#### **AGENDA**

Garden Grove Housing Authority

Patrick Phat Bui
Chair
Kim B. Nguyen
Vice Chair
Carol Beckles
Commissioner

George S. Brietigam Commissioner

> Steven R. Jones Commissioner Stephanie Klopfenstein

Commissioner Diedre Thu-Ha Nguyen

Commissioner

John R. O'Neill

Commissioner

Stephen Solorio
Commissioner



Tuesday, January 28, 2020

6:30 PM

Community Meeting Center 11300 Stanford Avenue Garden Grove California 92840

<u>Meeting Assistance</u>: 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.

<u>Documents/Writings</u>: 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.

<u>Public Comments</u>: 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.

<u>Time Limitation</u>: 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 BECKLES, COMMISSIONER BRIETIGAM, COMMISSIONER JONES, COMMISSIONER KLOPFENSTEIN, COMMISSIONER D. NGUYEN, COMMISSIONER O'NEILL, COMMISSIONER SOLORIO, VICE CHAIR K. NGUYEN, CHAIR BUI

- 1. ORAL COMMUNICATIONS
- 2. REORGANIZATION
  - 2.a. Selection of Chair and Vice Chair. (*Action Item*)
- CONSENTITEMS

(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 2019. (*Action Item*)
- 3.b. Receive and file the Housing Authority Status Report for December 2019. (*Action Item*)
- 3.c. Receive and file minutes from the meetings held on November 26, 2019 and on December 17, 2019. (*Action Item*)

# 4. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

# 5. <u>ADJOURNMENT</u>

The next Regular Housing Authority Meeting is Tuesday, February 25, 2020, 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.: Assistant City Manager

Subject: Receive and file the Housing Date: 1/28/2020

Authority Status Report for November 2019. (Action

Item)

#### **OBJECTIVE**

To provide Housing Authority Commissioners the November 2019 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 2019:

<u>Program Eligibility</u>: 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.

<u>INITIAL QUALIFICATION (IQ) INTERVIEWS</u>: Staff conducted no 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

<u>Briefings</u>: Five briefings were conducted this month, and 32 vouchers were issued.

<u>Re-certifications</u>: Staff conducted 169 re-examination interviews with participants to determine continued eligibility. 111 were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

<u>Moves</u>: Staff met with 17 tenants currently on the program that were moving and were briefed on move procedures.

<u>Terminations</u>: There were 7 families who terminated from the program during the month.

<u>FAMILY SELF-SUFFICIENCY PROGRAM (FSS)</u>: 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.

<u>Status of FSS participants this month</u>: There were two prospective FSS participants interviewed for the month of November. There were no contracts signed and no contracts were terminated. There are a total of 390 families who have signed contracts for the FSS program. Forty-four contracts are active. Six update meetings were held with FSS participants.

One hundred and thirty-two families have completed their FSS goals and 65 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 30 escrow accounts. Twenty-four escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,181,506 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.

<u>UNIT INSPECTIONS</u>: 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.

<u>New Leases</u>: There were 17 requests for new lease approvals with seven units passing and 10 units failing.

<u>Annuals</u>: There were 122 annual inspections conducted this month. Fifty-one units passed and 71 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

<u>Re-inspections</u>: There were 84 re-inspections conducted on units that failed their first inspection.

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

Specials: There was one special inspection conducted.

<u>Quality Control</u>: There were eight 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 2019 November Housing Authority Status Report.

By: Danny Huynh, Housing Manager

#### **ATTACHMENTS:**

Description	Upload Date	Туре	File Name
Statistical report	12/9/2019	Backup Material	Statistical_Report _November.pdf

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

# November 2019

I.	LEASED FAMILIES	NUMBER		<u>FAMILIES</u>			
	<b>Total Participating Families:</b>	2525		100%			
	Elderly:	1553		62%			
	Disabled:	770		31%			â
	Female Head of Household:	1351		54%			
	Employed:	1067		42%			
	VIII - VI	UNITS	TOTAL UN		%	PORT IN	
<u>II.</u>	UNITS UNDER LEASE	<u>LEASED</u>	ALLOCAT	ED LE	<u>ASED</u>	ADMINISTER	RED
		2214	2337	(	95%	311	
Ш	CURRENT PAYMENT STANDARD	1-BEDRM	2-BEDRM	3-BEDRM	4+BEDRM	MOBILE	
		\$1518	\$1894	\$2662	\$3040	HOME	
		<u> </u>			\$30+0		
1V	. RENTS AND INCOME		<b>VOUCHERS</b>				
	Average HAP Payment:		\$1108				
	Average Tenant Rent:		\$426_				
	Average Contract Rent:		\$1533				
	Average Annual Income:		\$19205				
	Hard to House:		4				
V.	TOTAL NUMBER OF UNITS					MOBILE	
	<b>LEASED BY BEDROOM SIZE</b>	1-BEDRM	2-BEDRM	3-BEDRM	4+BEDRM	HOME	TOTAL
		1569	711	200_	28	17	2525

