

# **PHA Plans**

## **Streamlined Annual Version**

**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian  
Housing

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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 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 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.

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# **Streamlined Annual PHA Plan**

## **for Fiscal Year: 2007**

### **PHA Name: Housing Authority of the City of Napa (CA073)**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** HOUSING AUTHORITY OF THE CITY OF NAPA  
**PHA Number:** CA073

**PHA Fiscal Year Beginning:** 07/2007

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
 Number of public housing units:                      Number of S8 units: **1218**    Number of public housing units:  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: Doris Smith, Housing Programs Coordinator                      Phone: 707-258-7832  
 Email (if available): dsmith@cityofnapa.org

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

PHA's main administrative office     PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.     Yes     No.

If yes, select all that apply:

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library                       PHA website                       Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

Main business office of the PHA     PHA development management offices

Other (list below)

## Streamlined Annual PHA Plan

**Fiscal Year 2007**

[24 CFR Part 903.12(c)]

### Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

#### A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? NO
2. If yes, complete the following table; if not skip to B.

<b>Site-Based Waiting Lists</b>				
<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year? NONE
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

- If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
3. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a.	Development Name:
b.	Development Number:
c.	Status of Grant:
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

**4. Use of the Project-Based Voucher Program**

**Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: City and County of Napa CA

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

According to the Housing Needs Table of the 10,173 renter households and 6,756 homeowner households, 2,611 City of Napa households are classified as very low income, 3,215 households are low income, and 4,981 households are classified as moderate income. In addition, the Census calculated that 37 percent of Napa's households had a "housing problem" defined as:

- 1) Occupying units with physical defects (lacking complete kitchen or bathroom)
- 2) Living in overcrowded housing (more than one person per room)
- 3) Paying more than 30% of gross income toward shelter costs

Among the hardest impacted income groups are very-low income Napa households. As the Table 1 illustrates, 78 percent experience the "housing problems" described above. Furthermore, the majority of all low income households in Napa spend a high proportion of their income on housing, hence are considered "at risk" of becoming homeless.

In reviewing the housing needs data it was found that 80% of the extremely low income (<30% of MFI) renter households state that they have some type of housing problems. 77% or 1,777 stated that they had a cost burden of more than 30% of their income and 61% stated they had a cost burden of more than 50% of their income.

Of the very low income (31-50% of MFI) renter households 87% state they have some type of housing problem with 77% or 1,422 stating they spend more than 30% of their income on rent and 59% stating they have a cost burden of more than 50% of their income.

Low Income renter households (51-80% MFI) state that only 2,469 or 59% of them have some type of housing problem and of that 2,469 41% have a cost burden greater than 30% and 10% have cost burden of greater than 50%.



Of the 615 extremely low income elderly renters, 74% or 460 of them state they have some kind of housing problem and 73% state they have a cost burden greater than 30% and 340 or 55% state they have a cost burden greater than 50%.

The very low income elderly renters, 354, state that 70% of them have any type of housing problem and 249 or 70% have a cost burden greater than 30% and 43% or 155 have a cost burden of 50%.

Low Income elderly renters (51-80% MFI) state that 349 or 78% has some kind of housing problem and 76% pay more than 30% of their income for housing and 199 or 44% have a housing cost burden greater than 50%.

Of the 834 extremely low income owner households 74% expressed they had some type of housing problem, 72% stated they had a cost burden greater than 30% and 58% stated they had a cost burden greater than 50% of their income.

The very low income owners households state that 62% of the 1378 have a housing problem and 59% have a housing burden greater than 30% and 35% state they have a cost burden greater than 50%.

Of the 2,512 low income owners households, 50% or 1,257 state they have a housing problem with 46% stating they have a cost burden greater than 30% and 17% state they have a housing cost burden greater than 50% of their income.

Elderly homeowners, 440, in the very low income range state that 63% have some kind of housing , 280 or 63% have a cost burden greater than 30% and 190 or 43% state they have a housing cost burden greater than 50%.

Of the 850 low income elderly homeowners, 50% state they have some type of housing problem with 50% stating they have a cost burden greater than 30% and 200 or 23% stating they have a housing cost burden greater than 50%.

There are 1180 elderly low income homeowners in Napa and 245 or 20% state they have some type of housing problem and 20% pay more than 30% of the income on housing and 9% state they have a housing cost burden of more than 50% of their income.

