

EXHIBIT “A”

SCOPE OF SERVICES

Task 1: Assessment

Task 1.A Evaluation of 2021 Housing Element

LWC will review the City’s current Housing Element and its programs, as well as Annual Housing Element Progress Reports. This review will include:

- An assessment of the City’s progress in meeting its existing Housing Element and RHNA goals
- A summary of the effectiveness of the programs and policies
- A comparison between projected goals with actual accomplishments
- A summary of how these results are important to the revision of the Housing Element
- An evaluation of the compliance of the existing Housing Element with current State housing law and applicable statutes

Task 1.B Type of Housing Allocation (RHNA Target Review)

Working with data generated from SCAG, LWC will prepare a summary memorandum for the City to provide to elected and appointed officials describing the SCAG RHNA methodology and providing information regarding Coachella’s allocation.

Task 1.C Analysis of Designated Disadvantaged Communities

In accordance to SB 244, LWC will identify relevant Disadvantaged Unincorporated Communities (DUCs) within or contiguous to the City’s sphere of influence and determine how Coachella is planning for infrastructure or public service needs deficiencies of the identified DUCs. Any deficiencies constraining housing production will be identified.

Task 1.D Document Review

LWC will review relevant documents to gain insight and understanding of local conditions and the City’s housing progress and priorities. These documents include but are not limited to the 2013 Housing Element Update, 2013 Housing Conditions and Vacant Land Survey, HCD communications, General Plan, Zoning and Subdivision Ordinances, and all housing programs/policies.

Deliverables

- *Evaluation of 2021 Housing Element, to be incorporated into the draft Housing Element*
- *RHNA Review Memo (PDF, Word)*
- *Designated Disadvantaged Communities Analysis*

Task 2: Housing Element Preparation

Task 2.A Housing Needs Assessment

In accordance with Government Code 65583(a), LWC will utilize available U.S. Census data, CA Department of Finance, and City data to analyze and update key population, housing, and employment characteristics to identify the City's specific housing needs and evaluate its housing conditions using State-approved criteria. LWC will establish the nature and extent of housing needs for Coachella including existing and projected housing needs and the housing needs of special groups. This will include an identification of the City's share of RHNA targets by housing type.

Key data characteristics include:

- Demographics (e.g. age, race/ethnicity, employment projections)
- Household type/size, age and income (by race and ethnicity)
- Housing stock characteristics (e.g. type, vacancy, age/condition, and cost/affordability)
- Assessment of overcrowding and cost burden
- Special Needs (e.g. large households, persons with disabilities)

Task 2.B Housing Needs Assessment

In accordance with Government Code 65583.2, LWC will prepare an inventory of land suitable for residential development within the planning period, including vacant sites and sites having the potential for redevelopment. LWC will leverage previous work prepared by the City, such as the vacant land inventory sites from the existing Housing Element. LWC will work closely with staff to develop a parcel-level inventory of sites with near-term residential development potential at appropriate densities. The assessment will also include an analysis of the availability of infrastructure for sites included in the inventory. This task assumes the City has adequate parcel-level GIS data (including APN, existing use, zoning, lot size, and assessor's data) available.

Task 2.C Sites Inventory

In accordance with Government Code 65583(a), LWC will conduct a constraints analysis. This analysis will differentiate between governmental constraints (such as land use, zoning, height, setbacks, and impact fees), non-governmental constraints (such as mortgage lending availability), and environmental constraints to inform decision makers on the most effective and appropriate policies to reduce constraints and facilitate housing production.

Task 2.D Housing Constraints Assessment

In accordance with Government Code 65583(a), LWC will identify housing resources, including programmatic, financial, and physical development opportunities. The analysis will include a review of funding sources for housing development and improvement, regulatory incentives for affordable housing, and opportunities for energy conservation.

Task 2.E Housing Resources Assessment

In accordance with Government Code 65583(b) and (c), LWC will build on the existing Housing Element, public consensus, and the technical analyses performed in Tasks 2.A. to 2.D. to produce an implementation plan that outlines policies and programs that will satisfy the housing goals of the City during the planning period. This plan provides appropriate and feasible steps the City is already taking or will undertake to accommodate its housing need.

