

**ATTACHMENT A:**  
**Updated Workplan for Community Opportunity to Purchase Program**

<b>Community Opportunity to Purchase Workplan</b>		
<b>Phase</b>	<b>Description</b>	<b>Timeline</b>
<b>Program Development</b>	Research COPA results and management in comparable cities	Completed
	Meet with counterparts in comparable cities and assess best practices and processes	
	Work with City Attorney’s Office to identify legal issues and approve proposed parameters	
	Compile data to determine program parameters (applicability, terms, process, timelines, qualification of purchasers, City staffing needs) & market research	Completed
	Hold RFP and hire community engagement consultant for Anti-Displacement Working Group; focus Technical Team first on COPA	
<b>Community Outreach &amp; Policy Feedback</b>	Meet with specialized stakeholders (property owners, realtors, brokers, lenders, other experts)	Q2 to Q4 2021
	Meet with potential qualified nonprofit developers	
	Prepare analysis of long-term funding need and possible sources for financing acquisition & rehabilitation/permanent	
	Hold Working Group meetings – Technical Advisory Committee and broader Stakeholder Advisory Committee (ongoing)	
	Create first draft of program and supporting materials incorporating community feedback and study findings	
	Hold stakeholder public review period and feedback	
<b>Program Finalization &amp; Approvals</b>	Make refinements based on first public review period	Q4 2021 to Q1 2022
	Hold meetings with key stakeholders on refinements	
	Present to Housing & Community Development Commission	
	Present to Community & Economic Development Committee	
	Program revisions based on Commission/Committee comments	
	Consult with stakeholders and community	
	Post final Council memo with draft program parameters for public review	
	City Council approves program & directs staff to return with ordinance	Q1 2022
	City Council approves ordinance	Q2 2022
	<b>Program Implementation</b>	Begin 12-month notice period before implementation
Create draft regulations and guidance – get public feedback		
Conduct webinars for the public (multiple languages)		
Hold co-hosted educational meetings for property owners		Q2 2023
Begin program implementation (after notice period)		
Info memo on progress to the City Council 6 months after start		

	Continue outreach and education to community	2023-24
	Assess Program performance in report to City Council after 1 year	Q2 2023