



City of Napa Consolidated Annual Performance Evaluation Report (CAPER) 2022-2023

Submission to: U.S. Department of Housing and Urban Development
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Prepared by: City of Napa Housing Division

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Consolidated Annual Performance Evaluation Report ("CAPER") reports the City's success towards meeting the goals contained in the 2020-2025 Consolidated Plan and assesses the City's progress in carrying out priorities of assistance identified in the Annual Action Plan ("Annual Plan"). During 2022-23 program year, the City had active ESG and HOME grants through the State of California. The City did not receive HOPWA funding.

In 2022-23, the City was allocated \$605,036 in entitlement funds and received \$142,667 in program income from revolving loan funds. In addition to annual entitlement funding, the City received a total of \$1,088,096 in CDBG CARES ("CARES") funds in 2021 with \$383,060 available for use in the program year 2022-23.

During the 2022-23 program year, the City allocated \$429,999 in entitlement funds and \$28,533 in revolving loan repayments to Community Development activities. The only activity funded under the Community Development category in the 2022-23 program year was the Housing Rehabilitation Program.

Community Development activities included residential rehabilitation projects completed through the Housing Rehabilitation Loan Program and Home Repair Grant Program. This year, under the loan program, seven owner-occupied, and one tenant occupied, single family residences were rehabilitated and two additional tenant-occupied rehabilitation projects began. The City continued to operate the grant program which provides grants up to \$5,000 for low- and moderate-income households. In the 2022-23 program year, four single family residence grants were completed. Loans and grants totaling \$302,005 assisted a combined total of 12 households. As required by the City's Voluntary Compliance Agreement with HUD, the City has actively marketed the housing rehabilitation programs to tenant occupied properties.

In the 2022-23 program year, three Public Service activities were funded: NEWS' Domestic Violence Shelter Bilingual Counselor, Fair Housing Napa Valley, and Catholic Charities' Rainbow House. The Public Service expenditures were within the program regulation limitations. In addition, CDBG Administration was funded under the Planning and Administration category and was within the program regulation limitations.

In addition to entitlement funds, the City continued to deploy CARES funding to public services. Public services included rental assistance, safe shelter, and childcare subsidies. During the program year 2022-

23, \$148,450 of the allocated CARES public service funds were expended.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Construction of new affordable rental units	Affordable Housing Homeless	CDBG: \$0 / Affordable Housing Impact Fee Fund: \$5,200,000 / CDBG-DR Multifamily: \$3,273,921	Rental units constructed	Household Housing Unit	0	77	N/A	144	27	18.75%
Emergency shelter services	Homeless	CDBG: \$8,004 / State Permanent Local Housing Allocation: \$104,500	Homeless Person Overnight Shelter	Persons Assisted	1500	559	37.27%	20	58	290.00%

Fair housing activities	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$70,185	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	300	4293	1,431.00%	60	1360	2,266.67%
Housing rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$457,699 (inclusive of homeowner)	Rental units rehabilitated	Household Housing Unit	0	19	N/A	2	1	50.00%
Housing rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$457,699 (inclusive of rental)	Homeowner Housing Rehabilitated	Household Housing Unit	75	27	36.00%	10	11	110.00%
Outreach/referral for racial/ethnic minority grps	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$24,885	Homeless Person Overnight Shelter	Persons Assisted	250	592	236.80%	40	176	440.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

In the 2022-23 program year the City was allocated \$605,036 in CDBG entitlement funds. The City anticipated a receipt of \$138,500 in program income from CDBG revolving loan funds and received \$142,667 in program income for the revolving loan fund.

CDBG entitlement funding was provided to the following public services:

- NEWS expended \$24,885 in CDBG funds for bilingual counseling services for survivors of domestic violence and sexual assault.
- Catholic Charities of the Diocese of Santa Rosa (Catholic Charities) expended \$8,004 in CDBG funds for funding of operations at the Rainbow House homeless family shelter.
- Fair Housing Napa Valley expended \$70,185 in CDBG funds for fair housing services including landlord-tenant mediation and fair housing education and outreach. The Housing Authority provides additional funding for fair housing services from other funds as discussed in CR-25.