Deliverables (to be incorporated into the draft Housing Element in Task 3.A)

- *Housing Needs Assessment*
- *Inventory of Suitable Residential Sites*
- *Housing Constraints Assessment*
- *Housing Resource Assessment*
- *Implementation Plan (Housing Goals and Policies)*

Task 3: Prepare and Finalize Housing Element

Task 3.A Administrative Draft Housing Element

LWC will prepare an Administrative Draft Housing Element in compliance with all applicable State and federal laws, including all supporting documents, by June 2021. LWC assumes City staff will submit a single set of non-conflicting comments for incorporation into the Public Review Draft Housing Element.

Task 3.B Public Review Draft Housing Element

LWC will revise the Administrative Draft Housing Element to incorporate comments from City staff and prepare a Public Review Draft for City staff distribution to HCD, the City Council, the Planning Commission, and the general public by October 2021. LWC assumes City staff will submit a single set of non-conflicting comments for incorporation into the Final Housing Element.

Task 3.C Prepare Final Documents

LWC will revise the Public Review Draft in response to feedback from HCD, the City Council, the Planning Commission, City staff, and the general public and will prepare a Final Housing Element to present to the Planning Commission and City Council for adoption by January 2022. LWC will make any revisions following adoption and submit the Housing Element to HCD for certification.

Task 3.D Coordination with HCD

LWC will assist the City in achieving State certification of the Housing Element after adoption by City Council. LWC will work closely with HCD and the City to ensure that the City meets State requirements and will recommend modifications to the adopted Housing Element, if required, to obtain certification. LWC will communicate with HCD throughout the project and during the review and approval period, ensuring thorough review and appropriate response to comments.

Deliverables:

- *Administrative Draft (One (1) reproducible copy, PDF, Word)*
- *Public Review Draft (One (1) reproducible copy, PDF, Word)*
- *Final Draft Housing Element (Thirty (30) reproducible copies, PDF, Word)*
- *Final Certified Housing Element (PDF, Word)*
- *Coordination and communication with HCD, including review meetings*

Task 4: Project Management and Coordination

Task 4.A Kick-Off Meeting

LWC will prepare for and attend one kick-off meeting with City staff. The meeting will be online via video or teleconference. Meeting objectives include establishing project goals and objectives, clarifying RHNA, SCAG, and HCD processes and requirements, refining the scope and clarifying the roles and responsibilities of all parties involved, identifying major milestones and dates for intermediate deliverables, and establishing communication expectations and coordinate procedures.

Task 4.B Data Collection

LWC will identify and gather key information, reports, maps, and databases, as well as submit a data request to the City for relevant material that has not been previously compiled.

Task 4.C Project Management

LWC will maintain a close working relationship with the City, through open and frequent email, phone, and videoconference communication. LWC will schedule regular conference calls with City staff to provide progress updates, gather feedback, and assure the work is accomplished in an effective and timely manner.

Deliverables

- *List of data needs*
- *Meeting agendas and summary notes with follow-up items*
- *Refined project schedule documenting key milestones and deliverables for the project*

Task 5: Meetings

Task 5.A Community Presentations and Meetings

LWC will lead two (2) public workshops during the development and review of the Housing Element. These events will be held as webinars with presentation material prepared by LWC. City Staff is anticipated to prepare meeting notifications and participate in the meetings to help address community questions. Prior to the meetings, LWC will work with the City to develop an outreach strategy to clarify timing and objectives of the outreach efforts.

Task 5.B Meetings with Planning Commission and City Council

Prior to the adoption of the final Housing Element, LWC will participate in public hearings with both the Planning Commission and City Council to present findings and respond to questions and incorporate recommendations as appropriate. LWC will provide all materials and graphics for these hearings.

Meetings

- *One (1) study session with the Planning Commission and City Council*
- *One (1) public hearing with the Planning Commission*
- *One (1) public hearing with the City Council*

Deliverables

- *Meeting agendas, summaries, and presentations for community engagement meetings*
- *Meeting presentation materials for Planning Commission and City Council meetings*

EXHIBIT "B"

SCHEDULE OF SERVICES