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

# November 2019

VI. MONTHLY ACTIVITY BY UNIT SIZE  MOBILE						
	1-BEDRM	2-BEDRM	3-BEDRM	4+BEDRM	HOME	TOTAL
New Admission	1	3				4
Annual Reexamination	173	74	14	4	1	266
Interim Reexamination	64	50	21	1	***	136
Portability Move-in (S8 only)	2		3	·		5
Portability Move-out (S8 only)	2	1				3
End Participation	4	2			1	7
Other Change of Unit	2	13	5		1	21
Annual Reexamination Searching (S8	3	3				6
Accounting Adjustment	9	7	2			18

#### **City of Garden Grove**

#### INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Maria Stipe

Dept.: Director Dept.: Assistant City Manager

Subject: Receive and file the Housing Date: 1/28/2020

Authority Status Report for December 2019. (*Action* 

Item)

#### <u>OBJECTIVE</u>

To provide Housing Authority Commissioners the December 2019 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 2019:

<u>Program Eligibility</u>: 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.

<u>INITIAL QUALIFICATION (IQ) INTERVIEWS</u>: Staff conducted no 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 5

<u>Briefings</u>: Three briefings were conducted this month, and 7 vouchers were issued.

<u>Re-certifications</u>: Staff conducted 199 re-examination interviews with participants to determine continued eligibility. 74 were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

<u>Moves</u>: Staff met with 12 tenants currently on the program that were moving and were briefed on move procedures.

<u>Terminations</u>: There were 8 families who terminated from the program during the month.

<u>FAMILY SELF-SUFFICIENCY PROGRAM (FSS)</u>: 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.

<u>Status of FSS participants this month</u>: There were no prospective FSS participants interviewed for the month of December. There were no contracts signed and one contracts was terminated. There are a total of 390 families who have signed contracts for the FSS program. Forty-three contracts are active. One update meeting was held with FSS participants.

One hundred and thirty-three families have completed their FSS goals and 65 of these are self-sufficient and no longer need housing assistance. Eight families have purchased houses. There are 32 escrow accounts. Twenty-four escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,181,506 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 12.

<u>UNIT INSPECTIONS</u>: 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.

<u>New Leases</u>: There were 22 requests for new lease approvals with 10 units passing and 12 units failing.

<u>Annuals</u>: There were 95 annual inspections conducted this month. Thirty-four units passed and 61 units failed to meet Housing Quality Standards (HQS) and code requirements. The owners were requested to make the necessary repairs.

<u>Re-inspections</u>: There were 117 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.

<u>Quality Control</u>: There were two 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 2019 December Housing Authority Status Report.

By: Danny Huynh, Housing Manager

#### **ATTACHMENTS:**

Description	Upload Date	Туре	File Name
Statistical report	1/7/2020	Backup Material	Statistical_reportDec.pdf

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT" December 2019

I.	LEASED FAMILIES	<b>NUMBER</b>		<b>FAMILIES</b>	
	<b>Total Participating Families:</b>	2520		100%	
	Elderly:	1554		62%	
	Disabled:	768		31%	
	Female Head of Household:	1347		53%	
	Employed:	1069		42%	
П.	UNITS UNDER LEASE	UNITS LEASED 2210	TOTAL UNITS ALLOCATED  2337	<u>% LEASED</u> 95%	PORT IN ADMINISTERED  310  MOBILE
Ш	. CURRENT PAYMENT STANDARD	1-BEDRM	<u>2-BEDRM</u> <u>3</u>	3-BEDRM 4+BE	HOME HOME
		\$1,624	\$2,017	\$2,819 \$3,	256
	RENTS AND INCOME Average HAP Payment: Average Tenant Rent: Average Contract Rent: Average Annual Income: Hard to House	\$1,113 \$429 \$1,540 \$19,266			Mony
V.	TOTAL NUMBER OF UNITS LEASED BY BEDROOM SIZE  1-B	EDRM 2-BE	DRM 3-BEDRM	M 4+BEDRM	MOBILE HOME TOTAL
		1565 7	08 202	27	18 2520

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

# December 2019

VI. MONTHLY ACTIVITY BY UNIT SIZE  MOBILE						
	1-BEDRM	2-BEDRM	3-BEDRM	4+BEDRM	HOME	TOTAL
New Admission	6	3	4	1		14
Annual Reexamination	106	64	20	44	2	196
Interim Reexamination	77	54	20	5		156
Portability Move-in (S8 only)	1	1				2
End Participation	1	4				5
Other Change of Unit	3	5	10			18
FSS/WtW Addendum Only	1	1				2
Annual Reexamination Searching (S8	3			*		3
Accounting Adjustment	6	7		11		14

### Agenda Item - 3.c.

#### **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: 1/28/2020

from the meetings held on November 26, 2019 and on December 17, 2019. (*Action* 

Item)

Attached are the minutes from the meetings held on November 26, 2019, and December 17, 2019, recommended to be received and filed as submitted or amended.