The Annual Plan allocated a combined \$457,699, including loan repayments, in funding for delivering a housing rehabilitation program administered by the City’s Housing Division. The rehabilitation of single and multifamily homes is funded through a revolving loan program that was originally capitalized with CDBG funds. Eight projects funded with loans were completed during the 2022-23 program year, and four additional households received assistance under the grant program. The rehabilitation programs spent a total of \$302,005 on a total of 14 projects, including those approved but not completed in program year 2022-23.

In addition, the City continued work on ADA updates at Catholic Charities’ Rainbow House. The project has faced delays due to historical resources concerns, but is expecting to be completed in the spring of 2024.

In addition to entitlement funds, the City utilized CARES funds to carry out goals identified in both the 2015 and 2020 Consolidated Plans.

The City continues to monitor timeliness and met the timeliness test on May 2, 2023 date.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,415
Black or African American	71
Asian	39
American Indian or American Native	64
Native Hawaiian or Other Pacific Islander	17
Total	1,606
Hispanic	823
Not Hispanic	783

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Reflecting the fact that Hispanics form the largest minority in Napa’s population, some of the activities served a large number of Hispanic households. The U.S. Census estimates that 40% of the Napa population was Hispanic as of 2022. Catholic Charities, Fair Housing Napa Valley and NEWS served a greater percentage of Hispanics than is represented in the total Napa population.

In addition to beneficiaries assisted with annual CDBG entitlement funds noted above, CARES funding assisted 25 White, 1 Black/African American, 39 American Indian/Alaska Native, and 22 Other/Multiracial. Of the 87 households served with CARES funding, 45 (or 52%), are Hispanic.

The City, in compliance with a Voluntary Compliance Agreement with HUD for the Housing Rehabilitation Program and in response to national attention on race and equality, is continuing a deep dive into beneficiaries of housing and community development programs. Staff is continuing to monitor reporting from subrecipients and intends to work with each to ensure all programs are accessible and marketed to all demographics. For programs managed internally, such as the Housing Rehabilitation Loan and Grant program, staff has been analyzing demographic data and marketing efforts to ensure equal access and strive for equitable participation.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	798,364	662,129
Other	public – federal	3,273,921	2,761,131
Other	public - local	14,448,000	5,457,480
Other	public - state	420,500	232,317

Table 3 - Resources Made Available

Narrative

Many of the activities the City funded through CDBG required additional public and private resources, and CDBG funds were used to leverage these other funding sources. The City utilized CDBG funds for a range of activities during the 2022-23 program year, including housing rehabilitation, fair housing services, and emergency shelter operations, consistent with activities that the City has funded in recent years.

The City has an Affordable Housing Impact Fee Fund funded with development fees for residential and non-residential development. The Affordable Housing Impact Fee Fund ended the Fiscal Year 2022-23 with an unaudited fund balance of \$6.1 million, of which \$5.13 million was formally reserved for specific housing projects. In Fiscal Year 2022-23 the Affordable Housing Impact Fee Fund collected approximately \$826,000 in developer fees.

In Fiscal Year 2018-19 the City implemented a 1% Transient Occupancy Tax (TOT) collected on visitor overnight stays to fund the development of affordable and workforce housing. As of the end of the Fiscal Year 2022-23, the fund had an unaudited fund balance of approximately \$5.3 million, with \$3.76 million being formally reserved for specific housing projects. The TOT for Affordable and Workforce Housing revenues in the Fiscal Year 2022-23 were approximately \$2.2 million.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

During the 2022-23 program year the City did not provide CDBG funding to any Target Areas.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City has a history of using CDBG funds to leverage General Fund revenue and other resources in order to fund fair housing services. The Housing Authority of the City of Napa contributed \$25,000 to Fair Housing Napa Valley for fair housing services. Napa County, and other cities in the county, also contribute to Fair Housing Napa Valley. The three public service activities combined leveraged a total of \$809,552 in federal, State, local and philanthropic funds.

