

Council Meeting of
October 23, 2007

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: Community Development—Senior Mobile Home Space
Rent Subsidy Program Overview and Update
Expenditure: \$120,000**

RECOMMENDATION

The Community Development Director recommends that the City Council review and approve the proposed criteria for program eligibility, organization of the Waiting List, verification and inspection procedures for the Senior Mobile Home Space Rent Subsidy Program.

FUNDING

Funding is available in the Department Operating Budget.

BACKGROUND AND ANALYSIS

When the City Council adopted the 2007-2008 budget in June 2007, it appropriated money to be used to provide a space rent subsidy that would be available to seniors who reside in mobile home parks and own their mobile home. The purpose of this item is to provide an overview of the program and receive guidance from the City Council about the requirements for program participants.

In determining the criteria for eligibility, verifications and inspections, staff has the following goals:

- To ensure, to the extent possible, that the neediest seniors are assisted first.
- To make the program as efficient as possible for staff to administer, while still ensuring that adequate verifications of income and assets are obtained.
- To make the participation in the program by park owners as easy as possible so that they will be willing to accept the subsidy.
- To ensure that minimum standards are maintained in the parks receiving the subsidy.

- To ensure that subsidy recipients are charged the same space rents as unassisted units.

The funding will allow 100 subsidies of \$100 per month. The subsidies will be paid directly to the mobile home parks and will be administered in a similar manner to the Senior Subsidy Program for the Safran buildings (Coleman Court and Ocean Terrace). This will simplify the process of check printing for the Finance Department and help ensure that only those residing in the unit receive assistance.

Proposed Qualifications for the Program

In order to be eligible for the program, it is proposed that applicants meet the following qualifications.

- The applicant must live in a mobile home park that is willing to participate in the program.
- The applicant must own a mobile home, reside in the home and pay space rent to the park.
- At least one person in the household must be at least 62 years of age.
- If the only senior leaves the household for some reason, a remaining family member who is otherwise qualified may continue to receive the subsidy if s/he will turn 62 within twelve months. Otherwise, the subsidy will cease.
- The owner must be a U.S. citizen or legal resident of the United States.
- No adult member of the household may be a registered sex offender.
- The senior must meet the income limits established for the program (see below). There will be no income exclusions; the income of all adult members of the household will be counted when determining eligibility for the subsidy.

Income Eligibility and Waiting List Maintenance

When developing criteria for admission, staff has attempted to ensure that the neediest seniors receive assistance first. A three tiered approach to eligibility is proposed. The tiers will be based on the U.S. Department of Housing and Urban Development's Extremely Low, Very Low and Low Income Limits. The current limits are shown below.

	1 Person	2 Person	3 Person	4 Person
Extremely Low	\$15,550	\$17,750	\$20,000	\$22,200
Very Low	\$25,900	\$29,600	\$33,300	\$37,000
Low	\$41,450	\$47,350	\$53,300	\$59,200

Within each tier, seniors will be ranked in order of date and time the application was received and placed on the Waiting List. All applicants in the first tier (Extremely Low) will be offered assistance before those in the second tier (Very Low) will then be assisted. If there are still unused subsidies, then those in the third (Low) tier will be assisted. This system will be used for the 100 initial subsidies. After these are filled, the Waiting List will continue to be maintained for turnover subsidies.

Verification Procedures

Staff will verify eligibility criteria when the senior comes on the program. These include income, assets, age, and U.S. citizenship or legal residency. The income will be re-examined once every two years for seniors that receive 75% or more of their income from Social Security, pensions and other fixed income. Other seniors will be reviewed each year. The seniors will also be required to provide proof that they continue to pay space rent. The verification procedures will be similar to those used for the Section 8 rental assistance program. To make the administration of the program easier, the re-examinations will be done during the same month each year. This is similar to the Senior Subsidy Program for the Safran buildings.

Inspections

To ensure the parks meet at least basic maintenance standards, an inspection will be done initially and at the time of the bi-annual re-exams. The inspections will ensure that the mobile homes are properly tied down and that the parks and exterior area of the mobile homes are maintained. The interior of the units will not be inspected.

Tasks that Remain to be Performed

After staff receives approval from the City Council for the outlines of the program, the following tasks will need to be completed before we can begin accepting applications.

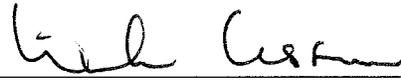
- Owners of the various mobile home parks in Torrance will be contacted to find out if they would be willing to participate in the program.
- When we know which parks are willing to accept the program, outreach efforts will be made to potential applicants.
- Some verification procedures have been developed based on the Section 8 guidelines. Applications, verification forms and other documents need to be prepared. The forms used for the Section 8 and Senior Subsidy Programs will be used as a model and modified as necessary.
- Prepare (with the assistance of the Legal Department) a contract for the owners and a subsidy agreement for program participants.
- Once the above tasks have been accomplished, staff can begin to accept applications and maintain a Waiting List.

- The applications will be reviewed by staff using the three tiered income approach described above. 100 applicants will be asked to complete a Certified Statement and staff will verify the information on these statements. If not all 100 seniors qualify, additional names will be selected from the list.
- For those seniors determined to be eligible, inspections will be performed as described above.
- For those units that pass inspection, execute a contract and subsidy agreement and begin making payments on the seniors' behalf.
- On going tasks will be Waiting List maintenance, review of applications where turnover subsidies become available and conducting re-exams for continued eligibility.

It is recommended at this time that the City Council review and approve the proposed criteria for program eligibility, organization of the Waiting List, verification and inspection procedures for the Senior Mobile Home Space Rent Subsidy Program.

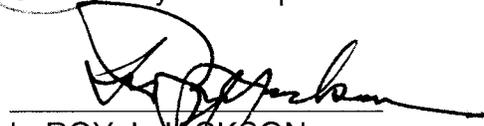
Respectfully submitted,

JEFFERY W. GIBSON
Community Development Director

By 
Linda Cessna
Deputy Community Development Director

CONCUR:


JEFFERY W. GIBSON
Community Development Director


LeROY J. JACKSON
City Manager