



Housing Authority of the City of Napa

*Fiscal Years
2019/20 & 2020/21*

EXHIBIT "A"

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Housing Authority of the City of Napa

Agency Objectives:

The Housing Authority of the City of Napa (the Housing Authority) was established on May 8, 1942. On July 7, 1969, the City Council of the City of Napa declared itself to be the Board of Commissioners of the Housing Authority. The commission now includes the five City Council members and two resident commissioners. The primary purpose of the Housing Authority is to assist low-income families in obtaining decent, safe and sanitary housing.

The mission of the Housing Authority is to provide and administer affordable housing programs and services to qualified residents. The Housing Authority administers federal funds including Section 8 Housing Choice Vouchers countywide, Mainstream vouchers countywide; and Continuum of Care funds within Napa. It also administers the Housing Set-Aside Fund and the Local Housing Fund and manages Housing Authority owned properties. These properties include Laurel Manor, a 50-unit affordable senior apartment project and the office building on Seminary Street. The City's Housing Division provides staff to the Housing Authority.

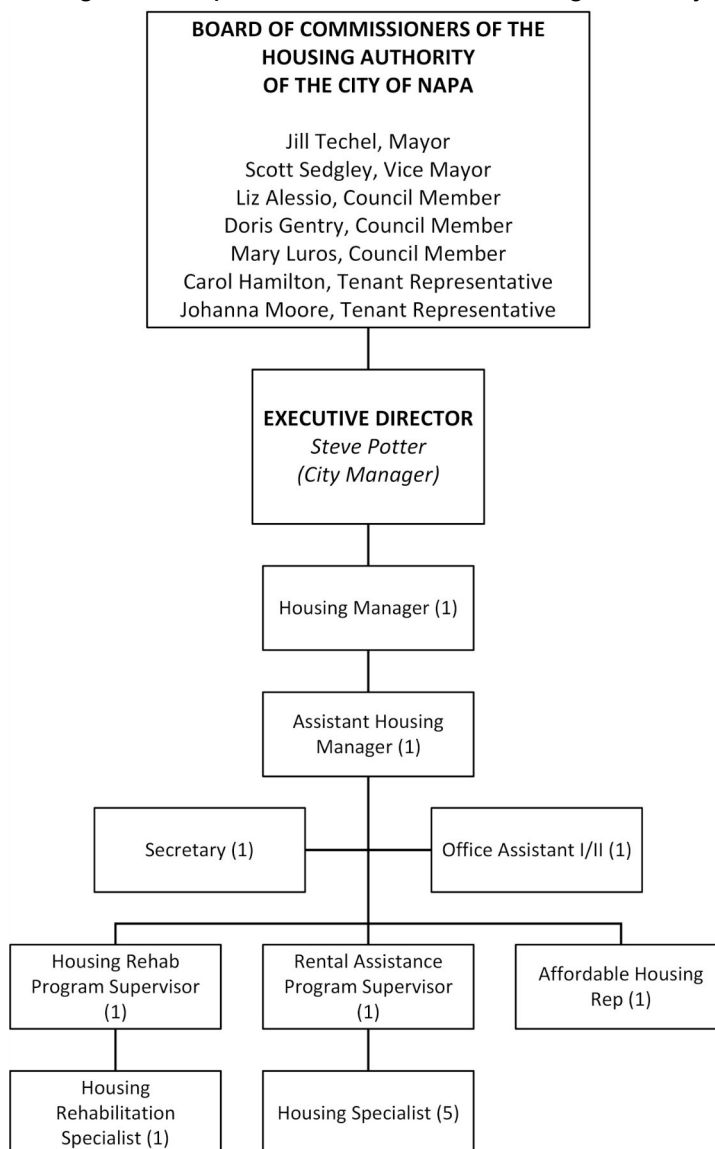


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Housing Authority of the City of Napa

Full-Time Equivalent (FTE) Employees:

Housing	Actual			Proposed	
	2016/17	2017/18	2018/19	2019/20	2020/21
Full-Time	11.00	11.00	11.00	13.00	13.00
Limited-Term	0.00	1.00	1.00	0.00	0.00
Total FTE	11.00	12.00	12.00	13.00	13.00
Part-Time Salaries / Temp Help	\$133,766	\$118,924	\$38,870	\$28,500	\$28,500

