



AGENDA

Garden Grove Housing Authority

Tuesday,
May 26, 2020

6:30 PM

Community Meeting Center 11300
Stanford Avenue Garden Grove
California 92840

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

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 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. 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 2020. (*Action Item*)

2.b. Receive and file minutes from the meeting held on Tuesday, April 28, 2020. (*Action Item*)

3. ITEMS FOR CONSIDERATION

3.a. Recognition and appropriation of \$517,312 in Garden Grove Housing Authority administrative fee funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (*Joint Action with the Garden Grove City Council*)

4. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

5. ADJOURNMENT

The next Regular Housing Authority Meeting will be on Tuesday, June 23, 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.: City Manager
Subject: Receive and file the Housing Authority Status Report for April 2020. (*Action Item*) Date: 5/26/2020

OBJECTIVE

To provide Housing Authority Commissioners the April 2020 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 2020:

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 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 - 0

Briefings: No briefings were conducted this month, and no vouchers were issued.

Re-certifications: Staff conducted 232 re-examination interviews with participants to determine continued eligibility. Two hundred and sixty-nine were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 15 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were five 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 April. There were no contracts signed and one contract was terminated. There are a total of 391 families who have signed contracts for the FSS program. Forty-two contracts are active. Fourteen update meetings were 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 34 escrow accounts. Twenty-five escrow accounts are active with monthly deposits.

The Authority has paid out a total of \$1,112,090 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.

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 five requests for new lease approvals with five units passing and no units failing.

Annuals: There were no annual inspections conducted this month.

Re-inspections: There were 120 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 no 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 2020 April Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical report	5/7/2020	Backup Material	Statistical_Report_-_April.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"
April 2020

I. <u>LEASED FAMILIES</u>		<u>NUMBER</u>	<u>FAMILIES</u>			
Total Participating Families:		<u>2528</u>	<u>100%</u>			
Elderly:		<u>1564</u>	<u>62%</u>			
Disabled:		<u>766</u>	<u>30%</u>			
Female Head of Household:		<u>1365</u>	<u>54%</u>			
Employed:		<u>873</u>	<u>35%</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>2217</u>	<u>2337</u>	<u>95%</u>	<u>311</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>\$1,624</u>	<u>\$2,017</u>	<u>\$2,819</u>	<u>\$3,256</u>	<u> </u>
IV. <u>RENTS AND INCOME</u>		<u>VOUCHERS</u>				
Average HAP Payment:		<u>\$1,165</u>				
Average Tenant Rent:		<u>\$391</u>				
Average Contract Rent:		<u>\$1,583</u>				
Average Annual Income:		<u>\$17,638</u>				
Hard to House		<u>1</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>1571</u>	<u>715</u>	<u>197</u>	<u>28</u>	<u>17</u>
						<u>TOTAL</u>
						<u>2528</u>

GARDEN GROVE HOUSING AUTHORITY**"STATISTICAL REPORT"****April 2020****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	1	2				3
Annual Reexamination	152	57	15	2		226
Interim Reexamination	100	89	28	4	1	222
Portability Move-in (S8 only)		1				1
Portability Move-out (S8 only)		4				4
End Participation	2	2				4
Other Change of Unit	6	3				9
Annual Reexamination Searching (S8	1		1			2
Other Adult	2					2
Own Business	1			1		2

Form Completed by: Linda Middendorf

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy

Dept.: Director Dept.: Secretary

Subject: Receive and file minutes Date: 5/26/2020
from the meeting held on
Tuesday, April 28, 2020.
(*Action Item*)

Attached are the minutes from the meeting held on April 28, 2020, recommended to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	5/20/2020	Minutes	ha-min_04_28_2020.pdf

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, April 28, 2020

Community Meeting Center

11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:34 p.m., Chair Bui convened the meeting telephonically.

ROLL CALL PRESENT: (9) Commissioners Beckles, Brietigam, O'Neill, D. Nguyen, Jones, Klopfenstein, Solorio, Vice Chair K. Nguyen, Chair Bui

ABSENT: (0) None

ORAL COMMUNICATIONS

Speakers: None.

RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT FOR MARCH 2020 (F: H-117.2)

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

The Housing Authority Status Report for March 2020, be received and filed.

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

Ayes: (9) Beckles, Brietigam, O'Neill, D. Nguyen, Jones, Klopfenstein, K. Nguyen, Solorio, Bui
Noes: (0) None

RECEIVE AND FILE MINUTES FROM THE MEETING HELD ON MARCH 24, 2020 (F: Vault)

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

Minutes from the meeting held on March 24, 2020, be received and filed.

