## **AGENDA**

Kim B. Nguyen
Chair
Diedre Thu-Ha
Nguyen
Vice Chair
Carol Beckles
Commissioner
George S. Brietigam
Commissioner



Garden Grove Housing Authority

Tuesday, June 22, 2021

6:30 PM

Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California 92840 Commissioner

John R. O'Neill

Commissioner

Steve Jones

Commissioner

Patrick Phat Bui

Commissioner

Stephanie

Klopfenstein

Commissioner

Vacant

Commissioner

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

<u>Meeting Assistance</u>: 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.

<u>Agenda Item Descriptions</u>: 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.

<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 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.

<u>Public Comments</u>: 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.

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

- 1. ORAL COMMUNICATIONS
- 2. CONSENTITEMS

(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 May 2021. (*Action Item*)
- 2.b. Receive and file minutes from the meeting held on May 25, 2021. (*Action Item*)

## 3. PUBLIC HEARINGS

(Motion to approve will include adoption of each Resolution unless otherwise stated.)

- 3.a. Adoption of a Resolution approving the Garden Grove Housing Authority biennial budget for Fiscal Year 2021-22 and Fiscal Year 2022-23. (Joint Action Item 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, July 27, 2021, at

 $5{:}30~\text{p.m.}$  in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California, 92840.

## **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: 6/22/2021

Authority Status Report for May 2021. (Action Item)

## **OBJECTIVE**

For the Housing Authority Commissioners to receive and file the May 2021 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 2,529 senior citizens, disabled persons, and families are funded by the Section 8 Rental Assistance Program.

In May 2021, the Housing Authority was awarded with 117 Emergency Housing Vouchers (EHVs) and funding from HUD, as authorized by the American Rescue Plan Act of 2021. The EHVs are provided to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless. The initial award amount is \$1,744,368 with the effective date July 1, 2021. To ensure that the EHVs assist families who are most in need, the Housing Authority will work with community partners to determine the best use and targeting for the vouchers along with other resources available in the community.

In November 2020, the Housing Authority was awarded with 75 new Mainstream vouchers and funding from HUD, as authorized by the Coronavirus Aid, Relief and Economic Security Act. The Mainstream vouchers are provided to help respond to coronavirus related housing needs in the community.

### DISCUSSION

The following is a status report for the month of May 2021:

<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 13 Initial Qualification interviews (IQ) from the Waiting List and the following:

- (a) Emergency Situations -
- (b) Referred by a Garden Grove Homeless Shelter 1
- (c) Incoming Portability 3

<u>Briefings and New Program Admissions</u>: Two (2) briefings were conducted this month, 20 vouchers were issued, and 21 families were admitted to the program.

<u>Re-certifications</u>: Staff conducted 227 re-examination interviews with participants to determine continued eligibility. Seventy-two (72) were interviewed who had interim changes in income, which necessitated an adjustment in their portion of the rent.

<u>Moves</u>: Staff met with 14 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 May. There were no contracts signed and 3 contracts were terminated. There are a total of 394 families who have signed contracts for the FSS program. Forty (40) contracts are active. Eight (8) update meetings were held with FSS participants.

One hundred and thirty-three (133) families have completed their FSS goals and 67 of these are self-sufficient and no longer need housing assistance. Eight (8) families have purchased houses. There are 37 escrow accounts. Eighteen (18) 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.

<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 25 requests for new lease approvals with 10 units passing and 15 units failing.

Annuals: There were no annual inspections conducted this month.

<u>Re-inspections</u>: There were 14 re-inspections conducted on units that failed their first inspection.

<u>Move-out</u>: There were no move-out inspections conducted.

<u>Specials</u>: There were no special inspections conducted.

<u>Quality Control</u>: 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 2021 May Housing Authority Status Report.

By: Danny Huynh, Housing Manager

#### **ATTACHMENTS:**

Description	Upload Date	Туре	File Name
Statistical report	6/3/2021	Backup Material	statistical_reportMay.pdf

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT" May 2021

I.	LEASED FAMILIES	<u>NUMBER</u>		<b>FAMILIES</b>			
	<b>Total Participating Families:</b>	2512		100%			
	Elderly:	1609		64%			
	Disabled:	753		30%			
	Female Head of Household:	1393		55%			
	Employed:	770		30%			
II.	<u>UNITS UNDER LEASE</u>	UNITS LEASED	TOTAL UNITS ALLOCATED	% LEASED	PORT IN ADMINISTERED		
		2207	2337	94%	305		
ш.	CURRENT PAYMENT STANDARD	1-BEDROOM \$1,718	<b>2-BEDROOM</b> \$2,121	<u>3-BEDROOM</u> \$2,937	<u>4+BEDROOM</u> \$3,382	MOBILE HOME	
IV.	RENTS AND INCOME	<b>VOUCHERS</b>					
	Average HAP Payment:	\$1,202					
	Average Tenant Rent:	\$421					
	Average Contract Rent:	\$1,656					
	Average Annual Income:	\$19,420					
	Hard to House:	4					
v.		1-BEDROOM	2-BEDROOM	3-BEDROOM	4+BEDROOM	<u>MOBILE</u>	TOTAL
	LEASED BY BEDROOM SIZE	1603	681	181	30	<u>HOME</u> 17	2512

