27/2017
 May 2017. (*Action Item*)

OBJECTIVE

To provide Housing Authority Commissioners the May 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 May 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 two Initial Qualification interviews(IQ) from the Waiting List and the following:

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

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

Re-certifications: Staff conducted 238 reexamination interviews with participants to determine continued eligibility. Ninety tenants were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 25 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were eight (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 was one prospective FSS participant interviewed for the month of May. There was one new contract signed and one contract was terminated. There are a total of 372 families who have signed contracts for the FSS program. Forty-seven contracts are active. Ten update meetings were held with FSS participants.

One hundred and twenty-eight 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 \$1,062,959 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 17.

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 16 requests for new lease approvals with 11 units passing and five units failing.

Annuals: There were 110 annual inspections conducted this month. Thirty-five units passed and 75 units failed to meet Housing Quality Standards (HQS) and code

requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 99 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 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 2017 May Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical report	6/2/2017	Backup Material	Statistical_Report_-_May.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

May 2017

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2493</u>	<u>100%</u>
Elderly:	<u>1447</u>	<u>58%</u>
Disabled:	<u>790</u>	<u>32%</u>
Female Head of Household:	<u>1318</u>	<u>53%</u>
Employed:	<u>1077</u>	<u>43%</u>

<u>II. UNITS UNDER LEASE</u>	<u>UNITS LEASED</u>	<u>TOTAL UNITS ALLOCATED</u>	<u>% LEASED</u>	<u>PORT IN ADMINISTERED</u>
	<u>2174</u>	<u>2337</u>	<u>93%</u>	<u>319</u>

<u>III. 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>

<u>IV. RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$946</u>
Average Tenant Rent:	<u>\$406</u>
Average Contract Rent:	<u>\$1344</u>
Average Annual Income:	<u>\$17445</u>
Hard to House:	<u>4</u>

<u>V. 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>1487</u>	<u>741</u>	<u>217</u>	<u>27</u>	<u>21</u>	<u>2493</u>

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

May 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	4		2			6
Annual Reexamination	131	70	22	5	2	230
Interim Reexamination	58	46	16	1		121
Portability Move-in (S8 only)	1					1
Portability Move-out (S8 only)	2	4				6
End Participation	4	1				5
Other Change of Unit	23	2	7			32
Annual Reexamination Searching (S8)	6	2				8
Accounting Adjustment	13	13	2			28

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: 6/27/2017
 from the meeting held on
 May 23, 2017. (*Action Item*)

Attached are the minutes from the meeting held on May 23, 2017, to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	6/20/2017	Backup Material	ha-min_05_23_2017.pdf

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, May 23, 2017

Community Meeting Center

11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:31 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

Speaker: Tony Flores

APPROVAL OF AN INTER-JURISDICTIONAL MOBILITY MEMORANDUM OF AGREEMENT AMONG THE ORANGE COUNTY, ANAHEIM, GARDEN GROVE, AND SANTA ANA HOUSING AUTHORITIES (F: H-55.1)

It was moved by Commissioner O'Neill, seconded by Commissioner T. Nguyen that:

The Inter-Jurisdictional Mobility Memorandum of Agreement (MOA) among the Orange County, Anaheim, Garden Grove, and Santa Ana Housing Authorities be approved; and

The Director be authorized to execute the MOA, and any subsequent revisions or amendments on behalf of the Garden Grove Housing Authority.

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

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

It was moved by Commissioner O'Neill, seconded by Commissioner T. Nguyen that:

The Housing Authority Status Report for April 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 APRIL 25, 2017, MEETING (F: Vault)

It was moved by Commissioner O'Neill, seconded by Commissioner T. Nguyen that:

The minutes from the meeting held on April 25, 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

ADJOURNMENT

At 6:35 p.m., Chair Klopfenstein adjourned the meeting. The next Regular Meeting will be held Tuesday, June 27, 2017, at 6:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC
Secretary

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Maria Stipe
Dept.: Director Dept.: City Manager
Subject: Adoption of a Resolution Date: 6/27/2017
approving the Garden Grove
Housing Authority Annual
budget for Fiscal Year
2017/18 and Fiscal Year
2018/19. *(Action Item)*

OBJECTIVE

To request that the Housing Authority hold a Public Hearing on the Authority's proposed annual budget for Fiscal Year 2017/18 and Fiscal Year 2018/19; and adopt a Resolution approving the budget.

BACKGROUND

The Section 8 Rental Assistance Program is a federally funded program through the Department of Housing and Urban Development (HUD) that assists very-low income families, seniors and disabled persons in the payment of the rent on privately owned rental units. Under this program, qualified participants pay a percentage of their adjusted income toward the rent and the Housing Authority pays the balance to the owner utilizing federal funds received from HUD. The rental units subsidized under the program are inspected annually to ensure that they are decent, safe, and sanitary and have no building code violations. The Authority ensures that the total monthly rent is comparable to rents being paid on similar non-subsidized units, and owners are encouraged to improve their properties to make them eligible for an annual rent increase.

In addition, as part of the dissolution of the Garden Grove Agency in February 2012, the Housing Authority has taken on the "housing assets" of the former Agency. These assets include land purchased with housing set aside funds.

