

*SECTION 8*

**HOUSING AUTHORITY  
OF THE  
CITY OF NAPA**



**CITY of NAPA**

## ***Housing Authority of the City of Napa***

### **Authority Objectives:**

The Housing Authority of the City of Napa (the 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 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 of the City of Napa is to provide and administer affordable housing programs and services to qualified residents. The Housing Authority administers Section 8 rental assistance countywide and provides other affordable housing programs such as the First Time Home Buyer program. A variety of state, federal, and local funds in partnerships with other government and community agencies provide funding for the Housing Authority's Consolidated Plan and Continuum of Care for Homelessness. This year, the Housing Authority will assume administration of the City's Community Development Block Grant (CDBG) program. These funds are disbursed in three categories: public services, planning and administration, and community development. The City's Housing Division staffs the Housing Authority.

*Note: The Housing Authority is supported by staff in the General Fund. See Housing Division Organizational Chart and Staffing History in Section 3 of this budget document.*

### **Major Accomplishments in Fiscal Years 2005-07**

The most significant accomplishments of the Housing Authority during the last budget cycle include:

- Assisted 18 first time homebuyers purchase a home using local and State funding sources.
- Monitoring of 2,000 affordable rental units to insure the continued inclusionary and regulatory requirements.
- Implemented the "Continuum of Care" ten Year Plan for homeless programs and assisted with the implementation of transitional housing and operation of the South Napa Homeless Shelter.
- Maintained "High Performer" designation with Housing and Urban Development (HUD) by submitting over 3,500 annual reports to HUD in a timely manner.
- Processed 1,200 voucher re-certifications and 1,800 annual property inspections and re-inspections.
- Collaborated with non-profit agencies in the Napa Valley to provide over and above services for our clients.

### **Budget Balancing Approach – Key Changes in Fiscal Years 2007-2009**

- It has been determined that the Housing Authority has been operating with a structural deficit and three positions have been eliminated in the upcoming budget cycle. The Authority's ability to respond timely to requests for service will be hampered and program growth will be slowed.
- The Section 8 staffing will be reduced and the challenge will be to maintain compliance with HUD regulations and reporting requirements.

- The Housing Assistance programs staff will be cut reducing availability to respond to housing issues, expand First Time Home Buyer programs, initiate need zoning ordinance changes, and participant in other housing and homelessness outreach and educational efforts.
- Staff priority will be to monitor existing regulatory units, process existing HOME and HELP program funding, and overseeing services provide under the Napa Valley Housing Authority (NVHA) and/or other contracts.

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***Schedule of Proposed Interfund/Interagency Transfers - HACN Related***

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**Fiscal Year 2007-2008**

<b>From:</b>		<b>Purpose</b>	<b>To:</b>	
14	Vouchers \$ 201,000	City Admin	11	General Fund \$ 201,000
23	City - Inclusionary Impact Fees 50,000	Operating	82	Local Housing 50,000
27	City CDBG 171,786	Operating	50	HACN CDBG 171,786
27	City CDBG 44,403	Operating	82	Local Housing 44,403
60	20% Set Aside 3,060	Operating	80	Home 3,060
60	20% Set Aside 214,478	Operating	82	Local Housing 214,478
81	Laurel Manor 100,000	Operating	82	Local Housing 100,000
82	Local Housing 40,000	Financial System	26	Financial System 40,000
82	Local Housing 142,000	City Admin	11	General Fund 142,000
88	Housing Reserve 82,970	Operating	14	Vouchers 82,970
<b>Total Transfers Out \$ 1,049,697</b>			<b>Total Transfers In \$ 1,049,697</b>	

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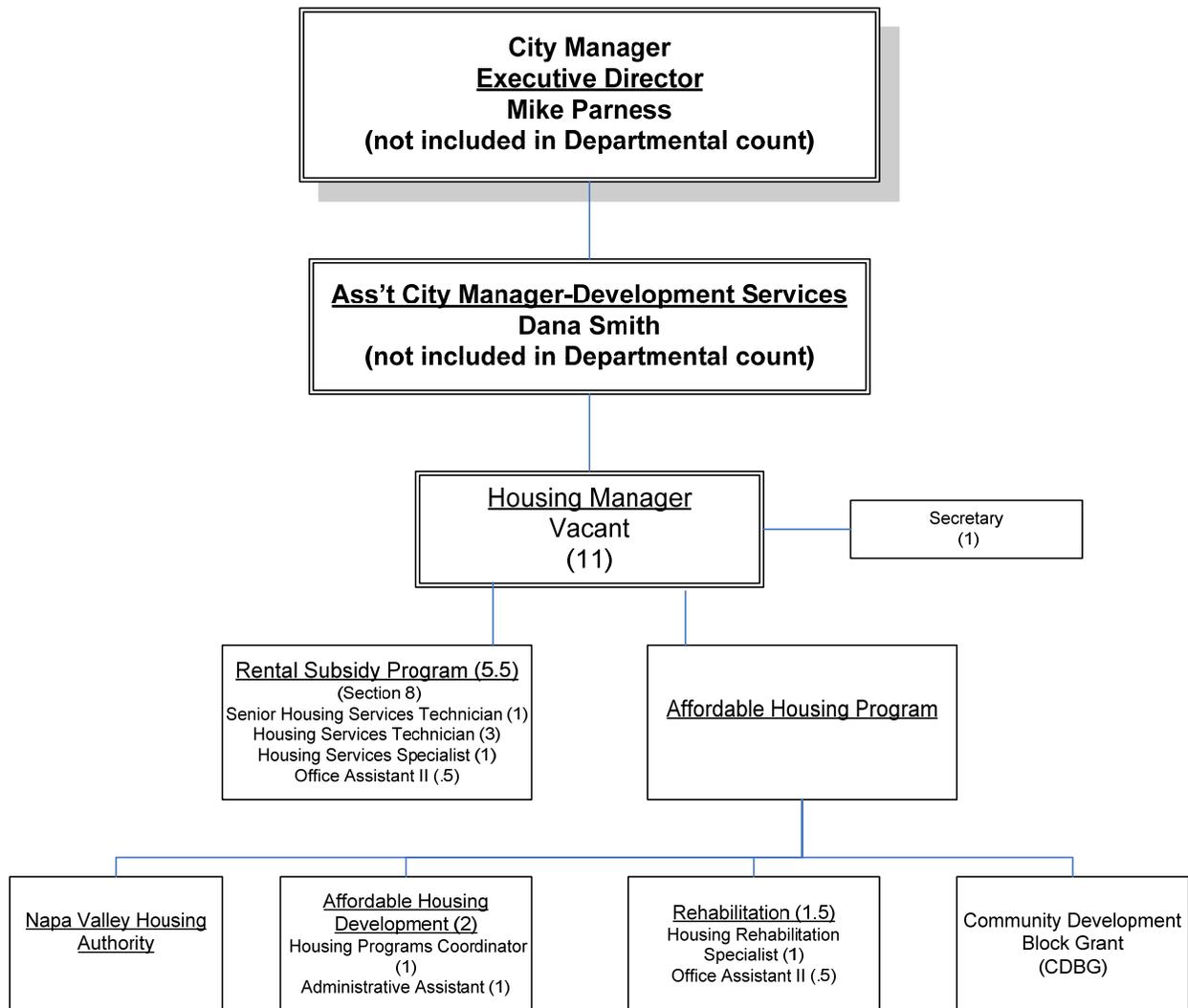
***Schedule of Proposed Interfund/Interagency Transfers - HACN Related***

