

February 13, 2023

Gabriel Perez
Development Services Director
City of Coachella
53990 Enterprise Way
Coachella, CA 92236

RE: Lisa Wise Consulting, Inc (LWC) 6th Cycle Housing Element Update Draft Revision Proposal

Dear Mr. Perez,

Based on the City's request for additional assistance in revising the current draft of the 6th Cycle Housing Element Update (HEU) in response to feedback from the Department of Housing & Community Development (HCD), LWC is pleased to provide this proposal.

Scope of Services

Feedback from HCD on December 9, 2022 requested revisions to the draft 6th Cycle HEU which focused on four areas of statutory compliance:

1. **Affirmatively Furthering Fair Housing** (Gov. Code, §65583, subd. (c)(5) and (c)(10)(A))
2. **Sites Inventory Analysis** (Gov. Code, § 65583, subd. (a)(3) and (c)(1))
3. **Provisions for a Variety of Housing** (Gov. Code, § 65583, subd. (c)(2))
4. **Quantified Objectives** (Gov. Code, § 65583, subd. (b)(1) and (2))

Adequately responding to HCD revision requests will at minimum require edits to the following sections of the September 2022 Revised Public Review Draft 6th Cycle HEU:

1. **HEU Main Body**, Section IV (Housing Plan)
2. **Appendix B** (Sites Inventory & Methodology)
3. **Appendix C** (Housing Constraints)
4. **Appendix F** (Affirmatively Forwarding Fair Housing)

Given the City's indication that staff have capacity to address analyzing the suitability and capacity of M-S zone sites for emergency shelters and farmworker housing support (and are open to other tasks as appropriate), LWC is best suited to assist on revisions to **Appendices B and F**, with minor revision to the **Main Body and Appendix C** as-needed to ensure the HEU is internally consistent. The following table provides a summary of HCD's feedback and LWC's recommendations for City or LWC responsibility.

HCD Compliance Area	Topic	Relevant HEU Section	Responsibility
1. Affirmatively Forwarding Fair Housing (AFFH)	Outreach and Enforcement	Appendix F	City
	Racial/Ethnic Areas of Concentration of Poverty (R/ECAP)	Appendix F	LWC (City assist)
	Disparities in Access to Opportunity	Appendix F	LWC (City assist)
	Disproportionate Housing Needs	Appendix A, Appendix F	City/LWC
	Local Data and Knowledge	Appendix F	City
	Other Relevant Factors	Appendix F	City
	Identified Sites and AFFH	Appendix F	LWC
	Contributing Factors to Fair Housing Issues	Appendix F	City/LWC
	Programs	Main Body, Appendix F	City/LWC
2. Sites Inventory	Realistic Capacity	Main Body, Appendix B	LWC
	Infrastructure	Appendix C	City
	Zoning for a Variety of Housing Types (Emergency Shelters)	Main Body, Appendix C	City
	Sites Inventory Electronic Form	Main Body	LWC
	Programs: Shortfall of Sites, Program 5.8 (Group Homes)	Main Body	LWC
3. Provision for a Variety of Housing	Program 1.10 (Farmworker Housing Support)	Main Body	City
4. Quantified Objectives	Housing Conservation	Main Body	City

In addition to the above identified tasks, LWC will:

- Attend two conference calls with City staff to discuss draft deliverables and questions;
- Attend two conference calls with HCD to discuss 12/9/22 letter and proposed changes;
- Prepare a Response to Comment Matrix documenting LWC responses to HCD comments; and
- Renew license through April 2024 and update the project website with the updated draft (compiled by the City or LWC, see below)

LWC proposes the following optional tasks:

- Compile a Hearing Draft of the 6th Cycle HEU with City and LWC edits (redline and clean copy);
- Attend two virtual adoption hearings; and
- Prepare an Electronic Site Inventory Form following City Council adoption.

Additional revisions or subsequent HCD review cycles is not included in this amendment.

Timeline

LWC will complete one round of edits for City staff to review within five weeks of contract execution, or sooner if possible. LWC will complete revisions for the adoption draft within three weeks of reconciling City comments on LWC-led components.

Budget

The cost estimate for this scope of services is as follows:

City of Coachella 6th Cycle Housing Element Update Draft Revision		Project Total	
		Hours	Cost
1	Affirmatively Furthering Fair Housing	81	\$ 15,270
	<i>a. R/ECAPs</i>	24	\$ 4,650
	<i>b. Access to Opportunity</i>	19	\$ 3,550
	<i>c. Housing Needs</i>	14	\$ 2,750
	<i>d. AFFH Sites</i>	16	\$ 3,100
	<i>e. Contributing Factors</i>	4	\$ 850
	<i>f. Programs</i>	4	\$ 850
2	Sites Inventory	23	\$ 4,350
	<i>a. Realistic capacity</i>	17	\$ 4,250
	<i>b. Emergency shelters (program only)</i>	2	\$ 500
	<i>c. Programs</i>	4	\$ 1,000
3	City Staff Meetings (2)	11	\$ 2,165
4	HCD Meetings (2) and Response Matrix	16	\$ 2,940
5	Website Maintenance	12	\$ 2,320
	TOTAL	143	\$ 27,045
	Optional Tasks		
A	Compile Hearing Draft (redline and clean copy)	16	\$ 2,940
B	Adoption Hearings (2)	52	\$ 10,580
C	Electronic Site Inventory Form	24	\$ 4,260
	TOTAL w/ optional tasks	235	\$ 44,825

Assumptions

This proposal is based on the assumptions that City will provide edits on draft materials as a single set of non-conflicting and actionable comments. The City's comments will include input from other staff and departments as determined City staff. The City will revise the adopted draft as directed by the City Council, submit the adopted and revised HEU to HCD (subject to required public noticing periods), and be responsible for any subsequent action or revisions if directed by HCD. LWC is available to perform additional tasks at the City's discretion and on the written approval of both parties.

Also note, the proposal acknowledges laws and statutes enacted at the time of its writing. The parties will agree on amendments to the scope of services that become necessary if any changes occur to applicable rulings and create obligations that were unexpected at the time of the execution of this proposal.

We appreciate your consideration of this matter and remain available to discuss the proposal in more detail.