



AGENDA

Garden Grove Housing Authority

Tuesday,
November 24, 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

COVID-19 Information: Masks are required to be worn and adherence to six foot distancing from others when attending public meetings.

Meeting Assistance: Any person requiring auxiliary aids and services, due to a disability, to address the City Council, 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 City Council 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 Council Members 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 City Council meeting agenda; and (3) at the Council Chamber at the time of the meeting.

Public Comments: Members of the public desiring to address the City Council 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 City Council has jurisdiction over. Persons wishing to address the City Council regarding a Public Hearing matter will be called to the podium at the time the matter is being considered.

Manner of Addressing the City Council: After being called by the Mayor, you may approach the

podium, it is requested that you state your name for the record, and proceed to address the City Council. All remarks and questions should be addressed to the City Council as a whole and not to individual Council Members or staff members. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the City Council shall be called to order by the Mayor. If such conduct continues, the Mayor may order the person barred from addressing the City Council any further during that meeting.

Time Limitation: When any group of persons wishes to address the City Council on the same subject matter, the Mayor may request a spokesperson be chosen to represent the group, so as to avoid unnecessary repetition. At the City Council'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 September 2020.
(Action Item)

2.b. Receive and file the Housing Authority Status Report for October 2020.
(Action Item)

2.c. Receive and file minutes from the meeting held on September 22, 2020.
(Action Item)

3. MATTERS FROM CHAIR, COMMISSIONERS AND DIRECTOR

4. ADJOURNMENT

The next Regular Housing Authority Meeting will be on Tuesday, December 22, 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 Authority Status Report for September 2020. (<i>Action Item</i>)		
		Date:	10/27/2020

OBJECTIVE

For the Housing Authority Commissioners to receive and file the September 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 September 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 - 4

Briefings: Two briefings were conducted this month, and 11 vouchers were issued.

Re-certifications: Staff conducted 221 re-examination interviews with participants to determine continued eligibility. 137 were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

Moves: Staff met with 16 tenants currently on the program that were moving and were briefed on move procedures.

Terminations: There were 4 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 September. There were no contracts signed and no contracts were terminated. There are a total of 391 families who have signed contracts for the FSS program. Forty-two contracts are active. Six 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 35 escrow accounts. Thirteen 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 16 requests for new lease approvals with eight units passing and eight units failing.

Annuals: There were no annual inspections conducted this month.

Re-inspections: There were 13 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 September Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical report	10/6/2020	Cover Memo	Statistical_Report_- _September.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"
September 2020

<u>I. LEASED FAMILIES</u>		<u>NUMBER</u>	<u>FAMILIES</u>				
Total Participating Families:		<u>2517</u>	<u>100%</u>				
Elderly:		<u>1590</u>	<u>63%</u>				
Disabled:		<u>757</u>	<u>30%</u>				
Female Head of Household:		<u>1378</u>	<u>54%</u>				
Employed:		<u>754</u>	<u>30%</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>2202</u>	<u>2337</u>	<u>95%</u>	<u>315</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>\$1,624</u>	<u>\$2,017</u>	<u>\$2,819</u>	<u>\$3,256</u>	<u></u>	
<u>IV. RENTS AND INCOME</u>		<u>VOUCHERS</u>					
Average HAP Payment:		<u>\$1,175</u>					
Average Tenant Rent:		<u>\$409</u>					
Average Contract Rent:		<u>\$1,610</u>					
Average Annual Income:		<u>\$18,680</u>					
Hard to House		<u>7</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>1578</u>	<u>703</u>	<u>189</u>	<u>30</u>	<u>17</u>	<u>2517</u>

GARDEN GROVE HOUSING AUTHORITY**"STATISTICAL REPORT"****September 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	24	3				27
Annual Reexamination	135	45	17	2	2	201
Interim Reexamination	53	52	15	5	1	126
Portability Move-in (S8 only)	1					1
Portability Move-out (S8 only)	2					2
End Participation	2	1				3
Other Change of Unit	20	6	2			28
FSS/WtW Addendum Only			2			2
Annual Reexamination Searching (S8)	2					2
Other Adult	7	1				8
Own Business		1				1

Form Completed by: Linda Middendorf

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 Authority Status Report for October 2020. (*Action Item*) Date: 11/24/2020

OBJECTIVE

For the Housing Authority Commissioners to receive and file the October 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 October 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 one Initial Qualification interview(IQ) from the Waiting List and the following:

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

Briefings: Three briefings were conducted this month, and 16 vouchers were issued.

