Housing Goals, Policies and Programs

This section sets forth the City of Richmond's Housing Element goals, policies and programs intended to facilitate construction, preservation and conservation of affordable housing. These goals, policies and programs have been designed in collaboration with the community, including residents, community groups, developers, and other stakeholders.

The policies establish the strategies to achieve the goal. The programs under each policy identify the responsible agencies for program implementation, including the City's role in implementation; the implementation timeframe; regulatory, financing and subsidy tools anticipated; and specific quantified objectives to be achieved upon accomplishment of the programs.

Over the Housing Element planning period, approximately 2,643 housing units are anticipated to be constructed, rehabilitated and conserved in Richmond. **Table 5.60** shows these units by type of unit produced and by the affordability level of the unit.

Table 5.60
Quantified Objectives 2015-2023

Income Group	New Construction	Rehabilitation	Conservation and Preservation	Total
Extremely Low	219	400	300	**1,443**
Very Low	219			
Low	305			
Moderate	200	0	0	**200**
Above Moderate	1,000	0	0	**1,000**
Total	**1,943**	**400**	**300**	**2,643**

Source: Richmond Planning and Building Services Department.

In addition to requiring an analysis of the needs of extremely low-income households, State Housing Element law also requires the Housing Element to include programs to assist in the creation of housing for this segment of the population. The Housing Element sets forth several programs that help address the needs of extremely low-income households, including:

- H-1.2.3: Residential Sites Inventory;
- H-1.3.2: Inclusionary Housing Ordinance Study;
- H-1.3.5: Affordable Housing Incentives;
- H-1.4.3: Second Dwelling Unit Production;
- H-3.1.1: Senior Housing Incentives;
- H-3.5.1: Large-Family Housing Incentives;
- H-3.6.2: Funding for Emergency, Transitional and Supportive Housing.

Goals

The City's four housing goals are as follows:

Goal H-1: **A Balanced Supply of Housing**

Promote a balanced supply of housing types, densities, and prices to meet the needs of all income groups.

Goal H-2: **Better Neighborhoods and Quality of Life**

Improve the quality of life for all residents and preserve and enhance Richmond's residential neighborhoods; specifically promote high quality living environments, address substandard conditions, preserve and modernize public housing, and conserve affordable housing at risk of converting to market rates.

Goal H-3: **Expanded Housing Opportunities for Special Needs Groups**

Promote the expansion of housing opportunities for all special needs groups, including seniors, female-headed households, persons with disabilities, first-time homebuyers, large families, former prison inmates reentering the workforce, and homeless individuals and families.

Goal H-4: **Equal Housing Access for All**

Strive to achieve equal housing access for all people regardless of race, religion, gender, marital status, age, ancestry, national origin, color, sexual orientation, familial status, source of income, or disability.

Goal H-1: A Balanced Supply of Housing

Promote a balanced supply of housing types, densities and prices to meet the needs of all income groups residing or who want to reside in Richmond.

Policy H-1.1: *Housing Element Implementation*

Coordinate and monitor the implementation of the City's Housing Element.

Program H-1.1.1: *Housing Element Coordination Group*

Convene quarterly meetings of the Housing Element Coordination Group (HECG) comprised of the Planning and Building Services Department, City Manager's Office, Housing and Community Development Department, Richmond Housing Authority, and Code Enforcement Division to coordinate implementation and review of the City's Housing Element Programs. HECG activities as part of the Housing Element's Annual Progress Report (APR).

Responsible Agency:	Planning & Building Services Department, City Manager's Department, Housing and Community Development Department, Housing Authority, Code Enforcement Division
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) One HECG meeting per quarter b) Activity summary in APRs

Program H-1.1.2: *Housing Element Annual Progress Report*

Utilize the forms and definitions adopted by the State HCD to prepare Annual Progress Reports (APR) on the ongoing implementation of the City's Housing Element Programs. The APR shall be prepared by the Housing Element Coordination Group (HECG) and copies of the report shall be provided to the public, Planning Commission, and City Council and formally submitted it to the State HCD.

Responsible Agency:	Planning and Building Services, Housing and Community Development Department, Housing Authority, Code Enforcement Division, City Manager's Office
Timeframe:	Ongoing
Funding Sources:	a) APRs to Cal HCD by April 1st of each calendar year b) APRs to HECG, Planning Commission, and City Council by June 1st of each calendar year

Program H-1.1.3: ***Findings of Consistency***

Continue to require a written finding of consistency with the General Plan goals and policies prior to approving discretionary permits for residential development projects. Consider recommending Zoning Ordinance amendments to also require written findings of consistency with the City's other master planning documents such as the Pedestrian Plan, Bicycle Master Plan, and Parks Master Plan.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Develop recommendations for findings of consistency with other master planning documents as part of the comprehensive Zoning Ordinance Update in 2016

Program H-1.1.4: ***Compliance with Changes in State Housing Law***

Continually monitor changes in State housing law by subscribing to the State HCD publications. Promptly amend the City's plans and regulations to ensure ongoing compliance with State housing law.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Amendments within three months of changes to State housing law

Policy H-1.2: ***Adequate Supply of Housing Sites***

Ensure an adequate supply of housing sites to achieve the City's Regional Housing Needs Allocation (RHNA) numbers for the 2007-2014 planning period.

