



CITY of NAPA

Housing Authority

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June 4, 2014

Richard Spitler, City Manager
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Re: 2013-2014 Housing Services Agreement Annual Report

Dear Richard:

Attached please find the annual summary report of services provided under the Housing Services Agreement for the contract period July 1, 2013 through June 30, 2014.

During the contract period the Housing Authority has provided regulatory agreement monitoring on for-sale and rental affordable housing units, assisted local lenders and real estate agents with inquiries regarding the City's Affordable Housing Program, provided rental assistance to 22 very low income households in Calistoga, and has provided other technical assistance in response to specific City requests.

We look forward to working with you and your staff in the coming year. If you have any questions or concerns, please feel free to contact me at 257-9547 or Andrea Clark at 257-9254.

Sincerely,

Lark Ferrell
Housing Manager

cc: Lynn Goldberg, Planning Department



**HOUSING AUTHORITY'S ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2013 - JUNE 30, 2014**

CITY OF CALISTOGA	WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
A. COUNTYWIDE ACTIVITIES	1. Section 8 Housing Services	HUD funded very low income rental housing assistance program administer Countywide – 88% City of Napa and 12% Countywide.	The Housing Authority of the City of Napa administers a \$9.95 million Section 8 Housing Choice Voucher program providing 1170 rental assistance vouchers throughout the County of Napa. There are currently 22 households receiving rental assistance in the City of Calistoga. Another 54 households are on the Section 8 Wait List.
			One of the 22 Calistoga Voucher holders are participating in the Family Self Sufficiency Program (FSS). The FSS Program is a program of the Housing Authority that helps Section 8 Rental Assistance Program participants receive services, education, and job training to be able to take care of their families. Participants may receive referrals, help with goal-planning, and money for savings to help them become fully employed and independent.
			There is currently one Calistoga household receiving assistance under our Non-Elderly Disabled Persons Voucher Program (NEDS). The Housing Authority was awarded 100 special vouchers to provide rental assistance to non-elderly disabled persons. These vouchers can be used to rent any market rate unit within Napa County.
			One household in Calistoga is receiving rental assistance through the Family Unification Program (FUPS). HACN works in collaboration with the Napa County Child Welfare Services to assist families whose lack of housing places their children outside the home or delays the return of the children to the home. This program also provides transitional housing for the older teens coming out of foster care to secure appropriate and safe housing.
			Each household receiving a Section 8 Voucher meets annually with a Housing Technician to re-certify income eligibility and to review program guidelines and regulations. Each housing unit assisted undergoes a annual Housing Quality Standards inspection by the Housing Inspector.
B. STANDARD HOUSING SERVICES	1. Regulatory Agreement Monitoring & Other Program Monitoring	Provide required annual monitoring and implementation of preference policy on regulatory agreement units.	Mailed out annual owner occupancy certifications to homeowners in the Palisades, Emerald Oaks, Saratoga Manor II, and Silverado Place subdivisions. Verified fire insurance placement & coverage and property taxes were paid current on each property. Updated database to reflect any changes.
			Provided annual monitoring on the City's Affordable Housing Agreements on the Palisades Apartments, Lakewood I Apartments, the Luxe Calistoga-Garnett Creek, and Paladini Apartments. Reviewed tenant income certifications and compliance to affordable housing requirements and local preference policy. Submitted the Palisades Apartments annual long term HOME Program monitoring reports and the HOME Program Annual Program Income report to HCD in a timely manner.
	2. Other Housing Services - Down Payment Assistance Program	Provide required income verification and process required loan documents for program implementation.	Responded to program inquiries.
	3. Other Housing Services - Subordination requests and related policy questions.	Provide other housing services as needed	Assisted City staff with HOME contract set-up preparations and the reconveyances of paid off rehabilitation loans.