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**Fiscal Year 2008-2009**

<b>From:</b>		<b>Purpose</b>	<b>To:</b>	
14	Vouchers \$ 211,000	City Admin	11	General Fund \$ 211,000
23	Inclusionary Impact Fees 50,000	Operating	82	Local Housing 50,000
27	City CDBG 182,092	Operating	50	HACN CDBG 182,092
27	City CDBG 44,403	Operating	82	Local Housing 44,403
60	20% Set Aside 100,000	Operating	82	Local Housing 100,000
81	Laurel Manor 54,912	Operating	14	Vouchers 54,912
81	Laurel Manor 100,000	Operating	82	Local Housing 100,000
88	Housing Reserve 76,048	Operating	14	Vouchers 76,048
<b>Total Transfers Out \$ 818,455</b>			<b>Total Transfers In \$ 818,455</b>	

# Housing Authority Of the City of Napa



## Housing Authority Staffing History

	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09
<b>Total</b>	15	15	14	14	11	11

## Housing Authority of the City of Napa - By Fund

	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated 2006-07	Adoped 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Local Housing Fund	219,305	64,465	114,600	87,682	641,431	632%	513,453	-20%
Operating Reserve	3,750	11,222	0	0	0	0%	0	0%
20% Set Aside Fund	727,525	340,145	308,174	413,875	458,734	11%	592,188	29%
NCRA Supplemental Contribution	0	160,211	164,096	0	0	0%	0	0%
Inclusionary Fund	272,756	230,000	0	0	0	0%	0	0%
Section 8 Housing Asst Vouchers	9,530,592	10,148,868	9,682,872	9,355,358	9,024,470	-4%	9,068,960	0%
Section 8 Assist Mod Rehab III	51,950	110,134	5,900	61,817	50,000	-19%	50,000	0%
CDBG Rehab Fund	605,635	369,425	343,700	354,886	392,606	11%	393,912	0%
Home Program Fund	1,223,425	772,905	515,664	1,431,155	1,089,580	-24%	1,267,800	16%
State Help Program - 2002	0	230,804	0	0	0	0%	239,008	100%
State Help Program - 2005	0	50,000	787,500	400,000	387,500	-3%	0	-100%
Homelessness	193,415	124,335	194,578	217,662	123,800	-43%	56,850	-54%
Laurel Manor Senior Housing	488,756	574,366	591,760	1,271,785	802,000	-37%	503,080	-37%
Clay / Seminary	342,542	146,904	173,833	210,168	163,900	-22%	165,927	1%
<b>Operating Revenue Total</b>	<b>\$ 13,659,652</b>	<b>13,333,784</b>	<b>12,882,677</b>	<b>13,804,389</b>	<b>13,134,020</b>	<b>-5%</b>	<b>12,851,178</b>	<b>-2%</b>
<b>Expenditures</b>								
Local Housing Fund	445,045	406,394	265,580	222,126	493,520	122%	488,600	-1%
Operating Reserve	0	1,598	135,936	78,231	82,970	6%	76,048	-8%
20% Set Aside Fund	382,124	296,077	210,060	259,415	380,098	47%	273,250	-28%
NCRA Supplemental Contribution	0	0	164,096	125,100	0	0%	0	0%
Inclusionary Fund	272,755	230,000	0	0	0	0%	0	0%
Section 8 Housing Asst Vouchers	9,814,114	9,685,615	9,679,851	9,441,242	9,231,870	-2%	9,268,960	0%
Section 8 Assist Mod Rehab III	51,900	58,890	0	83,817	72,995	-13%	50,000	-32%
CDBG Rehab Fund	341,540	155,688	345,400	421,537	671,780	59%	682,090	2%
Home Program Fund	1,211,375	1,066,414	515,664	1,324,950	1,090,830	-18%	1,272,800	17%
State Help Program - 2002	0	43,700	0	62,104	125,000	101%	0	-100%
State Help Program - 2005	0	50,000	787,500	400,000	387,500	-3%	0	-100%
Homelessness	193,615	147,419	215,238	194,578	123,800	-36%	56,850	-54%
Laurel Manor Senior Housing	539,391	2,001,903	498,913	609,583	646,270	6%	705,182	9%
Clay / Seminary	136,132	145,932	165,265	161,686	128,999	-20%	129,449	0%
<b>Operating Expenditure Total</b>	<b>\$ 13,387,991</b>	<b>14,289,629</b>	<b>12,983,503</b>	<b>13,384,369</b>	<b>13,435,632</b>	<b>0%</b>	<b>13,003,229</b>	<b>-3%</b>
<b>Fund Balance</b>								
Local Housing Fund	361,895	19,966	(131,014)	(114,478)	33,433	71%	58,286	74%
Housing Operating Reserve	227,625	237,249	101,313	159,018	76,048	-52%	0	-100%
20% Set Aside Fund	2,714,600	2,758,668	2,856,782	2,913,128	2,991,764	3%	3,310,702	11%
NCRA Supplemental Contribution	0	160,211	160,211	35,111	35,111	0%	35,111	0%
Inclusionary Fund	0	0	0	0	0	0%	0	0%
Section 8 Housing Asst Vouchers	30,030	493,283	496,305	407,400	200,000	-51%	0	-100%
Section 8 Assist Mod Rehab III	50	51,294	57,194	29,294	6,299	-78%	6,299	0%
CDBG Rehab Fund	846,895	1,060,632	1,058,932	993,981	714,807	-28%	426,629	-40%
Home Program Fund	390,375	96,866	96,866	203,071	201,821	-1%	196,821	-2%
State Help Program - 2002	0	187,104	187,104	125,000	0	-100%	239,008	100%
State Help Program - 2005	0	0	0	0	0	0%	0	0%
Homelessness	0	(23,084)	(43,745)	0	0	0%	0	0%
<b>Working Capital Balance</b>								
Laurel Manor	1,486,551	59,014	151,861	721,216	876,946	22%	674,844	-23%
Clay / Seminary Senior Housing	0	972	9,540	49,454	84,355	71%	120,833	43%
<b>Total Available Balance</b>	<b>\$ 6,058,021</b>	<b>5,102,176</b>	<b>5,001,350</b>	<b>5,522,197</b>	<b>5,220,585</b>	<b>-5%</b>	<b>5,068,534</b>	<b>-3%</b>

