



First Program Year Action Plan

The CPMP First Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 1 Action Plan Executive Summary:

The One Year Action Plan describes the expected resources and specific program actions that the City of Napa will undertake during the Fiscal Year 2010-11 period to achieve the priorities identified in the City's Five Year Strategic Plan which is detailed in the Consolidated Plan.

The Housing Division of the City of Napa Community Development Department oversees the implementation of the Consolidated Plan. The listing of proposed projects reflects those goals for CDBG funding as mentioned in the City's Consolidated Plan.

The Annual Plan for Fiscal Year 2010-11 recommends CDBG funds to the following activities:

Community Development

1. Housing Rehabilitation (Revolving Loan Fund Recapitalization and Program Operation) Location: Multiple	\$ 449,394
2. Non-Profit CIP Program Napa Valley Hospice and Adult Day Center 414 South Jefferson Street, Napa	\$ 80,982
3. Sidewalk Infill Project Location: California Blvd., from D Street to Bridge	\$ 62,000

Public Services

1. CANV Homeless Shelters Location: 2521 Old Sonoma Rd., and 100 Hartle Ct., Napa	\$ 83,064
2. Napa Emergency Women's Services Location: Suppressed	\$ 24,439
3. Puertas Abiertas Location: 952 Napa Street, Napa	\$ 4,507

Planning and Administration

1. CDBG Program Administration	\$ 130,676
2. Fair Housing Napa Valley Location: Services available city-wide	\$ 18,670

TOTAL	<u>\$ 853,732</u>
2010 GRANT	\$ 736,732
REPROGRAMMED FROM PREVIOUS YEARS	\$ 117,000
ESTIMATED PROGRAM INCOME	\$ 10,000

Proposed Accomplishments

Public Service: The funds for the homeless shelters and battered women’s shelter will provide a temporary safe haven for those fleeing domestic violence, those who have lost housing, or those who have been put in a homeless situation for any number of circumstances. CDBG funds will enable women and children to receive temporary housing, counseling, and referral services to “get back on their feet”. The comprehensive homeless shelter system proposes to assist a minimum of 35 families per year and seven families per night at the Samaritan Family Shelter (SFS). The shelter system also anticipates providing shelter to 355 persons per year at the adults only South Napa Shelter (SNS) with an average of 50 people per night. The domestic violence women’s shelter proposes to provide 175 Spanish speaking women with crisis line counseling, facilitate 45 support groups for Hispanic women and children, provide 50 Spanish speaking women & their children housed at the emergency shelter with daily case management, and assist 10 clients into the transitional housing program during the next year.

In addition to funds for the homeless shelter system, grant funds will help support the Puertas Abiertas Community Resource Center. The Center estimates that it will assist approximately 150 Hispanic households by providing information on

available health and social services in the community and referring these households to the appropriate service providers.

Planning and Administration: Funds for fair housing services will aid 500 people through referral services, educational information regarding fair housing, mediation, discrimination, reconciliation, testing, and assistance. These services, available city-wide, assist in the prevention of tenant-landlord disputes, which often lead to persons becoming homeless or at-risk of losing their housing.

Community Development: Funds will be provided for an infill sidewalk project on both sides of the street along California Boulevard, from D Street to the bridge, in the direction towards First Street. This project will be located in Census Tract 25001.03, a low-income census tract. Block group 03 contains 39% Hispanic population.

Funds for rehabilitating the City's housing stock owned/occupied by low income persons continues to be a priority with the goal of rehabilitating 10 single family residences and two multi-family housing units during the year. Management of a large loan portfolio continues to be needed to ensure timely loan payments & eligibility of recipients. Reducing the hazards of lead based paint for residents, especially those of low income, is a priority in the Plan. Thus, funds have been included in the Housing Rehabilitation program to continue the abatement of the lead based paint hazard. In addition, the Housing Rehabilitation Program is proposing to expand the scope of the program by assisting in eligible collaborative projects with other community organizations.

The Non-Profit Capital Improvement Project will provide parking lot improvements at Napa Valley Hospice and Adult Day Center, a nonprofit agency providing services to low-income persons with chronic illness, disability and/or Alzheimer's or other dementia and their families. The majority of the clientele are seniors. The parking lot improvements will provide approximately 25 parking spaces immediately in front of the Adult Day Center

Nature and Location of Projects

Planning and Administration: A portion of planning and administration funds will be allocated to Fair Housing Napa Valley to provide fair housing services to Napa residents. The organization provides extensive outreach and education through collaborations with social services, education, and government agencies; workshops to targeted populations, individual education; intervention to assist with obstacles to being housed; and enforcement of fair housing law. The agency is located at 601 Cabot Way, Napa.

The Fair Housing Program will continue to diversify its education and outreach. It will maintain its focus on people with disabilities and new immigrants and non-English speaking residents. The agency has bilingual (Spanish) services in its

outreach and counseling activities. The focus on fair housing industry training will be further pursued, continuing outreach opportunities to property management companies and real estate professionals. Fair Housing will also continue its work as a member of the Foreclosure Collaborative, assisting homeowners impacted by mortgage default and renters threatened by foreclosures on the properties they lease.

Fair Housing Napa Valley has trained pools of volunteers to do “fair housing testing” on a continuous basis. Fair housing literature in English and Spanish continues to be distributed to community members, government, public and private agencies as well as through other points of distribution. A web site in English and Spanish is available.

Public Service: The public service dollars will continue to be focused on assisting people in need of food and shelter. The homeless shelter system and battered women’s shelter provide services to those homeless or at-risk of becoming homeless. The City’s single person’s shelter and family shelters are located in low/moderate income census tracts within the City of Napa. The South Napa Shelter is located at 100 Hartle Court and the Samaritan Family Center is located at 2521 Old Sonoma Road. The location of the battered women’s shelter is suppressed.

Community Development: The Community Development funds have been focused on priority areas, in low income census tracts with some areas having a minority concentration of over 20%.

The infill sidewalk project will provide sidewalks on both sides of California Boulevard from D Street to the bridge, in the direction towards First Street. This project will be located in Census Tract 25001.03, a low-income census tract with a population that is 39 percent Hispanic.

A major focus of the planned CDBG funding is for the recapitalization of the Housing Rehabilitation Loan Fund. This will provide additional resources for funding loans for the rehabilitation of single family and multi-family units occupied by low-income persons. Although the program is offered city wide to eligible persons, Napa’s low income Census Tracts 2005 (Block Groups 01, 03) and 2002 (Block Groups 02, 03) tend to have the largest occurrence of homes with lead based paint hazards and the largest need for rehabilitation of single family and multi-family units.

The City also plans to use CDBG funds to provide for improvements and expansion of the parking lot by approximately 25 spaces at Napa Valley Hospice and Adult Day Center, located at 414 South Jefferson Street, Napa. The additional parking spaces will be directly in front of the Adult Day Center which serves low-income persons with chronic illness, disability and/or Alzheimer’s or other dementia. The majority of the clientele are low-income seniors and their families.

