



# Housing Authority of the City of Napa

*Fiscal Year  
2021/22*

# 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.

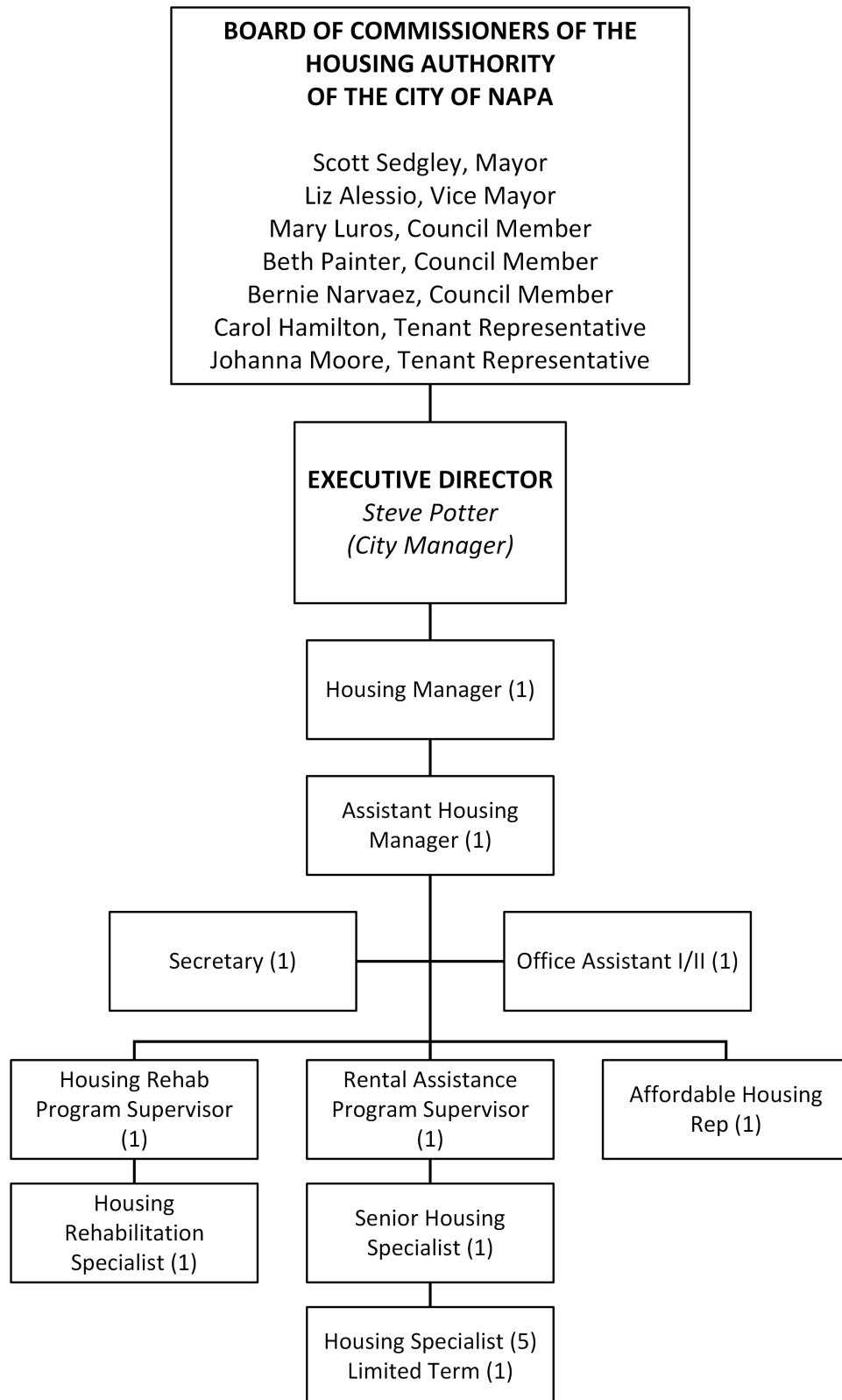
## Full-Time Equivalent (FTE) Employees (also included in CDD totals):