## ***Section 8 - Housing Choice Voucher Division***

*Housing Authority*

### **Division Objectives:**

The Section 8 - Housing Choice Voucher Division is responsible for administering rental assistance to approximately twelve hundred households in the Napa Valley. This program is a federally funded and mandated program. This division complies with the rigorous standards and reporting requirements established by Housing and Urban Development (HUD). Employees assigned to this division conduct eligibility determinations, oversee applications, process payments under the vouchers, and comply with HUD reporting requirements. This Division is also responsible for conducting Housing Quality Standards Inspections to ensure dwellings meet the standards of the program, monitor Mainstream and SRO shelter projects and oversees the management of the Laurel Manor Senior Housing Complex.

### **Highlights and Initiatives for Fiscal Years 2007-09**

The Section 8 Housing Choice Voucher Division will focus on the following major goals during the FY 2007-09 budget cycle:

- Continue to maintain our excellent HUD rating by assisting the maximum number of households possible while addressing shrinking Federal resources and increased quality control reviews, program changes, and reporting requirements to HUD.
- Develop Effective partnership with other agencies to maximize opportunities and supportive services for participants.
- Effectively manage the Laurel Manor Senior complex, establish a replacement reserve, and implement necessary capital improvements under the replacement program.

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**Fund #6 - Section 8 Assist Mod Rehab III**

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The Napa Housing Authority operates Section 8 Housing Assistance Payments Programs both under the Federal Housing and Urban Development and the State's Department of Housing and Community Development. This fund is specific to the Moderate Rehabilitation III Program which provides rental assistance to very low income individuals.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues	43,759	101,903	0	55,600	44,100	-21%	44,100	0%
Admin Fees	6,139	8,231	5,900	6,217	5,900	-5%	5,900	0%
Miscellaneous Revenue	2,052	0	0	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 51,950</b>	<b>110,134</b>	<b>5,900</b>	<b>61,817</b>	<b>50,000</b>	<b>-19%</b>	<b>50,000</b>	<b>0%</b>
<b>Expenditures</b>								
Rent to Owners	43,760	58,890	0	77,600	67,095	-14%	44,100	-34%
Administrative Services	8,140	0	0	6,217	5,900	-5%	5,900	0%
<b>Services &amp; Supplies</b>	<b>\$ 51,900</b>	<b>58,890</b>	<b>0</b>	<b>83,817</b>	<b>72,995</b>	<b>-13%</b>	<b>50,000</b>	<b>-32%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0%</b>		<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 51,900</b>	<b>58,890</b>	<b>0</b>	<b>83,817</b>	<b>72,995</b>	<b>-13%</b>	<b>50,000</b>	<b>-32%</b>
<b>Fund Balance</b>	<b>\$ 50</b>	<b>51,294</b>	<b>57,194</b>	<b>29,294</b>	<b>6,299</b>	<b>-78%</b>	<b>6,299</b>	<b>0%</b>

Significant Budget Changes:

Rent to Owners is increased during 06/07 due to rental assistance funds carried over from previous fiscal years. This was a one time increase and as noted, funding from the Federal Department of Housing and Urban Development for both rental assistance and administration are decreasing annually.