Past Performance

The final year of the 2005-10 Consolidated Plan is nearing completion. During the five year period of the Plan, the City of Napa was granted \$3,557,876 in regular CDBG grant funds. In addition, the City was awarded \$183,683 in CDBG Recovery Act funds. Following are highlights of the major accomplishments during the past five years:

- Financial support of the homeless shelters operated by Community Action Napa Valley;
- Funding of a bilingual counselor at Napa Emergency Women's Shelter (NEWS);
- Funding to support Fair Housing Napa Valley in carrying out fair housing activities;
- Completion of all but the final phase for the Los Robles Sidewalk Project, with the final phase scheduled for the summer of 2010;
- Rehabilitation and capital improvements to several facilities owned and operated by community non-profits, including the CANV Samaritan Family Homeless Shelter, the NEWS shelter, Napa Valley Hospice and Adult Day Center, Child Start facilities, North Bay Housing Coalition group home, Progress Foundation group home, Catholic Charities affordable housing projects, CANV HOPE Center, and Napa Valley Food Bank; and
- Rehabilitation of low-income owner occupied single family residences and low-income rental units;

CDBG Recovery Act funds were allocated to retain a Family Services Advocate position at NEWS and to provide for the installation of ADA Playground Improvements at Fuller Park and Laurel Park. The park projects have been put out to bid and are scheduled to be completed prior to the end of the 2009-10 fiscal year.

Table 1 on the following page provides a summary of past performance in previous years in terms of meeting the goals and priorities identified in the Consolidated Plan for 2005 - 2010.

The activities funded with FY 2009-10 CDBG funds are on-going and will be reported in the Fifth Program Year CAPER.

Table 1: 2005-2010 CONSOLIDATED PLAN GOALS SUMMARY

Priorities and Activities	Goals for 2005-2010 Con Plan	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	Total Units
Priority A: Non-Elderly Renter Households							
Activity 1 Develop New Units	200	10	19	44	5		78
Activity 2 Rehab Units	50	0	0	2	2		4
Activity 3 Acquire Units	50	0	0	0	0		0
Priority B: Extremely Low to Low Income Homeowners							
Activity 1 Rehab Units	75	6	8	4	4		22
Activity 2 Assist Families with Purchase	50	7	8	8	7		30
Activity 3 Develop New Units	30	7	1	12 under construction	0		8
Priority C: Low Income Homeless and Special Needs							
Activity 1 Maintain Homeless Rental Assistance(SHP)	25	5	2		5		12
Activity 2 Development of New Shelter Facilities	49	19	0	0	0		19
Activity 3 Develop Transitional Housing	24	0	0	0	0		0
Activity 4 Continue support of the Continuum of Care Homeless & housing delivery system	Strategy	Adopted 10 year plan to end Homelessness	Continue support of 10 Year Plan	Continue support of 10 Year Plan	Continue support of 10 Year Plan		Continue support of 10 Year Plan
Priority D: Low Income Elderly							
Activity 1 Rehab Units	20	2	5	2	364		373
Total Units	573	56	43	60	387		546

Resources/Sources of Funds

At this time, the City of Napa is an entitlement city for CDBG funds only. The City does not receive HOME or HOPWA funds as a direct entitlement. HOME funds are competitive at the State level and the City will continue to apply as eligible projects develop.

HOME: In the 2009 funding round the City of Napa was awarded \$800,000 from the HOME program administered by the State. It is anticipated that at least ten low-income first time homebuyers will be assisted with down payment assistance. In 2007, the City also received a Cal Home Grant from the State for first time homebuyers in the amount of \$600,000. Because of the budget uncertainties at the State level, this grant was delayed until September of 2009. The City anticipates assisting 15 low-income first time homebuyers with this grant. The funds must be expended by June 2010.

Local Discretionary Funds: The City also developed a Housing Strategic Plan to analyze the City's existing housing programs and resources and provide policy recommendations for the use of local housing discretionary funds. The Housing Strategic Plan was adopted by the City Council on September 8, 2009. It is anticipated that approximately \$3.5 million in housing funds will become available in 2011.

Family Unification Program: The Housing Authority of the City of Napa (HACN) has requested 50 Housing Choice Vouchers (HCV) to augment its existing Family Unification Program (FUP), operated in conjunction with Napa County Health and Human Services Agency (NCHHSA). Through the current program, HACN and NCHHSA have been successful in providing housing and valuable services to families who meet Section 8 eligibility and whose children are at risk of placement in out-of-home care or are delayed in returning from care because of inadequate housing. HACN will continue serving this population. There is also a great need to extend the Family Unification Program to include youths 18 to 21 years old who left foster care at age 16 or older and lack adequate housing. For that reason HACN and NCHHSA will offer FUP vouchers to eligible youth if the funding application is awarded.

Homelessness Prevention and Rapid Re-housing Program: In September 2009, a consortium of the Napa County Health and Human Services Agency (HHS), the Housing Authority of the City of Napa (HACN) and several non-profit social service providers applied for and received a \$1.6 million grant for a two year period to initiate a comprehensive Homelessness Prevention and Rapid Re-housing Program (HPRP) under the federal government's stimulus program.

HPRP is designed to help families affected by the mortgage crisis and the downturn in the economy. The program's objective is to keep these families from becoming homeless, or to quickly get them back into housing if they have

become homeless. This is a case management driven program, with each family developing a plan and working toward economic stability.

CDBG Funds: The City expects to receive \$736,732 in the CDBG entitlement grant. It expects to receive \$10,000 in program income to its Housing Rehabilitation Revolving Loan fund, and it expects to reprogram \$117,000 from prior year funds making the total amount \$853,732 in CDBG funds. The program income from the Revolving Loan Fund remains in the Revolving Loan Fund to help fund new loans.

Sidewalk Infill Project: The City will be utilizing City General Funds to cover the cost of the city engineering staff who will manage the sidewalk infill project on both sides of California Boulevard from D Street to the bridge in the direction towards First Street. The City proposes to spend \$62,000 in CDBG funds for this sidewalk project.

Non-Profit CIP Project: The City plans to use \$80,982 in CDBG funds to provide for improvements and expansion of the parking lot at Napa Valley Hospice and Adult Day Center.

Housing Rehabilitation and Lead Based Paint Remediation: The City proposes to allocate \$449,394 in CDBG funds to recapitalize the Housing Rehabilitation Revolving Loan Fund, and operate the Housing Rehabilitation and Lead Based Paint Remediation Program.

Homeless Services: The Napa Valley homeless shelters operated by Community Action Napa Valley and the domestic abuse victim's shelter operated by Napa Emergency Women's Shelter will continue to leverage private donations, grants from organizations such as the Queen of the Valley, Auction Napa Valley, Napa Valley Community Foundation, United Way, and Emergency Shelter funds, funds from the Department of Maternal and Child Health, Office of Criminal Justice and Planning, Victims of Crime Act, County Health and Human Services, and other local municipalities. The City of Napa has provided one-third of the operating costs of the South Shelter in the past, supplementing CDBG funds with General Fund money. The City's General Fund Budget for FY 2010-11 allocated \$265,375 for this purpose. The City proposes to spend \$83,064 in CDBG funds for the Napa Valley Shelter Project and \$24,439 in CDBG funds for a bi-lingual Case Manager at the domestic violence women's shelter.

