

**WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
REGIONAL EARLY ACTION PLANNING ('REAP') LOCAL STAFF ASSISTANCE
PROGRAM AGREEMENT**

1. Parties and Date.

This Agreement is made and entered into this 1st day of March, 2022, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG") and the City of Riverside, a California charter city and municipal corporation, and a member jurisdiction of WRCOG ("Member Agency"). WRCOG and Member Agency are sometimes individually referred to as "Party" and collectively as "Parties."

2. Recitals.

2.1 WRCOG.

WRCOG, as a local Council of Governments, has obtained grant funds from the State of California' Housing Activities Assistance program. The Housing Activities Assistance program provides COG jurisdictions with housing-related support through a list of eligible activities. WRCOG has retained specialized consultants to provide jurisdiction support and will administer the consultant contracts.

WRCOG is administering the Regional Early Action Planning ('REAP') Local Staff Assistance Program, as made possible through WRCOG's REAP GRANT (the "Program"), in order to provide member agencies certain on-call professional services as provided by WRCOG via its chosen consultant. The available services are set forth as the eligible activities in the WRCOG REAP Jurisdiction Request Form, attached hereto and incorporated herein as Exhibit A.

2.2 Member Agency.

The Member Agency desires to participate the Program, in order to receive certain on-call professional services as provided by WRCOG via its chosen consultant pursuant to the terms and conditions set forth in this Agreement.

3. Terms.

For mutual consideration between the Parties, the receipt and sufficiency of which is hereby acknowledged, including assisting each other in their respective duties, the Parties agree as follow.

3.1 Term and Scope of Services.

3.1.1 Term. The term of this Agreement shall be from March 1, 2022 to June 30, 2023, unless earlier terminated as provided herein.

3.1.2 Services. The scope of services is set forth as the eligible activities in the WRCOG REAP Jurisdiction Request Form ("Exhibit A").

No employment relationship is created between the Member Agency and WRCOG, or its Consultant. In no way is the Consultant an employees of the Member Agency, and in no way shall a Consultant be deemed to have any employment with the Member Agency.

3.1.3 Task Orders. The Member Agency shall request professional services, from the list of eligible activities, by submitting a task order to WRCOG ("Task Order"). The Task Order ("Exhibit B") shall include a description of the Services requested, the Services to be provided, the requested schedule for the Services, the Consultant assigned to perform the Services ("the Consultant"), the expected product and the maximum budget for the Services provided under that Task Order. The maximum cost of Consultant's work provided to the Member Agency shall not exceed the maximum budget set forth in the Task Order without the written approval from WRCOG.

3.1.4 Compensation. No compensation from Member Agency is due for the Services provided pursuant to this Agreement.

3.2 Insurance.

WRCOG shall require the Consultant to procure and maintain, at its own expense, for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors, including but not limited to Worker's Compensation Insurance. Consultant shall require its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall give both WRCOG and the Member Agency insured status.

3.3 General Provisions.

3.3.1 Termination of Agreement. WRCOG or the Member Agency may terminate the whole or any part of this Agreement at any time and without cause by giving written notice of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

3.3.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Member Agency: City of Riverside
3900 Main Street
Riverside, CA 92522
Attn: City Manager
Phone: 951-826-5470

WRCOG: Western Riverside Council of Governments
3390 University Ave., Suite 200
Riverside, CA 9501
Attn: Kurt Wilson
Phone: 951-405-6701

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.3.3 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.3.4 Attorney's Fees. Each Party agrees to bear its own attorney's fees for any dispute arising out of this action, except as otherwise provided for by law.

3.3.5 Indemnification. WRCOG's agreement with the Consultant shall require the Consultant to defend, indemnify and hold the Member Agency, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to the Services provided by the Consultant under the Program.

3.3.6 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

3.3.7 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

3.3.8 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.3.9 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.3.10 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of WRCOG. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.3.11 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to the Member Agency include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to WRCOG include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.3.12 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.3.13 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.3.14 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.3.15 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.3.16 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.3.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE
TO
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AGREEMENT FOR ON-CALL PLANNING SERVICES**

IN WITNESS WHEREOF, the Parties hereby have made and executed this Agreement as of the date first written above.

