



Housing Authority

June 28, 2016

Dylan Feik, City Manager
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Re: 2015 - 2016 Housing Services Agreement Annual Report

Dear Dylan:

Attached please find the annual summary report of services provided under the Housing Services Agreement for the contract period July 1, 2015 through June 30, 2016.

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 eighteen very-low income households in Calistoga, and has provided other technical assistance in response to specific City requests.

Also during this reporting period, Housing staff provided marketing and outreach to local homeowners and mobile home parks announcing the City's new homeowner repair program. A total of thirty-three loan applications have been received for program assistance and processed for eligibility. Twenty-three projects have been approved with twenty-two projects completed as of the end of this reporting period. We anticipate the last project to be completed within the next 90 days and the grant closed out by the end of this calendar year. Housing staff also assisted with grant financial management and submitted the required quarterly and annual reports to HCD.



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,

A handwritten signature in cursive script, appearing to read "Lark Ferrell".

Lark Ferrell
Housing Manager

cc: Lynn Goldberg

**HOUSING AUTHORITY'S ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 2015 - JUNE 2016**

CITY OF CALISTOGA WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
A. COUNTY-WIDE 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 \$10 million Section 8 Housing Choice Voucher program providing 1150 rental assistance vouchers throughout the County of Napa. There are currently 18 households receiving rental assistance in the City of Calistoga. Another 52 Calistoga residents are on the Section 8 waitlist.
		There is currently one Calistoga household receiving assistance under our Non-Elderly Disabled Persons Voucher Program (NEDS). These special vouchers provide rental assistance to non-elderly disabled persons and 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 bi-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.
		Issued a notice of default to one homeowner who was no longer occupying the property as their primary residence and was out of compliance with their regulatory agreement. The owner sold the home and a demand to pay off the City's loan was issued and pay off received.
		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 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	One subordination request was processed according to the City's Refinance/Subordination policy. Prepared one pay off demand and two reconveyances for owner-financed rehabilitation loans.
4. HOME Program Services Agreement	Administer the HOME Program Grant consistent with the terms of the grant.	Provided HOME program marketing and outreach to local mobile home parks and homeowners. Received and processed 33 loan applications year to date. Twenty three projects have been approved, 22 projects completed, and one project in process. Four households remain on the waitlist. All grant funds have been totally committed and it is anticipated that the grant will be closed out before the end of the calendar year.
		Provided technical assistance with grant financial management and submitted annual and quarterly program reports to HCD in a timely manner.