Outreach to Hispanic Population: The City proposes to allocate \$4,507 in CDBG funds to Puertas Abiertas Community Resource Center to help fund information, referral and outreach activities to connect the Hispanic population with available community services.

Fair Housing Services: In addition to the CDBG funding and City of Napa General Fund monies, Fair Housing Napa Valley has secured funding through

grants from HUD, the Housing Authority of the City of Napa, funding from other local governments in Napa County and grants from Auction Napa Valley. The City proposes to allocate \$18,670 in CDBG funds towards Fair Housing Services.

CDBG Planning and Administration: The City proposes to utilize \$130,676 in CDBG funds to administer the CDBG program.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 1 Action Plan General Questions response:

Allocation of Resources

The City of Napa directs CDBG funding to programs that focus on services to low income households. Public Service programs funded with CDBG funds are required to include a component of outreach to the Hispanic population and demonstrate bi-lingual and cultural competence to service this population. In the 2010-2011 Fiscal Year, the City's CDBG funds will support the following public services: CANV's Homeless shelters, a bi-lingual counselor for Napa Emergency Womens' Shelter, fair housing services provided by Fair Housing Napa Valley, and information and referral services targeted to the Hispanic community by Puertas Abiertas Community Resource Center.

The City also directs CDBG funds to public facility improvement projects that either serve a clientele that is predominantly low income or that are located in a census tract with a population of 51 percent or more low income persons. In Fiscal Year 2010-2011, the City plans to allocate CDBG funds towards an infill sidewalk project that will provide sidewalks on both sides of California Boulevard from D Street to the bridge, in the direction towards First Street. This project will

be located in Census Tract 25001.03, a low-income census tract in which 39 percent of the population is Hispanic.

The City also plans to recapitalize the Housing Rehabilitation Revolving Loan Fund. This program provides technical services and low-interest loans for the rehabilitation of single family and multi-family units occupied by low-income persons. Although the program is offered city wide to eligible persons, Napa's low income Census Tracts 2005 (Block Groups 01, 03) and 2002 (Block Groups 02, 03) tend to have the largest occurrence of homes with lead based paint hazards and the largest need for rehabilitation of single family and multi-family units.

CDBG funds will also provide for improvements and expansion of the parking lot at Napa Valley Hospice and Adult Day Center. The additional parking spaces will be directly in front of the Adult Day Center which serves low-income persons with chronic illness, disability and/or Alzheimer's or other dementia and their families. The majority of the persons served are low-income seniors and their families. Twenty-five percent of the clientele are minorities and 20 percent are Hispanic.

Obstacles to Meeting Underserved Needs

As identified in the Consolidated Plan, the major obstacles to meeting underserved needs include:

- The fiscal crisis in the State of California, which has resulted in dramatic budget cuts affecting local non-profits and city and county government. Budget cuts are projected to be more severe in the coming year.
- The current state of the economy, which has resulted in a significant increase in unemployment, foreclosures, and business closures in Napa, has adversely impacted the ability of local businesses and individuals to provide financial assistance to non-profit organizations.
- The impact of the economy on the City's budget is likely to hamper the City's ability to allocate general fund money to social services such as the homeless shelter system.
- The impact of the economy on local discretionary housing funds will reduce the amount of funds available for affordable housing development.
- Some of the newer non-profits lack experience and capacity and will likely find it difficult to secure financial assistance for capacity building as well as for services.

The City will continue to partner with existing non-profits, Napa County, other governmental agencies and private entities to promote collaboration and effective use of available resources to meet community needs.

Resources/Sources of Funds

At this time, the City of Napa is an entitlement city for CDBG funds only. The City does not receive HOME or HOPWA funds as a direct entitlement. HOME funds are competitive at the State level and the City will continue to apply as eligible projects develop.

HOME: In the 2009 funding round the City of Napa was awarded \$800,000 from the HOME program administered by the State. It is anticipated that at least ten low-income first time homebuyers will be assisted with down payment assistance. In 2007, the City also received a Cal Home Grant from the State for first time homebuyers in the amount of \$600,000. Because of the budget uncertainties at the State level, this grant was delayed until September of 2009. The City anticipates assisting 15 low-income first time homebuyers with this grant. The funds must be expended by June 2010.

Local Discretionary Funds: The City also developed a Housing Strategic Plan to analyze the City's existing housing programs and resources and provide policy recommendations for the use of local housing discretionary funds. The Housing Strategic Plan was adopted by the City Council on September 8, 2009. It is anticipated that approximately \$3.5 million in housing discretionary funds will become available during years 2011.

Section 8: The Housing Authority of the City of Napa provides 1,188 Section 8 Vouchers, 30 of Section 8 Mainstream Vouchers (for very low income disabled individuals and households) and 7 Section 8 Subsidies for the Section 8 Moderate Rehabilitation SRO Program.

Family Unification Program: The Housing Authority of the City of Napa (HACN) has requested 50 Housing Choice Vouchers (HCV) to augment its existing Family Unification Program (FUP), operated in conjunction with Napa County Health and Human Services Agency (NCHHSA). Through the current program, HACN and NCHHSA have been successful in providing housing and valuable services to families who meet Section 8 eligibility and whose children are at risk of placement in out-of-home care or are delayed in returning from care because of inadequate housing. HACN will continue serving this population. There is also a great need to extend the Family Unification Program to include youths 18 to 21 years old who left foster care at age 16 or older and lack adequate housing. For that reason HACN and NCHHSA will offer FUP vouchers to eligible youth if this application is awarded.

Homelessness Prevention and Rapid Re-housing Program: In September 2009, a consortium of the Napa County Health and Human Services Agency (HHS), the Housing Authority of the City of Napa (HACN) and several non-profit social service providers applied for and received a \$1.6 million grant for a two year period to initiate a comprehensive Homelessness Prevention and Rapid Re-housing Program (HPRP) under the federal government's stimulus program.

HPRP is designed to help families affected by the mortgage crisis and the downturn in the economy. The program's objective is to keep these families from becoming homeless, or to quickly get them back into housing if they have become homeless. This is a case management driven program, with each family developing a plan and working toward economic stability.

CDBG Funds: The City expects to receive \$736,732 in the CDBG entitlement grant. It expects to receive \$10,000 in program income to its Revolving Loan fund, and it expects to reprogram \$117,000 from prior year funds making the total amount approximately \$853,732 in CDBG funds.

Sidewalk Infill Project: The City will be utilizing City General Funds to cover the cost of the city engineering staff who will manage the sidewalk infill project on both sides of California Boulevard from D Street to the bridge in the direction towards First Street. The City proposes to spend \$62,000 in CDBG funds for this sidewalk project.

Non-Profit CIP Project: The City plans to use \$80,982 in CDBG funds to provide for improvements and expansion of the parking lot at Napa Valley Hospice and Adult Day Center.

