



## AGENDA

Garden Grove Housing Authority

Tuesday,  
January 22, 2019

6:30 PM

Community Meeting Center 11300  
Stanford Avenue Garden Grove  
California 92840

**Stephanie  
Klopfenstein**  
Chair

**Thu-Ha Nguyen**  
Vice Chair

**George S. Brietigam**  
Commissioner

**Carol Beckles**  
Commissioner

**Patrick Phat Bui**  
Commissioner

**Steven R. Jones**  
Commissioner

**Kim B. Nguyen**  
Commissioner

**John R. O'Neill**  
Commissioner

**Stephen Solorio**  
Commissioner

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**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 BRIETIGAM, COMMISSIONER BECKLES, COMMISSIONER BUI, COMMISSIONER JONES, COMMISSIONER K. NGUYEN, COMMISSIONER O'NEILL, COMMISSIONER SOLORIO, VICE CHAIR T. NGUYEN, CHAIR KLOPFENSTEIN

1. ORAL COMMUNICATIONS

2. REORGANIZATION

2.a. Selection of Chair and Vice Chair. *(Action Item)*

3. 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.)*

3.a. Receive and file the Housing Authority Status Report for November 2018.  
*(Action Item)*

3.b. Receive and file the Housing Authority Status Report for December 2018.  
*(Action Item)*

3.c. Receive and file minutes from the meeting held on November 27, 2018.  
*(Action Item)*

4. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

5. ADJOURNMENT

The next Regular Housing Authority Meeting will be Tuesday, February 26, 2019, 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 November 2018. ( <i>Action Item</i> )	Date:	1/22/2019

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**OBJECTIVE**

To provide Housing Authority Commissioners the November 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 November 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 one Initial Qualification interview (IQ) from the Waiting List and the following:

- (a) Emergency Situations - 0
- (b) Referred by a Garden Grove Homeless Shelter - 1
- (c) Incoming Portability - 5

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

Re-certifications: Staff conducted 168 re-examination interviews with participants to determine continued eligibility. Eighty-eight 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 three 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 November. There were no contracts signed and no contracts were terminated. There are a total of 382 families who have signed contracts for the FSS program. Forty-four contracts are active. Five 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 33 escrow accounts. Twenty-six 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 8 units passing and 10 units failing.

Annuals: There were 78 annual inspections conducted this month. Twenty-eight units passed and 50 units failed to meet Housing Quality Standards (HQS) and code

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

Re-inspections: There were 90 re-inspections conducted on units that failed their first inspection.

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

Specials: There were six special inspections conducted.

Quality Control: There were 12 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 November Housing Authority Status Report.

By: Danny Huynh, Housing Manager

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Statistical report	12/13/2018	Cover Memo	Sttistical_Report_-_Nov.pdf

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

November 2018

<b>I. <u>LEASED FAMILIES</u></b>		<b><u>NUMBER</u></b>	<b><u>FAMILIES</u></b>		
Total Participating Families:		<u>2513</u>	<u>100%</u>		
Elderly:		<u>1514</u>	<u>60%</u>		
Disabled:		<u>766</u>	<u>30%</u>		
Female Head of Household:		<u>1335</u>	<u>53%</u>		
Employed:		<u>1062</u>	<u>42%</u>		

  

<b>II. <u>UNITS UNDER LEASE</u></b>		<b><u>UNITS LEASED</u></b>	<b><u>TOTAL UNITS ALLOCATED</u></b>	<b><u>% LEASED</u></b>	<b><u>PORT IN ADMINISTERED</u></b>
		<u>2208</u>	<u>2337</u>	<u>94%</u>	<u>305</u>

  

<b>III. <u>CURRENT PAYMENT STANDARD</u></b>		<b><u>1-BEDRM</u></b>	<b><u>2-BEDRM</u></b>	<b><u>3-BEDRM</u></b>	<b><u>4+BEDRM</u></b>	<b><u>MOBILE HOME</u></b>
		<u>\$1518</u>	<u>\$1894</u>	<u>\$2662</u>	<u>\$3040</u>	<u></u>

  

<b>IV. <u>RENTS AND INCOME</u></b>		<b><u>VOUCHERS</u></b>				
Average HAP Payment:		<u>\$1023</u>				
Average Tenant Rent:		<u>\$431</u>				
Average Contract Rent:		<u>\$1451</u>				
Average Annual Income:		<u>\$18516</u>				
Hard to House:		<u>1</u>				

  

<b>V. <u>TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE</u></b>		<b><u>1-BEDRM</u></b>	<b><u>2-BEDRM</u></b>	<b><u>3-BEDRM</u></b>	<b><u>4+BEDRM</u></b>	<b><u>MOBILE HOME</u></b>	<b><u>TOTAL</u></b>
		<u>1529</u>	<u>737</u>	<u>202</u>	<u>26</u>	<u>19</u>	<u>2513</u>

**GARDEN GROVE HOUSING AUTHORITY**  
**"STATISTICAL REPORT"**  
**November 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	3	1	1			5
Annual Reexamination	161	75	19	4	4	263
Interim Reexamination	71	47	17	4		139
Portability Move-in (S8 only)			1			1
Portability Move-out (S8 only)	2					2
End Participation	3	3				6
Other Change of Unit	5	4	5			14
Annual Reexamination Searching (S8	1	1				2
Accounting Adjustment	7	2			2	11
Own Business	2					2

**Form Completed by:**



**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 December 2018. (*Action Item*) Date: 1/22/2019

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**OBJECTIVE**

To provide Housing Authority Commissioners the December 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 December 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 one Initial Qualification interview (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 nine vouchers were issued.