Housing Division	Actual		Adj Budget	Proposed
	2018/19	2019/20	2020/21	2021/22
Full-Time	11.00	12.00	13.00	14.00
Limited-Term	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>	<b>15.00</b>
Part-Time Salaries / Temp Help	\$35,548	\$34,073	\$56,482	\$51,000

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# Housing Authority of the City of Napa

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## Housing Authority of the City of Napa

### Section 8 Housing Fund

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**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 2019/20 and 2020/21:**

- Maintained landlord mitigation and incentive program to encourage landlord participation in Section 8 program.
- Received grants in 2020 and 2021 of approximately \$78,000 per year for one Family Self Sufficiency coordinator.
- Awarded 45 new Mainstream vouchers (for non-elderly disabled persons), including 15 dedicated to homeless or at-risk of homeless persons
- Entered into agreements to project-based 28 vouchers in a new construction affordable housing project and made reservation for 33 project-based vouchers for a new construction/re-use affordable housing project.

**Key Initiatives for Fiscal Year 2021/22:**

- 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.
- Explore additional project-based voucher opportunities to expand affordable housing options for voucher holders.

# Housing Authority of the City of Napa

## Section 8 Housing Fund

**Revenue / Expenditure Detail:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Charges for Services	97,588	101,698	104,500	43,150	49,000	(1)
Intergovernmental	12,635,267	13,579,455	14,906,000	14,662,710	14,670,000	—
Investment Earnings	—	—	—	—	—	—
Miscellaneous Revenues	13,606	—	—	—	—	—
Transfers In	759	23,921	33,000	32,650	48,300	—
<b>Total Revenues</b>	<b>\$ 12,747,220</b>	<b>\$ 13,705,074</b>	<b>\$ 15,043,500</b>	<b>\$ 14,738,510</b>	<b>\$ 14,767,300</b>	<b>\$ —</b>
Salaries & Wages	525,790	583,398	739,582	706,630	739,500	—
Benefits	288,631	324,771	414,000	359,020	399,900	—
Services - External	11,676,337	12,713,697	14,303,544	13,353,620	13,823,900	—
Services - Internal	14,000	14,200	16,800	16,300	21,300	—
Materials and Supplies	16,213	13,885	16,500	12,490	16,000	—
Transfers Out	159,559	94,421	105,600	116,690	128,200	—
<b>Total Expenditures</b>	<b>\$ 12,680,530</b>	<b>\$ 13,744,372</b>	<b>\$ 15,596,026</b>	<b>\$ 14,564,750</b>	<b>\$ 15,128,800</b>	<b>\$ —</b>
<b>Net Contribution / (Use)</b>	<b>66,690</b>	<b>(39,298)</b>	<b>(552,526)</b>	<b>173,760</b>	<b>(361,500)</b>	<b>—</b>
<b>Projected Fund Balance at June 30</b>	<b>1,026,079</b>	<b>986,781</b>	<b>434,255</b>	<b>1,160,541</b>	<b>799,041</b>	<b>1</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- Decrease in Salaries and Benefits is primarily due to staff turnover with newer staff being hired at entry levels.
- Increase in External Services is due to award of 45 new Mainstream vouchers by HUD.