Overall, there is a correlation between the level of household income and experiencing a housing problem in the city of Napa. The lower the household income, the greater likelihood that the family is experiencing a housing problem such as physical defects, overcrowding, or paying more than 30% of their gross income toward shelter costs. Furthermore, renter households are more likely to have a housing problem than owner households, since 73 percent of renters and 57 percent of owners experience these problems in the very low to moderate income groups. Housing problems are most acute for very low income renters and owners, with other low income renters close behind.

The relationship between level of household income and housing problems remains strong i.e., an analysis of cost burden (paying more than 30 percent gross income for shelter costs) and severe cost burden (paying more than 50 percent) among different income and housing tenure groups. Again, the following table indicates that renter households are more likely to have a severe cost burden than do owner households, with the housing affordability problem most acute for extremely low income renters, 62 percent experiencing this burden.

### Priority Housing Needs

The City of Napa's priorities for allocating available federal, State and local resources during the next five years is based on an analysis of housing needs by income group.

The conclusions of that analysis are as follows:

A. The Non-Elderly Renter households in the extremely low, very low and low income levels are given the highest priority housing needs.

The five year goal will be to develop 200 new rental units, 35 for extremely low income families, 115 for very low income families, and 50 for low income families. This will include Inclusionary Units in mixed use development in the downtown area and the Soscol Gateway areas.

The housing activities identified in the five year plan are responsive to the market conditions in Napa. The strategies focus most activity and resources on encouraging the development of rental housing for very low income households whose needs are not met by the private market.

Another activity that will assist the non-elderly renter households will be to rehabilitate substandard rental units for extremely low, very low, and low income families. This is a primary activity for small households and a secondary activity for large renter households. The five year goal will be to rehabilitate 50 units of substandard rental units for extremely low, very low, and low income renters.

Lastly to assist with the 73% renter households with a burden, the City plans to acquire 50 rental units, 20 for extremely low income families, 20 for very low income families, and 10 for low income families.

. Low Income Homeless and persons with special needs was given a high priority.

The provision of services for homeless persons and non-homeless persons with special needs is a primary activity.

With the limited Federal and State funds available the City will maintain the level of funding through the Shelter Plus Care Program for rental assistance. The City currently has 6 vouchers available and with Federal budget cuts anticipated, the five year goal will be to maintain existing funding.

Development of New Shelter Facilities, in the south Napa area, with a five year goal to expand available beds, 49 beds, in emergency shelters and coordinate available social services to address special needs is an anticipated activity to assist low income homeless. Also, the construction of at least a 24 bed transitional housing facility for previously homeless individuals and families is a priority in the next five year period.

The acquisition of additional emergency shelter space is a primary activity. There is a critical need to find a permanent facility for emergency shelter for single men and women. The City does not have sufficient resources to address the housing needs of all individuals and families requiring shelter. Very low income individuals are often unable to find affordable housing in this City. Simply providing minimum support for needy families absorbs most available resources.

Support of the Continuum of Care Homeless and Housing Delivery System is part of the five year goal to assist low income homeless and persons with special needs. The City will continue to support and implement the comprehensive strategy identifying the needs in the homeless and housing service delivery system for the City and County of Napa. Continue to build the coordinating relationships between the City, County and the community based organizations that provide housing assistance and supportive services for the homeless and special needs populations.

Low Income Elderly were given a lower priority due to the fact that the City has found that, existing market-rate and affordable housing facilities to serve the elderly are sufficient.

In reviewing the Housing Needs Analysis tables the greatest need for the low income elderly population is to assist with rehabilitation of rental and homeownership units. Although 70% of the low income elderly have some kind of housing problems, 300 new housing units have become available since the 2000 census. It has been determined that limited funds should be used to improve substandard housing.

The five year goal will be to Rehabilitate 20 substandard rental and homeownership units for low income elderly renters and homeowners. The goal with this activity is to rehabilitate existing substandard housing occupied by elderly households, including handicap accessibility improvements to increase the number of rental units that are accessible to people with handicaps and disabilities. With this activity 6 elderly homeowner units are anticipated to be rehabilitated to assist with substandard living conditions and alleviate housing problems.

