

Communication "A" May 18, 2010, Calistoga City Council Regular Meeting
Item # 6: County's Homelessness and Farmworker Housing Services



Housing Authority of the City of Napa
1115 Seminary Street
PO Box 660
Napa CA 94559

May 18, 2010

Honorable Mayor and City Council
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Re: 2010 Housing Services Agreement Annual Report

Dear Mayor Gingles and City Council:

Attached please find the annual summary report of services provided under the Housing Services Agreement for the contract period July 1, 2009 through June 30, 2010.

During the contract period the Housing Authority has provided regulatory agreement monitoring on for-sale and rental affordable housing units, assisted City staff in implementing the City's new First Time Homebuyer Down Payment Assistance Program, provided rental assistance to 25 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,

A handwritten signature in black ink that reads "Jan Maurer-Watkins".

Jan Maurer-Watkins
Housing Manager

cc: Jim McCann, City Manager
Charlene Gallina, Planning Director

ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2009 - JUNE 30, 2010

CITY OF CALISTOGA		DESCRIPTION	WORK PRODUCED
WORK PROGRAM ITEM			
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 1,151 Section 8 Housing Choice Vouchers providing rental assistance throughout the County of Napa. There are currently 25 households receiving rental assistance in the City of Calistoga, with another 30 households on the Wait List.	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, and the Garnett Creek Inn. Reviewed tenant income certifications and compliance to affordable housing requirements and local preference policy.
2. Other Housing Services - Down Payment Assistance Program	Provide required income verification and process required loan documents for program implementation.	Assisted City staff with implementing the City's First Time Homebuyer Down Payment Assistance Program. Processed two loan applications and closed one loan. Loan processing included income verification, program eligibility determination, property inspection, loan underwriting, loan document preparation, escrow monitoring & closing, and database entry.	Assisted City with amending Policy Reso. No. 2003-099, Criteria of Subordination of City Second Mortgages in the City Affordable Housing Program. Reviewed homeowner's requests for refinance of first mortgage loans to determine if requests were within the City's Subordination Policy, Reso. No. 2009-074. Attended City Council meetings to provide technical assistance on regulatory agreements and local preference policy.
3. Other Housing Services - Subordination requests and related policy questions.	Provided other housing services as needed	Reviewed regulatory agreement of proposed new project and provided technical assistance to City staff.	