

**ATTACHMENT II. HOUSING DIVISION DUTIES**

<b>PROGRAM</b>	<b>MAJOR RESPONSIBILITIES</b>
Rent Review	<ul style="list-style-type: none"> <li>• Implement RRSO, TRAO and MRSO</li> <li>• Maintain forms, collateral materials, and regulations up to date for RRSO, TRAO, and MRSO</li> <li>• Provide technical assistance to tenants and landlords regarding city housing ordinance</li> <li>• Provide resources and referrals services for other housing related issues not covered by City ordinances</li> <li>• Conduct outreach at community events</li> <li>• Facilitate training workshops for landlords and tenants to better understand the RRSO &amp; TRAO</li> <li>• Staff Housing Policy and Resource Committee and produce reports to inform committee members</li> <li>• Manages eviction protection contract</li> <li>• Coordinate tenant petition process with contractor, Project Sentinel, who implements rent increase mediation and arbitration services</li> <li>• Maintain records related to the City's rental housing ordinances</li> <li>• Maintain records and tabulate data from rental notifications submitted to the City</li> <li>• Facilitate relocation assistance for tenants displaced by natural disaster (subject to funding availability)</li> <li>• Perform case management for relocation assistance cases as they relate to a governmental agency's order to vacate</li> <li>• Conduct appeal hearings related to tenant relocation assistance determinations</li> <li>• Bill and receive Rent Review fee to nearly 6,000 rental properties owners</li> </ul>
HOME	<ul style="list-style-type: none"> <li>• Work with the multi-jurisdiction HOME Consortium administered by Alameda County to secure Federal Home Investment Partnership funds</li> <li>• Represent the City in the HOME Technical Advisory Committee to stay informed regarding federal requirement, discuss process and procedures for administering funds, and make decisions regarding the administration of the program</li> <li>• Ensure compliance with Federal Home Investment Partnership program requirements to ensure continued funding</li> <li>• Fund and contract manage the Project Independence program to provide rental assistance to former foster care youth</li> <li>• Monitor portfolio of HOME funded affordable housing projects for continued compliance with federal regulations</li> <li>• Collaborate with Community Services to complete federal planning and reporting requirements</li> </ul>

Affordable Housing Development	<ul style="list-style-type: none"> <li>• Implement and enforce the City's Affordable Housing Ordinance (AHO)</li> <li>• Review all residential development applications and map application to determine means of compliance with the AHO</li> <li>• Review all residential building permit applications to ensure compliance with the AHO.</li> <li>• Bill and receive affordable housing in-lieu fee payments</li> <li>• Negotiate agreements that get recorded to titled that ensure enforcement of the City's affordable housing restrictions in perpetuity</li> <li>• Issue notice of funding available to identify project to award funds for the development of affordable housing</li> <li>• Negotiate loan agreements for City funded affordable housing</li> <li>• Review marketing and management plans for affordable units to ensure compliance with City requirements</li> <li>• Work with Community and Media Relations to promote affordable housing opportunities</li> <li>• Review applications for affordable housing to ensure applicants meets eligibility criteria</li> <li>• Manage the City's portfolio of Below Market Rate ownership units to ensure continued compliance during ownership transfer and refinance. The City currently has 133 units in its below market rate housing portfolio. Two new residential development projects are in progress, with 18 additional units currently undergoing buyer qualification. In addition, the resale restrictions on two existing units are set to expire this calendar year, resulting in their removal from the portfolio. Taking both additions and removals into account, the City is projected to have a total of 149 units by the end of 2025.</li> <li>• Monitor and coordinate with Code Enforcement to inspect the City's portfolio of affordable rental housing to ensure the projects continue to meet the City's requirements and are maintained in safe and habitable condition. Currently there are 23 properties providing 1687 units of affordable housing. By the end of 2025, there will be at least 24 properties providing at least 1861 units of affordable housing.</li> </ul>
Housing Policy & Resource Committee	<ul style="list-style-type: none"> <li>• Staff Housing Policy and Resource Committee</li> <li>• Publish Quarterly Agenda</li> <li>• Prepare minutes</li> <li>• Draft reports or coordinate with appropriate department/division to draft reports in response to requested agenda items</li> </ul>
Housing Element	<ul style="list-style-type: none"> <li>• Implement programs in compliance with Hayward's Housing Element</li> </ul>

	<ul style="list-style-type: none"><li>• Assist Planning with annual housing element report</li><li>• Monitor City's progress toward meeting City's Regional Housing Needs Assessment allocation</li></ul>
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