# GARDEN GROVE HOUSING AUTHORITY "STATISTICAL REPORT"

## May 2021

VI. MONTHLY ACTIVITY BY UNIT SIZI	<u>E</u>				MOBILE	
	1-BEDRM	2-BEDRM	3-BEDRM	4+BEDRM	HOME	TOTAL
New Admission	13	6	2			21
Annual Reexamination	129	53	12	3	2	199
Interim Reexamination	66	42	13	4	1	126
Portability Move-in (S8 only)	11	2				3
Portability Move-out (S8 only)	1	3	2			6
End Participation	1		2			3
Other Change of Unit	15	12	1			28
FSS/WtW Addendum Only	11					1
Annual Reexamination Searching (S8	3	1				4
Other Adult	12			1		13
Own Business	1			1		2

## Agenda Item - 2.b.

## **City of Garden Grove**

## INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy

Dept.: Director Dept.: Secretary

Subject: Receive and file minutes Date: 6/22/2021

from the meeting held on

May 25, 2021. (Action Item)

Attached are the minutes from the meeting held on May 25, 2021, recommended to be received and filed as submitted or amended.

## **ATTACHMENTS:**

Description Upload Date Type File Name

Minutes 6/15/2021 Minutes ha-min\_05\_25\_2021.pdf

#### **MINUTES**

## GARDEN GROVE HOUSING AUTHORITY

## Regular Meeting

Tuesday, May 25, 2021

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

## **CONVENE MEETING**

At 6:39 p.m., Chair K. Nguyen convened the meeting.

ROLL CALL PRESENT: (7) Commissioners Beckles, Brietigam, O'Neill,

Jones, Klopfenstein, Vice Chair D. Nguyen,

Chair K. Nguyen

ABSENT: (1) Bui

## ORAL COMMUNICATIONS

Speakers: None.

## RECEIVE AND FILE THE HOUSING AUTHORITY STATUS REPORT FOR APRIL 2021 (F: H-117.2)

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

The April 2021 Housing Authority Status Report, be received and filed.

The motion carried by a 7-0-1 vote as follows:

Ayes: (7) Beckles, Brietigam, O'Neill, Jones, Klopfenstein, D.

Nguyen, K. Nguyen

Noes: (0) None

Absent: (1) Bui

## RECEIVE AND FILE MINUTES FROM THE MEETING HELD ON APRIL 27, 2021 (F: Vault)

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

Minutes from the meeting held on April 27, 2021, be received and filed.

The motion carried by a 7-0-1 vote as follows:

-1- 5/25/21

Beckles, Brietigam, O'Neill, Jones, Klopfenstein, D. Ayes: (7)

Nguyen, K. Nguyen

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

## **ADJOURNMENT**

At 6:40 p.m., Chair K. Nguyen adjourned the meeting. The next Regular Housing Authority Meeting will be Tuesday, June 22, 2021, at 5:30 p.m., in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy Secretary

> -2-5/25/21

## **City of Garden Grove**

## INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Maria Stipe

Dept.: Director/City Manager Dept.: City Manager

Subject: Adoption of a Resolution Date: 6/22/2021

approving the Garden Grove Housing Authority biennial budget for Fiscal Year 2021-22 and Fiscal Year 2022-23. (Joint Action Item with the Garden Grove City Council)

## **OBJECTIVE**

To request that the Housing Authority and City Council hold a Public Hearing on the Authority's proposed annual budget for Fiscal Year 2021-22 and Fiscal Year 2022-23; and adopt a Resolution approving the budget.

## BACKGROUND

The Section 8 Rental Assistance Program is a federally funded program through the Department of Housing and Urban Development (HUD) that assists very-low income families, seniors and disabled persons in the payment of the rent on privately owned rental units. Under this program, qualified participants pay a percentage of their adjusted income toward the rent and the Housing Authority pays the balance to the owner utilizing federal funds received from HUD. The rental units subsidized under the program are inspected annually to ensure that they are decent, safe, and sanitary and have no building code violations. The Authority ensures that the total monthly rent is comparable to rents being paid on similar non-subsidized units, and owners are encouraged to improve their properties to make them eligible for an annual rent increase.