Program H-1.2.1: ***Minimum Housing Densities***

As part of the comprehensive zoning ordinance update, establish minimum residential density requirements for all residential zoning districts and consider establishing floor-to-area ratio and maximum lot coverage provisions for single-family neighborhoods to preserve community character.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Complete as part of comprehensive Zoning Ordinance update in 2016.

Program H-1.2.2: ***No Net Loss of Residential Capacity***

Approve only those projects and general plan and zoning map amendments that do not result in an overall loss of the City's capacity to meet its Regional Housing Needs Allocation (RHNA) numbers for the current planning period. (Refer to State Government Code §65863)

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-1.2.3: ***Residential Sites Inventory***

Continue to maintain and regularly update the City's Residential Sites Inventory as existing vacant and underutilized sites are developed over time. Develop a user-friendly version of the inventory and make available for use by developers and general public via the City's Planning and Building Services Department website. Continue to identify additional sites for housing development, especially for extremely low, very low, and low-income households. Include vacant and underutilized commercial and industrial land in the inventory to identify sites that may be attractive for residential development and to inform future changes to land use regulations. Demonstrate progress towards meeting the housing goals of the 2030 General Plan.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department, IT/GIS Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) Annual updates b) User-friendly inventory by 12/31/16

Program H-1.2.4: ***Residential Sites Marketing***

Develop a comprehensive marketing and branding strategy for mixed-use housing development in the City that promotes the City's unique qualities and amenities, and coordinates with other large scale planning efforts such as the Richmond Livable Corridors Form-Based Code, the Richmond Bay Specific Plan, and the Berkeley Global Campus. Develop collateral material, attend real estate conferences, and hold annual or bi-annual workshops to educate the private and non-profit development community about development opportunities and incentives in Richmond, especially in its Form-Based Code and Priority Development Areas.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) Host workshops annually b) Develop strategy and recommendations by 6/30/2017

Policy H-1.3: ***Supply of Affordable Housing***

Promote the development of homes that are affordable to extremely low, very low, low, and moderate-income households in all new residential developments as well as in existing single-family neighborhoods.

Program H-1.3.1: ***Inclusionary Housing Ordinance***

Continue to implement the City's Inclusionary Housing Ordinance and consider revisions based on recent and pending court decisions and the policy objectives of the Housing Element.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Examine impacts within 3 months of final court rulings.

Program H-1.3.2: ***Inclusionary Housing Ordinance Study***

Study other inclusionary housing ordinances in the Bay Area to learn about effective practices being used to provide affordable housing, especially housing for extremely low, very low, and low-income households. Review how other cities have modified their inclusionary programs in response to recent court rulings, affordable housing nexus studies, affordable housing impact fees, and commercial linkage fees. Consider recommending amendments to Richmond's inclusionary housing ordinance based on the study's findings and input from the community and residential developers. Ensure amendments do not constrain the overall production of housing in Richmond.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) Study by 12/31/2016 b) Conduct outreach and make recommendations concurrent with the Zoning Ordinance Update in 2016.

Program H-1.3.3: ***Inclusionary Housing Ordinance Performance***

Continue to monitor the effectiveness of the City's Inclusionary Housing Ordinance by including the following annual data as part of the Housing Element's Annual Progress Report (APR):

- Amount of inclusionary housing in-lieu fees collected;
- Balance of the inclusionary housing fee account; and
- Expenditures made with funds from the inclusionary housing fee account.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Data included in APRs

Program H-1.3.4: ***Community Land Trust Study***

Study existing community land trust (CLT) programs in California and determine whether it is feasible to establish a CLT program in Richmond as a way of providing permanently affordable housing. Consider recommending formation of a CLT program in Richmond based on the study's findings and input from the community.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) Identify potential funding sources by 12/31/2016 b) Study and recommendation by 12/31/17

Program H-1.3.5: ***Affordable Housing Incentives***

Modify the City inclusionary housing ordinance to provide incentives for developers to build the required percentage of affordable housing units as part of developments projects. Consider an additional density bonus or other incentives for affordable and multi-family housing developments that use a local workforce.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Incentives by 12/31/17

Policy H-1.4: ***Variety of Housing Choices and Access***

Promote a variety of housing types that meet the different lifestyle and life cycle needs of residents including young adults, young couples and single professionals, small and large families, empty-nesters, and older couples.