### Specific Housing Objectives

#### PRIORITY A: VERY LOW AND LOW INCOME RENTER FAMILIES

##### Analysis:

Non-elderly very low income family renters were assigned the highest priority in all support activity types. This group is most in need of assistance which will require an increase in the affordable rental housing stock available and assistance that rehabilitates substandard living

units. This group also often requires additional rental assistance to reduce the cost-burden of the relatively high rents found throughout the Bay Area and to bridge the gap between the costs of developing new units and affordable rents.

According to the Association of Bay Area Governments preliminary estimations, 26 percent (853 units) of the City's housing needs over the next five years are for housing affordable to very low income households, and 16 percent (537 units) for low income households. The private market does not provide new housing affordable to very low income households. Moreover, in the tight rental market, low income tenants are often competing with moderate income tenants for the existing limited supply. Such competition often leads to bidding up the cost of rental housing to unaffordable levels. Those market units remaining affordable to very low income tenants are often substandard. Alternatively, very low income households may be forced to overcrowd units to spread costs among many marginal wage earners.

Non-elderly low income renter families received the highest priority among low income households for assistance. Between the years 2003 and 2005, 600 apartment units have been built with 10% of these units have been made affordable through the Inclusionary Program, there is still a need for affordable rental housing for the very low and low income renter families. The City of Napa will continue encouraging the development of additional rental housing through a number of programs.

Furthermore, the current rental stock is not affordable for very low and low income renter families. Only 12% of currently occupied units are affordable for families at 50% of median income, and only 8.7% for families making less than 30% of the median income. Less than 1/5 of the current rental stock is three-bedroom or more, and has the lowest vacancy rate. This makes it extremely difficult for large renter families to find any vacant 3-bedroom or larger housing units, let alone affordable housing.

Thus, providing additional housing assistance to very low and low income renter families is a high priority for the City of Napa. There are a number of obstacles that will need to be addressed in order to meet this need, including locating appropriately zoned developable sites, providing incentives for the private market to assist in producing the units, financial assistance to reduce total development costs, and overcoming citizen opposition to higher density rental housing.

## STRATEGY DEVELOPMENT/INVESTMENT PLAN

### ACTIVITY 1:

#### New Construction of Affordable Rental Units for Very Low and Low Income Renter Families

Five Year Goal: Develop 200 rental units, 35 for extremely low income families, 115 for very low income families, and 50 for low income families. The construction of additional affordable rental units for extremely low, very low and low income renter families will be a primary activity.

The City of Napa will use the following programs and resources in support of this activity:

**PROGRAMS, TARGET GROUPS & AREAS:**

1. Land Banking Program: Acquire high density sites for development citywide for the purpose of developing rental units for the Very low and low income renters.
2. Inclusionary Zoning and Density Bonus Program: Require all developers to produce a percentage of affordable units. Provide incentives for affordable units citywide for Very low and low income renters
3. Low Income Housing Tax Credit Program: Apply for federal financial assistance to subsidize or provide other capitalization for development. Use Citywide to develop rental units for extremely low, very low, and low income renters.
4. Local Housing Trust Fund: Utilize redevelopment tax increment set aside and other local funds citywide to reduce development costs. Very low and low income families.
5. HOME Rental Construction Program: Augment local funds available for citywide rental construction for extremely low, very low, and low income families.
6. Mortgage Revenue Bpnds: Housing Authoirty will issue Mortgage Revenue Bonds for development of appropriate projects.

**ACTIVITY 2:**

**Rehabilitate Substandard Rental Units for Very Low and Low Income Families**

Five Year Goal: Rehabilitate 50 units of substandard rental units for extremely low, very low, and low income renters.

The rehabilitation of substandard rental units for extremely low, very low, and low income families is a primary activity for small households and a secondary activity for large renter households. Over 73% of the existing rental housing was built before 1980, with approximately one-third over 30 years old. Very low and low income families are more likely to occupy the older substandard housing in the city. In the City of Napa, a total of 2,590 housing units were built prior to 1940. Forty-nine percent are occupied by renters, with 82% very low and low income families.

The City of Napa will use the following programs and resources in support of this activity:

## PROGRAMS, TARGET GROUPS & AREAS:

1. CDBG Rehabilitation Program: Provide funds at low interest to rehabilitate units for extremely low to low income renters. Target citywide rental units with the priority on areas housing extremely low to low income households.
2. HOME Rehabilitation Program: Augment local funds available for rehabilitation of citywide units for extremely low, very low, and low income renters.
3. Code Enforcement Program: Enforce existing codes and health and safety regulations citywide. Target rental units of very low and low income renters.

