

# Exhibit A

<b>5-Year PHA Plan (for All PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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**Purpose.** 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

**A. PHA Information.**

**A.1**    **PHA Name:** Housing Authority of the City of Napa                      **PHA Code:** CA073

**PHA Plan for Fiscal Year Beginning:** (MM/YYYY): 07/2025  
**The Five-Year Period of the Plan (i.e. 2019-2023):** 2025-2030  
**PHA Plan Submission Type:**     5-Year Plan Submission                       Revised 5-Year Plan Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

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<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> 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.</p> <p>The mission of the Housing Authority of the City of Napa (HACN) is to serve the citizens of Napa County by:</p> <ol style="list-style-type: none"> <li>1. Providing Section 8 Voucher Program rental assistance to families, seniors, and individuals who apply and are eligible in a fair, cost effective, and timely manner.</li> <li>2. Assuring the Section 8 Voucher Program assisted housing units are safe and of quality by requiring owners to maintain the housing to meet Housing Quality Standards or any measure of safe and decent housing that HUD dictates thereafter.</li> <li>3. Forming effective partnerships with other agencies to maximize social and economic opportunities and availability of supportive services in a non-discriminatory manner.</li> <li>4. Utilizing staff resources and available funds in a collaborative partnership with other governmental and community agencies to assist in achieving the stated goals of 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.</li> </ol>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>Goal: Promote self sufficiency and asset development of families and individuals The Family Self Sufficiency (FSS) Program currently has 40 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.</p> <p>Goal: Ensure equal opportunity in housing for all by ensuring equal opportunity and affirmatively furthering 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, disability, medical condition, military and veteran status, ancestry, genetic information, and age 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 housing units. In addition, the PHA provides \$25,000 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 reasonable levels.</p> <p>Goal: Manage the PHA Section 8 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 performer The PHA received a High Performer designation from HUD for the fiscal year ended June 30, 2024. The PHA will continue to be designated a High Performer for 2025 through 2030. The PHA operates a customer friendly, fiscally prudent rental assistance program in accordance with the federal regulations.</p> <p>Goal: Expand the range and quality of housing choices available to participants in the PHA tenant based assistance program The PHA’s utilization rate was 103% of funding in 2024 for the Voucher program. Although the PHA is currently in shortfall and unable to issue new vouchers, the PHA will continue to actively engage landlords to participate in the program in order to provide housing choice for program participants. The PHA will continue to apply for additional vouchers as they become available from HUD. The PHA has implemented a robust project based voucher program to ensure there are available quality rental units in the tight rental market. The PHA will continue to allow the used of shared housing for all participants to expand their housing choices.</p>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The following are the PHA’s achievements in 2024 towards the PHA’s mission and goals identified in the Five Year Plan for 2020-2025</p> <ol style="list-style-type: none"> <li>1. The PHA currently has 40 families on the Family Self Sufficiency (FSS) Program. In FY 2024 four FSS families graduated from the FSS program. The PHA is diligently working towards increasing the number of FSS participants and graduates from the program by developing relationships with community partners to expand supportive services and improve employability of participants.</li> <li>2. The PHA maintained Emergency Housing Vouchers (EHV) utilization with 50 of 56 vouchers being leased on December 31, 2024.</li> <li>3. The PHA entered into a HAP agreement for 8 project-based vouchers at Napa Cove Apartments, two of which are set aside for homeless referred through the County's Coordinated Entry System.</li> <li>4. The PHA entered into a HAP agreement for 38 project-based vouchers at Heritage House/Valle Verde, a permanent supportive housing project, of which 32 are set aside for households referred through the County's Coordinated Entry System.</li> <li>5. The PHA entered into a HAP agreement for 7 project-based vouchers at Stonebridge Apartments.</li> <li>6. The PHA entered into a HAP agreement for 4 project-based vouchers at Rohlffs Manor (Phase 3).</li> <li>7. The PHA continues to partner and contract with Fair Housing Napa Valley to provide fair housing assistance to ensure equal opportunity in housing.</li> <li>8. The PHA actively participated in Napa County Continuum of Care (COC).</li> <li>9. The PHA continues to contract with Abode Services to assist voucher holders who are homeless, at-risk of homelessness, or who have an Emergency Housing Voucher to locate suitable housing. Participants receive housing search assistance and landlords can receive incentives and enroll in a mitigation program to offset the cost of tenant-caused damages.</li> </ol>

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<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The PHA is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), the PHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of the PHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. The PHA maintains victim confidentiality and will refer victims to NEWS, Napa’s domestic violence and sexual assault service provider.</p>
<b>C. Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>“Significant Amendment” or “Modification” are defined as discretionary changes in the plan 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.</p>
<b>C.2</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y    N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.3</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y    N  <input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>

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D.1

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

## Fair Housing Goal:

### Describe fair housing strategies and actions to achieve the goal

The following steps have been actively utilized by the PHA to affirmatively further fair housing.