The City continued to utilize HOME and CalHome grants from the State of California to provide deferred homebuyer assistance loans to low- and moderate-income homebuyers and leveraged the loans with private mortgage loans and homebuyer down payments.

The City's Junior Accessory Dwelling Unit (JADU) program continues to create affordable rental units as discussed in CR-15. None of the junior unit projects completed in the 2022-23 program year were leveraged with owner contributions.

In addition to entitlement activities, CARES funding expended leveraged approximately \$247,000 to carry out activities directly responding to the Coronavirus pandemic.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	12	12
Number of Special-Needs households to be provided affordable housing units	0	0
Total	12	12

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	12
Number of households supported through Acquisition of Existing Units	0	0
Total	12	12

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Accomplishments in Tables 5 and 6 are activities funded with annual CDBG entitlement funds. In addition, the City achieved the following utilizing State, and local funding:

- Created one new affordable rental unit through the Junior ADU program.
- One household assisted with a first time homebuyer loan.

- Assisted a permanent supportive housing development that created 27 housing units dedicated to homeless individuals in the first phase of the project. The second phase of the project is expected to be completed in the program year 2023-24.

The City of Napa adopted its Analysis of Impediments to Fair Housing Report (AI) in 2020 and identifies the following as impediments to fair housing choice.

Napa has historically been one of the least affordable housing markets in the state and country. Napa County faced wildfires in 2017 and 2020 resulting in the loss of more than 2% of its housing stock. To date not all units lost have been rebuilt which leaves the County with a net housing loss. The City has the largest housing inventory of all cities in the county, and displaced residents often seek housing in Napa. The strain on housing stock has displaced lower-income tenants.

The median home sales price reported by Realtor.com remains high at \$870,000 in July 2023. The historically low interest rates over the past decade has not only driven the value of homes higher, it has also limited inventory as many homeowners are no longer willing to sell due to the rising interest rates. Napa area realtors have reported an influx of high wage earners transplanting to Napa, which is historically more affordable than other Bay Area locales. Low-income households struggle to compete with the buying power of higher income households. The high values have also enticed landlords to place rental units for sale, resulting in removal of rental units from the market.

Napa has historically had a low vacancy rate, an indicator of the strong demand for affordable rental housing. According to a vacancy rate survey conducted by the City in 2023, vacancy rates have continued to remain extremely low (2.0% in 2022 versus 1.7% in 2023). Average rents are higher than lower-income households can afford.

The cost and quality of renting can be a difficult burden for households on fixed incomes. Households with a disabled person often have reduced income, problems with the condition of the housing they can afford, as well as problems locating housing that can accommodate their disabilities.

Land use and zoning can limit development of affordable housing as well as its distribution throughout the community. Density maximums could be considered a limiting factor although affordable housing projects can receive density bonuses and concessions for zoning standards, such as parking standards. Barriers could exist that preclude group homes in certain neighborhoods because of the fact that beyond a certain size, they require a discretionary use permit which could result in neighborhood opposition. The City will continue to evaluate land use policy to alleviate the burden on affordable housing.

Latinos are the predominant minority group in the City, comprising 40% of residents. Recent estimates show 35% of all residents spoke a language other than English at home. Of those speaking another language at home, the majority speak Spanish. The City recently updated the Language Access

Plan and will continue to evaluate limited English proficiency within the community and will seek to better reach those with language barriers.

Discuss how these outcomes will impact future annual action plans.

The City will continue to address the challenges of the housing market by making policy and budgetary changes. In the Fiscal Year 2020-21 the City secured funding through the State of California Permanent Local Housing Allocation Program, which will provide approximately \$300,000 annually in upcoming years for the development new accessory dwelling units and assisting homeless persons. The City is a recipient of \$2.89 million in CDBG Disaster Recovery (CDBG-DR) funding through the State of California. This funding is being utilized for the development of affordable multifamily housing and both projects funded are expecting completion in the program year 2023-24.