## *Fund #14 - Section 8 Housing Assistance Vouchers*

The Napa Housing Authority operates Section 8 Housing Assistance Payments Programs under both the Federal Housing and Urban Development and the State's Department of Housing and Community Development. This fund is specific to the Housing Choice Voucher Program which provides rental assistance to very low income individuals.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues	8,485,225	8,331,563	8,545,936	8,289,844	8,035,000	-3%	8,035,000	0%
Admin Fees	1,011,663	1,318,191	1,001,000	953,947	906,500	-5%	903,000	0%
Interest on Investments	0	81,299	0	0	0	0%	0	0%
Miscellaneous Revenue	33,705	10,415	0	33,336	0	-100%	0	0%
Change in Accounting Method	0	407,400	0	0	0	0%	0	0%
Transfers In - Housing Reserve	0	0	135,936	78,231	82,970	6%	130,960	58%
<b>Revenue Total</b>	<b>\$ 9,530,592</b>	<b>10,148,868</b>	<b>9,682,872</b>	<b>9,355,358</b>	<b>9,024,470</b>	<b>-4%</b>	<b>9,068,960</b>	<b>0%</b>
<b>Expenditures</b>								
Materials & Services	192,795	344,934	346,188	300,000	255,400	-15%	262,500	3%
Rent to Owners	8,433,381	8,238,380	8,410,000	8,211,912	8,182,400	0%	8,175,000	0%
Escrow Payments for FSS	130,462	79,380	0	77,932	60,000	-23%	60,000	0%
<b>Services &amp; Supplies</b>	<b>\$ 8,756,637</b>	<b>8,662,693</b>	<b>8,756,188</b>	<b>8,589,844</b>	<b>8,497,800</b>	<b>-1%</b>	<b>8,497,500</b>	<b>0%</b>
Office Furniture	0	0	5,000	0	5,000	100%	5,000	0%
Office Equipment	5,061	4,696	0	0	0	0%	0	0%
<b>Capital Outlay</b>	<b>\$ 5,061</b>	<b>4,696</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>100%</b>	<b>5,000</b>	<b>0%</b>
Labor Charges	1,052,416	582,569	659,799	592,534	528,070	-11%	555,460	5%
City Overhead		435,657	258,864	258,864	201,000	-22%	211,000	5%
<b>Interfund Transfers Out</b>	<b>\$ 1,052,416</b>	<b>1,018,226</b>	<b>918,663</b>	<b>851,398</b>	<b>729,070</b>	<b>-14%</b>	<b>766,460</b>	<b>5%</b>
<b>Expenditure Total</b>	<b>\$ 9,814,114</b>	<b>9,685,615</b>	<b>9,679,851</b>	<b>9,441,242</b>	<b>9,231,870</b>	<b>-2%</b>	<b>9,268,960</b>	<b>0%</b>
<b>Fund Balance</b>	<b>\$ 30,030</b>	<b>493,283</b>	<b>496,305</b>	<b>407,400</b>	<b>200,000</b>	<b>-51%</b>	<b>0</b>	<b>-100%</b>

### *Significant Budget Changes:*

- This fund is funded through the Federal Department of Housing and Urban Development and use of Reserves. Both administration and rental assistance funds have been consistently reduced over the years. Continued reductions are expected. Continued reductions in expenditures are required to achieve a balanced operating budget in future years.

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***Fund #88 - Housing Operating Reserve***

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To account for excess Federal Housing and Urban Development unused administrative funds received by the Housing Authority in prior years.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Interest on Investments	3,750	9,332	0	0	0	0%	0	0%
Transfers In	0	1,890	0	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 3,750</b>	<b>11,222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditures</b>								
<b>Services &amp; Supplies</b>	<b>\$ 0</b>	<b>1,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
Transfers - Section 8 Vouchers	0	0	135,936	78,231	82,970	6%	76,048	-8%
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>135,936</b>	<b>78,231</b>	<b>82,970</b>	<b>6%</b>	<b>76,048</b>	<b>-8%</b>
<b>Expenditure Total</b>	<b>\$ 0</b>	<b>1,598</b>	<b>135,936</b>	<b>78,231</b>	<b>82,970</b>	<b>6%</b>	<b>76,048</b>	<b>-8%</b>
<b>Fund Balance</b>	<b>\$ 227,625</b>	<b>237,249</b>	<b>101,313</b>	<b>159,018</b>	<b>76,048</b>	<b>-52%</b>	<b>0</b>	<b>-100%</b>

***Significant Budget Changes:***

- Fund balance of this fund is available to cover administrative expenses related specifically to the Section 8 programs. Any remaining funds are expected to be used to offset administration costs during the 2007-09 budget cycle.

# ***Affordable Housing Programs Division***

*Housing Authority*

## **Division Objectives**

The Affordable Housing Division focuses on identifying available local and other government funds to work in a collaborative partnership with community agencies in development of affordable housing, support for the Continuum of Care for Homeless, and first time homebuyer programs. This division also monitors inclusionary and regulatory agreements to ensure continued affordability of units. This division will also oversee the administration of the Community Development Block Grant (CDBG) program which disburses the money in three categories: public services, planning and administration, and community development. Examples of funded projects include housing rehabilitation, social service non-profit building rehabilitation, fair housing, sidewalks and handicap ramps, and senior center building improvements.

## **Highlights and Initiatives for Fiscal Years 2007-09**

The Affordable Housing Programs Division will focus on the following major goals during the FY 2007-09 budget cycle:

- Continuing to assist local non-profit developers with financing of affordable housing development with Redevelopment 20% set-aside funds, inclusionary fees, and mortgage revenue bonds.
- Continue to market the First time Homebuyer and owner occupied rehabilitation programs, while implementing cost recovery and revenue generating fees to support administrative costs.
- Successfully transition and streamline the administration of the CDBG program.