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

Ayes: (9) Beckles, Brietigam, O'Neill, D. Nguyen, Jones,
Klopfenstein, K. Nguyen, Solorio, Bui
Noes: (0) None

MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

Chair Bui asked about additional funding the Housing Authority recently received. Staff responded that the Housing Authority did receive an additional \$1.5 million; however, it barely covers the cost of increased rents and does not cover the expenses incurred due to COVID-19. The Housing Authority should be receiving additional funding from the CARES Act, but it is not known how much or when the funding will be released.

Chair Bui asked whether there was any response from the letters that were sent to HUD or to congress. Staff responded that there was communication from Congressman Alan Lowenthal's office and that there should be more information regarding additional funding in May or June.

ADJOURNMENT

At 6:40 p.m., Chair Bui adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, May 26, 2020, at 5:30 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/City Manager	Dept.:	City Manager
Subject:	Recognition and appropriation of \$517,312 in Garden Grove Housing Authority administrative fee funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) <i>(Joint Action with the Garden Grove City Council)</i>	Date:	5/26/2020

OBJECTIVE

To request that the Housing Authority and City Council recognize and appropriate \$517,312 in Housing Authority administrative fee funding from the CARES Act.

BACKGROUND

On March 27, 2020, Congress enacted the CARES Act to provide additional funding to prevent, prepare for, and respond to the coronavirus. This includes funding to housing authorities to maintain normal operations and take other necessary actions during the period the Housing Choice Voucher Program is impacted by the coronavirus.

DISCUSSION

The first allocation of funding to housing authorities from the CARES Act was allocated at the beginning of May 2020. The Garden Grove Housing Authority received \$517,312 in administrative fee funding from the Department of Housing and Urban Development (HUD). Under the CARES Act, this supplemental administrative fee funding may be used only for two purposes: (1) any currently eligible Housing Choice Voucher Program administrative costs during the period that the program is impacted by coronavirus; and (2) new coronavirus-related activities, including activities to support or maintain the health and safety of assisted individuals and families, and costs related to the retention and support of participating owners.

Some eligible coronavirus-related activities include: necessary upgrades to information technology equipment and computer systems integrations; overtime pay

for public housing authority staff to carry-out Housing Choice Voucher Program responsibilities; cost of providing childcare for housing authority staff that would not have otherwise been incurred; purchase of cleaning supplies and personal protective equipment for staff; and other costs determined eligible on a case-by-case basis.

Under the CARES Act, the period of availability for these funds is the duration of calendar year 2020. The funds may not roll over into the next calendar year and if the funds are not expended they must be remitted to HUD. Staff is currently preparing an expenditure plan that corresponds with the eligible spending categories to ensure funds are fully utilized and appropriately spent.

FINANCIAL IMPACT

The Housing Authority receives all funding for the Section 8 Rental Assistance Program from HUD. The level of funding is based on appropriations approved by Congress. This allocation will provide an additional \$517,312 to address new coronavirus-related administrative activities through December 31, 2020.

RECOMMENDATION

It is recommended that the Housing Authority and City Council:

- Recognize and appropriate the \$517,312 in Housing Authority administrative fee funding from the CARES Act.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
HUD CARES Award	5/20/2020	Cover Memo	CARES_Award_Letter.5.8.20.pdf



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

May 8, 2020

CA102

GARDEN GROVE HOUSING AUTHORITY
11277 GARDEN GROVE BLVD
SUITE 101-C, P. O. BOX 3070
GARDEN GROVE, CA 92843-2843

Dear Executive Director:

**SUBJECT: CY 2020 Housing Choice Vouchers – CARES Act Administrative Fees,
Mainstream Administrative Fees, and MTW Embedded Fees**

Your agency was notified in a letter date May 7, 2020 that it has been awarded administrative fee funding under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This letter and enclosed table provide the specific details of the funding awarded and information concerning the disbursement of these funds. Funds have been obligated and scheduled for disbursement in May 2020.

These funds must be administered in accordance with the CARES Act requirements. Information about these requirements is provided in PIH Notice 2020-08.

Enclosed is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable) for your current fiscal year; the documents must be submitted to your local field office and Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<https://www.hud.gov/sites/documents/50071.PDF>

Form SF-LLL

<https://www.hudexchange.info/resources/documents/HUD-Form-Sflll.pdf>

www.hud.gov

espanol.hud.gov

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely

Jennifer D. Horn

Digitally signed by Jennifer D. Horn
DN: CN = Jennifer D. Horn, C = US
O = Financial Management Center,
OU = Division Director,
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 20-097

Increment Number Table**U. S. Department of Housing and Urban Development**
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

May 8, 2020

Funding Increment Number	Effective Date	Term (Months)	BA Assigned
CA102AF0227	5/1/2020	1	\$517,312