This new funding is in addition to the existing Affordable Housing Impact Fee and 1% TOT for Affordable and Workforce Housing funds which are utilized for procurement of affordable and workforce housing within the City. The City will also continue to seek grants for first time homebuyer and rehabilitation programs, which benefit the low- and moderate-income population.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	812	0
Low-income	211	0
Moderate-income	128	0
Total	1,151	0

Table 7 – Number of Households Served

Narrative Information

As illustrated on the chart, the activities primarily assisted extremely low-income (0% to 30% of median family income) and low-income (31% to 50% of median family income) households. In addition to the persons served represented in Table 7, Fair Housing Napa Valley and NEWS served a combined 100 clients of above moderate income and Catholic Charities, Fair Housing Napa Valley, and NEWS were unable to collect income data for an additional 355 clients. These 455 clients were reported as non-low/moderate income in IDIS accomplishments.

In addition to beneficiaries listed in Table 7, CARES funding assisted 64 extremely low-income, 14 low-income, and 4 moderate-income households. Subrecipients were unable to collect data on 5 households. The 87 beneficiaries of CARES funding were assisted under 3 different activities including rental assistance, safe shelter, and childcare subsidies.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Through the Continuum of Care Application, the Housing Authority secured a one-year renewal of the Shelter Plus Care grant that provides rental assistance for at least eight households.

The City utilizes general funds to help fund the community's homeless system which includes homeless outreach, housing location and assistance, a day center, an adult homeless shelter, a family shelter, and a seasonal shelter. During the 2022-23 program year, the City used \$24,885 in CDBG entitlement funds for the NEWS domestic violence shelter and \$8,004 to Catholic Charities for the Rainbow House homeless family shelter. This funding supported a total of 176 domestic violence and sexual assault survivors and their children who received shelter and bilingual counseling and 58 people who received shelter and services at Rainbow House. The City also provided \$765,000 in general funds to support operation of the homeless shelter system and \$60,000 in General Fund support to serve as a match to Shelter Plus Care.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Housing Authority administers a limited homeless preference of 15 Project Based Vouchers which require referrals from a partnering homeless service agency; 56 Emergency Housing Vouchers serving homeless, recently homeless, survivors of domestic violence, dating violence, or stalking, or at risk of homelessness; 27 Veterans Administrative Support Housing (VASH) vouchers, 17 which are project based and ten that are tenant based, serving homeless veterans; 15 vouchers under the Mainstream Program to serve non elderly disabled persons who are homeless or at risk of homelessness; and the Shelter Plus Care Program which serves eight to ten persons, depending on funding levels, by providing rental assistance, in combination with supportive services from other sources, to assist homeless people with disabilities. The Housing Authority also has 37 dedicated project-based vouchers for homeless persons referred through the homeless coordinated entry system and four project-based vouchers for homeless families referred by the County's Child Welfare Division.

The Housing Authority has committed 38 project-based vouchers for homeless coordinated entry clients at a 70-unit rehabilitation and new construction project that is expected to be completed in late 2023.

The Housing Authority has also committed 17 additional project-based vouchers to a 54-unit Project Homekey motel conversion project that is partially occupied and will be completed in late summer 2023.

Progress Foundation continues to operate Hartle Court, a 24-unit supportive housing project. All of the units are restricted to low-income persons. Six of the units are transitional housing for youth (18-24) who are aging out of the foster care system. The remaining 18 units are permanent housing for people with mental illness.

The City was awarded \$200,000 in Emergency Solutions Grant Funding for Street Outreach. The City subcontracts with Abode Services for street outreach services which includes six employees fully dedicated to visiting encampments and monitoring the streets of Napa to ensure that clients know about and are connected to services. The Outreach Team provides direct referrals and warm hand-offs to health, mental health, and other social services providers, and assists with the completion of documentation necessary to move towards housing. The cost of the Street Outreach program totaled \$605,806 in program year 2022-23, which was funded by the Emergency Services Grant, Homeless Housing and Assistance Program funds, Permanent Local Housing Allocation Funds, the City of Napa, and the County of Napa.