Program H-1.4.1: ***Variety of Housing Types***

As part of the Richmond Livable Corridors Form-Based Code (FBC) for Macdonald Avenue, 23rd Street, and portions of San Pablo Avenue and the surrounding areas, facilitate and provide incentives for mixed-use housing over retail development and a variety of other housing types and products such as duplexes, triplexes, large apartment buildings, second dwelling units, courtyard housing, live-work units, condominiums, cooperative housing, single-room occupancy units (SROs), retirement/assisted living communities, and manufactured or modular housing. Potential incentives include financial assistance, fee deferrals, density bonuses, reduced parking requirements, and expedited review. The City will ensure that the FBC that is adopted will not result in the loss of capacity of sites identified to meet its Regional Housing Needs Allocation (RHNA) for the current planning period. When considering parking reductions, the City will develop parking demand models and review successful demand management programs in other jurisdictions to ensure supply efficiently meets demand.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Program H-1.4.2: ***Single-Room Occupancy Unit Inventory***

Develop an inventory of existing single-room occupancy units in Richmond. SROs provide an invaluable form of affordable housing for the homeless, lower-income, re-entry, individuals, seniors, and persons with disabilities with fixed or little income. Identify funding sources to provide financial assistance for the preservation of existing SROs.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Inventory by 12/31/16

Program H-1.4.3: ***Second Dwelling Unit Production***

Continue to facilitate the production of second dwelling units throughout Richmond's residential neighborhoods and amend the Second Dwelling Unit Ordinance to ensure compliance with State housing law.

Consider the following second dwelling unit initiatives:

- Reducing requirements such as minimum lot size, minimum open space requirements, and minimum parking requirements for second dwelling units;
- Developing a set of pre-approved architectural and building plans for detached second dwelling units for use on typical residential lots in Richmond;
- Developing handout materials to explain the benefits of second dwelling units, the City's application review process and requirements, and the average cost of developing a second dwelling unit in Richmond; and
- Granting development impact fee waivers for property owners who contractually agree to restrict their second dwelling unit for extremely low, very low, and low-income households.

Responsible Agency:	Planning and Building Services Department, Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Zoning ordinance amendments to comply with State housing law governing second dwelling units as part of comprehensive Zoning Ordinance Update in 2016.

Program H-1.4.4: ***Garage Conversions***

As part of the Richmond Livable Corridors Form-Based Code (FBC) for Macdonald Avenue, 23rd Street, and portions of San Pablo Avenue and the surrounding areas, consider reducing covered parking requirements and establishing design guidelines to facilitate appropriate garage conversions. Ensure that conversions do not deteriorate the architectural character of heritage homes in Richmond's heritage residential neighborhoods. When considering parking reductions, the City will develop parking demand models and review successful demand management programs in other jurisdictions to ensure supply efficiently meets demand.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Program H-1.4.5: ***Alternative Housing Types***

Identify alternative housing types, such as "Tiny Housing" and compact lot development, study approaches successfully implemented in other jurisdictions, and amend zoning regulations and development standards to accommodate these housing types consistent with the community's needs and the quality and character of existing neighborhoods.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Policy H-1.5: ***Reduction of Housing Production Constraints***

Implement measures to remove or reduce constraints to housing production in Richmond.

Program H-1.5.1: ***One-Stop Permit Center***

Continue to operate the City's One-Stop Permit Center and develop a customer survey to identify potential improvements that would enhance customer service. Potential One-Stop Permit Center improvements include:

- Establishing uniform customer service hours for all departments;
- Improving the Center's wayfinding signage to ensure customers are directed to the appropriate staff;
- Standardizing application forms and submittal checklists for all Center departments;
- Providing cross-training for all Center staff;
- Developing a larger suite of customer handout materials for all departments participating in the Center;
- Establishing a self-service information kiosk for customers; and
- Educating customers about the City's website and online e-TRAKiT permit and record tracking system.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Develop and administer survey by 12/31/1016.

Program H-1.5.2: ***Expanded Ministerial Approvals and Administrative Reviews***

As part of the comprehensive Zoning Ordinance update, consider expanding the types of residential projects eligible for ministerial approval and administrative review.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Program H-1.5.3: ***Housing Developer Interviews***

Conduct interviews with representatives from the residential development community to identify different methods to streamline the City's development review and permitting process and while continuing to ensure high-quality and well-designed development.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Continue to administer interviews as part of close out process.

Program H-1.5.4: ***Fees for Expedited Review***

Consider establishing expedited review fees for all residential development projects that provide housing for target needs.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Recommendations by 12/31/16

Policy H-1.6: ***Funding for Affordable Housing Development***

Identify and secure funding sources to assist with affordable housing development.

Program H-1.6.1: ***Low Moderate Income Housing Assets Fund***

Utilize resources in the City's Low and Moderate Income Housing Assets Fund (Low-Mod Fund) to continue providing affordable housing in Richmond. The Low-Mod Fund was established by the City of Richmond as Successor Agency to the former Redevelopment Agency to allow for the transfer of agency assets prior to the dissolution of redevelopment agencies in California. Assets in the Low-Mod Fund include real and personal property, bond proceeds, and rent payments. The City will identify and proactively seek new funding for low and moderate income housing assets, including social impact bond financing.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	Low-Mod Fund
Quantified Objective:	Not applicable

Program H-1.6.2: ***State and Federal Housing Funds***

Continue to aggressively compete for affordable housing funds provided by state and federal agencies such as HUD, U.S. Environmental Protection Agency (EPA), and the State HCD. Specifically target funding available for persons with special needs and disabilities.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-1.6.3: ***Shared Equity Program Study***