DISCUSSION

The Authority's annual budget for Fiscal Year 2017/18 is estimated at \$31,971,029 and Fiscal Year 2018/19 is estimated at \$32,046,402 which reflects assistance to 2,337 Section 8 families, plus an additional 300 families through Portability, and the operational costs of administering the program. While the Housing Authority is

allocated 2,337 vouchers, it is only able to fulfill approximately 2,220 at the current funding level. Additionally, the Housing Authority is receiving approximately 77% of its administrative allocation at this time. Staff continues to administer the program with reduced funding but may be required to make additional program adjustments if funding is not restored or is further reduced.

FINANCIAL IMPACT

The Housing Authority receives all funding for the Section 8 Rental Assistance Program from the Department of Housing and Urban Development (HUD). The level of funding is based on annual appropriations approved by Congress. Revenues generated from rentals and housing agreements will be used to administer affordable housing assets.

RECOMMENDATION

It is recommended that the Housing Authority:

- Conduct a Public Hearing on the proposed budget; and
- Adopt the attached Resolution approving the Authority’s budget for Fiscal Year 2017/18 and Fiscal Year 2018/19.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Resolution	6/19/2017	Resolution Letter	6-27-17_RES-HA_6.pdf
Proposed Budget	6/19/2017	Backup Material	6-27-17_Housing_Budget_Attachments_FY_2017-18_2018-19.pdf

GARDEN GROVE HOUSING AUTHORITY

RESOLUTION NO.

A RESOLUTION OF THE GARDEN GROVE HOUSING AUTHORITY
ADOPTING BUDGETS FOR FISCAL YEAR 2017-18 AND FISCAL
YEAR 2018-19

WHEREAS, the Garden Grove Housing Authority has given careful consideration to the adoption of the Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19.

NOW, THEREFORE, BE IT RESOLVED that the Director is hereby authorized to expend in accordance with Section 34200, et seq., of the Health and Safety Code of the State of California on behalf of the Garden Grove Housing Authority an amount of \$31,971,029 for Fiscal Year 2017-18 and \$32,046,402 for Fiscal Year 2018-19 from new appropriations for the planned activities shown below:

<u>Expenditures</u>	FY 2017-18	FY 2018-19
Administration	\$ 2,992,484	\$ 3,063,988
Property Management	277,301	281,170
Housing Assistance Payments	<u>28,701,244</u>	<u>28,701,244</u>
TOTAL EXPENDITURES	\$ 31,971,029	\$ 32,046,402

BE IT FURTHER RESOLVED by the Garden Grove Housing Authority that the total of \$31,971,029 for Fiscal Year 2017-18 and \$32,046,402 for Fiscal Year 2018-19 which the Director is authorized to expend in accordance with the Laws of the State of California shall be appropriated from the following funds for the Fiscal Year 2017-18 and Fiscal Year 2018-19.

<u>Funding</u>	FY 2017-18	FY 2018-19
Low/Mod Housing Agency	\$ 240,301	\$ 244,170
Housing Authority	31,693,728	31,765,232
Housing Authority – Civic Center Prop.	<u>37,000</u>	<u>37,000</u>
TOTAL FUNDING	\$ 31,971,029	\$ 32,046,402

FISCAL YEAR 2017-18
AND
FISCAL YEAR 2018-19
PROPOSED BUDGET

HOUSING AUTHORITY BUDGET

CITY OF GARDEN GROVE

HOUSING AUTHORITY
FY 2017-18 AND FY 2018-19
PROPOSED BUDGET

Program Descriptions	FY 2017-18	FY 2018-19
City Administration	\$ 402,526	\$ 416,860
Property Management	\$ 277,301	281,170
Vouchers Program	31,169,300	31,223,102
Family Self-Sufficiency Program	<u>121,902</u>	<u>125,270</u>
TOTAL	<u>\$ 31,971,029</u>	<u>\$ 32,046,402</u>

HOUSING AUTHORITY PROPOSED BUDGET
FY 2017-18 AND FY 2018-19

Housing Assistance Grant		FY 2017-18	FY 2018-19	Funding Source
Activity:				
Council/Commission				
0010	City Council	\$ 8,037	\$ 8,037	Housing Authority
City Management				
0020	Management	92,814	95,380	Housing Authority
0021	Operations	<u>35,688</u>	<u>36,670</u>	Housing Authority
	Subtotal	128,502	132,050	
Support Services				
0053	Graphics/Reprographics	500	500	Housing Authority
Community Services				
0042	Election/Voter Asst.	0	7,248	Housing Authority
Intergovernmental Coordination				
0023	Research/Legislation	61,811	63,520	Housing Authority
Real Property				
0030	Real Property	133,117	133,117	Housing Authority
2535	Civic Center Property Mgmt	<u>37,000</u>	<u>37,000</u>	Civic Center Properties
	Subtotal	170,117	170,117	
Fiscal Services				
1020	General Accounting	49,282	50,640	Housing Authority
1021	Financial Planning	<u>21,277</u>	<u>21,748</u>	Housing Authority
	Subtotal	70,559	72,388	
Community Improvement				
2701	Set Aside Admin	190,301	194,170	Low/Mod Housing Agency
Housing Authority				
4102	Housing Administration	2,468,056	2,521,858	Housing Authority
4103	Family Self-Sufficiency	121,902	125,270	Housing Authority
4104	Housing - Vouchers/HAP	25,101,244	25,101,244	Housing Authority
4107	Housing - HAP Portability	<u>3,600,000</u>	<u>3,600,000</u>	Housing Authority
	Subtotal	31,291,202	31,348,372	
Successor Agency Project				
2503	Agency Real Property	50,000	50,000	Low/Mod Housing Agency
Total Program		<u>\$ 31,971,029</u>	<u>\$ 32,046,402</u>	