

ATTACHMENT 2

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Napa</u> PHA Type: ☐ Small ☒ High Performing ☐ Standard ☒ HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u> PHA Code: <u>CA073</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>1,375</u>				
3.0	Submission Type ☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only				
4.0	PHA Consortia ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the PHA is to serve the citizens of Napa County by: 1. Providing Section 8 Housing Choice Voucher Program rental assistance to families, seniors and individuals who apply and are eligible in a fair, cost effective, and timely manner. 2. Assuring the Section 8 Housing Choice Voucher Program-assisted housing is safe and of quality by requiring owners to maintain the housing to meet Housing Quality Standards. 3. Forming effective partnerships with other agencies to maximize social and economic opportunities and availability of supportive services for participants in a non-discriminatory manner. 4. Utilizing staff resources and available funds in a collaborative partnership with other governmental and community agencies to assist in achieving the stated goals in the City of Napa's Consolidated Plan, including the development of new affordable housing, the improvement of existing housing stock occupied by lower income households, supporting the Continuum of Care for homeless, and providing first time homebuyer opportunities.				

5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Goal: Promote self-sufficiency and asset development of families and individuals. The PHA currently has a remaining obligation to graduate 66 additional Family Self Sufficiency (FSS) Program participants. The FSS Program currently has 66 participants. The PHA continues to work towards increasing the number and percentage of employed persons in assisted families. The PHA continues to develop community partnerships in order to expand supportive services and improve employability of participants. Goal: Ensure equal opportunity in housing for all by ensuring equal opportunity and affirmatively further fair housing. The PHA continues to undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, familial status, and disability by active outreach to the community. The PHA provides educational materials to landlords on fair housing requirements. The PHA undertakes affirmative measures to ensure accessible housing for persons with all varieties of disabilities regardless of unit size needed. This includes, but is not limited to, allowing additional time in searching for units, maintaining an active list of potential landlords who can provide accessible housing, and providing additional bedrooms in cases of reasonable accommodation needs. In addition, the PHA provides \$45,000 annually to the local fair housing agency, Fair Housing Napa Valley (FHNV), to provide fair housing assistance to tenants and work with mobile home organizations to ensure rents are maintained at a reasonable level. Goal: Manage the PHA Section 8 Housing Choice Voucher Program in an efficient and effective manner, thereby qualifying on a continuing basis on the Section 8 Management Assessment Program (SEMAP) as a high performing PHA. The PHA received a High Performer designation from HUD for the fiscal year ending Jun 30, 2014. The PHA will continue to be designated a High Performer for 2015 through 2020. The PHA operates a customer-friendly, fiscally prudent rental assistance program in accordance with federal regulations. Goal: Expand the range and quality of housing choices available to participants in the PHA tenant-based assistance program. The PHA's utilization rate is approximately 99% of funding received from HUD for the Housing Choice Voucher Program. However, due to reductions in federal funding and increasing rents in the local housing market, the number of households that can be assisted has continued to drop. The PHA will continue to actively encourage landlords to participate in the rental assistance program through ongoing, active outreach. The PHA will continue to apply for additional vouchers if funding becomes available from HUD. The PHA will explore opportunities to implement project-based vouchers to ensure participants have access to quality rental housing despite the tight rental market. The PHA will allow the use of shared housing for all participants to expand their housing choices.
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6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Change in requirement to provide equal access to program to include sexual orientation, gender identity and marital status. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Copies of the 5-Year and Annual Plan may be obtained at the PHA's office, the City of Napa's main administrative offices, and on the City's website. Copies are also available at public libraries in Napa and the nearby cities of Calistoga, St. Helena, and American Canyon, and the Town of Yountville.
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The Housing Authority does not currently have any project-based vouchers. However, it intends to investigate utilizing project-based vouchers for both special needs and non-special needs individuals/families during the upcoming five-year Plan period.
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A
8.3	Capital Fund Financing Program (CFFP). ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs Based Upon Income

Lower income households in Napa face a variety of unique housing needs including the cost burden of spending over 30% of household income on housing and overcrowding. Almost 8% of all Napa households live in overcrowded conditions (more than one person per room). Groups with special needs include the elderly, disabled persons, farmworkers, large households (those with five or more persons), people with HIV/AIDS and people who are homeless. Additionally, Napa has a very tight housing market with rental vacancy rates below 2%.