Study existing shared-equity programs in California and determine whether it is feasible to establish a shared-equity program in Richmond as a way of providing more affordable housing. Under a shared-equity program, the City would provide funding to assist families with home purchases. In return for its investment, the City would share the benefits of any appreciation in home price. The City's share of the home's appreciation could be returned to the City in the form of a cash payment that could be used to help another family with a home purchase. The City's share could also stay with the home, reducing the cost of that home for the next family.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	a) Study by 12/31/16 b) Recommendations by 12/31/17

Goal H-2: Better Neighborhoods and Quality of Life

Improve the quality of life for all residents and preserve and enhance Richmond's residential neighborhoods; specifically promote high quality living environments, address substandard conditions, preserve and modernize public housing, and conserve affordable housing at risk of converting to market rate.

Policy H-2.1: High-Quality Living Environments

Promote high-quality living environments by requiring exceptional architectural, urban, landscape, and sustainable building design and by focusing residential development in areas that are within walking and biking distance of jobs, shopping, schools, recreation, entertainment, public transportation, and other community amenities.

Program H-2.1.1: Development Impact Fees

Continue to require residential developers to pay all applicable development impact fees to ensure that existing public infrastructure, services, and amenities are maintained and upgraded to adequately meet the needs of a growing city.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-2.1.2: Design Guidelines for Quality Housing

As part of the Richmond Livable Corridors Form-Based Code (FBC) for Macdonald Avenue, 23rd Street, and portions of San Pablo Avenue and the surrounding areas, establish design guidelines and development standards to ensure that near and long-term development and capital improvement projects substantially improve the quality of life for Richmond residents.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Program H-2.1.3: Residential Design Guidelines for Additions to Heritage Homes

Reinforce and enhance the architectural character of Richmond residential neighborhoods by continuing to implement the City's Residential Design Guidelines for Additions to Heritage Homes. The Guidelines were developed in 2008 and they set forth massing type and architectural style standards for additions to homes built before 1940. The architectural styles covered by the Guidelines are the Richmond Spanish Revival, Richmond Bungalow, Richmond Tudor, and Richmond Minimal Traditional. Additions to homes with these architectural styles must meet the design guidelines to obtain city approval.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund and Comprehensive Planning Fee
Quantified Objective:	Not applicable

Program H-2.1.4: ***Front Yard Requirements***

As part of the comprehensive Zoning Ordinance update, establish minimum landscaping and maximum concrete coverage requirements. Many residents throughout Richmond have replaced a substantial portion of their front yards with impervious concrete surfaces because the current landscaping requirements are not stringent enough. Front yards with a high concrete-to-landscaping ratio are visually unappealing and cumulatively degrade environmental quality by increasing the amount of stormwater run-off pollution.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016.

Program H-2.1.5: ***Historic Structures Code***

Protect Richmond's historic resources and districts by continuing to implement the City's Historic Structures Code. The Code requires that exterior modifications and demolitions of historic resources be evaluated for consistency with the US Secretary of the Interior's Standards for the Treatment of Historic Properties. Amend the Code to streamline the review process. Ensure that demolitions do not result in a new source of neighborhood blight.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Recommendations by 12/31/2016

Policy H-2.2: ***Green Building Measures and Practices***

Promote the incorporation of green building measures and practices in new residential development projects and existing residential structures.

Program H-2.2.1: ***California Green Building Standards***

Continue to enforce the State of California's Green Building Standards (CALGreen Code), which is intended to reduce construction waste, make buildings more efficient in the use of materials and energy, and reduce environmental impacts during and after construction.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-2.2.2: ***Expansion of California Green Building Standards***

Study how other jurisdictions in California have expanded the scope and applicability of the CALGreen Code and consider recommending an ordinance based on this study's findings and input from the community and residential development community. As part of the study, consider establishing incentives such as fee deferrals, waivers and/or reductions and an expedited review process for projects meeting or exceeding CALGreen requirements.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement through the Richmond Livable Corridors Form-Based Code and as part of comprehensive Zoning Ordinance Update in 2016.

Program H-2.2.3: ***Energy Program Referrals and Funding***

Continue to refer property owners to third-party organizations that provide energy programs like PG&E's Low Income Energy Savings Assistance Program and Contra Costa County's Weatherization Program. Continue to seek funding for innovative City-sponsored programs like the Richmond Recovery Rebate for Energy Upgrade California, Richmond Recovery Rebate for Solar, and Green Energy Training Services (GETS).

Responsible Agency:	City Manager's Office
Timeframe:	Ongoing
Funding Sources:	General Fund, Grant funding
Quantified Objective:	Referrals upon request

Policy H-2.3: ***Preservation and Modernization of Public Housing***

Preserve and systematically modernize Richmond's public housing developments.

Program H-2.3.1: ***Conventional Public Housing Program***

Continue to successfully administer the City's Low Income Public Housing Program. Improve property management oversight for all public housing developments throughout Richmond and ensure an occupancy rate of no less than 98 percent. Continue to utilize the Capital Fund Program (CFP) to systematically modernize Richmond's public housing developments by enhancing their visual appearance and energy efficiency. Conduct a physical needs assessment for all public housing sites and establish a detailed capital improvement strategy as part of the assessment. Prioritize identified improvements as part of the Housing Authority's annual and five-year capital improvement plans.