## ACTIVITY 3:

### Acquisition of Existing Multifamily Rental Housing

Five Year Goal: Acquire 50 units of existing rental housing and maintain it as affordable housing.

The acquisition of existing multifamily rental housing, particularly with three or more bedrooms, is a primary activity. The cost of acquiring and rehabilitating existing housing stock that is substandard can cost less than constructing new units and can, in many cases, be completed in less time. It also has the corollary benefit of improving the surrounding neighborhood, adding units to the existing affordable housing inventory, and does not increase the overall density in the area.

Additionally the City wants to conserve existing federally subsidized housing at risk of conversion to market-rate housing.

The City of Napa will use the following programs and resources in support of this activity:

## PROGRAMS, TARGET GROUPS & AREAS:

1. Home Acquisition Program: Augment local and private funds available for acquisition. Target very low and low income renters citywide with priority to areas with 51% low income households.
2. Redevelopment Acquisition Program: Use 20% set aside funds to acquire properties citywide. Target extremely low to low income renters.
3. HOME and CDBG Rehabilitation Program: Provide funds to rehabilitate acquired properties citywide for extremely low, very low and low income renters.
4. Federal HOME Loan Affordable Housing Program: Provide funds to acquire properties citywide. Provide units for extremely low, very low, and low income families.

5. Low Income Housing Preservation Program: Monitor owners' plans and, if necessary, seek to acquire or assist in acquiring units citywide that are threatened with conversion to market rate. Target very low and low income families.

**PRIORITY C: Very Low and Low Income Homeless Persons and Non-Homeless Persons with Special Needs**

**Analysis:**

Homeless Population and Persons with Special Needs are a very high priority for aid. Various sections of this Consolidated Plan and the City's Housing Element describe the special needs of such groups as the disabled, large families, mentally ill, farmworkers, persons with AIDS and others. Although support networks and special housing exist for many of these groups, with the significant increase in housing prices in the entire Bay Area, there is little housing available for this population without additional assistance. The areas of greatest need as identified by the Continuum of Care Gaps Analysis is the need to provide additional housing, both permanent and transitional, for the homeless (including farmworkers).

The present services for homeless consist of a shelter for adults without children (Sullivan Shelter) for 40 men and women over age 18, the Napa Emergency Women's Service shelter for battered women and their children, which can accommodate four families (12 people), and a the family shelter (Samaritan Family Center) which can house up to 10 single women and 7 families. The shelter providers have been able to secure a site each of the last several years to provide a winter emergency shelter in addition to the more permanent shelters. The owner of the building that houses the shelter for singles has indicated that they would like to reclaim the building for other purposes. The City continues to support the Non-profit shelter providers in the search for a suitable relocation site. There is also a Day Resource Center that assists with meeting the needs of increased services and outreach for the street homeless.

As a result of the overall lack of shelters to serve homeless persons, the highest priority is to expand the City's capacity to provide shelter and to simultaneously find an adequate ongoing source of operating funds to support the necessary facilities and services required for this population.

There is an acute lack of single room occupancy rental units for single individuals with service needs related to mental illness, alcohol and drug abuse, AIDS, and other related diseases.

The Director of the Napa Valley Shelter Project estimated that 60 to 80 homeless people are seeking shelter on any given night. It is estimated that 50% have an alcohol or drug abuse problem and that 20% - 30% have a severe mental illness in addition to their alcohol or drug abuse problem.

The Continuum of Care Committee has identified the current gaps in the service delivery system and prioritize the use of limited federal and local resources in preparing the Gaps Analysis and in setting priority's for the needs. The preliminary rank order of sub-populations was the following:

1. Homeless families (including domestic violence victims)
2. Homeless individuals
3. Mental health and or substance abuse clients
3. Farmworkers (tied with mental health)
4. Elderly/frail elderly requiring mobile home rent stabilization

The specific services and resources identified as most critical for preventing and reducing homelessness included the following in rank order:

1. Additional affordable rental housing development
2. Expanded case management capacity for the homeless and mentally ill families and individuals, including transitional housing
3. Expanded homeless prevention programs
4. Improved comprehensive data collection system to track and monitor service clients

## STRATEGY DEVELOPMENT/INVESTMENT PLAN

### ACTIVITY 1:

Maintain Homeless Rental Assistance

Five Year Goal: Maintain 25 Rental Assistance Vouchers

The provision of maintaining rental assistance is a primary activity. The Housing Authority of the City of Napa has a currently operating Transitional Housing Program that coordinates the provision of 25 Vouchers with supportive services provided by the Napa Valley Shelter Project and Napa Emergency Women's Shelter for battered women and their families and homeless families.