Income levels are defined based on the percentage of area median income (AMI) as follows:

Low income (LI) = 51-80% of AMI

Very low income (VLI) = 31-50% of AMI

Extremely low income (ELI) = 30% or less of AMI

Low Income Households

Low income households comprise 18% of Napa households. Forty eight percent of LI households rent their homes and 52% are homeowners. Thirty two percent of LI households are elderly and 15% are large families. Over 58% of LI households have some form of housing problem with renters more likely to face problems than owners. Renters who are large families are the most likely to face housing problems, with over 83% facing issues. This is likely due to overcrowding on top of cost burden.

Elderly comprise 32% of the low-income households in Napa. Approximately 77% of these households are homeowners.

Napa's low-income households have difficulty affording market rents. In 2013, the median rent for a three-bedroom unit was \$1,900. However, affordable rent for a low-income household of four ranges from \$1,200 to \$1,650. Similarly, homeownership remains unaffordable for low-income households. The median sales price in Napa in 2013 was approximately \$449,000. For a \$449,000 house to be affordable, a household would have to earn \$118,000 a year whereas low-income four person households earned \$65,000 or less.

The City of Napa projects the needs of low-income households will remain the same over the next five years.

Very-Low Income Households

Over 12% of Napa households fall in the Very-Low Income category. This includes 62% renters and 38% owners. Almost 78% of VLI households have some form of housing problems with 70% overpaying for housing. As is the case with LI households, more VLI renters face housing problems (91%) than owners (57%).

Large households make up 12% of VLI household. When compared to other VLI households, large households have more housing problems. One hundred percent of large VLI families face some type of housing problem. However, large family VLI renters are less likely to suffer from a cost burden than other VLI renter households. This may be because large families have two or

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more wage-earners. Although smaller units supported by two or more incomes are more likely to be affordable, there is a greater possibility of overcrowding. However, this is not true of VLI large family owners. One hundred percent report paying over 30% of their incomes on housing.

Elderly households make up almost 38% of VLI households. Sixty two percent of these households are homeowners and 38% are renters.

It is anticipated that the needs of very-low income households will remain the same over the next five years.

Extremely-Low Income Households

Approximately 13% of Napa's households are extremely-low income (ELI). Of these, 67% are renters and 33% are homeowners.

Housing costs are a serious concern for ELI households both for renters and owners. Over 83% of ELI households overpay for housing. This is true for both renters and owners. And in fact, 64% of ELI households face an extreme cost burden, spending over 50% of their incomes on housing.

Large families with five or more members comprise 8% of ELI households and smaller families comprise 34% of ELI households. Approximately half of these ELI families are renters and half are owners. The ELI renter families are slightly more likely to be overcrowded or lack kitchen or plumbing facilities.

Elderly households make up 39% of Napa's ELI households compared to 28% of all Napa households. Elderly ELI households are more likely to own their own homes and less likely to have a cost burden or other housing problems. There is an ongoing need for rehabilitation assistance for ELI households. ELI seniors often have owned their homes for over 30 years, so they have equity in their homes as well as a need for upkeep on their homes but lack sufficient income to make loan payments.

Housing Needs Based on Family Characteristics

Large Households

Large households are defined as those containing five or more persons. Nine percent of Napa's households are large households. Forty five percent are renters while 55% are owners. Large families tend to have difficulties finding housing because large housing units are rarely affordable and units with three or more units are not common. Often large families must rent a house rather than an apartment. Large families tend to face more overcrowding. There is a shortage of large rental units. Large households make up approximately 31% of renters per the 2009-2013 American Survey. However, only 6% of the rental units in Napa have four or more bedrooms. The inventory of four-bedroom owner occupied units is closer in balance with large families making up 24% of owner households and units with four or more bedrooms totaling approximately 18% of the owner occupied units.