The City was awarded \$15 million, under California's Encampment Resoultion Grant Program, to assist and transition individuals from encampments and into shelter. This will provide the ability to operate a non-congregate shelter and aims to serve 120 individuals through June 2026.

Catholic Charities continues to operate the Nightingale facility which provides respite care for homeless persons discharged from local hospitals. The clients receive continued access to medical care, case management, connection to other resources and support finding housing. Operational funding is provided by Queen of the Valley and St. Helena hospitals. OLE Health also assists with linking program participants to follow-up medical care.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Napa County Continuum of Care received \$907,517 from the 2021 Continuum of Care Notice of Funding Availability (CoC) Competition, which is directed toward permanent supportive housing and transitional housing to address and prevent homelessness as part of the Super NOFA.

Under to CoC Competition, the Housing Authority received \$167,287 for the renewal of the 2021 Shelter Plus Care grant, which provided permanent supportive housing in the form of rental assistance and supportive services for at least eight chronically homeless disabled individuals and families.

In addition, the County of Napa and Buckelew programs received CoC funding for permanent supportive housing and rapid rehousing. These project received \$659,978 from the CoC program to provide rental

assistance and crucial supportive services to individuals and families who are homeless and chronically homeless in Napa County. Abode Services, along with health, mental health, and social services providers, provide the necessary supportive services for program participants, including helping them to develop and meet goals and budgets, providing transportation to medical, mental health, housing, and employment appointments, and assisting them in accessing mainstream benefits.

In addition, as previously discussed, Catholic Charities operates the Nightingale facility for persons discharged from local hospitals who would otherwise return to homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Napa's homeless system continues to operate as a low-barrier, housing-focused system. Abode Services is the system operator which took over after a joint City and County effort to revitalize the homeless response system including securing a number of grants to expand mental health residential treatment capacity and implement mental health crisis stabilization and other grants which link housing to health care.

The City, County and Abode Services have worked extensively together over the last six program years to implement low barrier shelters and a robust diversion system which follows the housing first model. Abode Services employs a number of housing navigators who work to house homeless clients. In addition to the housing first model, services are through a coordinated entry system which streamlines the process of providing housing for homeless with an emphasis on housing the most vulnerable households first. Clients receive assistance with obtaining and keeping housing. Once housed, clients are offered a variety of supportive services. The system currently operates with the intent to move clients from homelessness to housing in the least possible amount of time.

Additionally, the County received \$35,887 to continue its Homeless Management Information System to track and measure program outcomes as well as \$44,815 for coordinated assessment and planning grants that is intended to be used for the Homeless System Coordinator position.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

This section does not apply. Neither the City nor the Housing Authority owns any public housing as identified by HUD.

However, the Housing Authority has owned and operated the Laurel Manor Apartment complex for over 40 years. Laurel Manor provides 49 units of housing for low-income seniors. Property management is contracted to an independent property management company.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

This section does not apply. Neither the City nor the Housing Authority owns any public housing as identified by HUD.

Actions taken to provide assistance to troubled PHAs

This section does not apply. Neither the City nor the Housing Authority owns any public housing as identified by HUD.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Housing Impact Fees (Inclusionary Housing)

As described in CR-15, the City has a Housing Impact Fee Ordinance that requires both residential and non-residential developers to either pay a fee on new development or provide an alternative equivalent. Fees collected go into the Impact Fee Fund to fund development of affordable housing.

Land Banking Program

The City of Napa has identified land banking sites that have the potential to be used for the development of new affordable housing projects. The two sites currently owned by the City and Housing Authority are currently not developable until future flood work is completed. One of the sites is approximately 5.37 acres and will be adjoined with 5.08 acres owned by Napa Valley Community Housing (NVCH), a local nonprofit housing developer. The other site could result in approximately 3.83 acres of affordable housing inventory.

In early 2023 the City acquired a 2.75 acre site on the corner of Jefferson Street and Trower Avenue for the future development of affordable and workforce housing. The City intends to transfer the property to an affordable housing developer for creation of housing targeting a mix of income ranges of up to 120% area median income.