The City of Napa will use the following programs and resources in support of this activity:

### PROGRAMS, TARGET GROUPS & AREAS:

1. Shelter Plus Care Program: Apply for federal funds to coordinate rental assistance citywide with local supportive services for homeless with disabilities for very low and low income homeless families; battered women and children.

### ACTIVITY 2:

Development of New Shelter Facilities

Five Year Goal: Expand available beds, 49 beds, in emergency shelters and coordinate available social services to address special needs.



The acquisition of additional emergency shelter space is a primary activity. There is a critical need to find a permanent facility for emergency shelter for single men and women. The current facility is leased space that is not adequate for a shelter and is subject to be closed down at any time. Likewise, the existing battered women's shelter cannot accommodate all of the domestic violence victims in need of shelter. Many times, domestic violence victims have to be referred to other jurisdictions for assistance.

The City of Napa will use the following programs and resources in support of this activity:

**PROGRAMS, TARGET GROUPS & AREAS:**

1. Shelter Acquisition Program: Identify, acquire and rehabilitate appropriate buildings for emergency shelter in appropriately zoned sites . Target homeless families and individuals.
2. Acquisition Program, Domestic Violence Shelter: Apply for federal funds to purchase additional shelter for battered women. Target homeless victims of domestic violence.
3. Inclusionary Housing Fees: Use Inclusionary Housing fees collected from housing developers to purchase additional shelters.
4. Redevelopment 20% Set Aside Funds

**ACTIVITY 3:**

Development and construction of 24 bed transitional housing units.

Five Year Goal: There is a critical need to provide transitional housing for previously homeless individuals and families. The City and County of Napa will work with Continuum of Care Group and other community based organizations that provide housing assistance and supportive services to develop and construct the transitional housing.

**PROGRAMS, TARGET GROUPS & AREAS:**

1. Shelter Operation Funds, CDBG Funds: Identify and acquire adequate ongoing operating funds to support facilities and services for the homeless in appropriately zoned sites. Target homeless families and individuals.
2. Continuum of Care Program: Continue support of multi-agency committee to prepare and oversee a strategic homeless prevention plan. Target homeless families and individuals.
3. Housing Opportunities for Persons with Aids Program (HOPWA) - Competitive Component: Provide supportive services and rental assistance Individuals and families with AIDS and related diseases.

#### ACTIVITY 4:

##### Support of the Continuum of Care Homeless and Housing Delivery System

Five Year Goal: To continue to support and implement the comprehensive strategy identifying the needs in the homeless and housing service delivery system for the City and County of Napa. Continue to build the coordinating relationships between the City, County and the community based organizations that provide housing assistance and supportive services for the homeless and special needs populations.

The provision of services for homeless persons and non-homeless persons with special needs is a primary activity. As previously indicated, the Napa Valley Non-Profit Coalition is currently involved in a process of analyzing the current homeless and housing delivery system in Napa County, with a focus on coalition building, capacity analysis, and identification of current organizational strengths and weaknesses. The primary goal is to achieve consensus upon the most effective and efficient organizational structure for the homeless and housing service delivery system; to review and select models for implementation; to select a plan of action and structure with which to make changes; and to adopt a timeline and list of goals and objectives for implementing the changes.

The City of Napa will use the following programs and resources in support of this activity:

##### PROGRAMS, TARGET GROUPS & AREAS:

1. Shelter Operation Funds, CDBG Funds: Identify and acquire adequate ongoing operating funds to support facilities and services for the homeless in appropriately zoned sites. Target homeless families and individuals.
2. Continuum of Care Program: Continue support of multi-agency committee to prepare and oversee a strategic homeless prevention plan. Target homeless families and individuals.
3. Emergency Shelter Grants (EGS) - State Component: Improve services of existing shelters and expand capacity for services in appropriately zoned sites. Target homeless families and individuals.
4. Housing Opportunities for Persons with Aids Program (HOPWA) - Competitive Component: Provide supportive services and rental assistance Individuals and families with AIDS and related diseases.