Housing Needs of Hispanic Households

According to 2010 Census Data, Hispanic households have an average households size of 4.15

persons compared to 2.21 for Whites. Given the lack of large rental units for larger families, it would appear overcrowding is a problem for Hispanic households. Additionally, based on 2000 Census Data, approximately 39% of Hispanic renters were cost burdened.

Housing Needs Based on Section 8 Waiting List

The Housing Authority of the City of Napa currently administers 1,175 Housing Choice Vouchers in the Section 8 Rental Program. Additionally, the Authority administers 30 Mainstream vouchers for the disabled. As of January 2015, there were 8,754 households on the closed Section 8 waiting list. This includes 4,977 families with children. Assisted families pay between 30% and 40% of their incomes towards rent.

Special Needs Groups

Seniors

Napa is home to a large population of seniors, which is projected to grow as baby boomers age. According to the 2010 Census, currently 15% of the population in the County of Napa is over 65. This is expected to grow to over 19% by 2020. Additionally, in the City of Napa, 27% of Napa's households include individuals 65 years and older. In general, seniors are more likely to be low-income and/or disabled than the populations as a whole. However, Napa seniors are less likely to be under the poverty line. A majority of seniors in all income groups are homeowners.

There are currently 55% of the affordable rental units in Napa are designated for seniors or disabled. However, many of these have long waiting lists. There are also currently no subsidized assisted living facilities in Napa. Approximately half of seniors have housing problems.

A major problem faced by seniors is the deterioration of their housing. As seniors age and their incomes decrease, they are less able to do home maintenance. In addition, seniors may need to modify their homes to fit their changing physical needs. For example, bathrooms may need to be retrofitted to add grab bars. Low-income seniors have limited resources to spend on these improvements. Although many seniors have equity in their homes, they also have limited incomes making it difficult for them to afford home equity loans.

Due to the anticipated growth of the elderly population in Napa, it is likely that the identified housing needs of the elderly will increase over the next five years.

Disabled

Approximately 20% of Napa's population has some type of disability per the American Community Survey (2008-2012). The most common type of disability is mobility (51.5%). Disabilities have a wide range of types and severities, so persons with disabilities represent a wide range of different housing needs. Persons with physical disabilities need housing that is ADA accessible. People with severe mental disabilities may need case management services in order to live independently or they may be better suited for group living situations.

Persons under the age of 65 with disabilities are more likely to live in poverty. Nineteen percent live in poverty compared to 10% of the general population. While a large number of persons over 65 have a disability, there is not a correlation between disability status and the rate of poverty in this age group.

The City of Napa projects the housing needs of disabled persons will remain the same over the next five years.

Farm Workers

According to the 2012 Napa County Farmworker Housing Needs Assessment completed by Bay Area Economics, there are over 7,000 farmworkers working in Napa County, with the number varying by the time of the year. Most farmworkers surveyed are not looking for temporary housing, but rather permanent housing for themselves and their families. Employers report just under half of farmworkers live in Napa County most of the year.

Farmworkers are likely to experience an extreme cost burden. According to the American Community Survey (2008-2010), 45% of farmworkers overpay for housing (including 18% with an extreme cost burden of over 50% of their incomes being used for housing). Farmworkers are also likely to experience overcrowding as they are often forced to double up in order to afford housing in Napa.

The Need Assessment's interviews with key stakeholders indicated that, with few housing options apart from overcrowded units, farmworkers are often vulnerable to attempted eviction by landlords. In the experience of some stakeholders interviewed, some landlords take advantage of the strong competition for units and knowingly rent sub-standard housing to farmworkers.

Overall, the constrained supply of housing units keeps the price of for-sale housing units high and out of reach for many low- and moderate-income households. The shortage of housing affordable to low-, very low-, and extremely low-income households makes it difficult for farmworkers to live in Napa County, prompting many to commute in to their jobs from less expensive areas in neighboring counties or the Central Valley.