Major Accomplishments in FY 2017/18 & 2018/19:

- Provided 34 project-based vouchers, including 17 for homeless veterans, at Valley View Senior Homes, a newly constructed 70-unit affordable housing development in American Canyon.
- Awarded 27 VASH vouchers for homeless veterans and 11 Mainstream vouchers for non-elderly disabled households who are homeless or at-risk of becoming homeless.
- Launched the Section 8 Landlord Risk Mitigation and Incentive Program to help voucher holders who are homeless or at-risk of homelessness become and remain housed.
- Allocated 28 project-based vouchers for two proposed affordable housing developments in Napa.

Key Initiatives in FY 2019/20 & 2020/21:

- Continue to allocate project-based vouchers to affordable housing developments.
- Continue to apply for new federal voucher allocations as the U.S. Department of HUD makes them available and continue to assist the other jurisdictions in Napa County to apply for additional State housing grants when funding is available.

EXHIBIT "A"

Housing Authority of the City of Napa

Section 8 Housing Fund

Fund Purpose:

The Housing Choice Voucher Program provides rental assistance to approximately eleven hundred households in the Napa Valley. This program is a federally funded program and is required to meet the rigorous standards set by HUD. The Fund also includes the Mainstream Program which currently includes 41 rental assistance subsidies specifically designated for the disabled.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Maintained performance standards and program quality which resulted in a SEMAP High Performer rating for both fiscal years.
- Operated the Section 8 program with no independent audit findings.
- Provided 34 project-based vouchers at Valley View Senior Homes development in American Canyon.
- Entered into an agreement to provide eight project-based vouchers at Stoddard West, which is currently under construction and reserved 20 project-based vouchers for the proposed Manzanita Family Apartments development.
- Received grants in 2018 and 2019 of approximately \$72,000 per year for one Family Self Sufficiency coordinator.
- Awarded 27 Veterans Affairs Supportive Housing (VASH) vouchers for homeless veterans.
- Awarded 11 new Mainstream vouchers which will be targeted to disabled who are homeless or at-risk of homelessness.
- Launched landlord mitigation and incentive program to encourage landlord participation in Section 8 program.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Maintain program quality and obtain a SEMAP performance rating of high performer.
- Continue to assist the maximum number of households possible while dealing with limited federal resources in a market experiencing escalating rents.

EXHIBIT "A"

Housing Authority of the City of Napa Section 8 Housing Fund

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Charges for Services	102,654	125,732	140,500	93,120	103,500	(26)%	104,500	1 %
Intergovernmental	11,981,180	11,585,531	12,159,053	12,623,612	13,331,500	10 %	12,814,500	(4)%
Investment Earnings	108	4,086	—	350	—	— %	—	— %
Miscellaneous Revenues	8,860	3,701	—	—	—	— %	—	— %
Transfers In	8,659	1,720	—	760	61,000	100 %	64,400	6 %
Total Revenues	\$ 12,101,461	\$ 11,720,770	\$ 12,299,553	\$ 12,717,842	\$ 13,496,000	10 %	\$ 12,983,400	(4)%
Salaries & Wages	516,753	510,591	613,390	523,670	617,700	1 %	632,800	2 %
Benefits	259,830	295,808	330,830	309,590	358,300	8 %	382,100	7 %
Services - External	10,987,676	10,966,683	11,672,719	11,742,803	12,562,000	8 %	12,063,000	(4)%
Services - Internal	18,217	14,000	14,000	14,000	14,200	1 %	16,800	18 %
Materials and Supplies	15,130	13,252	25,500	20,850	16,500	(35)%	16,500	— %
Transfers Out	114,859	156,220	157,500	158,260	131,500	(17)%	137,000	4 %
Other Financial Uses	976,413	—	—	—	—	— %	—	— %
Total Expenditures	\$ 12,888,876	\$ 11,956,554	\$ 12,813,939	\$ 12,769,173	\$ 13,700,200	7 %	\$ 13,248,200	(3)%
Net Contribution / (Use)	(787,415)	(235,784)	(514,386)	(51,331)	(204,200)	— %	(264,800)	— %
Projected Fund Balance at June 30	215,824	959,389	445,003	908,058	703,858	58 %	439,058	(38)%

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- Decrease in *Charges for Services* revenue due to an anticipated decrease in the number of households moving to the Napa Valley with vouchers administered by other housing authorities.
- Increase in *Intergovernmental* revenue reflects projected HUD funding.