##### PRIORITY D: LOW INCOME ELDERLY

##### Analysis:

Low Income Elderly are also a priority. In reviewing the Housing Needs Analysis tables the greatest need for the low income elderly is to assist with rehabilitation of rental and homeownership units. Although 70% of the low income elderly have some kind of housing

problems, 300 new housing units have become available since the 2000 census. It has been determined that limited funds should be used to improve substandard housing.

#### ACTIVITY 1:

Rehabilitate Substandard Rental And Homeownership Units For Low Income Elderly Households

Five Year Goal: Rehabilitate 20 substandard rental and homeownership units for low income elderly renters and homeowners.

The rehabilitation of substandard rental and homeownership units for low income elderly households is another activity the City will pursue to meet this need. The goal with this activity is to rehabilitate existing substandard housing occupied by elderly households, including handicap accessibility improvements to increase the number of rental units that are accessible to people with handicaps and disabilities. The City of Napa will provide an incentive to rental property owners to make the accessibility improvements by developing a special component of our overall Rehabilitation Program that offers a deferred low interest loan for that portion of rehabilitation costs that are attributable to installing accessibility improvements. The City of Napa will use the following programs and resources in support of this activity:

#### PROGRAMS, TARGET GROUPS & AREAS:

1. CDBG Rehabilitation Program: Provide funds citywide at low interest to rehabilitate units for low income elderly/ disabled/handicap renters and homeowners.
2. HOME Rehabilitation Program: Augment citywide local funds available for rehabilitation for low income elderly/disabled/handicap renters and homeowners.
3. Code Enforcement Program: Enforce existing codes and health and safety regulations for low income elderly/ disabled/handicap renters and homeowners.

#### PRIORITY NEEDS SUMMARY

##### Public Facility Needs:

Funding of youth, neighborhood, child care centers, senior and park/recreation facilities comprises the need of facility improvements and handicap accessible improvements to these facilities. The addition of new facilities to serve youth in the City's low/mod census tracts is also a long term funding need.

Facilities which aid the homeless, battered women and children, at-risk youth, and the mentally disadvantaged and aid in their recovery and transition into the community are a need identified as such under other public facilities.

### Infrastructure Improvements:

Sidewalk repairs in the City's low/mod census tracts is a funding need over the next 5 years. These repairs will enhance the safety and welfare of the community.

Drainage improvements for the safety and welfare of the community in the City's low/mod census tracts in an on-going need that would benefit from CDBG funding.

### Public Service Needs:

The need for public services is greater than available funds can provide.

Funding needs for both the physically and mentally handicapped continue. Funding needs include counseling, employment training, living skills training, education, etc. This population also needs assistance with substance abuse problems and solutions.

Youth service needs come in the form of mentorship relationships, job skills, education, crime prevention, counseling, recreating, and child care services for those at-risk and low income.

Crime awareness needs are for prevention programs and anti-graffiti and vandalism programs targeted to at-risk youth.

Senior services and food services to seniors will continue to be a need in the community as the number of seniors in Napa continues to increase.

Tenant and landlord counseling is a funding need necessary to augment the fair housing activities in the community. This counseling is used as a tool to prevent tenant/landlord disputes. On-going work with the community's mobile home park population and the increasing challenge to find affordable housing will keep this service in demand over the next several years.

Child care and health services are needed to prevent illness that may lead to their public service needs that will continue as this population struggles to find affordable living in Napa.

### Accessibility Needs:

Handicap accessibility needs will continue to be a funding need over the next several years. Accessibility to public facilities, parks, child care facilities, and counseling facilities will need the help of CDBG funds in order to help this population in special need.

### Historic Preservation Needs:

Funding needs for historic preservation and rehabilitation of historic residences will continue and may be funded with CDBG funds through the housing rehabilitation loan program.

### Economic Development Needs:

Redevelopment and private funding is fulfilling the City's economic development needs at this time. CDBG funds may be used to augment existing programs, if necessary.

Planning:

Funding needs will include aid towards the fair housing program which will include mediation services, fair housing counseling, and referral and enforcement services.