# 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 2019/20 and 2020/21:**

- 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 Year 2021/22:**

- 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:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Charges for Services	3,117	38,706	3,000	3,000	3,000	— %
Investment Earnings	50,757	74,348	16,500	(5,920)	17,000	3 %
Miscellaneous Revenues	407,933	413,247	408,500	391,360	413,000	1 %
<b>Total Revenues</b>	<b>\$ 461,807</b>	<b>\$ 526,300</b>	<b>\$ 428,000</b>	<b>\$ 388,440</b>	<b>\$ 433,000</b>	<b>1 %</b>
Salaries & Wages	50,275	42,061	72,400	40,970	70,500	(3)%
Benefits	21,025	18,744	36,100	27,670	36,400	1 %
Services - External	250,405	213,107	251,800	254,990	268,000	6 %
Services - Internal	1,500	6,000	7,100	7,100	8,500	20 %
Materials and Supplies	7,871	7,442	12,000	8,000	12,000	— %
Transfers Out	14,600	57,000	58,800	58,800	64,700	10 %
<b>Total Expenditures</b>	<b>\$ 345,676</b>	<b>\$ 344,354</b>	<b>\$ 438,200</b>	<b>\$ 397,530</b>	<b>\$ 460,100</b>	<b>5 %</b>
<b>Net Contribution / (Use)</b>	<b>116,132</b>	<b>181,946</b>	<b>(10,200)</b>	<b>(9,090)</b>	<b>(27,100)</b>	<b>— %</b>
<b>Projected Fund Balance at June 30</b>	<b>1,787,426</b>	<b>1,969,371</b>	<b>1,959,171</b>	<b>1,960,281</b>	<b>1,933,181</b>	<b>(1)%</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- No major budget changes.

# 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 2019/20 and 2020/21:**

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

**Key Initiatives for Fiscal Year 2021/22:**

- Maintain full occupancy to insure financial stability.

**Revenue / Expenditure Detail:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Investment Earnings	21,745	31,946	6,500	(830)	6,500	— %
Miscellaneous Revenues	225,833	220,178	237,500	236,780	241,500	2 %
<b>Total Revenues</b>	<b>\$ 247,578</b>	<b>\$ 252,123</b>	<b>\$ 244,000</b>	<b>\$ 235,950</b>	<b>\$ 248,000</b>	<b>2 %</b>
Salaries & Wages	18,954	21,429	21,400	9,200	18,400	(14)%
Benefits	9,370	10,900	12,000	7,020	10,800	(10)%
Services - External	100,668	100,121	106,000	101,710	110,100	4 %
Services - Internal	—	2,200	2,500	2,500	2,800	12 %
Materials and Supplies	13,806	16,165	17,000	13,630	16,500	(3)%
Transfers Out	23,450	83,800	86,300	86,300	94,900	10 %
<b>Total Expenditures</b>	<b>\$ 166,248</b>	<b>\$ 234,615</b>	<b>\$ 245,200</b>	<b>\$ 220,360</b>	<b>\$ 253,500</b>	<b>3 %</b>
<b>Net Contribution / (Use)</b>	<b>81,330</b>	<b>17,509</b>	<b>(1,200)</b>	<b>15,590</b>	<b>(5,500)</b>	<b>— %</b>
<b>Projected Fund Balance at June 30</b>	<b>803,570</b>	<b>821,078</b>	<b>819,878</b>	<b>836,668</b>	<b>831,168</b>	<b>1 %</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- No major budget changes.

# 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 2019/20 and 2020/21:**

- 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.

**Key Initiatives for Fiscal Year 2021/22:**

- 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:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Charges for Services	250,726	115,743	1,500	67,840	1,500	— %
Investment Earnings	40,996	58,330	10,000	(6,770)	11,000	10 %
Miscellaneous Revenues	1	1	—	—	—	— %
<b>Total Revenues</b>	<b>\$ 291,723</b>	<b>\$ 174,074</b>	<b>\$ 11,500</b>	<b>\$ 61,070</b>	<b>\$ 12,500</b>	<b>9 %</b>
Salaries & Wages	6,822	5,005	12,000	3,530	8,500	(29)%
Benefits	3,162	2,244	6,000	3,580	4,500	(25)%
Services - External	243,572	118,543	187,306	121,630	166,000	(11)%
Services - Internal	—	200	200	200	300	50 %
Transfers Out	19,250	9,900	10,200	10,200	11,200	10 %
<b>Total Expenditures</b>	<b>\$ 272,807</b>	<b>\$ 135,893</b>	<b>\$ 215,706</b>	<b>\$ 139,140</b>	<b>\$ 190,500</b>	<b>(12)%</b>
<b>Net Contribution / (Use)</b>	<b>18,916</b>	<b>38,181</b>	<b>(204,206)</b>	<b>(78,070)</b>	<b>(178,000)</b>	<b>— %</b>
<b>Projected Fund Balance at June 30</b>	<b>1,448,471</b>	<b>1,486,653</b>	<b>1,282,447</b>	<b>1,408,583</b>	<b>1,230,583</b>	<b>(4)%</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- Decrease in External Services primarily due to one-time software implementation costs in FY2020/21.



