



**Housing and Revitalization
Department**

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To: Council Member Gabriela Santiago-Romero
From: Julie Schneider, Director, Housing & Revitalization Department
Date: March 23, 2023
Re: Responses to Council Member Santiago-Romero HRD FY23-24 Budget Questions

Please find below responses to your questions sent on March 20, 2023, regarding the proposed Fiscal Year 2024 Proposed Budget for the Housing & Revitalization Department.

Last year during the budget process, \$190,000 was allocated to the Department for the Office of Immigrant Affairs. \$100,000 of the funds was to produce a strategic plan for the office and the remaining \$90,000 was to hire an additional staff member. It was mentioned during this year's presentation that a strategic plan vendor would be identified in the Spring.

- 1. Please provide an update on the use of the allocated funds. Have the funds been spent and/or encumbered for future use?**

The funds are under requisition both for the position and strategic plan. The position was filled in November of 2022. The action plan is expected to be under contract in April of 2023. The funds for the strategic plan are not expected to be entirely expended by July 2023.

- 2. Please provide the Department's timeline for the strategic plan.**

OCP listed the RFP available online on February 3, 2023. Five proposals were received on 3/13/23. The evaluation committee is in the process of reviewing responses. A contract is expected to come before Council for consideration in April 2023. The vendor will start work in May. The strategic plan will be completed by late 2023 to early 2024.

- 3. Please provide an update on the hiring of an additional staff member for the office.**

Shaffwan Ahmed, Project Manager, was brought on board as the additional staff to the Office of Immigrant Affairs on November 28, 2022.