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Housing Authority of the City of Napa

Laurel Manor Fund

Fund Purpose:

This fund accounts for the operation and management of Laurel Manor, a 50-unit senior housing development owned by the Housing Authority of the City of Napa.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Continued to operate at full occupancy.
- Continued to provide 12 units through a below-market rate program for low-income seniors without Section 8 vouchers where the rent charged is equal to 30% of the household's income.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Continue to provide well maintained and affordable housing to low-income seniors.
- Continue to provide 12 affordable units to low-income seniors through the below-market rate rent program.

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Charges for Services	12,583	2,985	12,500	2,770	3,000	(76)%	3,000	— %
Investment Earnings	4,514	7,585	2,500	30,390	7,000	180 %	7,000	— %
Miscellaneous Revenues	420,726	418,913	418,000	409,260	407,000	(3)%	410,000	1 %
Total Revenues	\$ 437,822	\$ 429,483	\$ 433,000	\$ 442,420	\$ 417,000	(4)%	\$ 420,000	1 %
Salaries & Wages	50,122	49,753	71,770	49,770	67,500	(6)%	70,500	4 %
Benefits	24,818	26,848	42,080	31,950	33,500	(20)%	36,100	8 %
Services - External	178,036	226,340	228,500	219,530	233,700	2 %	244,100	4 %
Services - Internal	10,140	1,500	1,500	1,500	6,000	300 %	7,100	18 %
Materials and Supplies	10,189	9,272	15,000	7,790	10,000	(33)%	12,000	20 %
Transfers Out	3,213	14,300	14,600	14,600	57,000	290 %	58,800	3 %
Total Expenditures	\$ 367,851	\$ 328,013	\$ 373,450	\$ 325,140	\$ 407,700	9 %	\$ 428,600	5 %
Net Contribution / (Use)	69,971	101,471	59,550	117,280	9,300	(84)%	(8,600)	(192)%
Projected Fund Balance at June 30	1,366,069	1,301,607	1,361,157	1,418,887	1,428,187	5 %	1,419,587	(1)%

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- Increase in *Transfers Out* due to updated cost allocation plan.

EXHIBIT "A"

Housing Authority of the City of Napa

Seminary Street Fund

Fund Purpose:

This fund accounts for the operation and management of a commercial office building owned by the Housing Authority of the City of Napa. The Authority's offices are located in part of the building, and the rest is leased to other City agencies and departments.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Maintained full occupancy of the building to assure financial stability.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Maintain full occupancy to insure financial stability.

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Investment Earnings	1,873	3,211	1,000	12,860	2,000	100 %	2,000	— %
Miscellaneous Revenues	212,519	219,325	226,000	225,830	235,500	4 %	244,500	4 %
Total Revenues	\$ 214,392	\$ 222,536	\$ 227,000	\$ 238,690	\$ 237,500	5 %	\$ 246,500	4 %
Salaries & Wages	15,191	18,807	19,500	17,100	20,700	6 %	21,300	3 %
Benefits	(5,793)	10,899	12,000	9,880	11,200	(7)%	12,000	7 %
Services - External	69,160	104,253	114,499	99,590	107,000	(7)%	106,000	(1)%
Services - Internal	—	1,467	—	—	2,200	100 %	2,500	14 %
Materials and Supplies	14,417	17,628	16,500	14,450	21,000	27 %	17,000	(19)%
Capital Outlay	35,713	—	—	—	—	— %	—	— %
Transfers Out	1,884	21,940	23,450	23,450	83,800	257 %	86,300	3 %
Other Financial Uses	599,875	—	—	—	—	— %	—	— %
Total Expenditures	\$ 730,447	\$ 174,993	\$ 185,949	\$ 164,470	\$ 245,900	32 %	\$ 245,100	— %
Net Contribution / (Use)	(516,055)	47,543	41,051	74,220	(8,400)	(120)%	1,400	100 %
Projected Fund Balance at June 30	64,186	722,240	763,291	796,460	788,060	3 %	789,460	— %

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- Increase in *Transfers Out* due to updated cost allocation plan where facility maintenance charges are now accounted for.