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***Fund #50 - Community Development Block Grant Revolving Loan Fund***

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This fund accounts for federal grants received under the Housing and Community Development Act of 1974 and program income which funds low income housing rehabilitation loans and non-profit capital improvement programs.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Loan Repayments	483,110	207,275	170,000	143,320	200,000	40%	200,000	0%
Interest on Investments	0	36,825	0	37,000	20,820	-44%	11,820	-43%
Miscellaneous Revenue	0	800	0	866	0	-100%	0	0%
Transfers In - City CDBG	122,525	124,525	173,700	173,700	171,786	-1%	182,092	6%
<b>Revenue Total</b>	<b>\$ 605,635</b>	<b>369,425</b>	<b>343,700</b>	<b>354,886</b>	<b>392,606</b>	<b>11%</b>	<b>393,912</b>	<b>0%</b>
<b>Expenditures</b>								
Materials & Services	219,040	75,073	198,730	314,868	527,060	67%	527,060	0%
Labor Charges	111,025	80,614	106,669	106,669	117,100	10%	125,530	7%
HACN Labor to Non-Profit CIP	0	0	40,001	0	27,620	0%	29,500	7%
Administrative Services	11,475	0	0	0	0	0%	0	0%
<b>Services &amp; Supplies</b>	<b>\$ 341,540</b>	<b>155,688</b>	<b>345,400</b>	<b>421,537</b>	<b>671,780</b>	<b>59%</b>	<b>682,090</b>	<b>2%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 341,540</b>	<b>155,688</b>	<b>345,400</b>	<b>421,537</b>	<b>671,780</b>	<b>59%</b>	<b>682,090</b>	<b>2%</b>
<b>Fund Balance</b>	<b>\$ 846,895</b>	<b>1,060,632</b>	<b>1,058,932</b>	<b>993,981</b>	<b>714,807</b>	<b>-28%</b>	<b>426,629</b>	<b>-40%</b>

***Significant Budget Changes:***

- Loan Repayments are estimates based upon past experience.
- Materials and Services increase is due to increased revolving loan fund balance available, allowing a greater number of loans to low income homeowners to be issued.

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***Fund #60 - 20% Set Aside Fund***

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This fund accounts for the collection and uses of 20% Tax Increment Set Aside revenues from the Napa Community Redevelopment Agency after satisfying debt service on bond proceeds held on behalf of the Authority.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues- 20%	291,535	319,510	298,174	298,174	438,134	47%	570,970	30%
Intergovernmental Revenues- City	400,000	0	0	0	0	0%	0	0%
Loan Repayments	34,730	0	10,000	95,700	0	-100%	0	0%
Interest on Investments	0	20,635	0	20,000	20,600	3%	21,218	3%
Miscellaneous Revenue	1,260	0	0	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 727,525</b>	<b>340,145</b>	<b>308,174</b>	<b>413,875</b>	<b>458,734</b>	<b>11%</b>	<b>592,188</b>	<b>29%</b>
<b>Expenditures</b>								
Materials & Services	300,124	139,745	50,645	100,000	95,000	-5%	95,000	0%
Labor Charges	6,550	114,701	142,289	142,289	66,940	-53%	78,250	17%
City Overhead	0	17,081	17,126	17,126	0	-100%	0	0%
<b>Services &amp; Supplies</b>	<b>\$ 306,674</b>	<b>271,527</b>	<b>210,060</b>	<b>259,415</b>	<b>161,940</b>	<b>-38%</b>	<b>173,250</b>	<b>7%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
Transfers Out	75,450	24,550	0	0	218,158	100%	100,000	-54%
<b>Interfund Transfers Out</b>	<b>\$ 75,450</b>	<b>24,550</b>	<b>0</b>	<b>0</b>	<b>218,158</b>	<b>100%</b>	<b>100,000</b>	<b>-54%</b>
<b>Expenditure Total</b>	<b>\$ 382,124</b>	<b>296,077</b>	<b>210,060</b>	<b>259,415</b>	<b>380,098</b>	<b>47%</b>	<b>273,250</b>	<b>-28%</b>
<b>Fund Balance</b>	<b>\$ 2,714,600</b>	<b>2,758,668</b>	<b>2,856,782</b>	<b>2,913,128</b>	<b>2,991,764</b>	<b>3%</b>	<b>3,310,702</b>	<b>11%</b>

***Significant Budget Changes:***

- Increase in revenue due to increase in Redevelopment Agency increment.
- The decrease in labor costs is related to a reduction in staff and allocable positions to this activity.

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***Fund #61 - Redevelopment Agency - Supplemental Contribution***

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This fund accounts for the collection and uses of supplemental Tax Increment revenues from the Napa Community Redevelopment Agency. Appropriations are requested on a project basis during the fiscal year.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Redev from 80% Fund	0	160,211	164,096	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 0</b>	<b>160,211</b>	<b>164,096</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditures</b>								
Redevelopment-Housing Project	0	0	164,096	125,100	0	-100%	0	0%
<b>Services &amp; Supplies</b>	<b>\$ 0</b>	<b>0</b>	<b>164,096</b>	<b>125,100</b>	<b>0</b>	<b>-100%</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 0</b>	<b>0</b>	<b>164,096</b>	<b>125,100</b>	<b>0</b>	<b>-100%</b>	<b>0</b>	<b>0%</b>
<b>Fund Balance</b>	<b>\$ 0</b>	<b>160,211</b>	<b>160,211</b>	<b>35,111</b>	<b>35,111</b>	<b>0%</b>	<b>35,111</b>	<b>0%</b>

