



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**May 2, 2023**

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**TOPIC:** Appropriation Adjustment for Emergency Housing Voucher Service Fees

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**AGENDA TITLE**

Approve Appropriation Adjustment Recognizing the Remaining Balance of Emergency Housing Voucher Service Fees

**RECOMMENDED ACTION**

Approve an appropriation adjustment for Emergency Housing Voucher Service Fees in the amount of \$155,750. *(requires five affirmative votes)*

**DISCUSSION**

On July 20, 2021, the City Council approved an appropriation adjustment recognizing Emergency Housing Voucher (EHV) service fees in the amount of \$311,500. The City Council also authorized the City Manager to execute a future agreement with a designated service provider to utilize EHV service fees to provide housing search assistance for EHV's issued by the Housing Authority (Exhibit 1). Following this approval on January 20, 2022, the City entered into an agreement with Mercy House Living Centers (Mercy House) to administer this \$311,500 in EHV service fees (Exhibit 2).

In the Fiscal Year 2022-23, staff carried over only 50 percent (50%) of the \$311,500 in EHV service fees. However, during FY 2022-23 Mercy House will expend more than 50 percent (50%) of the \$311,500 balance. Therefore, staff is seeking approval from the City Council to appropriate the remaining balance of EHV Service Fees.

**FISCAL IMPACT**

Approval of the appropriation adjustment will recognize \$155,750 in EHV service fees in Federal Grant – ARPA EHV Service Fees account (18018002-52014) and appropriate same to the EHV – Administrative Fees expenditure account below. Any remaining balances not expended at the end of the fiscal year will be presented to the City Council for approval of carryovers to FY 2023-24.

| <b>Fiscal Year</b> | <b>Accounting Unit-Account #</b> | <b>Fund Description</b>    | <b>Accounting Unit, Account Description</b> | <b>Amount</b> |
|--------------------|----------------------------------|----------------------------|---|---------------|
| FY 22-23           | 18018760-69135                   | Emergency Housing Vouchers | EHV – Admin Fees, Payment to Subagent       | \$155,750     |

**EXHIBIT(S)**

1. [July 20, 2021 Staff Report](#)
2. January 20, 2022 Agreement with Mercy House

Submitted By: Michael L. Garcia, Executive Director of Community Development

Approved By: Kristine Ridge, City Manager