

Housing Division Responsibilities

Project	Description
Affordable Housing Ordinance Administration	Review plans, negotiate and monitor agreements for compliance, bill and collect in-lieu fee
SoHay	Negotiate Affordable Ownership Agreements
Mission Senior Predevelopment	Provide technical assistance to developer as project secures additional financing and works with other city departments to receive approvals/permits.
Matsya-Predevelopment	Provide technical assistance to developer as project secures additional financing and works with other city departments to receive approvals/permits.
Depot-Predevelopment	Provide technical assistance to developer as project secures additional financing and works with other city departments to receive approvals/permits. Work with developer on implementing the Community Outreach plan to mitigate opposition to the project.
Sequoia Grove-Project Management	Work with developer to ensure that the project stays on schedule and in compliance with requirements stipulated in the DDLA for the development of 10 unit of affordable housing to low-income households.
Barriers to Development	In consultation with planning, public works, and developers, draft a staff report identifying barriers to development and seek council direction.
Affordable Rental-Asset Monitoring	Conduct annual site inspection and desk audits of 19 affordable housing projects funded by the City to evaluate physical condition, review tenant files, marketing and management and compliance with funding source requirements. Issue compliance report and negotiate corrective action plans as necessary. Service loans
Affordable Ownership	Service first-time homebuyer loans, monitor for compliance and process resale and subordination requests.
Federal HOME funds grant management	Administer Federal HOME funding in compliance with HOME guidelines and cooperation agreement with Alameda County, ensure timely utilization of fund on eligible activities and requests for reimbursement from the county.
HOME funded Tenant Based Rental Assistance	Monitor Project Independence for compliance with subrecipient agreement and HOME regulation. Process payment requests.
Rent Stabilization	Draft Staff Report to create Mediation Program with binding arbitration program including provisions to increase tenant protections.
Rent Review-New programs Implementation	Update website and program materials with new information related to eviction for cause, mediation and tenant protections.
Administer the Residential Rent Stabilization Ordinance	Administer the provisions of the residential rent stabilization ordinance including contract management of consultant that provides mediation, receive and notify parties regarding petitions, billing and collecting of the rent review fee, and responding to public inquires.
Administer the Mobile Home Space Transfer Stabilization Ordinance	Maintain Mobile home Park In-place Space Transfer records and receive petitions.
Homelessness-Housing Task Force	Coordinator the task force.
Public Record Requests	Process public record requests for the division
Housing Resource and referrals	Provide community members with resources and referrals to housing related assistance.