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***Fund #80 - Home Program Fund***

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This fund accounts for current grants from the federally funded HOME Program and program income received from loans repaid to the City from previously awarded HOME grants which are then used to issue new First Time Homebuyer Down payment assistance loans.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues	249,770	589,210	298,872	881,732	535,900	-39%	717,800	34%
Loan Repayments	884,535	159,145	200,000	532,631	550,000	3%	550,000	0%
Interest on Investments	13,670	0	0	0	0	0%	0	0%
Transfers In	75,450	24,550	16,792	16,792	3,680	-78%	0	-100%
<b>Revenue Total</b>	<b>\$ 1,223,425</b>	<b>772,905</b>	<b>515,664</b>	<b>1,431,155</b>	<b>1,089,580</b>	<b>-24%</b>	<b>1,267,800</b>	<b>16%</b>
<b>Expenditures</b>								
Housing Assistance	1,138,255	1,014,028	0	0	0	0%	0	0%
Recaptured - Deferred Loans	0	0	0	390,171	500,000	28%	500,000	0%
Program Income - Deferred Loans	0	0	180,000	60,000	50,000	-17%	50,000	0%
Grant Loans	0	0	269,989	809,095	477,300	-41%	621,840	30%
Labor Charges	63,910	47,021	61,752	61,752	60,530	-2%	97,960	62%
Administrative Services	9,210	5,365	3,923	3,932	3,000	-24%	3,000	0%
<b>Services &amp; Supplies</b>	<b>\$ 1,211,375</b>	<b>1,066,414</b>	<b>515,664</b>	<b>1,324,950</b>	<b>1,090,830</b>	<b>-18%</b>	<b>1,272,800</b>	<b>17%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 1,211,375</b>	<b>1,066,414</b>	<b>515,664</b>	<b>1,324,950</b>	<b>1,090,830</b>	<b>-18%</b>	<b>1,272,800</b>	<b>17%</b>
<b>Fund Balance</b>	<b>\$ 390,375</b>	<b>96,866</b>	<b>96,866</b>	<b>203,071</b>	<b>201,821</b>	<b>-1%</b>	<b>196,821</b>	<b>-2%</b>

***Significant Budget Changes:***

- Funding for this program is based on grants received by the City of Napa from the State of California and from loan repayments of existing loans outstanding.
- All loan expenditures are either paid from loan repayments received or on a reimbursement basis from the State grant funds.
- Labor charges remain fairly constant as the grant funding allows for a consistent portion of the funding to be used for administration.

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## *Fund #82 - Local Housing Fund*

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This fund accounts for unrestricted revenues received by the Housing Authority and general administration activities of the Housing Authority unallocable to restricted funds.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Loan Repayments	83,520	0	40,000	14,830	25,950	75%	12,450	-52%
Charges for Service	0	0	0	0	161,320	100%	165,000	2%
Interest on Investments	73,935	8,255	0	100	100	0%	100	0%
Miscellaneous Revenue	36,850	21,210	36,100	34,252	41,500	21%	41,500	0%
Transfers In -	25,000	35,000	38,500	38,500	412,561	972%	294,403	-29%
<b>Revenue Total</b>	<b>\$ 219,305</b>	<b>64,465</b>	<b>114,600</b>	<b>87,682</b>	<b>641,431</b>	<b>632%</b>	<b>513,453</b>	<b>-20%</b>
<b>Expenditures</b>								
Materials & Services	100,000	313,143	110,145	70,000	102,000	46%	104,650	3%
<b>Services &amp; Supplies</b>	<b>\$ 100,000</b>	<b>313,143</b>	<b>110,145</b>	<b>70,000</b>	<b>102,000</b>	<b>46%</b>	<b>104,650</b>	<b>3%</b>
<b>Capital Outlay Total</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
Labor Charges	253,345	77,096	98,309	95,000	209,520	121%	232,850	11%
City Overhead	91,700	16,156	17,126	17,126	142,000	729%	151,100	6%
Financial System Replacement	0	0	40,000	40,000	40,000	0%	0	-100%
<b>Interfund Transfers Out</b>	<b>\$ 345,045</b>	<b>93,251</b>	<b>155,435</b>	<b>152,126</b>	<b>391,520</b>	<b>157%</b>	<b>383,950</b>	<b>-2%</b>
<b>Expenditure Total</b>	<b>\$ 445,045</b>	<b>406,394</b>	<b>265,580</b>	<b>222,126</b>	<b>493,520</b>	<b>122%</b>	<b>488,600</b>	<b>-1%</b>
<b>Fund Balance</b>	<b>\$ 361,895</b>	<b>19,966</b>	<b>(131,014)</b>	<b>(114,478)</b>	<b>33,433</b>	<b>129%</b>	<b>58,286</b>	<b>74%</b>

### Significant Budget Changes:

- Loan repayment revenue is decreased to reflect only scheduled repayments.
- Charges for Services increase is due to anticipated contracts for service.
- Transfers in increases significantly due to use of reserves from other funds.
- Materials and Services, as well as Labor Charges are increased to reflect the increased costs associated with the outside contract services.
- City overhead costs are increased over previous years as other funds within the Housing Authority are highly restricted and overhead costs are not allowable costs to most other programs.