Responsible Agency:	Richmond Housing Authority
Timeframe:	Ongoing
Funding Sources:	HUD Capital Fund Program, alternative sources
Quantified Objective:	Modernize remaining public housing units by 12/31/16

Policy H-2.4: ***Conservation of At-Risk Affordable Housing Units***

Facilitate the conservation of subsidized housing developments that are at risk of converting to market rate housing.

Program H-2.4.1: ***Monitoring Program for At-Risk Affordable Housing Units***

Establish a monitoring program for at-risk housing units in Richmond. As part of the monitoring program, check the conversion risk status on an annual basis and include the information as part of the Housing Element Annual Progress Report (APR).

Responsible Agency:	Housing and Community Development Department, Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	At-risk data in APRs

Program H-2.4.2: ***Assistance for At-Risk Affordable Housing Units***

Provide technical assistance to organizations interested in purchasing and maintaining subsidized affordable housing units should property owners express interest in converting them to market rate. Provide education and technical assistance to tenants of units being converted to market rate uses.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Policy H-2.5: ***Abatement of Foreclosures, Substandard Housing, and Blight***

Improve the physical, social, and economic health of neighborhoods by addressing foreclosures, substandard housing conditions, and neighborhood blight through an aggressive and balanced program of education, code enforcement, inspections, acquisition, and financial assistance.

Program H-2.5.1: ***Online Housing Resource Center***

Continue providing comprehensive information and guidance on the City's website for residents facing foreclosure and those seeking assistance in areas such as home purchases, housing beautification, rehabilitation and seismic retrofits, energy conservation improvements, and locating special needs housing. Identify staff in the Housing and Community Development Department who can provide information about the National Mortgage Settlement Act and the State of California's Foreclosure Reform and Homeowner's Bill of Rights laws (SB 1137 and AB 2314). Expand the Online Housing Resource Center to include information on tenant rights, as well as relevant state law and city ordinance and policies for property owners, landlords and property managers.

Responsible Agency:	Housing and Community Development Department, Planning and Building Services Department, Code Enforcement Division, City Manager's Office

Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Updated website and point of contact by 12/31/16

Program H-2.5.2: ***Housing Education Workshops and Outreach***

In partnership with community-based and non-profit organizations, hold a quarterly bilingual workshop to educate residents, landlords, and property owners and managers about various local housing issues and available resources. Together with community-based and non-profit organizations, seek funding for community outreach workers to reach homeowners and tenants at risk of losing their homes to foreclosure.

Responsible Agency:	Housing and Community Development Department, Planning and Building Services Department, Code Enforcement Division, City Manager's Office
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	One public workshop per quarter

Program H-2.5.3: ***Vacant Residential Property Ordinance***

Continue to improve code enforcement and promote the registration of vacant and/or underutilized properties under the recently adopted ordinance. Develop informational outreach materials for potential new registrants, and make available at the City and online.

Responsible Agency:	Code Enforcement
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Outreach materials by 12/31/2016

Program H-2.5.4: ***Code Enforcement for Residential Neighborhoods***

Continue to address foreclosures, substandard housing conditions, and neighborhood blight through aggressive code enforcement. Consider increasing current staffing levels to expand proactive code enforcement efforts in residential neighborhoods, especially in Central and North Richmond. Ensure that foreclosed properties are being properly maintained and fine lenders who do not address code enforcement issues promptly. As part of the Housing Element's Annual Progress Report (APR), include the total number of code enforcement cases opened for foreclosures, substandard housing conditions, and neighborhood blight.
Also include the total amount of fines collected for these types of cases in the APR.

Responsible Agency:	Code Enforcement
Timeframe:	Ongoing
Funding Sources:	General Fund, Code Enforcement Fines
Quantified Objective:	Code enforcement data in APRs

Program H-2.5.5: ***Residential Rental Inspection Program***

Continue to operate the City's Residential Rental Inspection Program (RRIP), which requires regular, periodic inspections for property owners of three or more residential rental units and continue to implement an inspections process for property owners of 1 or 2 rental units. The RRIP exempts units subsidized by the City of Richmond and federal or state government. Newly constructed units are also exempted, but only for a period of five years from the date of construction.

Responsible Agency: Planning and Building Services Department

Timeframe: Ongoing
Funding Sources: General Fund, Code Enforcement Fines
Quantified Objective: Not applicable

Program H-2.5.6: ***Soft-Story Building Inventory***

Continue to maintain the City's inventory of multi-story buildings with potential earthquake hazards and consider making it readily available to property owners and residents to raise awareness and encourage voluntary health and safety retrofits.

Responsible Agency: Planning and Building Services Department
Timeframe: Ongoing
Funding Sources: General Fund, Code Enforcement Fines
Quantified Objective: Not applicable

Program H-2.5.7: ***Soft-Story Building Ordinance***

Study soft-story building ordinances in California to learn about effective practices being used to incentivize the seismic retrofitting of hazardous multi-story buildings. Consider adopting a soft-story ordinance based on the study's findings and input from the community and landlords.