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

City of Riverside

By: 
559AA08D610442A...
Kurt Wilson
Executive Director

By: Michael D. Moore
Michael D. Moore (Jul 18, 2022 16:05 PDT)
Michael D. Moore
Interim City Manager

APPROVED AS TO FORM:

By: 
E54DE3F1B3634C0...
General Counsel
Best Best & Krieger LLP

EXHIBIT "A"

WRCOG REAP JURISDICTION REQUEST FORM



Jurisdiction Request Form

WRCOG REAP - Housing Activities Assistance

Spring 2022

Final



Introduction

The Western Riverside Council of Governments (WRCOG) is soliciting requests for its Regional Early Action Planning (REAP) jurisdiction support program. WRCOG has received REAP grant funds to support jurisdictions in carrying out activities that facilitate local housing production. Jurisdictions may request support through this program by completing this Request Form.

Program Overview

The Housing Activities Assistance program provides WRCOG jurisdictions with housing-related support through a list of eligible activities. Eligible activities were identified through feedback sought by jurisdiction staff on their top priorities to help advance their respective housing goals. WRCOG has retained specialized consultants to provide jurisdiction support and will administer their contracts.

Eligible Activities

Jurisdictions may request support with up to three (3) activities listed below and summarized in the Appendix; WRCOG will use information collected with this Request Form to assess the best way to meet jurisdiction needs. Activities need not start immediately, and due to REAP grant funding conditions, all activities must be completed by June 30, 2023. WRCOG will work to accommodate first choice activities and ideal timelines as much as possible. Final activity selection and timing may differ from those requested by a jurisdiction in this form.

A description of each potential eligible activity, listed below, can be found on Page 8, Appendix: Activity Summaries:

Legislation Implementation Activities

- Accessory Dwelling Unit (ADU) Ordinance
- Senate Bill (SB) 35/330 Applications Review
- Senate Bill (SB) 35/330 Applications Development
- Senate Bill (SB) 35 Promotion and Resources
- Municipal Code Updates
- Density Bonus Law User Guide
- Municipal Code Revision: Density Bonus Law
- Surplus Land Act Implementation Assistance
- Senate Bill (SB) 9 User Guide
- Development Application Approvals and Timelines Guide
- Senate Bill (SB) 10 Ordinance

Assistance Activities

- Development Application Review
- Accessory Dwelling Unit (ADU) FAQ and Construction Process User Guide
- Transit Priority Area (TPA) Mapping and FAQ Document



- Development Impact Fee (DIF) Structure Review
- Prohousing Designation
- Community Engagement

Submission Requirements

To be eligible for housing-related support through this program, jurisdictions are encouraged to submit this completed Request Form ASAP. Please note that funding for this assistance is not unlimited and subject to availability based on requests from other jurisdictions. The request form shall be submitted to Suzanne Peterson via email at speterson@wrcog.us. The table below summarizes key program dates. All questions about this program may also be directed to Suzanne Peterson via email.

Item	Date
Request Form released	February 2022
Earliest activities begin	March 2022
Latest activities conclude	6/30/2023



Request Form

1. Applicant Information

Jurisdiction: City of Riverside

Primary contact

Name: Dave Murray

Title: Principal Planner

Email: dmurray@riversideca.gov

Phone number: 951 826 5773

Role on the project: Team Management

Secondary contact

Name: Matthew Taylor

Title: Senior Planner

Email: mtaylor@riversidca.gov

Phone number: 951 826 5944

Role on the project: Project Management



3. Activity 1 Information

Activity title (from list on page 1): **Development Application Review**

Preferred start date: **April 2022 (six months to complete)**

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023): **June 2023**

Factors or requirements (for example, Council direction, state law) driving the timeline:

Case load for Current Planning Team and requirements per State and local requirements/targets. Projects will vary based on work load requirements.

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

Assist City staff in reviewing residential development applications. These development applications may be processed through ministerial or discretionary review. The consultant will serve in an assistance role to assist with and carry out activities with which City staff would benefit from extra staff capacity.

