



CITY OF INGLEWOOD

OFFICE OF THE EXECUTIVE DIRECTOR



DATE: March 23, 2021

TO: Chairman and Housing Authority Board Members

FROM: Section 8, Housing, and Community Development Block Grant Department

SUBJECT: Resolution Approving the Addition of One (1) Full-Time Housing Specialist Position and Amending the Fiscal Year 2020-2021 Budget

RECOMMENDATION:

It is recommended that the Chairman and Housing Authority Members adopt a resolution to do the following:

1. Approve the addition of one (1) full-time Housing Specialist position; and
2. Amend the Fiscal Year 2020-2021 Budget to fund said position. (Housing Fund Reserves)

BACKGROUND:

The Inglewood Housing Authority (IHA) Section 8 Program is funded through an Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD) to provide rental assistance to hundreds of Inglewood residents. The Section 8 Program includes various housing vouchers, most commonly, the Housing Choice Voucher (HCV), and some Special Purpose Vouchers, such as the Veterans Affairs Supportive Housing (VASH) Vouchers and Mainstream Vouchers. The Section 8 Program has a waiting list of approximately 5,000 applicants. It has become necessary to amend the Fiscal Year 2020-2021 Budget and hire another full-time Housing Specialist to assist with the administration of the Section 8 waiting list and the admissions process.

On February 22, 2021, the Housing Authority received notification from the Department of Housing and Urban Development (HUD) that the Housing Authority has the ability to utilize its Administrative Fee funds to pay for staff salaries. As of December 31, 2020, the Housing Authority has approximately \$122,874.56 in Administrative Fee Reserves. Through increased voucher leasing, the IHA has increased administrative fee earnings potential of \$143,388 per year.

DISCUSSION:

Administrative fee funding for the Section 8 Program is part of the Inglewood Housing Authority's Annual Contributions Contract (ACC) with HUD. Administrative fees are earned by the IHA monthly, using the Voucher Management System (VMS). Each family unit leased earns the Housing Authority an administrative fee. The attachment included with this report illustrates the potential administrative fees that would cover the cost of hiring a Housing Specialist.

H-2

**Chairman and Housing Authority Board Members
Resolution Approving Full-Time Housing Specialist Position
and Amending the FY 2020-2021
March 23, 2021**

Upon adoption of the proposed resolution, the Fiscal Year 2020-2021 Budget for the IHA will be amended to reflect the increased Administrative Fee revenue to support the additional cost of hiring a third full-time Housing Specialist, whose duties, among others, include the following:

1. Provide case management, manage the Section 8 waiting list, and administer Special Purpose vouchers; and
2. Assist with portability billing.

FINANCIAL/FUNDING ISSUES AND SOURCES

There is no impact to the General Fund. The funding for this Housing Specialist position will be under account code 170.031.3151.11001 (Housing Fund – Housing, Section 8 & CDBG – Housing Division – Salaries) and will be \$59,161 for Fiscal Year 2020-2021.

LEGAL REVIEW VERIFICATION: YD

Administrative staff has verified that the legal documents accompanying this report have been reviewed and approved by the Office of the General Counsel.

BUDGET REVIEW VERIFICATION: YD

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed, and approved by the Budget Division.

FINANCE REVIEW VERIFICATION: YD

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed, and approved by the Finance Department.

DESCRIPTION ON ANY ATTACHMENTS:

Attachment No. 1 – Budget Resolution
Attachment No. 2 – Projected Funding Analysis Spreadsheet

PREPARED BY:

Isabel Soto, Acting Assistant Manager
Roberto Chavez, HUD Programs Manager

COUNCIL PRESENTER:

Roberto Chavez, HUD Programs Manager

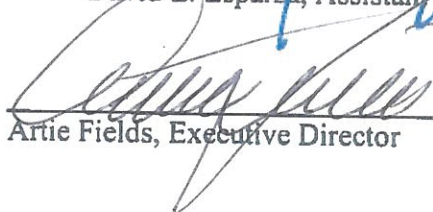
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD/
ASSISTANT CITY MANAGER APPROVAL:



David L. Esparza, Assistant City Manager/CFO

EXECUTIVE DIRECTOR APPROVAL:



Artie Fields, Executive Director

APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL:



Jose O. Cortes, Human Resources Director

CITY MANAGER APPROVAL:



Artie Fields, City Manager

ATTACHMENT NO. 1

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RESOLUTION NO. _____

A RESOLUTION OF THE INGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS APPROVING THE ADDITION OF A FULL-TIME HOUSING SPECIALIST POSITION AND AMENDING THE FISCAL YEAR 2020-2021 BUDGET TO FUND SAID POSITION

WHEREAS, the Inglewood Housing Authority (IHA) Housing Choice Voucher Program is funded through the United States Department of Housing and Urban Development (HUD) Annual Contributions Contract; and

WHEREAS, HUD notified IHA that it has leasing potential for its Housing Choice Voucher Program, and as such, IHA has potential to increase its administrative funding; and

WHEREAS, the administrative funding is sufficient to fund the addition of one full-time Housing Specialist position; and

WHEREAS, IHA desires to approve the addition of one full-time Housing Specialist position and amend the Fiscal Year 2020-2021 Budget to fund said position;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE INGLEWOOD HOUSING AUTHORITY DOES RESOLVE AS FOLLOWS:

Section 1. That the Fiscal Year 2020-2021 Budget is amended as shown in Exhibit "A".

Section 2. The Secretary shall certify to the adoption of this resolution and the same shall be in full force and effect immediately upon adoption.

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1 **PASSED, APPROVED, AND ADOPTED** this _____ day of _____
2 2021.

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4 _____
5 James T. Butts, Jr., Chairman

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7 **ATTEST:**
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10 Aisha L. Thompson, Secretary

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Exhibit A

Fund: 170 Housing Fund
Agency: 031 Housing, Section 8 & CDBG
Orgn: 3151 Housing Division

OBJECT CODE	FY2020-21 Budget	Amendment Request	Increase/ (Decrease)
11001.01 Salaries	\$ 808,159	\$ 867,320	\$ 59,161
Total	\$ 808,159	\$ 867,320	\$ 59,161

EXHIBIT A (Continued)

CITY OF INGLEWOOD
AUTHORIZED PERSONNEL AND FULL TIME EQUIVALENT (FTE) REVISIONS
FISCAL YEAR 2020-21
HOUSING, SECTION 8 & CDBG

<u>ORGN</u>	<u>CLASS - TITLE</u>	FY2021 <u>FT</u>	FY2021- AMENDED <u>FTE</u>	DIFF. <u>OT</u>
3051	650-Housing Specialist-FT	2.00	3.00	1
SUMMARY OF FY2020-21 POSITION CHANGES		2.00	3.00	1.00

ATTACHMENT NO. 2

2.23.2021 Voucher unit admin fee funding projections.

1.	VASH allocation – 50 vouchers x \$95.59 = \$4,780 x 12 = Potential earnings \$57,360	\$ 57,360.00
2.	Main stream vouchers -75 vouchers x \$95.59 = \$7,169 x 12 = Potential earnings \$86,031	\$ 86,031.00
3.	Portability Admin fees-\$22,278	\$ 143,391.00
4.	Regular Admin fees from HUD -\$85,682	

Total monthly Admin fee current \$ 107,960.00 (December 2020) + Potential additional Admin fee monthly earnings (\$11,949)

125 VASH and Mainstream voucher projections

Current UNP as of 12.31.2020 = \$ 122,874.00

HS IMEO Salary range	276.0-311.0	\$74,757.02
Benefits (.60%)		\$44,854.21
HS total Cost		\$119,611.23