Housing Element, Vacant Sites, Zoning and Planning

The City adopted the 2040 Napa General Plan in October 2022. Since adoption, implementation is already underway with the City's adoption of an Interim Zoning Ordinance to rezone properties in conformity with the General Plan and create new Mixed Use zoning districts to encourage redevelopment of underutilized commercial properties into a mix of uses including higher density housing.

The City is in the final stages of adopting the 6th Cycle Housing Element for years 2023-2031. The City is carrying forward many successful policies and programs from the previous Housing Element and has proposed new policies and programs that address barriers to affordable housing.

The City has continued use of the condo conversion ordinance which prevents the conversion of rental properties into for-sale condos if Napa's vacancy rate is not greater than 5%. As part of this Ordinance, the City conducts annual surveys of all apartment communities greater than 20 units and requires response participation from no less than 80% of the communities surveyed to provide an accurate

assessment of the City's current vacancies.

The City has partnered with the Napa Sonoma ADU Center which offers resources for homeowners interested in developing an Accessory Dwelling Unit (ADU) including an ADU Calculator, Feasibility Consultations, and a range of pre-approved plans for ready-to-build ADUs in the City of Napa.

The City's Zoning Ordinance has zoned all multi-family sites to a Multi Family District that does not require Use Permits; provides an Affordable Housing Overlay Zone on several sites throughout the city where higher densities and greater affordability is required; includes height bonus provisions for Downtown residential mixed use projects; has Single Room Occupancy (SRO) standards that make it easier than in the past to construct SRO projects; provides for accessory dwelling units throughout the City consistent with State law; requires a Use Permit to convert rental housing to condominiums or non-residential uses; and provides flexibility in residential parking standards. The City has also amended its requirements to allow multifamily projects of ten units or less to be approved at staff level and projects between 11 and 30 units to be approved by the Planning Commission instead of City Council.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

During the 2022-23 program year, the City's Housing Division continued to administer the First Time Homebuyer Down Payment Assistance Program, using grants from the State of California HOME program and CalHome Program. The Housing Division assisted one low-income household to purchase their first home with a deferred loan totaling \$100,000.

The City operates a Junior Unit Initiative Accessory Dwelling Unit (JADU) Program. The program, which provides funds for the conversion of existing accessory structures to accessory dwelling units (conversion ADUs), allows homeowners to create a JADU or a conversion ADU with technical assistance and a 0%, forgivable loan, and, for conversion ADUs, an additional 0% deferred loan, in exchange for renting either the primary dwelling or ADU as an affordable rental unit. The program has been popular in the community, and one additional unit funded by the City had construction completed in the program year 2022-23. The City is currently assisting an additional eight clients with creating ADUs/JADUs. The program was originally funded by a general fund commitment from the City, which was suspended in the Fiscal Year 2020-21 due to economic impacts from the Coronavirus pandemic. The City is continuing the program with funding from the State's Permanent Local Housing Allocation program.

The City continued its work with local nonprofits and other agencies to facilitate activities and projects benefiting special-need populations, including the homeless, seniors and the disabled. Listed below is a description of some of the actions taken during this period:

- In the area of homelessness, the City continued to participate with the Housing Authority in the Continuum of Care and supported the community's efforts to end chronic homelessness. In the 2022-23 program year, the City contributed General Funds to Abode Services, through an

Memorandum of Understanding with Napa County, for the operation of the homeless shelter system.

- The City works with various County agencies and community organizations to coordinate the provision of housing assistance and supportive services to assist in reducing the number of households below the poverty line through self-sufficiency programs, job training programs, and counseling programs.
- Of the 12 owner-occupied homes rehabilitated through the CDBG-funded Rehabilitation Loan and Grant Program, six homeowners are extremely low-income, four are low-income, and two are moderate-income. In addition, 10 are elderly homeowners and four are disabled.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Under the rehabilitation loan programs, all homes built before 1978 are tested for lead-based paint hazards. During the 2022-23 program year, there was one pre-1978 housing unit rehabilitated which was tested and paint was not disturbed.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Housing Authority continues to support the Family Self-Sufficiency (FSS) Program, having repeatedly received grants from HUD for a FSS coordinator position.