Responsible Agency: Code Enforcement
Timeframe: Ongoing
Funding Sources: General Fund, Code Enforcement Fines
Quantified Objective: a) Recommendations by 12/31/16
b) Draft Ordinance by 12/31/17

Program H-2.5.8: Home Improvement Loan Program

Continue providing the City's Home Improvement Loan Program (HILP) based on funding availability for the program. The HILP offers low interest loans to low-income homeowners for certain home improvement projects. The City will give special consideration to seniors and persons with disabilities. The maximum home improvement loan amount is currently $35,000 and interest rates range from zero to three percent over a 15-year term.

Responsible Agency: Housing and Community Development Department
Timeframe: Ongoing
Funding Sources: CDBG and State of California- CalHOME
Quantified Objective: Assistance commensurate with demand and funding

Program H-2.5.9: ***Mills Act Historical Property Contracts***

Begin utilizing Mills Act contract agreements to allow qualifying property owners to receive a potential property tax reduction and use the savings to assist with the rehabilitation, restoration, and maintenance of residential buildings designated as historic resources. Include annual Mills Act contract activity as part of the Housing Element's Annual Progress Report (APR).

Responsible Agency:	Planning and Building Services
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Data in APRs

Program H-2.5.10: ***Sanitary Sewer Lateral Grant Program***

Continue providing the City's Sewer Lateral Grant Program to help residents repair or replace private sewer mains and laterals. Under the Program, the City reimburses residents with up to 50 percent of the project costs, or $3,000, whichever is less.

Responsible Agency:	Engineering and Wastewater
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Full utilization of program's annual budget allocation

Program H-2.5.11: ***Rental Rehabilitation Loan Program***

Continue providing the City's Rental Rehabilitation Loan Program (RRLP) based on funding availability for the program. The RRLP provides landlords with no-interest loans to upgrade substandard rental housing units for low-income tenants. The program requires landlords to provide a 50 percent match in funds. No minimum monthly payment is required, but program loans must be paid in full within ten years.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	CDBG and State of California- CalHOME
Quantified Objective:	Assistance commensurate with demand and funding

Program H-2.5.12: ***Richmond Housing Rehabilitation Loan Program***

Identify, acquire, rehabilitate and sell dilapidated, abandoned, vacant and foreclosed housing stock to stabilize neighborhoods and create clean, safe and decent housing and provide opportunities for first time homebuyers. Program objectives will be met by creating Social Impact Bond Financing that will recycle funding to maximize the number of housing units that will be rehabilitated. The program will also provide opportunities for local hiring and will implement Richmond Build personnel.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	Social Impact Bond Financing
Quantified Objective:	Assistance commensurate with demand and funding

Program H-2.5.13: ***Emergency Loan Program***

Continue providing the City's Emergency Loan Program based on funding availability for the program. The Emergency Loan Program offers low interest loans to homeowners with poor credit and in need of emergency home repairs. The maximum loan amount is $15,000 and interest rates range from zero to three percent. As part of the program, borrowers are required to obtain credit counseling services.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	CDBG and State of California- CalHOME
Quantified Objective:	Assistance commensurate with demand and funding

Program H-2.5.14: ***Richmond Effort to Abate Lead (Project Real)***

Continue to provide the City's Project Real Program based on funding availability for the program. Project REAL offers free in-home lead paint testing and remediation services to low-income families living in Richmond's Iron Triangle, Santa Fe, and North Richmond neighborhoods. To be eligible for the program, homes must have been constructed before 1978 and at least one child under the age of six must live in or visit the home frequently. The program also offers free blood lead testing for children under the age of six.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	CDBG and State of California, CalHOME
Quantified Objective:	Assistance commensurate with demand and funding

Program H-2.5.15: ***Foreclosure Loan Fund***

Seek funding for foreclosure loan fund program which would allow residents to buy their homes back as a way of saving their homes from foreclosure. Study the City of Oakland and Community Housing Development Corporation's programs as potential models.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	Outside finding sources, as available
Quantified Objective:	Not applicable

Policy H-2.6: ***Toxic and Contaminated Sites***

Continue to work with the appropriate local, state, and federal agencies to promote the clean-up and reuse of contaminated sites to protect human and environmental health.

Program H-2.6.1: ***Site Remediation***

Require property owners to comply with state and federal requirements for site remediation as a condition for approving redevelopment on contaminated sites. In collaboration with other government agencies, utilize the Department of Toxic Substance Control (DTSC) Cortesie List to prioritize the remediation of city and non-city-owned property to protect human and environmental health. Seek state and federal funds to implement the necessary level of clean-up.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Policy H-2.7: ***Balanced Neighborhoods***

Encourage a balance of housing incomes within neighborhoods to ensure a healthy mix of affordable and market rate housing and to de-concentrate poverty.