Re-certifications: Staff conducted 190 re-examination interviews with participants to determine continued eligibility. Ninety-six were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 11 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were eight 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 no prospective FSS participants interviewed for the month of December. There were no contracts signed and one contract was terminated. There are a total of 382 families who have signed contracts for the FSS program. Forty-three contracts are active. Five update meetings were held with FSS participants.

One hundred and thirty-two families have completed their FSS goals and 62 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 33 escrow accounts. Twenty-seven escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,081,506 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 13.

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 23 requests for new lease approvals with 8 units passing and 15 units failing.

Annals: There were 78 annual inspections conducted this month. Twenty-seven units passed and 51 units failed to meet Housing Quality Standards (HQS) and code

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

Re-inspections: There were 73 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 04 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 December Housing Authority Status Report.

By: Danny Huynh, Housing Manager

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Statistical report	1/8/2019	Cover Memo	Statistical_Report_- _Dec.pdf

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

December 2018

**I. LEASED FAMILIES**

	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2518</u>	<u>100%</u>
Elderly:	<u>1514</u>	<u>60%</u>
Disabled:	<u>767</u>	<u>30%</u>
Female Head of Household:	<u>1337</u>	<u>53%</u>
Employed:	<u>1069</u>	<u>43%</u>

**II. UNITS UNDER LEASE**

<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>304</u>

**III. CURRENT PAYMENT STANDARD**

<u>1-BEDRM</u>	<u>2-BEDRM</u>	<u>3-BEDRM</u>	<u>4+BEDRM</u>	<u>MOBILE HOME</u>
<u>\$1518</u>	<u>\$1894</u>	<u>\$2662</u>	<u>\$3040</u>	<u>          </u>

**IV. RENTS AND INCOME**

**VOUCHERS**

Average HAP Payment:	<u>\$1028</u>
Average Tenant Rent:	<u>\$431</u>
Average Contract Rent:	<u>\$1456</u>
Average Annual Income:	<u>\$18642</u>
Hard to House:	<u>3</u>

**V. 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>
<u>1530</u>	<u>737</u>	<u>206</u>	<u>26</u>	<u>19</u>	<u>2518</u>

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

December 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	9	4	1	1		15
Annual Reexamination	91	59	16	2	2	170
Interim Reexamination	72	57	12	2	1	144
Portability Move-in (S8 only)			2	2		4
Portability Move-out (S8 only)			1			1
End Participation	7					7
Other Change of Unit	8	16	4			28
Annual Reexamination Searching (S8	5					5
Accounting Adjustment	4	9	2			15

**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: 1/22/2019  
from the meeting held on  
November 27, 2018. (*Action  
Item*)

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Attached are the minutes from the meeting held on November 27, 2018,  
recommended to be received and filed as submitted or amended.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Minutes	1/14/2019	Minutes	ha-min_11_27_2018.pdf

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, November 27, 2018

Community Meeting Center

11300 Stanford Avenue, Garden Grove, California 92840

CONVENE MEETING

At 6:34 p.m., Chair Klopfenstein convened the meeting in the Council Chamber.

ROLL CALL      PRESENT:      (8)      Chair Klopfenstein, Commissioners Beckles, Beard, Bui, Jones, K. Nguyen, T. Nguyen, O'Neill

ABSENT:      (1)      Commissioner Solorio

ORAL COMMUNICATIONS

Speakers: None.

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

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

The Housing Authority Status Report for October 2018, be received and filed.

The motion carried by a 8-0-1 vote as follows:

Ayes:      (8)      Beard, Beckles, O'Neill, Bui, Jones, Klopfenstein,  
K. Nguyen, T. Nguyen  
Noes:      (0)      None  
Absent:      (1)      Solorio

RECEIVE AND FILE MINUTES FROM THE OCTOBER 23, 2018, MEETING (F: Vault)

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

The minutes from the meeting held on October 23, 2018, be received and filed.

The motion carried by a 8-0-1 vote as follows:

Ayes: (8) Beard, Beckles, O'Neill, Bui, Jones, Klopfenstein,  
K. Nguyen, T. Nguyen  
Noes: (0) None  
Absent: (1) Solorio

ADJOURNMENT

At 6:36 p.m., Chair Klopfenstein adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, January 22, 2019, at 5:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC  
Secretary