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>LIST OF SUPPORTING DOCUMENTS AVAILABLE FOR REVIEW</b>		
<b>APPLICABLE &amp; ON DISPLAY</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan,	Annual Plan: Rent

LIST OF SUPPORTING DOCUMENTS AVAILABLE FOR REVIEW		
APPLICABLE & ON DISPLAY	Supporting Document	Related Plan Component
	not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).	Annual Plan: Pet Policy

LIST OF SUPPORTING DOCUMENTS AVAILABLE FOR REVIEW		
APPLICABLE & ON DISPLAY	Supporting Document	Related Plan Component
	<input type="checkbox"/> Check here if included in the public housing A & O Policy.	
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule**

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		

## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name					
		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**8. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
<b>Total CFP Estimated Cost</b>			<b>\$</b>			<b>\$</b>

**8. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b> <b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Mike Parness the City Manager certify  
that the Five Year and Annual PHA Plan of the Housing Authority of the City of Napa is  
consistent with the Consolidated Plan of City of Napa prepared  
pursuant to 24 CFR Part 91.



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Signed / Dated by Appropriate State or Local Official

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

HOUSING AUTHORITY OF THE CITY OF NAPA

Program/Activity Receiving Federal Grant Funding

HOUSING CHOICE VOUCHER PROGRAM

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

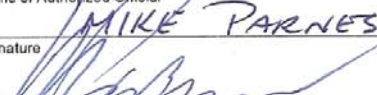
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
MIKE PARNES	CITY MANAGER
Signature	Date
X 	4-3-07

**Certification of Payments  
to Influence Federal Transactions**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

HOUSING AUTHORITY OF THE CITY OF NAPA

Program/Activity Receiving Federal Grant Funding

HOUSING CHOICE VOUCHER PROGRAM

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

MIKE PARNES

Title

CITY MANAGER

Signature



Date (mm/dd/yyyy)

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3



**Streamlined PHA Plan  
PHA Certifications of Compliance**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the Streamlined Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 7/1/07, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:*

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work 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.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:  
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.  
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).  
 19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.  
 20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.  
 21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs  
 903.7b Eligibility, Selection, and Admissions Policies  
 903.7c Financial Resources  
 903.7d Rent Determination Policies  
 903.7h Demolition and Disposition  
 903.7k Homeownership Programs  
 903.7r Additional Information  
      A. Progress in meeting 5-year mission and goals  
      B. Criteria for substantial deviation and significant amendments  
      C. Other information requested by HUD  
          1. Resident Advisory Board consultation process  
          2. Membership of Resident Advisory Board  
          3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:  
 (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;  
 (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and  
 (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

Housing Authority of the City of Napa CA 073  
 PHA Name PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2007-2008

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

MIKE PARNESS  


CITY MANAGER

4-3-07

RESOLUTION HR2007/

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
NAPA (HACN) CA073, STATE OF CALIFORNIA, AUTHORIZING  
ADOPTION OF THE HOUSING CHOICE VOUCHER ANNUAL PLAN  
FOR FISCAL YEAR 2007-2008

WHEREAS, the HACN Board of Commissioners has considered all information related to this matter, as presented at the public meetings of the HACN identified herein, including any supporting reports by HACN staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Authority of the City of Napa, as follows:

1. The HACN Board of Commissioners hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the HACN's adoption of this resolution.
2. WHEREAS, on October 21, 1999 the U.S. Department of Housing and Urban Development published in the Federal Register a Final Rule, 24 CFR part 903, Public Housing Agency Plans, that requires all public housing authorities to develop and adopt through a public hearing process an Annual Plan for the operation of its Section 8 Voucher Choice Program; and

WHEREAS, on April 3, 2007, the Housing Commission held a public hearing to review and comment on the draft Annual Plan for Fiscal Year 2007-2008, these comments were incorporated into the final; and

WHEREAS, the Housing Authority formed a Resident Advisory Board composed of participants in the Section 8 Program to review and comment on the draft plans and make recommendations regarding any significant modification to the plans, and these recommendation have been incorporated into the revised Plans;

The Board Commissioners opened and closed the public hearing on the Section 8 Housing Choice Voucher Program Annual Plan for FY 2007-2008 incorporating the oral and written testimony into the record of the public hearing.

The Board of Commissioners moves to adopt Resolution No. HR 2007/\_\_\_ approving the Housing Authority of the City Of Napa Section 8 Housing Choice Voucher Program Annual Plan for FY 2007-2008 and authorizes the Chairman and the Housing Director to execute the required HUD certifications and submit the Plan to the U.S. Department of Housing and Urban Development.

3. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Housing Authority of the City of Napa at a public meeting of said Board of Commissioners held on the 3rd day of April 2007 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_