



AGENDA

Garden Grove Housing Authority

Tuesday,
June 26, 2018

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
Patrick 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 for April 2018. (*Action Item*)
- 2.b. Receive and file the Housing Authority Status Report for May 2018. (*Action Item*)
- 2.c. Receive and file minutes from the meeting held on April 24, 2018. (*Action Item*)
3. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR
4. ADJOURNMENT

The next Regular Meeting of the Housing Authority will be held on Tuesday, July

24, 2018, at 5:30 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: Receive and file the Housing Authority Status Report for April 2018. (*Action Item*) Date: 6/26/2018

OBJECTIVE

To provide Housing Authority Commissioners the April 2018 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 2018:

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 36 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 - 4

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

Re-certifications: Staff conducted 208 re-examination interviews with participants to determine continued eligibility. Ninety-nine were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 14 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 11 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 three prospective FSS participants interviewed for the month of April. There were no contracts signed and no contracts were terminated. There are a total of 378 families who have signed contracts for the FSS program. Forty-two contracts are active. Eight update meetings were held with FSS participants.

One hundred and thirty-one families have completed their FSS goals and 61 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 30 escrow accounts. Twenty-two escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,080,219 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 14.

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 three units passing and 13 units failing.

Annuals: There were 120 annual inspections conducted this month. Thirty-six units passed and 84 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 156 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 five 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 2018 April Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical Report	5/9/2018	Backup Material	Statistical_Report_-_April.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"

April 2018

I. <u>LEASED FAMILIES</u>	<u>NUMBER</u>				<u>FAMILIES</u>	
Total Participating Families:	<u>2518</u>				<u>100%</u>	
Elderly:	<u>1498</u>				<u>59%</u>	
Disabled:	<u>784</u>				<u>31%</u>	
Female Head of Household:	<u>1326</u>				<u>53%</u>	
Employed:	<u>1089</u>				<u>43%</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>2226</u>	<u>2337</u>	<u>95%</u>	<u>292</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>\$1403</u>	<u>\$1763</u>	<u>\$2442</u>	<u>\$2832</u>		
IV. <u>RENTS AND INCOME</u>	<u>VOUCHERS</u>					
Average HAP Payment:	<u>\$983</u>					
Average Tenant Rent:	<u>\$417</u>					
Average Contract Rent:	<u>\$1396</u>					
Average Annual Income:	<u>\$18175</u>					
Hard to House:	<u>8</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>1516</u>	<u>742</u>	<u>213</u>	<u>27</u>	<u>20</u>	<u>2518</u>

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

April 2018

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	6	8	1			15
Annual Reexamination	135	59	27	3	4	228
Interim Reexamination	50	39	22	1	2	114
Portability Move-in (S8 only)	2					2
Portability Move-out (S8 only)		2				2
End Participation	11	21	3			35
Other Change of Unit	15	13	2			30
Annual Reexamination Searching (S8)	4	2				6
Accounting Adjustment	3		1		3	7
Own Business	5					5

Form Completed by:

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

Briefings: One briefing was conducted this month, and one voucher was issued.

Re-certifications: Staff conducted 229 re-examination interviews with participants to determine continued eligibility. Ninety-seven were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 18 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were seven 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 contract signed and no contracts were terminated. There are a total of 379 families who have signed contracts for the FSS program. Forty-three contracts are active. Six update meetings were held with FSS participants.

One hundred and thirty-one families have completed their FSS goals and 61 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 29 escrow accounts. Twenty-five escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,080,219 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 14.

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 18 requests for new lease approvals with seven units passing and 11 units failing.

Annuals: There were 125 annual inspections conducted this month. Thirty-two units passed and 93 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

Re-inspections: There were 139 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 10 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 2018 May Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical Report	6/6/2018	Backup Material	Statistical_Report_-_May.pdf

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

May 2018

I. <u>LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2506</u>	<u>100%</u>
Elderly:	<u>1495</u>	<u>60%</u>
Disabled:	<u>778</u>	<u>31%</u>
Female Head of Household:	<u>1316</u>	<u>53%</u>
Employed:	<u>1077</u>	<u>43%</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>2214</u>	<u>2337</u>	<u>95%</u>	<u>292</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>\$1403</u>	<u>\$1763</u>	<u>\$2442</u>	<u>\$2832</u>	<u> </u>

IV. <u>RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$993</u>
Average Tenant Rent:	<u>\$421</u>
Average Contract Rent:	<u>\$1410</u>
Average Annual Income:	<u>\$18173</u>
Hard to House:	<u>6</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>1511</u>	<u>737</u>	<u>212</u>	<u>28</u>	<u>18</u>	<u>2506</u>

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

May 2018

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	2	1	1			4
Annual Reexamination	128	61	18	4	4	215
Interim Reexamination	59	47	14	3	1	124
Portability Move-in (S8 only)	3					3
Portability Move-out (S8 only)		1				1
End Participation	3	1				4
Other Change of Unit	8	11	9			28
Annual Reexamination Searching (S8)	1	1	4	1		7
MTCS Void			1			1
Accounting Adjustment	2	3			4	9
Own Business	3					3

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, April 24, 2018

Community Meeting Center

11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:30 p.m., Chair Klopfenstein convened the meeting in the Council Chamber.

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

ABSENT: (0)

ORAL COMMUNICATIONS

Speakers: None.

HOUSING AUTHORITY STATUS REPORT FOR MARCH 2018 (F:H-117.2)

It was moved by Commissioner T. Nguyen, seconded by Commissioner Beckles that:

The Housing Authority Status Report for March 2018, 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 27, 2018, MEETING (F: Vault)

It was moved by Commissioner T. Nguyen, seconded by Commissioner Beckles that:

The minutes from the meeting held on March 27, 2018, 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 6:32 p.m., Chair Klopfenstein adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, June 26, 2018, at 5:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Lizabeth Vasquez
Deputy Secretary