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

Projects could include the City's 6th Cycle Housing Element sites which require a Design Review by staff. Specifically - Policy HE-3-Fair Housing : Promote safe, healthy, and attainable housing opportunities for all people regardless of their special characteristics as protected under State and Federal fair housing laws and Policy HE-4-Thriving Neighborhoods: Facilitate and encourage a variety of new housing types, including both single- and multi-family and missing middle housing, and the necessary public amenities to support a sense of community that results in equitable and sustainable neighborhoods.



5. Optional: Activity 2 Information

Activity title (from list on page 1): **Pro-housing Designation**

Preferred start date: **May 2022 (three months to complete to complete)**

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023): **June 2023**

Factors or requirements (for example, Council direction, state law) driving the timeline:

City would like to explore the requirements for Pro-housing Designation and engage with City Council on what this means and the advantages.

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

Assist the City in reviewing requirements for and implications of HCD's Prohousing designation through the Prohousing Designation Program. Obtaining this designation can yield additional points or other preference in the scoring of the City's applications for competitive housing and infrastructure programs.

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

Implements policies and actions from the City's 6th Cycle Housing Element adopted by City Council on October 5, 2021.



7. Optional: Activity 3 Information

Activity title (from list on page 1): **Density Bonus Law User Guide**

Preferred start date: **January 2023 (four months to complete)**

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023): **June 2023**

Factors or requirements (for example, Council direction, state law) driving the timeline:

State Legislation - City will be updating the Density Bonus Law regulations and this guide will capture the key aspects of the updated regulations

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

Creating a Density Bonus Law user guide for public and/or City staff use. The user guide will serve as a resource for projects using state Density Bonus incentives for constructing affordable housing units and will make clear what opportunities and commitments are involved. The user guide will be based on adopted Density Bonus law as of December 31, 2021.

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

Encourage development of affordable and senior housing - a goal in the City's 6th Cycle Housing Element adopted by City Council on October 5, 2021.



9. Activity Prioritization

If you have selected more than one activity, please rank your selected activities on a scale of 1-3, with 1 being the highest priority activity and 3 being the lowest priority activity:

Rank 1: **Development Application Review**

Rank 2: **Pro-housing Designation**

Rank 3: **Density Bonus Law User Guide**

10. Optional: Additional Information

Is there anything else related to your selected activities that you would like to share?



Appendix: Activity Summaries

Below are brief activity scopes and estimated timeframes for completion. Please note, these timeframes are estimates based on assumed activity components and are subject to change.

- Accessory Dwelling Unit (ADU) Ordinance
 - Create or update an ADU Ordinance to be incorporated into a jurisdiction's municipal code. This ordinance would comply with all state legislation, including but not limited to lot and building size requirements, setback requirements, development standards, permitting processes and timelines, allowed zones, etc. The ordinance would also identify sections of the jurisdiction's municipal code which must be repealed or amended to comply with ADU legislation and/or remain consistent with the ADU ordinance.
 - Estimated timeframe: 3 months
- Senate Bill (SB) 35/330 Applications Review
 - Review preliminary applications or full applications based on HCD templates and existing jurisdiction-specific documents. Preliminary applications will be consistent with requirements of SB 330 and will be designed to be used for projects seeking streamlined ministerial approval pursuant to SB 35. Full applications will be consistent with SB 35 and jurisdictions' objective policies and procedures.
 - Estimated timeframe: 2 months
- Senate Bill (SB) 35/330 Applications Development
 - Develop preliminary applications or full applications based on HCD templates and existing jurisdiction-specific documents. Preliminary applications will be consistent with requirements of SB 330 and will be designed to be used for projects seeking streamlined ministerial approval pursuant to SB 35. Full applications will be consistent with SB 35 and jurisdictions' objective policies and procedures.
 - Estimated timeframe: 3 months
- Senate Bill (SB) 35 Promotion and Resources
 - Assist with SB 35 implementation and promotion at the local jurisdiction level through developing both public- and City staff-facing resources. Resources can include creating the SB 35-mandated list of local submittal requirements for residential development applications, creating an SB 35 webpage on a jurisdiction's website, and creating a user guide for SB 35 streamlining.
 - Estimated timeframe: 4 months
- Municipal Code Updates
 - Identify and/or address updates to a jurisdiction's municipal code necessitated by recent state housing legislation. This project involves reviewing existing municipal code language, including the jurisdiction's draft or adopted 6th Cycle Housing Element for legally necessitated programs related to municipal code updates to create a matrix of specific sections that require both updates and conformance amendments and the justification for amendment. If a municipal code amendment is required by recent state housing legislation but not identified as a program in



the housing element, this amendment will be included in the matrix. An optional task entails writing the language of the amendments.

