



Housing Authority

June 13, 2018

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

Re: 2017 - 2018 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, 2017 through June 30, 2018.

During this reporting 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 twenty 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 for the new CDBG Program funded owner-occupied rehabilitation program. Housing staff received and processed 39 applications, determined program eligibility, performed inspection, and work write-ups. Eighteen applications were approved and loan documents were prepared and executed by the homeowners. Eleven of the eighteen projects were completed during this reporting period.

Housing staff also assisted with grant financial management of the CDBG grant funds and the HOME Program Income funds and submitted the required semi-annual and annual program income reports and annual progress reports to HCD on behalf of the City consistent with the requirements of the grant.



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 black ink, appearing to read "Lark Ferrell". The signature is written in a cursive, somewhat stylized font.

Lark Ferrell
Housing Manager

cc: Lynn Goldberg

HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2017 - JUNE 30, 2018

CITY OF CALISTOGA

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
A. COUNTYWIDE ACTIVITIES		
1. Section 8 Housing Services	<p>HUD funded very low income rental housing assistance program administer Countywide – 88% City of Napa and 12% Countywide.</p>	<p>The Housing Authority of the City of Napa administers a \$10.58 million Section 8 Housing Choice Voucher program providing 1100 rental assistance vouchers throughout the County of Napa. There are currently 20 households receiving rental assistance in the City of Calistoga with another 22 households on the Wait List.</p> <p>There is currently one household in Calistoga that 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.</p> <p>There are currently two Calistoga households that receive assistance under the Non-Elderly Disabled Persons Voucher Program (NEDS). These special vouchers provide rental assistance to non-elderly persons with disabilities and can be used to rent any market rate unit within Napa County.</p> <p>Each household receiving rental assistance vouchers meets annually with a Housing Technician to re-certify income eligibility and to review program guidelines and regulations. Each housing unit assisted undergoes an annual or a biennial Housing Quality Standards inspection by the Housing Inspector.</p> <p>Attended monthly Continuum of Care Committee meetings to represent the City of Calistoga to secure funding from the Federal Department of Housing and Urban Development for the purposes of supporting homeless services and housing programs. This past year the Committee applied for and was awarded \$745,886 in HUD Continuum of Care Grants, a 4.0% increase over last year, to assist the homeless population with case management and rental assistance.</p>
2. Continuum of Care	<p>Act as lead agency for the Countywide Continuum of Care plan for delivery of Homelessness services and projects.</p>	

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WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
B. STANDARD HOUSING SERVICES		
1. Regulatory Agreement Monitoring	Provide required annual monitoring of 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 to HCD consistent with HOME Program requirements.
2. Review development projects	Technical assistance reviewing residential development plans to maximize affordable housing units.	No activity in this area. Housing Manager and staff were available to provide technical assistance.
3. Affordable Housing Regulatory Agreements	Review affordable housing agreements and make recommendations	No activity in this area. Housing Manager and staff were available to provide technical assistance.
4. Annual Meeting with Staff and Council	Report on year's activities	Housing staff has reported and discussed various housing topics and issues with the City staff throughout the year.
C. ADDITIONAL HOUSING SERVICES		
Other services as mutually agreed upon	HOME and CDBG Grant Services Agreements	In June 2017, the City received authority to use CDBG grant funds for homeowner rehabilitation loans. Housing staff provided marketing, outreach, and a homeowner information workshops to mobile home park managers and homeowners. 457 marketing fliers were mailed out to homeowners of single family homes in the City's older neighborhoods. Housing staff also provided marketing materials at the annual back to school night.

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WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
Other Services - Continued		Received and processed 39 applications, determined program eligibility, performed inspections, and work write-ups, and prepared loan documents. 18 loan applications were approved and 11 rehabilitation projects were completed using CDBG program funds during this reporting period.
		Housing and City Code Enforcement staff participated in a homeowner informational meeting at the Fairway Manor mobile home park. A second meeting will be held in June or July to discuss the need for possible lot line adjustments and any HCD violations with the homeowners. Rehab loans may be offered to income eligible homeowners who have to clear violations.
		Additionally, Housing staff maintained accurate financial accounting records for the CDBG & HOME Program grants and submitted reports to the City's Finance staff. All required semi-annual and annual Program Income and annual progress reporting was submitted to HCD on behalf of the City consistent with the requirements of each grant program.
		Annual owner occupancy certification monitoring was conducted on all rehabilitation loans funded previously with HOME Program Funds. Verified insurance coverage and payment of property taxes.