Re-certifications: Staff conducted 180 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.

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

Terminations: There were 4 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 October. There were no contracts signed and no contracts were terminated. There are a total of 392 families who have signed contracts for the FSS program. Forty-three contracts are active. Seven 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 35 escrow accounts. Twelve 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 15 requests for new lease approvals with three units passing and five units failing.

Annuals: There were no annual inspections conducted this month.

Re-inspections: There were seven 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 October Housing Authority Status Report.

By: Danny Huynh, Housing Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Statistical report	11/9/2020	Cover Memo	Statitcal_Report_-_Oct.pdf

GARDEN GROVE HOUSING AUTHORITY
"STATISTICAL REPORT"
October 2020

<u>I. LEASED FAMILIES</u>	<u>NUMBER</u>	<u>FAMILIES</u>
Total Participating Families:	<u>2517</u>	<u>100%</u>
Elderly:	<u>1593</u>	<u>63%</u>
Disabled:	<u>757</u>	<u>30%</u>
Female Head of Household:	<u>1378</u>	<u>54%</u>
Employed:	<u>759</u>	<u>30%</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>2201</u>	<u>2337</u>	<u>95%</u>	<u>316</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>\$1,624</u>	<u>\$2,017</u>	<u>\$2,819</u>	<u>\$3,256</u>	<u></u>

<u>IV. RENTS AND INCOME</u>	<u>VOUCHERS</u>
Average HAP Payment:	<u>\$1,178</u>
Average Tenant Rent:	<u>\$410</u>
Average Contract Rent:	<u>\$1,614</u>
Average Annual Income:	<u>\$18,848</u>
Hard to House	<u>5</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>1579</u>	<u>700</u>	<u>191</u>	<u>30</u>	<u>17</u>	<u>2517</u>

GARDEN GROVE HOUSING AUTHORITY**"STATISTICAL REPORT"****October 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	6	7	1			14
Annual Reexamination	116	68	27	2	2	215
Interim Reexamination	67	55	23	1		146
Portability Move-in (S8 only)	1					1
Portability Move-out (S8 only)	2					2
End Participation	2					2
Other Change of Unit	12	7				19
Annual Reexamination Searching (S8)	1					1
Other Adult	4	2				6
Own Business	1					1

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: 11/24/2020
from the meeting held on
September 22, 2020.
(Action Item)

Attached are the minutes from the meeting held on September 22, 2020, recommended to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	11/19/2020	Minutes	ha-min_09_22_2020.pdf

MINUTES

GARDEN GROVE HOUSING AUTHORITY

Regular Meeting

Tuesday, September 22, 2020

Community Meeting Center

11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:31 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 AUGUST 2020 (F: H-117.2)

It was moved by Chair Bui, seconded by Commissioner Beckles that:

The Housing Authority Status Report for August 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, Solorio, K. Nguyen, Bui
Noes: (0) None

RECEIVE AND FILE MINUTES FROM THE MEETING HELD ON AUGUST 25, 2020 (F: Vault)

It was moved by Chair Bui, seconded by Commissioner Beckles that:

Minutes from the meeting held on August 25, 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, Solorio, K. Nguyen, Bui
Noes: (0) None

ADJOURNMENT

At 6:34 p.m., Chair Bui adjourned the meeting. The next Regular Housing Authority Meeting will be held Tuesday, October 27, 2020, at 5:30 p.m., at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC
Secretary