The Housing Authority is operated and staffed by the City of Napa. The recently approved Housing Element, required by the State of California Department of Housing and Community Development, includes a section, titled Fair Housing Assessment, which resembles the past AFFH rule. This program considers the elements and factors that cause, increase, contribute to, maintain, or perpetuate segregation, racially or ethnically concentrated areas of poverty, significant disparities in access to opportunity, and disproportionate housing needs. The program then identifies quantitative and qualitative goals, with reasonable timelines, that the City will work towards achieving to address fair housing concerns during the term of the plan. HACN staff were ancillary participants in the Housing Element updates for the other local governments within its jurisdiction.

- A. HACN currently contracts with Fair Housing Napa Valley (FHNV), a HUD- Qualified Fair Housing Enforcement Organization (QFHO). Through referrals to FHNV, HACN will inform participants and applicants how to file a fair housing complaint. FHNV will conduct fair housing intake to determine if the complaint is jurisdictional and, if investigation determines a probability of discrimination, will inform the referred person of the options available to him/her (i.e., filing a discrimination complaint with HUD or the State of California Department of Fair Employment and Housing; referral to private attorneys that specialize in fair housing law, etc.). Where a meritorious claim exists, FHNV will assist the referred person(s) with filing a fair housing complaint. HACN will also make the toll-free number for the Housing Discrimination Hotline and the Federal Information Relay Service directly available to the person or his/her representative.
- B. HACN continues to examine its existing programs to identify any impediments to fair housing choice that may exist.
- C. HACN addresses any impediments to fair housing in a reasonable manner, as available resources permit. HACN will endeavor to identify such resources and address any impediments permitted by such resources in a reasonable and timely manner.
- D. Where essential, HACN works with local jurisdictions, FHNV, other service providers, landlords, and various legal entities to implement actions to affirmatively further fair housing for participants and applicants.
- E. HACN maintains all records which reflect the actions, as mentioned above, that have been taken.
- F. HACN will, if requested, assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition to the participation in the program.
- G. HACN works with property owners to encourage reasonable accommodation and/or structural alterations or modifications, and other accessibility features that are needed as an accommodation for the disability of the participant. In the event such owners are reluctant to make such accommodations, alterations, or modifications, HACN confers with FHNV, whom may be able offer additional education and/or conciliation services.
- H. In accordance with rent reasonableness requirements HACN may approve higher rents to owners who agree to make structural alterations to accommodate persons with disabilities. In addition, the HACN may approve a higher payment standard up to 110% of the FMR or up to 120% of the FMR with HUD approval to ensure that a family with a person with disabilities can rent a unit that meets the disabled person's needs.
- I. HACN provides technical assistance to owners interested in making reasonable accommodation or units accessible to persons with disabilities through referrals to FHNV.
- J. HACN does not deny other housing opportunities to persons who qualify for a HCV or otherwise restrict access to HACN programs to such applicants who choose not to participate.
- K. HACN ensures that all related staff undergo fair housing training at least once every two (2) years in order to remain up-to-date and knowledgeable as to current laws and regulations regarding compliance with the Fair Housing Act and its obligation to affirmatively further fair housing. Such training may be conducted by in-house staff which that been certified in Fair Housing issues, HUD, FHNV, or any other individual or agency qualified to provide such training.

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L. HACN provides housing search assistance by making available to voucher holders a list of subsidized apartment complexes and other resources as to where a voucher holder can locate available rental units.

M. In an effort to prevent disabled persons from losing their vouchers and becoming homeless, the HACN coordinates with designated representatives of a disabled person when needed. If the appropriate releases are signed by a program participant with special needs, the HACN will contact the designated service agencies if and when there is a problem with tenancy and/or compliance with HCV program requirements. The HACN will coordinate with the appropriate case manager(s) to address the problem before it leads to termination of assistance and/or tenancy.

## **Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

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## Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

### A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

### B. Plan Elements.

**B.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. (24 CFR § 903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

### C. Other Document and/or Certification Requirements.

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

#### C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

#### C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

### D. Affirmatively Furthering Fair Housing.

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ..." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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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 the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.

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**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.

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## Attachment to Housing Authority of the City of Napa 2025 Five-Year and Annual Plan

### Resident Advisory Board Meeting February 4, 2025

#### Comments

**Board Members:** Carol Hamilton, Johanna Moore, and Janett Sanchez

1.) Asked about the retention of existing landlords.

**Response:** Data shows that retention rates are strong amongst landlords that participate in the Section 8 program. Staff have noted that California now has source of income protections and legislation that protects tenants from without cause evictions. If the Housing Authority is made aware of specific issues, landlords are encouraged to reach out to Fair Housing Napa Valley. Additionally, Housing Authority staff conducts outreach to educate landlords on landlord responsibilities of the Section 8 Program.

2.) Questioned why only 4 out of 40 families are graduating from the Family Self Sufficiency (FSS) program.

**Response:** Staff explained that participants in the FSS program enter a five-year contract to receive technical assistance on reaching their self-sufficiency goals. Participants are enrolled in the program on an ongoing basis and therefore not all participants are graduating at the same time.

3.) Asked about the status of the contract which provides financial incentives to landlords.

**Response:** Staff clarified that this is part of our housing navigation and landlord incentive program that has been in place for many years. Abode Services received referrals from the Housing Authority to work with families who are nearing the end of a voucher term or are at risk of homelessness. Services provided include housing navigation which helps the family find suitable housing. The Housing Authority intends to maintain this contract for the term of the Five-Year Plan.