Program H-2.7.1: ***Higher Density Residential Land***

Ensure sufficient higher density residential land feasible for affordable housing development is available throughout the City. The City will consider local parking demand in areas with potential for higher density residential and mixed-use development, and develop parking demand management measures to ensure the efficient use of land for parking.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Implement as part of comprehensive Zoning Ordinance Update in 2016

Program H-2.7.2: ***Balanced Housing Development***

Work with nonprofit and for profit housing developers to encourage mixed-income housing developments.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Goal H-3: Expanded Housing Opportunities for Special Needs Groups

Promote the expansion of housing opportunities for all special needs groups, including seniors, persons with disabilities, single-parent households, first-time homebuyers, large families, former prison inmates reentering the workforce, and homeless individuals and families.

Policy H-3.1: Senior Housing Development

Actively seek to expand the development of affordable housing for extremely low, very low, low and moderate-income seniors.

Program H-3.1.1: Senior Housing Incentives

Provide incentives for senior housing developments that provide a percentage of their total units at rents or prices affordable to extremely low, very low, low and moderate-income seniors. Potential incentives include financial assistance, density bonuses, increased height limits, reduced parking requirements, development fee waivers or deferrals, and expedited review.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Incentives by 12/31/16

Program H-3.1.2: List of Senior Housing in Richmond

Develop and maintain a comprehensive list of senior housing projects in Richmond and make it readily available to residents through the Online Housing Resource Center.

Responsible Agency:	Housing and Community Development Department, Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	List available on City website by 12/31/16

Policy H-3.2: Accessible Housing Opportunities

Actively seek to expand housing opportunities for persons with disabilities in new and existing single-family and multifamily developments.

Program H-3.2.1: Accessible Housing Incentives

Provide incentives for residential developments that make 15 percent or more of their total units accessible to persons with disabilities. Potential incentives include financial assistance, density bonuses, increased height limits, reduced parking requirements, development impact fee waivers or deferrals, and expedited review.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Incentives by 12/31/16

Program H-3.2.2: ***Enforcement of ADA Requirements***

Continue to enforce State accessibility and adaptability standards.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-3.2.3: ***Reasonable Accommodation Ordinance***

Develop a reasonable accommodation ordinance using the State HCD Model Ordinance for Providing Reasonable Accommodation under Federal and State Fair Housing Laws. Having a codified standard procedure for reasonable accommodation requests will facilitate uniform and timely reviews.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Develop Ordinance in coordination with the comprehensive Zoning Ordinance Update in 2016

Policy H-3.3: ***Child Daycare***

Actively seek to expand child daycare opportunities to assist single-parent and dual-income households, especially those who are extremely low, very low, low, and moderate income.

Program H-3.3.1: ***On-Site Child Daycare Services***

Identify potential incentives for development projects that make a commitment to provide on-site child daycare services for residents and employees.

Responsible Agency:	Planning and Building Services Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Recommendations by 12/31/16. Consider incentives as part of Zoning Ordinance Update in 2016

Program H-3.3.2: ***List of Child Daycare Services in Richmond***

Develop and maintain a comprehensive list of childcare services that are available in Richmond and make it readily available through the Online Housing Resource Center.

Responsible Agency:	Housing and Community Development Department, Business Licensing Division
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	List and link to resources on City website by 12/31/16

Policy H-3.4: ***First-Time Homebuyer Opportunities***

Actively seek to expand housing opportunities for extremely low, very low, low and moderate-income first-time homebuyers.

Program H-3.4.1: ***Mortgage Credit Certificate Tax Credit Program***

Support and participate in the Mortgage Credit Certificate (MCC) Tax Credit Program administered by the Contra Costa County Department of Conservation and Development and make program information readily available through the Online Housing Resource Center. Also provide information about first-time homebuyer programs administered by local nonprofits such as Community Housing Development Corporation (CHDC).

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Policy H-3.5: ***Large-Family Housing***

Actively seek to expand housing opportunities for large families that are extremely low, very low, low, and moderate income.

Program H-3.5.1: ***Large-Family Housing Incentives***

Provide incentives for extremely low, very low, low, and moderate-income residential developments that include units with four or more bedrooms. Potential incentives include financial assistance, density bonuses, development impact fee waivers or deferrals, and expedited review.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Develop incentives in coordination with Zoning Ordinance Update in 2016

Policy H-3.6: ***Emergency, Transitional, and Supportive Housing***

Actively seek to expand emergency, transitional, and supportive housing to address homelessness in Richmond.

Program H-3.6.1: ***Homelessness Coordination Efforts***

Participate in the Contra Costa HOME Consortium and the Contra Costa Interagency Council on Homelessness (CCICH) to identify and respond to the needs of homeless individuals and families in Richmond and surrounding communities. Prioritize implementation of the strategies and actions identified in the Consortium's Consolidated Plan and the CCICH 10-Year Homeless Plan. Actively support education and outreach services for homeless persons.

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-3.6.2: ***Funding for Emergency, Transitional, and Supportive Housing***

Support nonprofit organizations seeking funding sources for the establishment and operation of emergency, transitional, and supportive housing. Continue working with GRIP and the Bay Area Rescue Mission to provide shelter and services for the homeless. Proactively seek and help secure financing that is periodically available under federal programs such as the Emergency Housing and Assistance Program (EHAP) and the Emergency Shelter Grant Program (ESG).