EXHIBIT "A"

Housing Authority of the City of Napa

20% Low/Mod Income Fund

Fund Purpose:

This fund was previously funded by revenues received by the Housing Authority under contract with the former Napa Community Redevelopment Agency. Due to the dissolution of redevelopment, revenues are now limited to affordable housing loan repayments. A variety of affordable housing activities can be funded with this fund although funding is limited.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Continued monitoring of projects previously assisted and loan servicing of existing loans to ensure continued affordability of assisted units and to maintain a funding source for future needs.
- Continued funding of the home sharing program operated by Napa Valley Community Housing which has 41 active matches who are sharing homes (as of March 2019).
- Provided a loan for rehabilitation of a 14-unit low-income multifamily property.
- Launched a landlord mitigation and incentive program to encourage landlord participation in the Section 8 program.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Continue to monitor and administer loans and projects.
- Continue to fund home sharing program.
- Continue to fund landlord mitigation and incentive program.

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Charges for Services	296,179	127,397	238,000	43,090	—	(100)%	—	— %
Investment Earnings	3,894	6,289	2,000	25,520	5,500	175 %	5,500	— %
Miscellaneous Revenues	—	2	—	—	—	— %	—	— %
Total Revenues	\$ 300,073	\$ 133,688	\$ 240,000	\$ 68,610	\$ 5,500	(98)%	\$ 5,500	— %
Salaries & Wages	7,972	6,727	7,680	6,950	11,100	45 %	11,500	4 %
Benefits	3,742	3,993	4,570	3,820	5,600	23 %	6,000	7 %
Services - External	158,069	66,985	613,215	337,790	176,600	(71)%	176,500	— %
Services - Internal	—	—	—	—	200	100 %	200	— %
Materials and Supplies	214	383	2,500	—	—	(100)%	—	— %
Transfers Out	—	18,900	19,250	19,250	9,900	(49)%	10,200	3 %
Other Financial Uses	49,217	—	—	—	—	— %	—	— %
Total Expenditures	\$ 219,213	\$ 96,988	\$ 647,215	\$ 367,810	\$ 203,400	(69)%	\$ 204,400	— %
Net Contribution / (Use)	80,859	36,701	(407,215)	(299,200)	(197,900)	— %	(198,900)	— %
Projected Fund Balance at June 30	901,861	(8,251,684)	(8,658,899)	(8,550,884)	(8,748,784)	— %	(8,947,684)	— %

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- Decrease in Charges for Service revenue due to a reduction in anticipated loan repayment revenue.
- Decrease in External Services due to loans only being budgeted when a loan is authorized.

Housing Authority of the City of Napa
Local Housing Fund

Fund Purpose:

This fund accounts for unrestricted revenues received, fees charged for services rendered and general administration activities of the Housing Authority that cannot be allocated to restricted funds.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Provided housing and monitoring services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Assisted the Cities of American Canyon, St. Helena, and Calistoga and the Town of Yountville in expending more than \$2.728 million for infrastructure and homeowner rehabilitation loans through State funding from CalHome, HOME and CDBG.
- Assisted the City of American Canyon and the Town of Yountville in securing first time homebuyer and homeowner rehabilitation grants from HOME totaling \$1.53 million.
- Funded Home Base for services in support of the Continuum of Care and preparation of the HUD application for Continuum of Care grants that resulted in over \$1.4 million in total funding for homeless programs.
- In partnership with the County, continued implementation of a major redesign of the community's homeless system.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Administer owner occupied rehabilitation loan programs for American Canyon, Calistoga, St. Helena, and the Town of Yountville as grant funding is available.
- Continue to support homeless programs and the Continuum of Care grant program.
- Administer the City's CalHome fund which provides down payment assistance to low-income first time homebuyers and repairs to low-income owner occupied homes in the City of Napa.
- Continue to provide housing services and monitoring for American Canyon, Calistoga, St. Helena and Yountville.