- Estimated timeframe: 10 months
- Density Bonus Law User Guide
 - Creating a Density Bonus Law user guide for public and/or City staff use. The user guide will serve as a resource for projects using state Density Bonus incentives for constructing affordable housing units and will make clear what opportunities and commitments are involved. The user guide will be based on adopted Density Bonus law as of December 31, 2021.
 - Estimated timeframe: 4 months
- Municipal Code Revision: Density Bonus Law
 - Revise the jurisdiction's municipal code to incorporate recent state Density Bonus Law updates and reaffirm the jurisdiction's codified commitment to facilitating affordable housing development. This project involves adding direct language of California's density bonus program into the municipal code in place of references to Government Code sections, as well as revising the municipal code to ensure no items are out of date or out of compliance with current Density Bonus Law.
 - Estimated timeframe: 3 months
- Surplus Land Act Implementation Assistance
 - Provide implementation assistance for activities related to the Surplus Land Act, with particular focus on changes to Government Code section 54222 enacted by Assembly Bills (AB) 1255 and 1486. Available assistance includes creating a surplus lands disposition user guide; helping provide the legally required noticing for surplus land disposition; and inventorying a jurisdiction's surplus land for the annual HCD submittal.
 - Estimated timeframe: 6 months
- Senate Bill (SB) 9 User Guide
 - Creating a SB 9 user guide for public and/or City staff use. The user guide will serve as a resource for projects using SB 9 for lot split or to develop two units on a parcel zoned as single-family residential. The guide will make clear what opportunities and commitments are involved, as well as the bill's interaction with related legislation and municipal code specifications, such as objective design standards and existing zoning. The user guide will be based on the adopted bill as of December 31, 2021.
 - Estimated timeframe: 4 months
- Development Application Approvals and Timelines Guide
 - Create a guide to serve as an informational resource for City staff and/or the public about state-mandated residential development application approval stipulations and timelines. This guide will provide information for the following key focus areas: which projects are eligible for streamlined ministerial approval pursuant to state legislation, state-mandated reasons for why a jurisdiction may not disprove a development application processed ministerially, state-mandated



timelines for jurisdictions to approve a development application and any new requirements or standards jurisdictions are prohibited from imposing on a development while the application is being processed, and state-mandated development application expiration timelines.

- Estimated timeframe: 4 months
- Senate Bill (SB) 10 Ordinance
 - Create a jurisdiction's SB 10 ordinance, including the map of parcels subject to the ordinance. This ordinance would, consistent with SB 10, allow for any parcel to be zoned for up to 10 dwelling units per acre if it is located in a transit-rich area or an urban infill site.
 - Estimated timeframe: 6 months

Assistance Activities

- Development Application Review
 - Assist jurisdiction staff in reviewing residential development applications. These development applications may be processed through ministerial or discretionary review. The consultant will serve in an assistance role to assist with and carry out activities with which jurisdiction staff would benefit from extra staff capacity.
 - Estimated timeframe: 6 months
- Accessory Dwelling Unit (ADU) FAQ and Construction Process User Guide
 - Create an FAQ document and construction process user guide for ADUs. This document will respond to recent state ADU legislation as well as the jurisdiction's municipal code to create a resource that property owners can use to assist them in understanding the opportunities, considerations, and processes involved in constructing an ADU/JADU. An optional task involves holding office hours for community members to engage directly with consultant and/or jurisdiction staff about ADU construction; the consultant will facilitate a learning process so that jurisdiction staff are well equipped to continue the office hours program after the project concludes.
 - Estimated timeframe: 6 months
- Transit Priority Area (TPA) Mapping and FAQ Document
 - Create city-wide maps and geospatial files of TPAs that both developers and jurisdiction staff can use to facilitate housing development in areas with transit accessibility. To support using these maps in context, the consultant will create an FAQ document with information about opportunities, incentives, and development streamlining that are possible through state legislation when developing housing in TPAs.
 - Estimated timeframe: 4 months
- Development Impact Fee (DIF) Structure Review
 - Cities charge development impact fees (DIF) for the development of amenities and infrastructure and are necessary to continue to administer existing programs and support other development services to ensure the health, safety, and welfare



of the community. However, DIF can be a barrier to development and home prices. This project involves revising the current fee structure to change the unit of measurement for DIF from number of units to square footage to encourage the production of additional housing units. Additionally, an impact fee nexus study will be prepared in accordance with AB 602 to justify the increase or development of fees and establish transparency and accountability standards.