Responsible Agency:	Housing and Community Development Department
Timeframe:	Ongoing
Funding Sources:	Emergency Housing and Assistance Program (EHAP), Emergency Shelter Grant Program (ESG)
Quantified Objective:	Engage organizations by 12/31/16

Goal H-4: Equal Housing Access for All

Strive to achieve equal housing access for all people regardless of race, religion, gender, marital status, age, ancestry, national origin, color, sexual orientation, familial status, source of income, or disability.

Policy H-4.1: ***Rent Subsidies for Affordable Housing***

Provide rent subsidies that assist extremely low and very low-income families, seniors, and persons with disabilities to afford decent, safe, and sanitary housing in the private market.

Program H-4.1.1: ***Housing Choice Voucher Program***

Continue to administer the City's Section 8 Housing Choice Voucher Program and maximize the program's utilization. Continue monitoring key program performance indicators such as attrition rates, fail-to-lease ratios, and waitlist size. Continue to work with local affordable housing developers to provide project-based vouchers. Respond to any future Notices of Funding Availability (NOFA) and apply for more vouchers. Provide program information as part of the Online Housing Resource Center.

Responsible Agency:	Richmond Housing Authority
Timeframe:	Ongoing
Funding Sources:	HUD, Annual Contributions Contracts
Quantified Objective:	a) 10,500 unit inspections by 12/31/16
	b) 10,500 tenant eligibility re-examinations by 12/31/16
	c) Timely NOFA responses

Policy H-4.2: ***Tenant Protections***

Explore reasonable and enforceable regulations that protect tenants from evictions and exorbitant rent increases and refer residents with issues such as foreclosures, landlord-tenant disputes, and unlawful evictions, and housing discrimination to counseling services.

Program H-4.2.1: ***Enforcement of Just Cause for Eviction Ordinance***

Continue to enforce Richmond's Just Cause for Eviction Ordinance pertaining to rental units in foreclosed properties. The Ordinance was adopted in 2009 and provides protections for tenants in good standing from being evicted in the event of transfer of title or foreclosure. The City will provide information to residents and property owners and managers on the current ordinance as well as future changes.

Responsible Agency:	Housing and Community Development Department, City Manager's Office, City Attorney's Office
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Not applicable

Program H-4.2.2: ***Expansion of Just Cause for Eviction Ordinance***

Continue to analyze the effectiveness of the City's existing just cause for eviction ordinance applying to tenants in foreclosed properties. Study other just cause for eviction ordinances in California and evaluate whether to expand the City's ordinance so that it applies to all rental properties. The study should examine cities with both just cause for eviction protections and rent control ordinances and cities with just cause for eviction protections and no rent control ordinance. Draft and implement a new Just Cause for Eviction Ordinance Amendment that reflects the best practices and input from the Community.

Responsible Agency:	Housing and Community Development Department, City Manager's Office, City Attorney's Office
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Recommendations and draft Ordinance amendment by 5/31/2015

Program H-4.2.3: ***Rent Control Ordinance Study***

Study rent control ordinances in California, evaluate their effectiveness, and identify opportunities and tradeoffs to establishing rent control in Richmond. As part of the study, identify potential funding sources for rent control/review board, review administration and legal requirements, and identify the necessary steps for timely implementation. Consider whether to recommend an ordinance based on this study's findings and extensive input from the community and rental property owners.

Responsible Agency:	Housing and Community Development Department, City Manager's Office, City Attorney's Office
Timeframe:	On-going
Funding Sources:	General Fund
Quantified Objective:	Study and recommendations by 10/31/2015

Program H-4.2.4: ***Counseling Service Referrals for Foreclosures, Landlord-Tenant Disputes, Unlawful Evictions, and Housing Discrimination***

Continue to refer homeowners, tenants, and landlords to third-party organizations such as Bay Area Legal Aid, Community Housing and Development Corporation of North Richmond, and 211 Bay Area for assistance with issues such as foreclosures, landlord-tenant disputes, unlawful evictions, and housing discrimination. Provide referral information as part of the Online Housing Resource Center.

Responsible Agency:	Housing and Community Development Department, City Manager's Office, City Attorney's Office
Timeframe:	On-going
Funding Sources:	General Fund, CDBG
Quantified Objective:	Referrals upon request

Policy H-4.3: ***Discrimination Prevention***

Identify, monitor and prevent discriminatory housing practices.

Program H-4.3.1: ***Housing Access and Discrimination Study***

Study of housing access in the City to determine if any discrimination is occurring and ensure equal housing access for all groups. Develop a protocol to eliminate instances of discrimination where discovered, and coordinate with local organizations and representatives providing support to groups receiving unfair treatment in the pursuit of suitable housing. Use the study to develop ongoing monitoring practices to prevent future instances of housing discrimination.

Responsible Agency:	Housing and Community Development Department, City Manager's Office, City Attorney's Office
Timeframe:	Ongoing
Funding Sources:	General Fund
Quantified Objective:	Study by 12/31/16