



**SACRAMENTO  
HOUSING AND REDEVELOPMENT  
AGENCY**



September 19, 1989

Budget and Finance Committee  
of the City Council  
Sacramento, CA

Honorable Members in Session:

SUBJECT: Amendment of 1989 Agency Budget to Cover Costs  
Incurred as a Result of the Open Application Period  
for the Section 8 and Conventional Housing Programs

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Housing Authority of the City of Sacramento. A similar report will be submitted to the Housing Authority of the County of Sacramento.

RECOMMENDATION

The staff recommends approval of the attached resolution approving the budget amendments.

Respectfully submitted,

ROBERT E. SMITH  
Executive Director

TRANSMITTAL TO COMMITTEE:

JACK R. CRIST  
Deputy City Manager

Attachment



**SACRAMENTO  
HOUSING AND REDEVELOPMENT  
AGENCY**



DATE: September 18, 1989

Housing Authority of the  
City of Sacramento  
Sacramento, California

Honorable Members In Session:

SUBJECT: Amendment of 1989 Agency Budget to Cover  
Costs Incurred as a Result of the Open  
Application Period for the Section 8 and  
Conventional Housing Programs.

SUMMARY:

Agency staff recommends adoption of the attached resolution amending the Agency's 1989 budget to cover budget over-runs in the Central Tenant Selection organizational unit.

BACKGROUND:

An important function of the Central Tenant Selection Office is accepting new applicants onto the Section 8 and Conventional Housing Wait lists. In past years the Agency has utilized several different approaches to accomplish this task, including: walk-in, mail-in, combination walk-in/mail-in, combination telephone-in/mail-in and telephone-in.

Since 1987 the Agency has utilized the technology of our computer system and the telephone to accept new applications with the positive result being the ability to have immediate access to the information and offer housing assistance to our clients within weeks rather than months.

This method does create some frustration on the part of persons who are unable to reach our office due to the volume of calls attempting to be made by potential applicants. However, in the long run it has proven to be the most efficient and expeditious method for cost savings and assisting the public we serve by eliminating numerous hardships imposed upon them in past years. Below are a few examples of these benefits:

- \* Avoids the need for a trip downtown merely to get an appointment, braving the weather and traffic, saving clients time and expense.
- \* No more standing in long lines for long periods of time.
- \* Client can apply from the comfort of his/her home.

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- \* Applicant was able to have a friend, relative or support agency call and make the reservation for him/her if he/she was incapacitated, on vacation, or otherwise unavailable.
- \* Reasonable assurance that once a reservation is made, applicant may be assisted within months rather than years.
- \* Elderly and handicapped clients (wheelchairs, walkers, etc.) avoid a trying trip to our office, negotiating steps, etc.
- \* Hearing impaired can call our TDD number.
- \* No more child care problems while applicant makes the trip to our office.
- \* Avoids uncertainty if pre-application has been received and/or accepted as when done by mail.
- \* Eliminates delays in processing of pre-applications or inability to process due to inability to decipher handwriting and/or missing information.
- \* Reduces the possibility of misplaced/misfiled pre-applications inherent in mass mail responses.

When the Agency reopened to accept new applications on January 23, 1989, the initial intention was to establish a wait pool of 2,000 to 3,000 applications. However, the response was overwhelming due to:

- \* The Section 8 Program had been closed to new applicants since May 10, 1984.
- \* The Conventional Public Housing Program had been closed to all except one bedroom elderly, handicapped and disabled households since December 14, 1984 (with the exception of marketing to fill a few newly constructed 1 & 2 bedroom county units in 1986).
- \* Mandatory newspaper public notice
- \* Mandatory direct mail notices to 8,574 households who had expressed an interest in applying when the application process was closed.

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During the first month of reopening, the Agency accepted a high of 899 applications in one day and a low of 256. At the current time, we have processed inquiries and now have a waiting list of over 22,000 applicants. Given the overwhelming response, the executive director made a decision to leave the process open, with a clear understanding that a mid-year budget amendment would be necessary to transfer the needed funds into the Central Tenant Selection Office budget to cover the cost of additional staff to help manage CentSO's significantly increased administrative responsibilities resulting from this decision. CentSO continues to accept in excess of 100 new applications each day.

## FINANCIAL:

The cost of the three temporary services, clerks and the installation of three additional telephone lines resulted in a budget over-run in the amount of \$40,000. This amount will be funded through the use of Section 8 administration fees.

## POLICY IMPLICATIONS:

This action is in accordance with the budget control principles established by the governing bodies of the agency.

## MBE/WBE:

No impact on MBE/WBE requirements as a result of this action.

## ENVIRONMENT REVIEW:

No environmental review is required for this activity.

## VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of September 18, 1989 the Sacramento Housing and Redevelopment Commission adopted a motion recommending the adoption of the attached resolution. The votes were as follows:

AYES:

NOES:

ABSENT:

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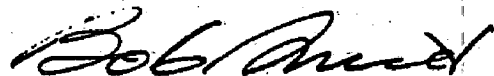
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RECOMMENDATION:

The staff recommends approval of the attached resolution authorizing the 1989 budget amendment.

Respectfully Submitted,



Robert E. Smith  
Executive Director

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# RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF \_\_\_\_\_

AMENDMENT OF 1989 AGENCY BUDGET TO COVER COSTS  
INCURRED AS A RESULT OF THE OPEN APPLICATION PERIOD  
FOR THE SECTION 8 AND CONVENTIONAL HOUSING PROGRAMS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF  
SACRAMENTO:

Section 1: The Executive Director is authorized to  
amend the 1989 Agency Budget by transferring \$20,000 from earned  
City Section 8 housing administration fees to Central Tenant  
Selection.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

1100WPP2(455)

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_