# 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 2019/20 and 2020/21:**

- 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 \$1.94 million for infrastructure and homeowner rehabilitation loans through State funding from Cal Home, HOME and CDBG.

**Key Initiatives for Fiscal Year 2021/22:**

- 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.
- Continue to provide housing services and monitoring for American Canyon, Calistoga, St. Helena and Yountville.

**Revenue / Expenditure Detail:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Charges for Services	271,247	351,251	290,500	426,060	476,700	64 %
Investment Earnings	13,686	17,909	5,000	(1,770)	4,300	(14)%
Miscellaneous Revenues	12,297	77,426	9,000	7,170	7,000	(22)%
Transfers In	18,498	37,000	18,500	18,600	20,500	11 %
<b>Total Revenues</b>	<b>\$ 315,728</b>	<b>\$ 485,620</b>	<b>\$ 323,000</b>	<b>\$ 450,060</b>	<b>\$ 508,500</b>	<b>57 %</b>
Salaries & Wages	199,286	180,201	220,100	184,770	258,800	18 %
Benefits	85,879	82,090	99,200	97,680	129,700	31 %
Services - External	134,840	54,713	142,428	128,350	138,800	(3)%
Services - Internal	9,500	3,700	4,300	4,300	6,900	60 %
Materials and Supplies	8,619	5,202	7,000	1,030	4,500	(36)%
Transfers Out	27,961	31,515	31,300	31,300	34,400	10 %
<b>Total Expenditures</b>	<b>\$ 466,084</b>	<b>\$ 357,420</b>	<b>\$ 504,328</b>	<b>\$ 447,430</b>	<b>\$ 573,100</b>	<b>14 %</b>
<b>Net Contribution / (Use)</b>	<b>(150,357)</b>	<b>128,199</b>	<b>(181,328)</b>	<b>2,630</b>	<b>(64,600)</b>	<b>— %</b>
<b>Projected Fund Balance at June 30</b>	<b>390,669</b>	<b>518,869</b>	<b>337,541</b>	<b>521,499</b>	<b>456,899</b>	<b>35 %</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- Increase in Salaries & Benefits reflects full program year of PLHA grant activity and reallocation of staff costs due to changes in anticipated assignments.

# 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 2019/20 and 2020/21:**

- Received Shelter Plus Care grant renewal funding from HUD each fiscal year.
- Actively participated in the Napa County Continuum of Care to help obtain federal and State funding for housing and services for homeless community members.

**Key Initiatives for Fiscal Year 2021/22:**

- 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:**

	2018/19 Actual	2019/20 Actual	2020/21 Adjusted	2020/21 Projected	2021/22 Proposed	% Change
Intergovernmental	103,692	106,675	125,100	130,530	135,400	8 %
Transfers In	61	1,215	—	—	—	— %
<b>Total Revenues</b>	<b>\$ 103,753</b>	<b>\$ 107,890</b>	<b>\$ 125,100</b>	<b>\$ 130,530</b>	<b>\$ 135,400</b>	<b>8 %</b>
Salaries & Wages	4,162	1,702	6,200	4,510	7,300	18 %
Benefits	1,935	801	3,900	2,270	3,900	— %
Services - External	97,656	105,386	115,000	123,750	124,000	8 %
Services - Internal	—	—	—	—	200	100 %
<b>Total Expenditures</b>	<b>\$ 103,754</b>	<b>\$ 107,889</b>	<b>\$ 125,100</b>	<b>\$ 130,530</b>	<b>\$ 135,400</b>	<b>8 %</b>
<b>Net Contribution / (Use)</b>	<b>(1)</b>	<b>1</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>— %</b>
<b>Projected Fund Balance at June 30</b>	<b>—</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>— %</b>

**Major Budget Changes for Fiscal Year 2021/22:**

- No major budget changes.