The City of Napa projects that the housing needs of farmworkers will remain the same over the next five years.

People with HIV/AIDS

Dale Weid of the Care Network in Napa estimates that there are between 100 and 200 people in Napa living with HIV/AIDS. Care Network serves 70 to 80 clients at any one time, 50 percent of whom are in need of low-income housing. Weid estimates a similar percentage of need among the entire Napa HIV positive population. Housing Authority staff estimate the need for affordable housing for people with HIV/AIDS will remain the same over the next five years.

Homeless

According to Homebase, during the 2014 Point-in-Time count for Napa County, there were 285 homeless persons (91 unsheltered and 194 sheltered). This is an overall increase from 2013 of 30%. Of the homeless counted in 2014, 238 were adults and 47 were children. Of the homeless, 73 (26%) were chronically homeless, 76 (27%) had mental illness, 79 (28%) had substance abuse disorder, and three (1%) have HIV/AIDS. Twenty three (8%) were veterans and 54 (19%) were victims of domestic violence.

Additionally, the Napa Valley Unified School District's survey data for the 2014-2015 school year indicated there were 150 homeless households with children. The School District's definition of

homeless is broader than HUD's in that it includes households who have doubled up" with friends or family due to lack of housing. Homeless households in the School District's survey included eight households living in motels, 43 in shelters, and 99 "doubled up."

Homeless service providers are reporting that due to increasing rents and decreasing vacancies, it is becoming more difficult to move homeless persons out of shelters into permanent or transitional housing. This has led to waiting lists for the shelters because people are remaining in shelters longer and are even timing out and having to go back to living on the streets due to lack of available, affordable housing in Napa.

It is estimated the number of homeless will increase over the next five years as rents continue to climb.

Veterans (Homeless or At-Risk of Homelessness)

According to Marc Deal of the Veterans Resource Centers of America, they served 59 households with veterans in Napa during 2014. This included 27 at-risk of homeless veteran households and 22 homeless veteran households. Although the Housing Authority gives a preference for veterans for Section 8 Housing Choice vouchers, the waiting list is currently closed. This means veterans who are either homeless or at-risk of becoming homeless cannot apply for vouchers. To date, the Napa Housing Authority has not received an allocation of Veterans Affairs Supportive Housing (VASH) vouchers.

Housing Supply and Demand

There were 28,166 occupied housing units in Napa at the time of the 2010 Census. Of these , 16,148 were owner-occupied (57%) and 12,018 (43%) were renter-occupied. The California Department of Finance estimates there are 30,324 total housing units in Napa. Of these 20,885 (69%) were single family (18,776 were detached homes and 2,109 were attached homes) and 8,074(27%) were multifamily units, and 1,365 (4%) were mobile homes.

The City's Planning Division conducts an annual vacancy survey. The overall vacancy rate in July 2014 was 1.7%. The vacancy rate has fairly consistently decreased over the past five years from a high of 4% in 2009. The City considers a rental housing shortage to be indicated by a vacancy rate of under 5%. If a rental housing shortage is present, no condominium conversions may occur during that year.

According to City of Napa, construction of housing began to pick up in 2013 after the recession.

Housing Condition

Over half of Napa's housing stock was built before 1970. Typically, older units are more likely to be in need of repairs or significant maintenance. They also have the potential of lead-based paint hazards. Housing built before 1940 (10% of Napa's housing stock) has a 90% chance of having lead-based paint hazards, and HUD considers housing built during the 1940's, 1950's, 1960's, and 1970's (an additional 64% of Napa's housing stock) to potentially contain lead-based paint. Housing units from these decades are divided fairly proportionally between owner-occupied and rental units.

The 2009-2013 American Community Survey estimates 99.7% of occupied housing units have complete plumbing facilities. This is defined as the presence of hot and cold piped water, a flush toilet, and a bathtub or shower. It estimates 98.7% have complete kitchen facilities, defined as a sink with piped water, a range or cooktop and oven, and a refrigerator with less rental units (97.7%) having a complete kitchen than owner-occupied units (99.5%).