In addition, as part of the dissolution of the Garden Grove Agency in February 2012, the Housing Authority has taken on the "housing assets" of the former Agency. These assets include land purchased with housing set aside funds.

## DISCUSSION

The Authority's annual budget for Fiscal Year 2021-22 is estimated at \$45,319,441 and Fiscal Year 2022-23 is estimated at \$44,943,390 which reflects assistance to 2,529 Section 8 families, plus an additional 300 families through Portability, and the

operational costs of administering the program. While the Housing Authority is allocated 2,529 vouchers, it is only able to fulfill approximately 2,410 at the current funding level. Additionally, the Housing Authority is receiving approximately 82% of its administrative allocation at this time. Staff continues to administer the program with reduced funding but may be required to make additional program adjustments if funding is not restored or is further reduced.

## FINANCIAL IMPACT

The Housing Authority receives all funding for the Section 8 Rental Assistance Program from the Department of Housing and Urban Development (HUD). The level of funding is based on annual appropriations approved by Congress. Revenues generated from rentals and housing agreements will be used to administer affordable housing assets.

## RECOMMENDATION

It is recommended that the Housing Authority and City Council:

- Conduct a Public Hearing on the proposed budget; and
- Adopt the attached Resolution approving the Authority's budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

By: Danny Huynh, Housing Manager

## ATTACHMENTS:

Description	Upload Date	Туре	File Name
Resolution	6/14/2021	Resolution	6-22-21_RES-HA_FY21-23_(2).docx
Budget and description	6/14/2021	Backup Material	Biennial_Budget_2021-23.pdf
PowerPoint Presentation	6/23/2021	Presentation	HousingFY_21- 23 Budget Adoption Presentaion 6.22.21.pdf

### GARDEN GROVE HOUSING AUTHORITY

### RESOLUTION NO.

## A RESOLUTION OF THE GARDEN GROVE HOUSING AUTHORITY ADOPTING BUDGETS FOR FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-23

WHEREAS, the Garden Grove Housing Authority has given careful consideration to the adoption of the Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

NOW, THEREFORE, BE IT RESOLVED that the Director is hereby authorized to expend in accordance with Section 34200, et seq., of the Health and Safety Code of the State of California on behalf of the Garden Grove Housing Authority an amount of \$45,319,441 for Fiscal Year 2021-22 and \$44,943,390 for Fiscal Year 2022-23 from new appropriations for the planned activities shown below:

<u>Expenditures</u>	FY 2021-22	FY 2022-23
Administration Property Management	\$ 3,917,014 137,954	\$ 3,535,032 139,457
Family Self-Sufficiency Program Housing Assistance Payments	150,105 41,114,368	154,533 _41,114,368
TOTAL EXPENDITURES	\$45,319,441	\$44,943,390

BE IT FURTHER RESOLVED by the Garden Grove Housing Authority that the total of \$45,319,441 for Fiscal Year 2021-22 and \$44,943,390 for Fiscal Year 2022-23 which the Director is authorized to expend in accordance with the Laws of the State of California shall be appropriated from the following funds for the Fiscal Year 2021-22 and Fiscal Year 2022-23.

<u>Funding</u>	FY 2021-22	FY 2022-23
Low/Mod Housing Agency (501)	\$ 300,954	\$ 302,457
Housing Authority- Civic Center Prop. (502)	37,000	37,000
Housing Authority-Sec8 Admin (681)	3,867,119	3,489,565
Housing Authority (682)	41,114,368	41,114,368
TOTAL FUNDING	\$ 45,319,441	\$ 44,943,390

## HOUSING AUTHORITY

## **DESCRIPTION AND OBJECTIVES**

#### PROGRAM DESCRIPTION

The Garden Grove Housing Authority provides rental subsidies for eligible low-income tenants. The Section 8 Rental Assistance Program is funded by federal grants through the Department of Housing and Urban Development. Qualified families are issued a voucher, which can be used in a privately owned rental unit, provided the unit meets Housing Quality Standards for health and safety. The rental subsidy is based on the tenant's income and family size. The Authority also administers a Family Self-Sufficiency Program, which assists housing participants to achieve economic self-sufficiency through education, training and employment.

## FISCAL YEAR 2021-22 & FY 2022-23 PROGRAM OBJECTIVES

- 1. Provide monthly rental subsidies for low-income families with 2,337 Housing Choice Vouchers, 117 Emergency Housing Vouchers and 75 Mainstream Vouchers.
- 2. Conduct approximately 2,500 initial and biennial inspections to ensure subsidized units are meeting the Housing Quality Standards and the Building and Safety Codes.
- 3. Provide outreach activities to tenants, landlords and other support agencies.
- 4. Continue to implement the Family Self-Sufficiency Program to help housing clients towards economic self-sufficiency.
- 5. Monitor former Agency affordable housing agreements.
- 6. Monitor and maintain owned properties.