Housing Rehabilitation and Lead Based Paint Remediation: The City proposes to allocate \$449,394 in CDBG funds to recapitalize the Housing Rehabilitation Revolving Loan Fund, and operate the Housing Rehabilitation and Lead Based Paint Remediation Program.

Homeless Services: The Napa Valley homeless shelters operated by Community Action Napa Valley and the domestic abuse victim's shelter operated by Napa Emergency Women's Shelter will continue to leverage private donations, grants from organizations such as the Queen of the Valley, Auction Napa Valley, Napa Valley Community Foundation, United Way, and Emergency Shelter funds, funds from the Department of Maternal and Child Health, Office of Criminal Justice and Planning, Victims of Crime Act, County Health and Human Services, and other local municipalities. The City of Napa has provided one-third of the operating costs of the South Shelter in the past, supplementing CDBG funds with General Fund money. The City's General Fund Budget for FY 2010-11 has not been adopted as of this date. The City proposes to spend \$83,064 in CDBG funds for the Napa Valley Shelter Project and \$24,439 in CDBG funds for a bi-lingual Case Manager at the domestic violence women's shelter.

Outreach to Hispanic Population: The City proposes to allocate \$4,507 in CDBG funds to Puertas Abiertas Community Resource Center to help fund information, referral and outreach activities to connect the Hispanic population with available community services.

Fair Housing Services: In addition to the CDBG funding and City of Napa General Fund monies, Fair Housing Napa Valley has secured funding through grants from HUD, the Housing Authority of the city of Napa, funding from other local governments in Napa County and grants from Auction Napa Valley. The City proposes to allocate \$20,613 in CDBG funds towards Fair Housing Services.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 1 Action Plan Managing the Process response:

The City of Napa is the lead agency responsible for coordinating the development of the Consolidated Plan. Several city departments administer programs covered by the Consolidated Plan.

The Housing Division of the Community Development Department is responsible for the administration and implementation of the Community Development Block Grant funds and providing staff support to the CDBG Citizens' Advisory Committee.

The Housing Division of the Community Development Department and the Housing Authority of the City of Napa is responsible for the administration and implementation of the housing and homeless assistance programs and new affordable housing developments in the City of Napa.

The Planning Division of the Community Development Department is responsible for the development and implementation of the City's long-range land use policies and goals as reflected in the City's state-required General Plan, including the Housing Element, which outlines the goals, policies and programs to assist in meeting the City's housing needs.

The Housing Division was primarily responsible for drafting the Plan. In the development process, the Housing Division consulted with staff from the Housing Authority, Planning Division, Economic Development Department, Public Works Department, and Parks and Recreation Services Department. The Housing Division also consulted with a variety of staff from the Napa County Health and Human Services Agency. Input was also received from Napa Valley Community Housing, Community Action of Napa Valley, Napa Emergency Women's Shelter, Fair Housing Napa Valley, Care Network for HIV/AIDS patients, Progress

Foundation, Catholic Charities, Area Agency on Aging, and Puertas Abiertas Community Resource Center.

The Housing Division also worked closely with HOME Base, the non-profit organization contracted by Napa County and the Housing Authority of the City of Napa to coordinate the efforts of the Continuum of Care, which is a consortium of governmental agencies and non-profit organizations providing services to the homeless in Napa County. Organizations participating in the Continuum of Care include: the Housing Authority of the City of Napa, the Napa County Health and Human Services Agency, Family Service of Napa Valley, Buckelew Programs; Community Action Napa Valley, Legal Aid of Napa Valley, Project 90, Catholic Charities, Greater Napa Valley Fair Housing Center, Napa Emergency Women's Services, VOICES, Napa Valley Community Housing, Napa Police Department, Community Resources for Independence, Clinic Ole, Napa County Training and Employment, Cybermill, Progress Foundation, Residential stabilization and Detox Center, Wolfe Center, Alternative for Better Living, Sister Anne's Dental Clinic, Napa Boys and Girls Club, the Salvation Army, the Volunteer Center, and First Impression.

The Napa Valley Non-Profit Coalition, a county-wide coalition of over 40 non-profit and governmental agencies were also invited to workshop meetings held by the CDBG Committee to solicit input.

The City will continue to coordinate with the above agencies during the program year through regular meetings and communication.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 Action Plan Citizen Participation response:

The City of Napa has adopted a Citizen Participation Plan that sets forth the procedures and guidelines to be followed by the City in providing for citizen participation in the Consolidated Plan process.

CDBG Citizens' Committee

The City Council appoints residents to serve on the Citizens' Advisory Committee. Efforts are made to appoint residents who represent the interests of the business community, the handicapped/disabled, seniors, youth, minority groups, low-to-moderate income persons and others who represent those directly affected by the CDBG program.

The Citizens' Advisory Committee holds regularly scheduled meetings in the evening in the Committee Room at City Hall, which is handicap accessible.

The Advisory Committee is tasked with the following items:

- Promoting and encouraging a wide range of citizen participation and input in the development of the Consolidated Plan and Annual Plan;
- Receiving and reviewing information presented by citizens and public and private agencies on community and neighborhood needs;
- Reviewing information presented by City staff on community and neighborhood needs;
- Reviewing reports on project/program progress and proposed projects in the Consolidated Plan and Annual Plan and making recommendations to the City Council; and
- Making recommendations to the City Council on the allocation of CDBG funds in public service and community development activities in the Annual Plan, and on any substantial amendment to the Consolidated Plan and/or Annual Plan.

City Council

The City Council is responsible for:

- Holding public hearings to receive citizen's input and carrying out procedures established in the Citizen Participation Plan;
- Making the final determination about the priority of various community needs that will guide the Council when allocating CDBG funds and approving the submittal of application for HOME funds; and
- Reviewing the proposed Consolidated Plan and Annual Action Plan and approving the final documents.

The Housing Division of the Community Development Department is tasked with preparing the Consolidated Plan and Annual Plan. Working with staff from other City departments, the Housing Division is tasked with the following responsibilities:

- Collecting citizen input concerning neighborhood/community needs;
- Consulting with other public agencies regarding community needs
- Consulting with private organizations that provide health services, social services for children, elderly, disabled, homeless, persons with AIDS, victims of domestic violence, and persons with alcohol/drug abuses, etc.
- Preparing a prioritized list of neighborhood/community needs for review by the Advisory Committee and City Council;

- Preparing project recommendations for review by the Advisory Committee and City Council and for the City Council's final approval, culminating in the preparation of the Consolidated Plan and Annual Plan; and
- Reviewing project/program progress and reporting on the project/progress to the Advisory Committee and City Council via the CAPER (Consolidated Annual Performance and Evaluation Report)

Process

In general, once the Advisory Committee has met and made recommendations and heard input from the community, the City holds two public hearings during the course of its program year. Together, the hearings must address housing and community development needs, development of proposed activities, and review of program performance. At least one of the hearings must be held before the proposed Consolidated Plan is published for comment. Other public hearings may also be held. In addition, the Consolidated Plan and/or Annual Plan, is published for a 30-day comment period. The City's annual report, known as CAPER (Consolidated Annual Performance and Evaluation Report) is published annually for a 15-day comment period.