During the 2022-23 program year the FSS Program assisted 30 active participants, many of whom are attending school or are already employed. At June 30, 2023, \$327,092 was held in escrow for 30 families. During the reporting period, there were four graduating participants, and \$43,535 in escrow funds were distributed. Five participants are expected to graduate in the next fiscal year. FSS participants are assessed individually and, with their program specialist, jointly create service plans to meet their self-sufficiency goals. Program specialists and participants keep in regular contact to motivate progress toward those goals and to connect participants with existing community services and education that will help them meet their educational, financial, health and employment needs. Many of these partner service agencies are members of the Program Coordinating Committee, which helps coordinate and facilitate access for FSS participants to these services.

Workforce Napa, the local one-stop, provides employment services for FSS participants. The one-stop helps job and job advancement seekers identify career interests and skills, create resumes and improve job interview skills, get technical training for higher paying jobs, enter an apprenticeship program, internship or on the job training, improve English language skills, and develop a career plan. FSS partners with other existing service agencies to offer participants additional workshops on topics ranging from credit repair to home ownership to affordable nutrition.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In the 2022-23 program year, the City participated with the Housing Authority and Napa County to

eliminate gaps in institutional structures and to enhance coordination, especially in the areas of housing.

The City's Economic Development Division works in several areas to improve economic opportunity.

The City continues to participate with the Housing Authority in the Continuum of Care and supports the community's efforts to end chronic homelessness. The City provided \$765,000 in funds to the homeless shelter system.

As discussed in CR-25, the City and County continue to collaborate on the community's homeless system. The efforts continue to bring government and social services together to provide one coordinated system that aligns the system with national best practices and moves towards a housing-focused homeless system.

The City's Housing Division historically has robust relationships with service providers, non-profits, affordable housing developers, and philanthropic organizations. The City will continue to build and maintain relationships which will afford opportunities to collaborate and build better systems.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City has worked with partners from public and private sectors in addressing the challenges of stabilizing the homeowner base within the community, improving the existing housing stock and improving the overall quality of life in neighborhoods in the City of Napa.

New Construction

The City has worked with the County and various non-profit organizations and affordable housing developers to construct new affordable housing. The City has provided funding from other sources and provided technical support for planning entitlements for the Heritage House/Valle Verde affordable housing project, which will include 24 affordable new rental units in addition to 65 affordable rental units created in a building which previously housed an assisted living facility as well as for Valley Lodge affordable housing project, which includes 54 affordable new rental units for coordinated entry clients and transitional age youth, of which 27 units were occupied in the 2022-23 program year. These projects, once fully complete, will provide a total of 143 new rental units.

Housing Rehabilitation

The Housing Rehabilitation program assisted 12 low- and moderate-income families to create healthy living environments.

Low Mod Job Activities

The City did not use any CDBG entitlement funds for low-mod job or economic development activities. The City's Economic Development Division provides additional outreach to the business community and acts as a liaison to business owners, retail and tourism marketing, private developers, and the Planning

Division.

Homeless Shelters

The City assisted the homeless through the provision of General Fund resources, through an Memoradumn of Understanding with Napa County, to Abode Services for the homeless shelter system. The City also provides CDBG support for a bilingual counselor in the domestic violence shelter.

Project Nightingale

As discussed in CR-25, Catholic Charities operates a medical respite care facility. The facility provides ten beds for homeless who are recently released from the hospital but are too frail to recover on the street.

Performance Measurements and Outcomes

The City requires each sub recipient to identify quantifiable performance outcome measures for its projects. This helps determine the success of projects in creating change within the community over time. Detailed data is provided in individual project discussions regarding specific performance outcome measures as required by HUD. The City continues to analyze clients served and works with subrecipients to assure equity in program design.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

As discussed in CR-20, the City of Napa adopted its Analysis of Impediments to Fair Housing Report (AI) in early 2020. The AI identifies housing affordability, special needs housing, land use, zoning, lack of knowledge of fair housing rights, and cultural and language barriers as impediments to fair housing choice. The City will continue to evaluate impediments and the tools to overcome such impediments throughout the update of the Housing Element.