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***Fund #83 - Inclusionary Fund (Development Fees)***

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This fund accounts for Inclusionary Fees collected by the City of Napa on new commercial and residential development and transferred to the Authority to fund loan activity on a project basis. Appropriations are requested on a project basis during the fiscal year.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues- City	272,756	230,000	0	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 272,756</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditures</b>								
Loan Expenditure	272,755	230,000	0	0	0	0%	0	0%
<b>Services &amp; Supplies</b>	<b>\$ 272,755</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 272,755</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Fund Balance</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

***Significant Budget Changes:***

None to report. The Inclusionary Housing Fund does not facilitate budget transactions. Funds are budgeted and appropriated on a case by case basis as loans from the City of Napa's Inclusionary Housing Funds are committed. In the case of an approved loan from the City's Inclusionary funds, a transfer of revenue and an appropriate expenditure allocation would be authorized for the fund. The loan would be disbursed from the Housing Inclusionary Fund so that a loan receivable can be booked in the fund. Recording and monitoring of the loans receivable is this fund's primary purpose.

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***Fund #85 - State Help Program***

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The City of Napa received funding from the State of California's HELP program. Funds from this award are managed by the Authority and are restricted to First Time Home Buyer Down Payment Assistance Loans.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Interest on Investments	0	804	0	0	0	0%	0	0%
Loans Principal	0	220,000	0	0		0%	220,000	100%
Loans Interest	0	10,000	0	0	0	0%	19,008	100%
<b>Revenue Total</b>	<b>\$ 0</b>	<b>230,804</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>239,008</b>	<b>100%</b>
<b>Expenditures</b>								
Loan Expenditures	0	43,700	0	62,104	125,000	101%	0	-100%
<b>Services &amp; Supplies</b>	<b>\$ 0</b>	<b>43,700</b>	<b>0</b>	<b>62,104</b>	<b>125,000</b>	<b>101%</b>	<b>0</b>	<b>-100%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 0</b>	<b>43,700</b>	<b>0</b>	<b>62,104</b>	<b>125,000</b>	<b>101%</b>	<b>0</b>	<b>-100%</b>
<b>Fund Balance</b>	<b>\$</b>	<b>187,104</b>	<b>187,104</b>	<b>125,000</b>	<b>0</b>	<b>-100%</b>	<b>239,008</b>	<b>100%</b>

***Significant Budget Changes:***

- Budgeted expenditures in this fund represent the balance of an approved loan payout.

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***Fund #86 - State Help Program - 2005***

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To account for the funding received by the City of Napa from the State of California's HELP program. Funds from this award are restricted to First Time Home Buyer Down Payment Assistance Loans.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Help Grant	0	50,000	787,500	400,000	387,500	-3%	0	-100%
<b>Revenue Total</b>	<b>\$ 0</b>	<b>50,000</b>	<b>787,500</b>	<b>400,000</b>	<b>387,500</b>	<b>-3%</b>	<b>0</b>	<b>-100%</b>
<b>Expenditures</b>								
Loan Expenditures	0	50,000	787,500	400,000	387,500	-3%	0	-100%
<b>Services &amp; Supplies</b>	<b>\$ 0</b>	<b>50,000</b>	<b>787,500</b>	<b>400,000</b>	<b>387,500</b>	<b>-3%</b>	<b>0</b>	<b>-100%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 0</b>	<b>50,000</b>	<b>787,500</b>	<b>400,000</b>	<b>387,500</b>	<b>-3%</b>	<b>0</b>	<b>-100%</b>
<b>Fund Balance</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

***Significant Budget Changes:***

- Funding for this homebuyer program is provided from the State of California.
- All funds are required to be expended during the FY 2007-08.
- No additional funding is budgeted as all awards are competitive.

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***Fund #89 - Homelessness Continuum of Care Fund***

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The Federal Department of Housing and Urban Development funds specific to the McKinney Vento Act for Homeless Continuum of Care Grant funds provides resources for various activities related to housing and services for the homeless programs, such as rental assistance and legal aid and are fully funded grants.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues	193,415	124,335	182,638	205,722	123,800	-40%	56,850	-54%
Transfers In	0	0	11,940	11,940	0	-100%	0	0%
<b>Revenue Total</b>	<b>\$ 193,415</b>	<b>124,335</b>	<b>194,578</b>	<b>217,662</b>	<b>123,800</b>	<b>-43%</b>	<b>56,850</b>	<b>-54%</b>
<b>Expenditures</b>								
Housing Assistance	175,600	128,139	193,588	172,928	116,810	-32%	52,410	-55%
Charges for Labor	0	0	18,815	18,815	5,710	-70%	4,440	-22%
Administrative Services	18,015	19,280	2,835	2,835	1,280	-55%	0	-100%
<b>Services &amp; Supplies</b>	<b>\$ 193,615</b>	<b>147,419</b>	<b>215,238</b>	<b>194,578</b>	<b>123,800</b>	<b>-36%</b>	<b>56,850</b>	<b>-54%</b>
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 193,615</b>	<b>147,419</b>	<b>215,238</b>	<b>194,578</b>	<b>123,800</b>	<b>-36%</b>	<b>56,850</b>	<b>-54%</b>
<b>Fund Balance</b>	<b>\$ 0</b>	<b>(23,084)</b>	<b>(43,745)</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

***Significant Budget Changes:***

- All activities represented in this fund are from competitively awarded Federal grants.
- Funding for these activities is being reduced by the Federal Department of Housing and Urban Development which is reducing the applications and awards in future years.