All public hearings and meetings take place in the Council Chambers located at City Hall, 955 School Street, Napa, CA 94559, unless another location and/or time is publicized in advance.

Public Comments

The City encourages the submission of views and written comments by citizens regarding the Citizen Participation Plan, Consolidated Plan, One-Year Action Plan and CAPER. The comments may be submitted to the Housing Division or at any public hearing conducted by the City Council.

The City will respond to all written comments within fifteen (15) working days and state the reasons for the action taken on the proposal or view. All comments or views that were not accepted will be attached to the final plan, amendment or performance evaluation, along with the reasons why they were not accepted.

Technical Assistance

To help facilitate citizen input, the City provides technical assistance, through its staff, to community-wide and neighborhood associations and to groups of low-to-moderate income residents and to non-profits that provide assistance to low-to-moderate income persons who request such assistance.

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Limited English Proficiency: On request, the City will make available translators/interpreters for speakers other than English for meetings and hearings relating to the Consolidated Plan, Annual Plan and CAPER. The City's primary language other than English is Spanish. Public hearings will be held in the City Council Chambers, which are accessible to the handicapped and disabled.

Reasonable Accommodation: Citizens with handicaps/disabilities who need special accommodation in order to access program information must contact the City Clerk at least 72 working hours in advance with its **reasonable accommodation** request. Reasonable accommodation includes the following: providing materials in a different and/or larger typeface/font; providing materials in an alternative medium, making special arrangements for meeting attendance.

2010-2011 Year Process

Display ads notifying the public of the availability of CDBG funds were published in the Napa Valley Register on December 22, 2009. The ads were in English and Spanish. Copies of the ads were sent to the Napa City County Library for posting. In addition, e-mails of the notice were sent to the previous year's CDBG recipients, the Coalition for Non-Profits, and Puertas Abiertas Community Resource Center. An announcement was also placed on the City's website.

A technical assistance meeting for all potential CDBG applicants was held on January 5, 2010. The application and application process was reviewed, as well as CDBG requirements.

The CDBG Committee held two public meetings to review grant applications and formulate the Committee's funding recommendations. These public meetings were held on February 1, 2010 and February 22, 2010. Display ads notifying the public of the availability of CDBG funds and the date of the CDBG Committee's February 1, 2010 meeting were published in English and Spanish on December 22, 2009. In addition, copies of the meeting notices were included in the CDBG application packet and were sent to the Napa City County Library for posting. Meeting agendas for both of the Committee meetings and were posted outside City Hall and the Housing Division on the Friday before the scheduled meetings.

The City Council held a public hearing on March 16, 2010 to receive public input and to approve CDBG Committee recommendations for CDBG funding for FY 2010-11. Notice of the public hearings and the scheduled date for availability of the draft Annual Plan for public review were published in the *Napa Valley Register* on March 5, 2010. Copies of the ads were sent to the Napa City County Library for posting.

Notice of the public hearing was also published on the City of Napa's website. The website has a language translation feature providing translation of website information from English into ten languages, including Spanish. In addition, information regarding the meeting was included in the *CITY OF NAPA NEWSWEEKLY*, which is an e-mail newsletter sent to all persons who sign up to receive the newsletter. Over 1,600 persons receive this e-mail newsletter.

The agenda for the meeting was posted outside City Hall on the Friday before the meeting. During the hearing, the City Council received the following public comments:

Jennie Thayer, NEWS, expressed appreciation for the City's financial support of the Napa Emergency Women's Shelter.

Kathryn Winter, Fair Housing Napa Valley, spoke of the need for financial support of fair housing services.

Angela Peatman, Puertas Abiertas Community Resource Center, expressed support for the Consolidated Plan process and the fact that the needs of the Latino population were addressed in the Plan.

Brenda Delgado, LAYLA, spoke of plans for a plaza at O'Brien Park.

Alicia Rios, LAYLA, spoke in support of the Consolidated Plan's priority for a restroom at O'Brien Park and asked that the restroom be developed early in the Plan period.

Charlene Horton, CANV, thanked City staff and the CDBG Committee for their work on the Consolidated Plan and Annual Plan.

In addition to comments at the meeting, the City received a letter from the National Fair Housing Alliance requesting more funding for Fair Housing Napa Valley.

The CDBG Committee held a public meeting on March 29, 2010 to review the Draft Annual Plan prior to it being published for public comment. The meeting agenda was posted outside City Hall and the Housing Division on the Friday before the scheduled meeting.

The City Council held a public hearing to approve the Annual Plan on May 4, 2010. Notice of the meeting and the availability of the Draft Annual Plan for the 30 day public comment period was published in the *Napa Valley Register* in English and Spanish on March 31, 2010. The agenda for the meeting was posted outside City Hall on the Friday before the meeting. During the hearing, the City Council received the following public comments:

INSERT ANY PUBLIC COMMENTS

Efforts to Broaden Public Participation

The City utilized several new methods to broaden public participation in the development of the Consolidated Plan. The CDBG Committee played a major role in expanding participation by holding six public meetings to receive input on the Consolidated Plan. Display ads regarding the meetings were published in English and Spanish as well as run on the local community access TV station and placed at the Napa City County Library. A notice regarding the meetings was placed on *Craig's List*. Additional efforts to outreach to the Hispanic community included posting ads in Spanish at a local Hispanic market as well as at a Hispanic resource center.

During development of the Consolidated Plan and Annual Plan, copies of the CDBG Committee's minutes were placed on the Housing Division page of the City of Napa's website. Copies of meeting presentations and other resource material related to CDBG were also posted on the website.

Notices of the City Council's public hearing on the Consolidated Plan and Annual Plan were published in English and Spanish in the *Napa Valley Register*. Notice of the hearing was also published on the City of Napa's website. The website has a language translation feature providing translation of website information from English into ten languages, including Spanish. In addition, information regarding the meeting was included in the *CITY OF NAPA NEWSWEEKLY*, which is an e-mail newsletter sent to all persons who sign up to receive the newsletter. Over 1,600 persons receive this e-mail newsletter.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 1 Action Plan Institutional Structure response:

The City does not anticipate any changes to the institutional structure as described in the 2010-15 Consolidated Plan. Following is a summary.

There are many players involved in achieving the goals and objectives in this Action Plan, including the City of Napa, the County of Napa, the Housing Authority of the City of Napa, the Redevelopment Agency of the City of Napa, the State of California, the Federal Government, non-profit community groups, financial institutions, housing developers and realtors. These groups have worked together in the past to create affordable housing projects and needed

community services

The Housing Division of the City of Napa Community Development Department will continue to be the primary provider of rehabilitation services for the conservation of the community's existing affordable housing stock, including mobile homes.

The Housing Division will also take the lead City role in the development of affordable housing. The Housing Division applies for and receives some subsidies (either local, State or Federal) which are only available to public agencies or public/private partnerships for affordable housing development, acquisition/rehabilitation and homeownership opportunities. The Housing Division is also responsible for ensuring that designated housing remains affordable over time, in accordance with the regulatory agreements in place.