#### **ATTACHMENTS:**

Description	Upload Date	Туре	File Name
Minutes - November 26, 2019	1/22/2020	Minutes	ha-min_11_26_2019.pdf
Minutes - December 17, 2019	1/22/2020	Minutes	ha-min_12_17_2019.pdf

#### **MINUTES**

#### GARDEN GROVE HOUSING AUTHORITY

#### Regular Meeting

Tuesday, November 26, 2019

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

#### **CONVENE MEETING**

At 6:43 p.m., Chair Bui convened the meeting in the Council Chamber.

ROLL CALL PRESENT: (8) Commissioners Brietigam, O'Neill, T. Nguyen,

Jones, Klopfenstein, Solorio, Vice Chair K.

Nguyen, Chair Bui

ABSENT: (1) Commissioner Beckles

#### ORAL COMMUNICATIONS

Speakers: Craig Durfey, Patrick O'Connor

# RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT FOR OCTOBER 2019 (F: H-117.2)

It was moved by Commissioner Jones, seconded by Commissioner Klopfenstein that:

The Housing Authority Status Report for October 2019, be received and filed.

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

Ayes: (8) Brietigam, O'Neill, T. Nguyen, Jones, Klopfenstein,

K. Nguyen, Solorio, Bui

Noes: (0) None Absent: (1) Beckles

## RECEIVE AND FILE MINUTES FROM THE OCTOBER 22, 2019, MEETING (F: Vault)

It was moved by Commissioner Jones, seconded by Commissioner Klopfenstein that:

Minutes from the meeting held on October 22, 2019, be received and filed. The motion carried by an 8-0-1 vote as follows:

Ayes: (8) Brietigam, O'Neill, T. Nguyen, Jones, Klopfenstein, K. Nguyen, Solorio, Bui

Noes: (0) None Absent: (1) Beckles

#### **ADJOURNMENT**

At 6:53 p.m., Chair Bui adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, January 28, 2020, at 5:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC Secretary

-2- 11/26/19

#### **MINUTES**

#### GARDEN GROVE HOUSING AUTHORITY

#### Special Meeting

Tuesday, December 17, 2019

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

#### **CONVENE MEETING**

At 7:32 p.m., Chair Bui convened the meeting in the Council Chamber.

ROLL CALL PRESENT: (8) Commissioners Brietigam, O'Neill, T. Nguyen,

Jones, Klopfenstein, Solorio, Vice Chair K.

Nguyen, Chair Bui

ABSENT: (1) Commissioner Beckles

#### ORAL COMMUNICATIONS

Speakers: None

RECEIVE AND FILE THE HOUSING AUTHORITY ANNUAL REPORTS AS HOUSING AUTHORITY AND AS HOUSING SUCCESSOR FOR FISCAL YEAR 2018-19 (Joint Action Item with the City Council.) (F: H-128.1)

It was moved by Commissioner O'Neill, seconded by Commissioner D. Nguyen that:

The Housing Authority Annual Report as Housing Authority and Housing Successor for Fiscal Year 2018-2019, be received and filed.

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

Ayes: (8) Brietigam, O'Neill, T. Nguyen, Jones, Klopfenstein,

K. Nguyen, Solorio, Bui

Noes: (0) None Absent: (1) Beckles

PUBLIC HEARING – ADOPTION OF A RESOLUTION TO APPROVE AN EXCHANGE, DISPOSITION AND COOPERATION AGREEMENT BETWEEN THE GARDEN GROVE HOUSING AUTHORITY AND THE CITY OF GARDEN GROVE AND APPROVAL OF FUNDING APPROPRIATION (F: 84.1)

-1-

Following staff introduction, Chair Bui declared the public hearing open.

Speakers: Craig Durfey

With no further testimony from the audience, Chair Bui declared the public hearing closed.

It was moved by Commissioner Jones, seconded by Commissioner K. Nguyen that:

Resolution No. 179-19 entitled: A Resolution of the Garden Grove Housing Authority approving that certain exchange, disposition and cooperation agreement with escrow instructions for exchange of real property ("Exchange Agreement") between the City and Housing Authority; authorizing the authority Director to carry out the Exchange Agreement; and making certain other findings in connection therewith, be adopted;

The Director and Secretary be authorized to execute the Agreement, Grant Deed, pertinent documents needed to effectuate the Exchange and make minor modifications as needed and disburse related closing costs, on behalf of the Housing Authority.

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

Ayes: (8) Brietigam, O'Neill, T. Nguyen, Jones, Klopfenstein,

K. Nguyen, Solorio, Bui

Noes: (0) None Absent: (1) Beckles

#### **ADJOURNMENT**

At 7:38 p.m., Chair Bui adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, January 28, 2020, at 5:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC Secretary

-2- 12/17/19