Cost of Housing

Following a decline in housing prices during the most recent recession, housing prices in the City of Napa have shown large recent increases. According to Bay Area Economics based on information from DQ News, the median sale price in the City of Napa was \$465,000, up 22% from March 2013. These rising prices will exacerbate affordability problems in the area. These prices increases are making homeownership even more unaffordable for low and moderate-income households.

According to Bay Area Economics, the maximum sales price a low-income homeowner can afford is \$298,900. Only 5.5% of the three-bedroom homes for sale between February 1, 2014 and April 30, 2014 fell under this price point. The maximum affordable sales price for a condominium is even lower because of homeowners' association dues, thus reducing the amount available for mortgage payments. Only one three-bedroom condominium (7.1 percent of total full and verified sales) sold in Napa between November 1, 2013 and April 30, 2014 period would be affordable to low-income households.

Increasing home sales prices and stagnating incomes are pushing single-family and condominium ownership out of reach for low-income households, and homeownership is virtually unattainable for very low- and extremely low-income households in Napa.

According to Bay Area Economics, the maximum affordable monthly gross rent was lower than average market rate gross rents for low-income households, with the affordable rent only slightly below market for two and three person households. Average market rents far exceeded the maximum affordable rent for very low- and extremely low-income households. The affordability gap for extremely low-income households ranged from \$915 to \$1,530 per month. These findings suggest that many extremely low- and very low-income households likely pay more than 30 percent of gross income to afford market rents in Napa.

Housing Stock Available to Serve Disabled and Other Special Needs Populations

There are 103 beds in year-round permanent housing facilities in Napa for the disabled and special needs populations, which include the following:

Progress Foundation – Skyline Apartments: 23 beds (10 for families, 13 for individuals)

- Buckelew Programs – 11 individual beds
- Community Action Napa Valley – 3 family beds
- Family Services of Napa Valley – 8 individual beds

- Housing Authority Shelter Plus Care/Supportive Housing Programs – 8 individual beds
- Progress Foundation (Hartle Court) – 17 individual beds

Transitional housing in Napa is provided for households with children, youth (under 18 years old), and single persons. There are 100 beds including:

- Catholic Charities (Rainbow House) – 33 family beds
- Family Services – 16 individual beds
- Napa County Health & Human Services (TRAIN) – 24 beds (19 for families, 5 for individuals)
- Progress Foundation (Hartle Court) – 12 individual beds for youth aging out of foster care
- Napa Valley Community Housing (Whistlestop Apartments) – 15 beds (13 for families, 2 for individuals)

Housing Stock Receiving Local, State or Federal Assistance

A review of assisted housing developments in 2013 revealed no units at risk of loss of subsidies by January 2025 or loss of inclusionary, low income status in the City of Napa (Housing Element, page 98).

The following is a list of the 1,645 units that either currently receive federal, state or local subsidies, or may have received federal, state, or local funding or loans in the past:

Low Income Housing

2010 Morlan	1	Low Income
Napa at Anton	27	Very-Low Income
Brown St. Apartments	8	Very Low Income
Brown St. Manor	12	Low & Moderate Income
Charter Oaks	75	Low Income
Hartle Court	24	Very Low Income Disabled & Special Needs
Magnolia Park	29	Low & Very Low Income
Mayacamas Village	51	Low & Very Low Income
Napa Park Apartments	140	Low, Very Low & Extremely Low Income
Oran Court	13	Low & Very-Low Income
Pecan Court	25	Low & Very-Low Income
Pueblo Orchard	15	Low-Income
Schoolhouse Court	14	Low & Very-Low Income
Silverado Creek Apartments	102	Low & Very-Low Income
Villa de Adobe	12	Low & Very-Low Income
Whistlestop Apartments	17	Low & Very-Low Income
Subtotal	683	