The Housing Authority will continue to provide rental assistance to the very-low-income population including special needs populations in conjunction with supportive housing programs operated by non-profit organizations, often with funding through other state, federal and county government programs.

Business entities which will play a role in the successful implementation of the City's housing strategy include the development community, the real estate community, and the area's mortgage lenders. The City will continue its efforts to encourage development of affordable housing, including providing funds or land as subsidies for development.

The Redevelopment Agency of the City of Napa will continue to assist in the development of affordable housing through its 20% set-aside for affordable housing.

The Planning Division of the Community Development Department is responsible for the development and implementation of the City's long-range use policies and goals as reflected in the City's state-required General Plan, including the Housing Element, which outlines the goals, policies and programs to assist in meeting the City's housing needs.

Non-profit organizations own and sponsor affordable housing development and sometimes act as the developer of affordable housing developments. Non-profit housing development organizations that have been active in Napa include Napa Valley Community Housing, Progress Foundation, Catholic Charities, Mercy Housing, EAH Housing, Christian Church Homes, BRIDGE housing and others.

Supportive housing programs are carried out by a wide variety of public, non-profit and private organizations. These organizations and their specific activities are detailed in the homeless and housing sections of the Consolidated Plan. There are also several non-profit community organizations that provide essential

health and social services to the low income and special needs populations. These organizations are supported by governmental grants, donations from private individuals and grants from foundations. Significant local sources of financial support include the Napa Valley Community Foundation, Community Projects, the Gasser Foundation and the Napa Valley Wine Auction. The wine auction alone provided \$5,267,800 in grants to local charities in 2009.

The City's strategy for addressing the needs of the homeless relies on non-profit organizations, funded through CDBG, City, County, State and Federal resources, as well as private donations. The Housing Authority of the City of Napa acts as the lead agency for the City in the County-wide Continuum of Care. The non-profit organizations addressing the needs of the homeless include Community Action Napa Valley and Napa Emergency Women's Services. In addition, the First Presbyterian Church, the First United Methodist Church and other churches and organizations in the City provide assistance, food and emergency help.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 1 Action Plan Monitoring response:

The City of Napa's CDBG Monitoring Program includes performance monitoring, financial monitoring, Davis-Bacon compliance and environmental review compliance. Sub-recipients are required to submit quarterly beneficiary reports, including the number of persons served by income level, race, ethnicity, disability status and female head of household. Project costs are paid on a reimbursement basis. A request for reimbursement must have appropriate documentation attached to verify all expenditures. A report of program activities accompanies the draw down request.

In addition to regular ongoing emails and phone calls with all sub-recipients regarding program questions, project status updates, etc., the City also performs scheduled on-site monitoring during the year. The purpose of monitoring is to ensure that all sub-recipients are in compliance with applicable Federal requirements and that performance goals are being achieved.

The City uses a sub-recipient monitoring checklist to document each site visit. The checklist includes information on project accountability, project progress, progress on planned activities, beneficiary data compilation/reporting, program compliance, financial management compliance, property records, accounting procedures, procurement procedures, budget tracking, and cost allocation plans. If any compliance issues arise during the site visit, the City sends a follow-up letter that details any findings and explains the necessary resolution actions. Typically, sub-recipients have 30 days to correct issues.

Periodically, the City conducts mandatory training and technical sessions for all sub-recipients to enhance sub-recipients' understanding of CDBG regulations and reporting requirements. Recent training sessions have focused on ADA requirements, TTY requirements, race and ethnicity reporting and CDBG application submittal requirements.

The City utilizes an agreement for each sub-recipient to specify performance goals, and identify applicable City and Federal requirements and reporting procedures. To enhance program compliance enforcement, there is language in the Sub-recipient Agreement that stipulates contract suspension or termination if a sub-recipient fails to correct substandard performance. If the required documents are not received the City will fully suspend all payment reimbursement requests until findings are closed and reports submitted.

In addition, the City complies with audit requirements and conducts an annual audit for federally-funded programs.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 1 Action Plan Lead-based Paint response:

The City of Napa Housing Division uses CDBG funds to operate a Lead-Based Paint Abatement Program. All low-income residents of Napa are eligible for the program and lead-based paint testing in conjunction with the City of Napa Housing Rehabilitation Loan Program for low income residents.

As most of the housing units assisted with CDBG funds are older than 1978, they are impacted by lead based paint regulations. Although the level of hazard reduction is determined by the amount of federal dollars spent on each project, each pre-1978 site is inspected and tested for lead hazards and all construction activities are monitored for compliance. Clearance testing is conducted at the completion of the project to ensure that the site is free of hazards and safe for occupancy.

Lead based paint testing is also performed on any properties affected by CDBG funds and built prior to 1978.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

Use of CDBG Funds for rehabilitating the City's housing stock owned/occupied by low income persons continues to be a priority. The goal for the 2010-11 program year is to rehabilitate 10 single family and two multi-family units. Management of a large loan portfolio will also continue to be a priority to ensure timely loan payments & eligibility of recipients. Additionally, reducing the hazards of lead based paint, especially for low income residents, is a priority in the Consolidated Plan. Funds have been allocated in the 2010-11 program year to address lead-based paint hazards.

The 2010-15 Consolidated Plan details housing priorities and objectives that the City hopes to achieve in the first program year using non-CDBG resources.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 1 Action Plan Public Housing Strategy response:

The City of Napa does not own and operate any public housing. This section does not apply.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 1 Action Plan Barriers to Affordable Housing response:

As required by the State of California, the City of Napa has a current Housing Element certified by the State of California Department of Housing and Community Development. The current Housing Element was implemented on June 16, 2009, upon City Council adoption.

Prior to the latest Housing Element update, the City instituted several changes to remove barriers to the production of affordable housing, including density bonuses, adoption of an inclusionary housing ordinance and implementation of and changes to the second unit ordinance.

During the recent Housing Element update process, a city review of potential governmental constraints to the development of affordable housing was conducted. Following are some of the key recommended revisions to the Zoning Ordinance that will be reviewed by the Planning Commission and considered by the City Council.

Zoning and General Plan land use category changes were recommended to ensure that the City had adequately zoned sites for lower income needs on sites zoned 20+ units per acre. These changes have been adopted.

Changes in the Zoning Ordinance were recommended to allow more flexibility in the site locations of emergency shelters, transitional and supportive housing. These changes have been adopted.

The City of Napa adopted changes to its second unit ordinance to facilitate the development of second units by allowing ministerial approval if certain standards were met. The Housing Element update recommended further changes to encourage second unit development, in particular recommending the elimination of owner occupancy requirements and/or easing parking requirements.

The Housing Element update also recommended that a parking demand study be conducted for residential uses outside downtown to determine whether parking requirements could be reduced.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).