**Fund #81 - Laurel Manor**

This fund accounts for the operations and management of a 50 unit senior housing complex owned by the Housing Authority of the City of Napa.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Intergovernmental Revenues	319,628	455,409	461,760	465,534	464,000	0%	464,000	0%
Advance Repayment - City	0	0	100,000	100,000	300,000	200%	0	-100%
NVHA Payment	0	0	0	566,251	0	-100%	0	0%
Interest on Investments	166,704	118,957	30,000	140,000	36,000	-74%	37,080	3%
Miscellaneous Revenue	2,425	0	0	0	2,000	100%	2,000	0%
<b>Revenue Total</b>	<b>\$ 488,756</b>	<b>574,366</b>	<b>591,760</b>	<b>1,271,785</b>	<b>802,000</b>	<b>-37%</b>	<b>503,080</b>	<b>-37%</b>
<b>Expenditures</b>								
Administrative Services	243,774	114,411	148,369	108,369	122,800	13%	126,150	3%
NVHA	0	1,648,155	0	185,903	0	-100%	0	0%
Charges for Labor	75,387	109,514	110,120	100,000	21,470	-79%	22,120	3%
City Overhead	0	25,572	34,250	34,250	0	-100%	0	0%
<b>Services &amp; Supplies</b>	<b>\$ 319,160</b>	<b>1,897,652</b>	<b>292,739</b>	<b>428,522</b>	<b>144,270</b>	<b>-66%</b>	<b>148,270</b>	<b>3%</b>
Capital Improvement - Roof Repl	0	0	0	0	350,000	100%	350,000	0%
Office Furniture	2,596	27	0	0	0	0%	0	-100%
Property Betterment	31,859	4,224	50,113	25,000	52,000	108%	52,000	0%
<b>Capital Outlay</b>	<b>\$ 34,455</b>	<b>4,251</b>	<b>50,113</b>	<b>25,000</b>	<b>402,000</b>	<b>1508%</b>	<b>402,000</b>	<b>0%</b>
Contribution to Senior Center	0	100,000	100,000	100,000	0	0%	0	0%
Contribution to Local Housing	0	0	0	0	100,000	100%	100,000	0%
Operating Transfer Out	185,776	0	56,061	56,061	0	-100%	54,912	100%
<b>Interfund Transfers Out</b>	<b>\$ 185,776</b>	<b>100,000</b>	<b>156,061</b>	<b>156,061</b>	<b>100,000</b>	<b>-36%</b>	<b>154,912</b>	<b>55%</b>
<b>Expenditure Total</b>	<b>\$ 539,391</b>	<b>2,001,903</b>	<b>498,913</b>	<b>609,583</b>	<b>646,270</b>	<b>6%</b>	<b>705,182</b>	<b>9%</b>
<b>Working Capital</b>	<b>\$ 1,486,551</b>	<b>59,014</b>	<b>151,861</b>	<b>721,216</b>	<b>876,946</b>	<b>22%</b>	<b>674,844</b>	<b>-23%</b>

**Significant Budget Changes:**

- Revenue is decreased as amounts received from the NVHA during 06/07 were one time sources.
- The increase in revenue from the Advance repayment – City is due to the City of Napa repaying the entire advance amount remaining during 07/08 rather than over the next three years as originally scheduled.
- Administrative Services costs will increase as the HACN will contract for property management services during 07/08.
- A decrease in Charges for Labor offset the additional expenses in Administrative services as staff time will not be charged to the fund for property management activities.

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**Fund #84 - Clay / Seminary Street Property**

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To account for the operations and management of a commercial office building owned by the Housing Authority of the City of Napa.

	Actual 2004-05	Actual 2005-06	Approved 2006-07	Estimated 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenues</b>								
Charges for Services	155,671	146,904	173,833	173,833	163,000	-6%	165,000	1%
NVHA Payment	0	0	0	36,335	0	-100%	0	0%
Interest on Investments	1,096	0	0	0	900	100%	927	3%
Transfers In	185,776	0	0	0	0	0%	0	0%
<b>Revenue Total</b>	<b>\$ 342,542</b>	<b>146,904</b>	<b>173,833</b>	<b>210,168</b>	<b>163,900</b>	<b>-22%</b>	<b>165,927</b>	<b>1%</b>
<b>Expenditures</b>								
NVHA	0	36,335	0	0	0	0%	0	0%
Charges for Labor	19,238	4,879	8,579	5,000	0	-100%	0	0%
City Overhead	116,894	47,579	50,686	65,409	16,000	-76%	16,450	3%
<b>Services &amp; Supplies</b>	<b>\$ 136,132</b>	<b>52,459</b>	<b>59,265</b>	<b>70,409</b>	<b>16,000</b>	<b>-77%</b>	<b>16,450</b>	<b>3%</b>
Interest		65,951	79,187	64,464	62,989	-2%	61,339	-3%
Principal		27,047	26,813	26,813	30,010	100%	31,660	5%
<b>Debt Service</b>	<b>\$ 0</b>	<b>92,998</b>	<b>106,000</b>	<b>91,277</b>	<b>92,999</b>	<b>100%</b>	<b>92,999</b>	<b>0%</b>
Office Furniture	0	475	0	0	0	0%	0	0%
Property Betterment	0	0	0	0	20,000	100%	20,000	0%
<b>Capital Outlay</b>	<b>\$ 0</b>	<b>475</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>100%</b>	<b>20,000</b>	<b>0%</b>
<b>Interfund Transfers Out</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Expenditure Total</b>	<b>\$ 136,132</b>	<b>145,932</b>	<b>165,265</b>	<b>161,686</b>	<b>128,999</b>	<b>-20%</b>	<b>129,449</b>	<b>0%</b>
<b>Working Capital</b>	<b>\$ 0</b>	<b>972</b>	<b>9,540</b>	<b>49,454</b>	<b>84,355</b>	<b>71%</b>	<b>120,833</b>	<b>43%</b>

**Significant Budget Changes:**

- An increase in rent revenue is due to an increase in rents charged to other programs. The increase in the rental amount will cover added costs associated with the fund being fully charged for all utilities and building maintenance.