Senior Housing

Abaco Apartments	12	Low Income Seniors/Disabled
Bequia Apartments	12	Seniors/Disabled
Bridgeview Apartments	10	Seniors/Disabled
Brown St. Senior Apartments	12	Seniors/Disabled
Concordia Manor	146	Low Income Seniors
Folks Landing	14	Low & Very Low-Income Seniors/Disabled
Fourth Street Apartments	3	Seniors/Disabled
Jefferson St. Senior Apartments	78	Low Income Seniors
Laurel Manor	50	Low Income Seniors
Napa Creek Manor	84	Low Income Seniors
Redwood Retirement Residence	15	Seniors/Disabled
The Reserve	117	Low & Very-Low Income Seniors
Rohlf's Manor	209	Low Income Seniors
The Vintage	115	Low Income Seniors
Subtotal	877	

Inclusionary Housing/Density Bonus

The Grove Townhomes	1	Low Income
Hawthorne Apartments	20	Low Income
Hawthorne Village II	3	Low Income
308 Hickory	4	Low Income
La Homa Village	4	Low Income
Lincoln Gardens	3	Low Income
Montrachet	20	Low Income
Saratoga Downs	28	Low Income
Villa Lane Villas	2	Low Income
Subtotal	85	

The General Plan Housing Element was updated in 2015. The update process included an analysis of potential governmental constraints to the development of affordable housing. A key recommendation in the Housing Element update is to further changes to second unit standards and fees to encourage the development of second units.

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Extremely Low, Very-Low and Low Income Renter Households

- Provide rental assistance subsidies as they become available.
- Continue to operate the Section 8 Family Self Sufficiency Program and actively market the program to Section 8 Housing Choice Voucher holders. This program helps Section 8 households obtain employment that will lead to economic self-sufficiency.
- Provide assistance in the development of new affordable rental housing.
- allow the use of shared housing for all Section 8 Housing Choice voucher participants to expand their housing choices
- Explore project-based vouchers for families to expand housing opportunities available to Section 8 participants.

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Elderly Renters

- Provide rental assistance to seniors.
- Continue to operate and consider expanding the Housing Authority's below-market rate (BMR) program at Laurel Manor, the Housing Authority's 50-unit senior housing complex. Under the BMR program, 10 of the units are rented at monthly rents equal to 30% of the tenant's income to seniors who do not have Section 8 vouchers.

Low-income Homeless Persons and Non-Homeless Persons with Special Needs

- Provide assistance in the development of supportive housing to special needs populations
- Provide rental assistance for people with special needs
- Continue to participate in the Napa County Continuum of Care (COC) and apply for funding for rental assistance for homeless as it becomes available.

10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. The following are the Housing Authority's achievements in 2014 towards the Housing Authority's mission and the goals identified in the Housing Authority's Five Year Plan for 2010-2015: 1. The Housing Authority operated a Section 8 Housing Choice Voucher Program utilizing 99% of authorized funding. 2. The Housing Authority was designated a High Performer by HUD. 3. The Housing Authority partnered and contracted with Fair Housing Napa Valley to provide fair housing assistance to help ensure equal opportunity in housing. 4. The Housing Authority actively participated in the Napa County Continuum of Care (COC). 5. The Housing Authority provided funding for Oak Creek Terrace, a 41-unit affordable rental new construction project being developed by Napa Valley Community Housing which will expand the range and quality of housing choices available for participants in the Section 8 Housing Choice Voucher Program. 6. The Housing Authority worked with Anton Napa, a newly constructed mixed income apartment complex which includes 27 units for very-low income households, to ensure applications were considered from Section 8 Housing Choice Voucher participants. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" "Significant Amendment" and "Substantial Deviation Modification" are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives or plans of the Housing Authority and which require formal Board approval. An exception to this will be made for changes adopted to reflect HUD regulatory requirements, and such changes shall not be considered significant amendments or substantial deviations.
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) N/A (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) N/A (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) N/A (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) N/A (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) N/A (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) N/A

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the

appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

- 8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:
 - (a) To submit the initial budget for a new grant or CFFP;
 - (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
 - (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling

ATTACHMENT 2

basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled**

PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.