2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 1 Action Plan HOME/ADDI response:

The City does not receive entitlement HOME funds nor does it receive entitlement ADDI funds. This section does not apply.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 1 Action Plan Special Needs response:

Source of Funds

The City is committing \$83,064 in CDBG funds towards Community Action Napa Valley's (CANV's) operation of the homeless shelters and \$24,439 to fund a bi-lingual counselor at the battered women's shelter. Other sources of funds for the shelter system include grants from organizations such as Queen of the Valley, United Way, Auction Napa Valley, Emergency Shelter funds, funds from the Department of Maternal and Child Health, Office of Criminal Justice, Victims of Crime Act, County Health and Human Services.

In addition, the Housing Authority of the City of Napa has a currently operating Transitional housing program that coordinates 11 Shelter Plus Care Vouchers with supportive services coordinated with the Napa Valley Shelter Project and NEWS.

Homelessness

In 2006, the Homeless Services Planning Council prepared the Napa County Ten Year Plan to End Homelessness (Ten Year Plan). The Ten Year Plan has a “Housing First” goal. Recognizing that preventing loss of housing is both a cost effective and humane way to address homelessness, Napa County has long been committed to strategies to help people retain their housing. The countywide approach is first to focus on early identification and intervention with households at-risk of homelessness. The second priority is to help those who become homeless to get off the streets and back into housing as quickly as possible. This requires the development of “interim housing,” permanent housing affordable to people with extremely low incomes, and permanent supportive housing for people with disabilities in need of long term service supports. In accordance with this approach, the Ten Year Plan, developed by the Homeless Services Planning Council, recommends shifting the focus from emergency shelters and transitional housing to an interim housing system designed to get people into permanent housing. To meet these needs, the plan seeks to increase the supply of permanent housing available to people with extremely low incomes and to increase the supply of permanent supportive housing for those with disabilities.

Consistent with the Ten Year Plan for Ending Homelessness, Napa’s Continuum of Care strategy starts with a common vision for combating homelessness, which stems directly from years of collective experience on the issue. The vision is of an ever-growing community of people and organizations coming together to provide the means to end homelessness in Napa County, to: (1) prevent homelessness before it starts; (2) give homeless individuals and families the changes they need to become permanently housed; and, (3) assist them in becoming self-sufficient.

Many homeless people first enter the Continuum of Care process through emergency shelters. The emergency shelter system is comprised of various short-term housing options, including permanent shelters with services and case management, temporary winter shelters, and overflow and hotel/motel vouchers. Some shelters target particular homeless subpopulations, such as families, while others target the general homeless population. The Emergency Shelters currently provide 121 year-round beds, 50 winter shelter beds and 102 overflow/motel voucher beds.

Transitional housing provides temporary accommodations to individuals and families, usually 3 months to 2 years, in preparation for self-sufficiency. Comprehensive supportive programs typically include case management, housing placement assistance, and after care. As with emergency shelters, many transitional programs target particular subpopulations. The ability to place participants into permanent housing upon program completion is central to the effectiveness of this program. Several agencies, including Family Service of

Napa Valley, Napa County, Catholic Charities, Progress Foundation and Napa Valley Community Housing provide existing transitional housing and services for more than 100 persons throughout the City.

Permanent supportive, low cost housing is critical to the many families and individuals with disabilities or other special needs. The CoC identifies a current inventory of 56 beds, 10 of which are for families. The 2009 CoC application cited an unmet need for another 133 beds (58 for families; and 75 for individuals). Permanent low cost housing is essential to the success of the CoC system in re-integrating homeless persons into mainstream society. It is also important to the many lower income workers and families as well as some seniors who face increasing challenges living in Napa.

Chronic Homelessness

The Gasser Foundation has donated land in Napa for a new housing complex. Progress Foundation and the Napa County Health and Human Services Agency have partnered to build new units on the property for chronically homeless, transition aged youth, and seniors. This building will add upwards of 30 new, affordable units, a significant expansion in capacity.

The Housing Authority of the City of Napa is working to transition Shelter Plus Care recipients onto Section 8 vouchers, freeing more funding for new chronically homeless beds.

Homelessness Prevention

In September 2009, a consortium of the Napa County Health and Human Services Agency (HHS), the Housing Authority of the City of Napa (HACN) and several non-profit social service providers applied for and received a \$1.6 million grant for a two year period to initiate a comprehensive Homelessness Prevention and Rapid Re-housing Program (HPRP) under the federal government's stimulus program.

HPRP is designed to help families affected by the mortgage crisis and the downturn in the economy. The program's objective is to keep these families from becoming homeless, or to quickly get them back into housing if they have become homeless. This is a case management driven program, with each family developing a plan and working toward economic stability. Funds can be used for:

- Short term rental assistance (up to 3 months)
- Medium term rental assistance (4 to 18 months)
- Up to 6 months rental arrears
- Utility deposits and payments
- Security deposits
- Moving costs and storage

- Hotel/motel vouchers for up to 30 days if no appropriate shelter beds are available
- Housing search
- Legal services relating to tenant / landlord issues
- Credit repair

HACN will be providing the medium term rental assistance, while Community Action Napa Valley, NEWS and Catholic Charities will be providing the short-term rental assistance and case management services.

Discharge Coordination Policy

The following information is provided from the 2009 CoC application relative to policies and protocols that the CoC either has in place or is developing for each system of care to ensure that persons are not routinely discharged into homelessness:

Foster Care

Partners: Napa County Health and Human Services Agency, Probation, the County Office of Education, Progress Foundation, Aldea, On-The Verge, and the Workforce Investment Board are part of the Emancipating Youth Services (EYS) Steering Committee, which oversees the system for foster care clients emancipating to adulthood.

Assessment: Presently, social workers and probation officers must develop a Transitional Living Plan with the youth on their caseloads, beginning when the youth is age 15. Under the relevant policy, case managers must assist the youth with acquiring a social security card, a certified birth certificate, an ID card, a death certificate of parent, and proof of citizenship.

Protocol: The youth must receive assistance with completing an application for MediCal, securing housing, and assistance in securing employment, or other financial support; assistance in applying to college or to a vocational training program, and obtaining financial aid; and assistance in applying for SSI when applicable. Youth are not to be discharged into homelessness.

Program: The ILP case managers can refer clients to the Transitional Housing Program-Plus, a housing program specifically aimed to serve this population.

Health Care

Partners: Currently, the Queen of the Valley Hospital (the only local hospital) and the CoC Policy Council are working to improve discharges from the hospital. The Policy Council is using political pressure to engage higher-ranking hospital staff in discussions about more appropriate housing options for homeless clients, such as respite care with discharge to supportive housing.

Assessment: Soon after admission, a hospital-paid Social Worker completes an assessment to determine anticipated patient discharge needs and resources

available to the patient.

Protocol: If the Social Worker deems that the patient will need skilled placement, the Social Worker will refer the client to a nursing home where expenses will be reimbursed by Medi-Cal. If the Social Worker determines that the patient will not require skilled placement, the Social Worker collaborates with the patient to determine discharge-housing options and accessing mainstream resources.

Program: The CoC is currently working with the hospital to improve discharges for people who are medically stable but homeless. Respite care would divert clients from shelter and require additional procedural steps to be outlined and implemented.

Mental Health:

Partners: Napa County Health and Human Services Agency staff and local non profit mental health housing program providers convene a bi-weekly Residential Utilization Review committee.