## HOUSING AUTHORITY FY 2021-22 BUDGET

Annual Budget	Funding Source				
Activity/Section	501 - HSG SUCCESSOR AGNCY	502 - HSG AUTH- CC PROPTS	681 - HSG AUTH SEC8-ADMIN	682 - HSG AUTH SEC8-HAP	Grand Total
1000 - ADMINISTRATION	300,954		3,826,120		4,164,074
101 - CM - CITY COUNCIL	·		5,877		5,877
102 - CM - CITY MANAGER			159,077		159,077
103 - CM - CITY CLERK			9,400		9,400
106 - CM - HOUSING AUTHORITY	100,954		3,382,796		3,483,750
132 - FIN - FISCAL SERVICES			106,484		106,484
133 - FIN - BUDGET			5,709		5,709
210 - CEDD - COMMUNITY DEVELOPMENT	200,000	37,000	156,777		393,777
1030 - RESEARCH / LEGISLATION			40,999		40,999
102 - CM - CITY MANAGER			40,999		40,999
1065 - VOUCHERS HAP				36,349,368	36,349,368
106 - CM - HOUSING AUTHORITY				36,349,368	36,349,368
1070 - HAP PORTABILITY				4,765,000	4,765,000
106 - CM - HOUSING AUTHORITY				4,765,000	4,765,000
1240 - TENANT BASED RENTAL ASSISTANCE	0				0
230 - CEDD - NEIGHBORHOOD IMPR	0				0
Grand Total	300,954	37,000	3,867,119	41,114,368	45,319,441

## HOUSING AUTHORITY FY 2022-23 BUDGET

Annual Budget	Funding Source				
			681 - HSG		
	501 - HSG	502 - HSG	AUTH SEC8-	682 - HSG	
Activity/Section	SUCCESSOR AGNCY	AUTH-CC PROPTS	ADMIN	AUTH SEC8-HAP	Grand Total
1000 - ADMINISTRATION	302,457	37,000	3,440,219		3,779,676
101 - CM - CITY COUNCIL			5,979		5,979
102 - CM - CITY MANAGER			163,770		163,770
103 - CM - CITY CLERK			9,677		9,677
106 - CM - HOUSING AUTHORITY	102,457		2,997,529		3,099,986
132 - FIN - FISCAL SERVICES			109,484		109,484
133 - FIN - BUDGET			5,877		5,877
210 - CEDD - COMMUNITY DEVELOPMENT	200,000	37,000	147,902		384,902
1030 - RESEARCH / LEGISLATION			42,208		42,208
102 - CM - CITY MANAGER			42,208		42,208
1045 - ELECTIONS/VOTER ASSISTANCE			7,137		7,137
103 - CM - CITY CLERK			7,137		7,137
1065 - VOUCHERS HAP				36,349,368	36,349,368
106 - CM - HOUSING AUTHORITY				36,349,368	36,349,368
1070 - HAP PORTABILITY				4,765,000	4,765,000
106 - CM - HOUSING AUTHORITY				4,765,000	4,765,000
1240 - TENANT BASED RENTAL ASSISTANC	E 0				0
230 - CEDD - NEIGHBORHOOD IMPR	0				0
Grand Total	302,457	37,000	3,489,565	41,114,368	44,943,390



# Fiscal Years 2021-23 Biennial Budget Housing Authority

June 22, 2021



# FY 2021-23 Housing Authority

- Federally funded through HUD
- Rental subsidies up to 2,529 low income families
  - 75 Mainstream Vouchers Program (\$1.2M and up to \$100K for admin costs
  - 117 Emergency Housing Vouchers (\$1.7M and up to \$455K for admin costs

2



# FY 2021-23 Housing Authority

- Outreach activities to tenants and landlords
- Initial and annual inspections
- Continue family self-sufficiency program
- Maintain owned properties
- Monitor former Agency affordable housing agreements

3



# FY 2021-23 Housing Authority

**Sources** 

Uses

Beginning Balance

**Housing Allocation** 

Voucher Program

City Administration

**Total Uses** 

**Balance** 

**HAP Portability** 

**Total Resources** 

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2021-22 oposed	FY 2022-23 Proposed		
\$ 4,400	\$	4,475	
45,394		45,017	
49,794		49,492	
(36,349)		(36,349)	
(4,765)		(4,765)	
(4,205)		(3,829)	
(45,319)		(44,943)	
\$ 4,475	\$	4,549	