

**HOUSING SUBCOMMITTEE WORK PLAN**

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Goal		Action Items	Update	Lead Dept.	Critical Dates	
Tenant Protection	1	Create an emergency rental assistance fund under the auspices of the Housing Authority	1. Establish the criteria for eligible recipients to receive relief funds 2. Identify the types of relief provided to eligible participants 3. Determine application and document requirements for relief funds approval	Coordinate with CAO	B&H	
		Additional funds to be sourced from corporate, state or federally funded grant opportunities	1. Create memo on direct assistance programs and legal limitations	7/22/2019 Review memo	CAO	
		" "	1. Investigate available grant fund opportunities	Ongoing	B&H	
		Create Housing Authority bylaws	1. Create the Housing Authority Bylaws		CAO	9/3/2019 CC
	2	Find outside resources for rent relief programs such as Catholic Charities and faith-based organizations to assist families who face economic hardship	1. Conduct outreach with non-profit partners who assist in rent relief style programs	In progress	B&H	
3	Develop a rent mediation program such as the City of Fremont. Project Sentinel will be contracted to manage the program and to accumulate rental statistics. Project Sentinel will continue to assist renters as needed.	1. Collaborate with the City Attorney to create the rent review ordinance, source of income discrimination ordinance, and landlord retaliation policy 2. Prepare a contract with Project Sentinel outlining how they will manage the RRO, collect data, and conduct quarterly workshops 3. Connect City Attorney to Executive Director of Project Sentinel to discuss best practices in implementing non-binding mediation	Coordinate with CAO; first draft of ordinance for staff review by 7/31/2019	B&H	9/3/2019 CC	
Affordable Housing Production and Preservation	4	Collaborate with developers and create a waiting list/registry for residents to move into current and future affordable housing, Sango Project or other affordable city led units	1. Begin discussions with developers about modifying their waiting list preferences to prioritize Milpitas residents	Coordinate with CAO	B&H	
	5	Continue to monitor current developments to provide affordable units	1. Review Planning applications and coordinate with applicants and Planning staff on submittal updates 2. Monitor payment of in-lieu fees	Ongoing	B&H	
	6	Identify vacant/undeveloped land for affordable housing development and possible purchase with HA funds	1. Collaborate with Econ Dev and GIS to update and improve City property list and mapping to identify vacant or undeveloped land for affordable housing development 2. Same with private properties 3. Same with properties owned by public agencies 4. Obtain MUSD property list and mapping to identify collaborative opportunities with MUSD for affordable housing sites	In progress; 7/17/2019 Completed 4	B&H	
		Bonds may be another possible funding source for the HA	1. Investigate possibilities for bonds		CAO	
7	Continue working with the County on possible affordable housing redevelopment/preservation opportunities at Sunnyhills	1. Continue discussions with the County 2. Schedule meeting with the County Office of Supportive Housing and Santa Clara County Housing Authority on funding and development options	Week of 8/5/2019 Tentative week for County/Milpitas/SCCH A meeting	B&H		

Goal		Action Items	Update	Lead Dept.	Critical Dates	
Resident Resources	8	Provide a resource list to connect residents with necessary services	1. Create a Housing Resources website with a range of resources for housing services and homelessness prevention 2. Test Google translation to display website in alternative language 3. Create a resource brochure of same info for Milpitas residents to distribute at Milpitas City Hall, Community Center, and Senior Center	7/17/2019 Completed 1 and 2 7/22/2019 Anticipate completion of 3	B&H	
	9	Create public utility assistance program to qualifying families	1. Review City Assistance Program proposed during budget process and finalize program criteria and requirements 2. Collaborate with multiple departments to implement program	In progress	R&CS	
		Create accessory dwelling unit/second unit program	1. Collect and review fee data from departments 2. Analyze options (income level, duration) and evaluate feasibility 3. Develop guideline to streamline development process to assist applicants	In progress; 7/23/2019 Anticipate completion of 1	B&H	
	10	Recreation and Community Services will hire a Program Coordinator to assist and execute the following Housing Subcommittee's programs and initiatives			R&CS	
		Provide a preference for services to low income families, such as summer jobs to low income HS students, VTA or Eco passes, referral to the food pantry/gift cards, working with the school district to provide educational and counseling services, and connecting residents with local area family resources centers			R&CS	
		Provide childcare and afterschool program subsidies to qualifying families with children			R&CS	