Assessment: The group develops housing plans for people who have been placed in long term care facilities, such as IMDs, who have been identified as ready for discharge back into the community within the next 30-60 days.

Protocol: Partners agree to plans to move people from 24-hour staffed residential housing programs into less restrictive more recovery focused supportive housing programs and on to independent and mainstream housing.

Program: There are several non-McKinney funded supportive housing programs available for people who are in need of housing placement. They include: Family Services of the Napa Valley (FSNV) Satellite Housing Program; Progress Foundation Bella House, Progress Place, and Skyline Apartments; Mental Health Services Act funded housing; and local board and care homes. Connections are also made with the Older Adult, Adult, and Transitional Age Youth Full Service Partnership Programs. These programs provide intensive case management, wrap around services, rent subsidies, and flexible funding for people with a serious mental illness who are homeless or at risk of homelessness.

The Residential Utilization Review committee formalized these procedures on June 15, 2009.

Corrections

Partners: Jail staff, nurses, mental health, and non-profit service provider staff currently provide outreach and services to people in the Napa County jail.

Assessment: Referrals to the Mental Health System Navigators are made through identification of people in need of services by nurses, corrections officers, and the Forensic Mental Health Counselor.

Protocol: Individuals who are homeless and have a mental illness meet with Navigators on a weekly or bi-weekly basis two months prior to the anticipated discharge date to discuss linkage to housing, mental health, employment,

income, alcohol and drug, and other mainstream services.

Program: The Navigators will stay connected to the people who are referred to them until they are connected with other service providers as appropriate or obtain housing in one of the non-McKinney-Vento funded, local supportive housing programs.

Timeline: Building on this foundation, key members of the CoC are working with the new director of the county jail to track client housing status at booking and connecting all homeless inmates to housing and services prior to discharge, not just those homeless inmates who have a mental illness. This pilot project has recently been funded and will launch in early 2010.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 1 Action Plan ESG response:

The City does not receive ESG funds. This section does not apply.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 1 Action Plan Community Development response:

The Consolidated Plan identified the following priority needs for Community Development activities over the 2010-15 time period:

- Continued financial support towards the operation of the emergency shelter system;

- Financial support of a bi-lingual Hispanic counselor position at the domestic violence shelter operated by NEWS
- Information, referral and outreach activities to connect the Hispanic population with available community services;
- Fair housing activities, including outreach and group training on fair housing, and tenant/landlord counseling regarding housing discrimination complaints;
- Supportive services for children aging out of the foster system;
- Capital Improvement Projects (CIP) for non-profit owned facilities, including ADA improvements;
- In-fill sidewalk projects in low-income neighborhoods, especially in proximity to senior housing, bus stops and schools;
- ADA improvements to City-owned public facilities; and
- Park improvements, including ADA accessible restroom facilities at O'Brien Park and Westwood Hills Park and lighting improvements at Fuller Park.

In Program Year 2010-11, the following objectives have been established to address some of the above needs:

CDBG Funds will be directed to support the operation of the Emergency Shelter System, with the goal of providing shelter to a minimum of 35 families during the year at the Samaritan Family Center and 355 adults during the year at the South Napa Shelter.

Funds will also be allocated to fund a bi-lingual Domestic Violence Case Manager position at the domestic violence women's shelter operated by NEWS. This position will provide 175 persons with crisis counseling and help and 50 Spanish speaking women and their children housed at the emergency shelter with daily case management.

CDBG grant funds will help support the Puertas Abiertas Community Resource Center. The Center estimates that it will assist approximately 150 Hispanic households by providing information on available health and social services in the community and referring these households to the appropriate service providers.

Funds for fair housing services will aid 500 people through referral services, educational information regarding fair housing, mediation, discrimination, reconciliation, testing, and assistance.

CDBG grant funds will provide for parking lot improvements at the Napa Valley Hospice and Adult Day Center. The improvements will include the addition of approximately 25 parking spaces in front of the Adult Day Center which serves low-income persons with chronic illness, disability and/or Alzheimer's or other dementia and their families.

Funds for the infill sidewalk project will provide sidewalks on both sides of California Boulevard from D Street to the bridge, in the direction towards First Street. This project will be located in Census Tract 25001.03, a low-income census tract with a population that is 39 percent Hispanic. A total of 1,976 persons live in 25001.03 and will directly benefit from this project.

Economic Development:

The City of Napa has an Economic Development Department that provides a full range of business services, with a focus on business retention and marketing, new business development and expansion and targeted business recruitment. The department provides significant coordination between property owners, developers and businesses and other city department and outside agencies to ensure successful projects. The department manages the Napa Community Redevelopment Agency and implements numerous capital improvement projects and programs utilizing tax increment and bond funds.

In accordance with State law, redevelopment projects are located in the two redevelopment project areas: Parkway Plaza and Soscol Gateway. Recent capital improvements have included restoration of the 12 acre Oxbow Preserve, lighting, tree and sidewalk improvements on Second and Third Streets downtown and construction of the new Fifth Street Parking Garage downtown. Key objectives for fiscal years 2009-11 include funding a design of a major drainage facility in the Soscol Gateway, assisting in the development of the Downtown Specific Plan, acquiring property and designing a replacement parking facility near the future bypass, developing a financing strategy for Soscol Gateway capital improvements, and funding sidewalk and ADA improvements in various locations.

It is not anticipated that CDBG funds will be used for economic development activities.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 1 Action Plan Antipoverty Strategy response:

Poverty is a term which indicates the relative income level of a family or individual compared to a larger standard. National poverty statistics are based on an average and do not reflect the local economic situation (i.e. cost of living) According to the 2008 U.S. Census data, the poverty threshold for a family of four with two children was \$21,834. The 2000 U.S. Census indicates that there were 1,100 families or 6.1 % of all Napa families and 7.3 % of all households in Napa living below the poverty line.

Programs that address barriers to economic independence, including employment and housing, include the Family Unification Program, the counseling and case management services provided through the homeless shelter system, and the Homeless Prevention and Rapid Re-housing Program. In addition, VOICES, a non-profit organization, provides assistance to transition aged foster youth.

The City's economic development efforts will continue activities that ultimately have major economic impacts on the community by promoting businesses and stimulating job growth, thus allowing lower-income families to rise above poverty. The City's affordable housing development activities will enable lower-income families to spend less on their income on housing.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

As stated in the Consolidated Plan, the Napa County is responsible for and operates the Health and Human Services Agency and provides social services to the Non-Homeless Special Needs residents. In addition to Napa County services, local non-profit organizations provide services to this sector of the population. Non-homeless special needs populations include: elderly, the disabled, foster youth, mentally ill, persons with HIV/AIDS, and persons with drug addictions.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic

and action plans. The evaluation can address any related program adjustments or future plans.

4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 1 Action Plan HOPWA response:

The City is not a HOPWA entitlement jurisdiction and this section does not apply to the City. Napa County's Health and Human Services Agency is the responsible entity for these services throughout the County.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 1 Specific HOPWA Objectives response:

This section is not applicable to the City.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.