EXHIBIT "A"

Housing Authority of the City of Napa Local Housing Fund

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Charges for Services	251,406	308,601	338,661	273,360	280,500	(17)%	285,000	2 %
Investment Earnings	1,600	2,037	1,000	8,950	1,000	— %	1,000	— %
Miscellaneous Revenues	28,806	177,717	18,500	14,060	12,500	(32)%	12,500	— %
Transfers In	—	63,660	35,438	35,440	37,000	4 %	18,500	(50)%
Total Revenues	\$ 281,812	\$ 552,015	\$ 393,599	\$ 331,810	\$ 331,000	(16)%	\$ 317,000	(4)%
Salaries & Wages	195,360	199,895	251,050	201,500	208,500	(17)%	216,700	4 %
Benefits	76,826	93,306	111,900	100,270	92,000	(18)%	99,200	8 %
Services - External	83,055	166,258	157,065	147,910	122,600	(22)%	94,900	(23)%
Services - Internal	7,807	9,500	9,500	9,500	3,700	(61)%	4,300	16 %
Materials and Supplies	1,576	2,985	4,500	4,830	7,000	56 %	7,000	— %
Transfers Out	12,680	27,400	27,900	27,900	30,300	9 %	31,300	3 %
Other Financial Uses	228,619	—	—	—	—	— %	—	— %
Total Expenditures	\$ 605,922	\$ 499,344	\$ 561,915	\$ 491,910	\$ 464,100	(17)%	\$ 453,400	(2)%
Net Contribution / (Use)	(324,110)	52,671	(168,316)	(160,100)	(133,100)	— %	(136,400)	— %
Projected Fund Balance at June 30	252,491	454,626	286,310	294,526	161,426	(44)%	25,026	(84)%

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- Decrease in *Charges for Services* revenue due to charges for services for other cities grants not being budgeted until a grant is awarded and an intergovernmental agreement is entered into.
- Decrease in *Salaries and Wages* and *Benefits* because of adjusted employee allocation until additional grants are awarded and agreements entered into.
- Decrease in *External Services* due to reduced funding to outside organizations and programs.

EXHIBIT "A"

Housing Authority of the City of Napa

Homeless Continuum of Care Fund

Fund Purpose:

This fund accounts for federal Department of Housing and Urban Development (HUD) funds specific to the McKinney Vento Act for Homeless Continuum of Care. The grant provides resources for various activities related to housing and services for the homeless. The activities funded in this budget include rental assistance for special needs populations administered by the Housing Authority.

Major Accomplishments in Fiscal Years 2017/18 and 2018/19:

- Received Shelter Plus Care grant renewal funding from HUD each fiscal year.
- Provided rental assistance to an average of nine tenants each year. All assisted households are disabled and, prior to receiving housing assistance, chronically homeless.
- Actively participated in the Napa County Continuum of Care to help obtain federal and State for housing and services for homeless community members.

Key Initiatives for Fiscal Years 2019/20 and 2020/21:

- Continue to work in partnership with the Continuum of Care to apply for renewal of grant funding and administer rent subsidies for at least eight disabled and chronically homeless households.
- Continue to actively participate in the Napa County Continuum of Care Homeless Collaborative.

Revenue / Expenditure Detail:

	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2018/19 Projected	2019/20 Proposed	% Change	2020/21 Proposed	% Change
Intergovernmental	160,539	105,362	119,000	106,680	124,800	5 %	125,100	—%
Transfers In	7,375	—	—	—	—	— %	—	—%
Total Revenues	\$ 167,914	\$ 105,362	\$ 119,000	\$ 106,680	\$ 124,800	5 %	\$ 125,100	—%
Salaries & Wages	4,030	3,378	2,500	4,640	6,000	140 %	6,200	3%
Benefits	1,799	1,741	1,100	2,140	3,800	245 %	3,900	3%
Services - External	152,773	100,244	114,250	99,900	115,000	1 %	115,000	—%
Transfers Out	845	7,375	—	—	—	— %	—	—%
Other Financial Uses	7,471	—	—	—	—	— %	—	—%
Total Expenditures	\$ 166,919	\$ 112,738	\$ 117,850	\$ 106,680	\$ 124,800	6 %	\$ 125,100	—%
Net Contribution / (Use)	995	(7,375)	1,150	—	—	(100)%	—	—%
Projected Fund Balance at June 30	—	1	1,151	1	1	(100)%	1	—%

Major Budget Changes for Fiscal Years 2019/20 and 2020/21:

- No major budget changes.