As discussed in CR-15 the City utilizes the Affordable Housing Impact Fee Fund and 1% TOT for Affordable and Workforce Housing Fund to assist in providing affordable housing for the community. Additionally, HOME and CalHome grants are utilized to provide first time homebuyer assistance to low- and moderate-income families.

In addition to assisting in procuring affordable housing, the City has made progress to alleviate policy restrictions and encourage the development of affordable housing. This is discussed in further detail in CR-35.

In the 2019-20 program year, the City committed \$2.2 million in Affordable Housing Impact fees for the Heritage House/Valle Verde affordable housing project. This project, expected to be completed in the 2023-24 program year, will include 33 permanent supportive housing units for chronically homeless and will include on-site supportive services to help these households remain successfully housed. In addition, in the 2021-22 program year, the City committed \$3 million in Affordable Housing Impact Fees for Valley Lodge. Valley Lodge was completed in two phases; the first phase, of 27 permanent

supportive housing units was completed in the spring of 2023. The second phase, of 27 additional permanent supportive housing units, is expected to be completed in late summer 2023. In the 2021-22 program year the City committed \$2 million in Affordable Housing Impact fees for Monarch Landing. This project will create 70 new rental units. Lastly, in the 2022-23 program year the City committed \$2 million in Affordable Housing Impact Fees for an affordable housing project that is expected to create 40 new rental units.

The City and Housing Authority historically provides funding to Fair Housing Napa Valley to assist with fair housing issues.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City ensures compliance with programming and planning requirements in a number of ways, including performance monitoring, financial monitoring, Davis-Bacon compliance, Environmental Review compliance, and Section 504 compliance.

The City has standard procedures in place to monitor subrecipients. All sub recipients are required to maintain documentation on clients benefitting from activities funded through the CDBG program. Subrecipients remit Quarterly Performance reports to the City in which they certify that low- and moderate-income persons are being served. The Quarterly Performance Reports provide the number of persons served by income level and race and ethnicity. The City also requires that the subrecipients in public service set quantifiable goals for their unique services. These goals are also reported in the Quarterly Performance Report, and staff works with subrecipients when the goals are not achieved. The reporting of the levels of achievement also assists the CDBG Citizen's Advisory Committee in making future funding decisions.

In addition to self-reporting of programs funded by CDBG, City staff performs annual monitoring of subrecipients. Staff verifies that applicable laws and regulations are being followed as well as monitoring for performance, internal controls, and compliance with eligibility, environmental and wage requirements. Problems or weaknesses are noted and City staff works with subrecipients to resolve the issues in a timely manner.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

There was a public comment period from August 21, 2023 through September 5, 2023 which allowed individuals to review and comment on the draft CAPER. A copy of the CAPER was placed on the City's website and was available at the City's Housing Division office. The CDBG Citizens' Advisory Committee reviewed the CAPER on August 28, 2023 in a noticed public meeting.

The City Council held a noticed public meeting on September 5, 2023 to allow for public comments and approve the CAPER report for submission to HUD.

An ad was published in the *Napa Valley Register* announcing the availability of the CAPER for public review and comment on August 19, 2023. Announcements were also placed on the City of Napa's website.

In addition, notices in Spanish were placed at the local Spanish markets (La Tapatia, Azteca Market, and La Morenita), laundromats (24-Hour Laundry, Mi Familia Lavanderia on First Street, Mi Familia Lavanderia on Avon Street, Limpo Coin Laundry, and Family Wash and Dry), and at Puertas Abiertas Community Resource Center.

During the public comment period, and at the public meeting on September 5, 2023, the City received no public comments.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the program objectives for the 2022-23 program year. The City intends to strategically fund future projects based on community needs and ability to leverage resources.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The City did not have any Section 3 projects in the 2022-23 program year. Under the City's CDBG-DR allocation, two affordable housing developments were subject to Section 3 and were reported to State of California Department of Housing and Community Development as the grantor.