

HOUSING AUTHORITY OF THE CITY OF NAPA
 EXHIBIT A
 WORK PROGRAM
 JULY 1, 2009 - JUNE 30, 2010

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCT
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.	Rental Assistance Provided.
B. STANDARD HOUSING SERVICES		
1. Regulatory Agreement & Other Program Monitoring	Provide required annual monitoring and implementation of preference policy on regulatory agreement units summarized on Exhibit B.	Annual Report Update of Activities submitted no later than May 14, 2010.
2. Other Housing Services - Down Payment Assistance Program	Provide required income verification and process required loan documents for program implementation per City Council Resolution No. 2009-034 as needed. Billing rate for services is \$130 per hour and will require preauthorization.	Process required loan documents as preauthorized and provide Annual Report Update of Activities.
3. Other Housing Services (e.g., subordination requests and related policy questions)	Provide other Housing Services as needed at an hourly rate of \$130 per hour and will require preauthorization between the HACN and the City.	Provide other Housing Services as preauthorized and provide Annual Report Update of Activities no later than May 14, 2010
4. Annual Meeting with Staff and Council	Report on year activities as needed.	Update of Activities as preauthorized.