- Estimated timeframe: 6 months
- Prohousing Designation
 - Assist a jurisdiction obtain HCD's Prohousing designation through the Prohousing Designation Program. Obtaining this designation can yield additional points or other preference in the scoring of a jurisdiction's applications for competitive housing and infrastructure programs.
 - Estimated timeframe: 3 months
- Community Engagement
 - This project entails meaningfully and purposefully engaging with community members and stakeholders to add value and address community needs related to the projects in this workplan. Each form of outreach and engagement in this project's tasks may be used separately or may be combined with others for more comprehensive engagement. Jurisdictions will select which engagement form(s) to use.
 - Estimated timeframe: 12 months

EXHIBIT "B"

TASK ORDER SCOPE OF WORK

Western Riverside Council of Governments (WRCOG)
Draft Scope, Task Order Riverside Housing Activities Assistance

Task Order Riverside Housing Activities Assistance

The consultant will assist Riverside staff in reviewing residential development applications, including those submitted pursuant to Senate Bill (SB) 35, and pursuing HCD's Pro-housing designation through the Pro-housing Designation Program. Development applications may be processed through ministerial or discretionary review. The consultant will serve in an assistance role to help with and carry out development application processing activities. The consultant will also carry out activities to compile a complete application for HCD's Pro-housing designation. This work is included as part of the Regional Early Action Planning (REAP) grant services. Tasks may include but are not limited to the following:

Task 1: Project Setup, Administration, and Coordination: The consultant will prepare and submit monthly invoices and progress reports. The consultant will set up the project and hold two (2) virtual kick-off meetings with City of Riverside staff to assess their needs, priorities, vision, schedule expectations, etc. One kick-off meeting shall include staff working on development applications review and the other shall include staff working on the Pro-housing designation application. Two (2) kick-off meeting summaries

- Two (2) kick-off meetings
- Monthly invoices and summaries

PROJECT 1 – ENTITLEMENT APPLICATION REVIEW ASSISTANCE (Current Planning)

Task 2: Development Applications Training: Participate in up to two (2) training sessions with Riverside staff. During these training sessions, Riverside staff will review the local residential development application approval process and will demonstrate the steps using recently approved development examples. If available, one example shall have been approved ministerially and one shall have been approved through discretionary design review. Riverside staff will also share with the consultant any internal guide materials outlining approval processes, timelines, requirements, and best practices. The consultant shall review the guide materials, the Land Use Development Permit Requirements/Procedures section of the Riverside municipal code, the Build Riverside page on Riverside's Community & Economic Development webpage, and the required application forms.

- Participation in up to two (2) training sessions with Riverside staff

Task 3: Reviewing Development Applications: Assist Riverside staff with activities related to processing development applications and pre-applications for up to **eight (8) hours per week for 21 weeks**. These activities can include, but are not limited to: determining if applications are complete; determining if required fees have been paid; checking consistency with adopted municipal code policies, city-wide design guidelines and standards, specific plans, master plans, pre-existing entitlements, and any other regulatory planning documents; verifying application information; providing written comments to the applicant; related research; developing materials for Development Review Committee and/or Planning Commission meetings such as staff reports, agendas, and/or meeting minutes; creating public-facing notices and/or materials related to the proposed development; coordinating and scheduling meetings; developing design guidance/recommendation reports; and providing the applicant with any noticing. Consultant will also prepare a summary of applications reviewed. This summary will include the total number of

applications reviewed by type (preliminary applications, conditional use permits, etc.) and the total number of units each of the applications represents.

- Determination of application completeness, if applicable
- Determination of consistency with adopted municipal code policies, city-wide design guidelines and standards, specific plans, master plans, pre-existing entitlements, and any other regulatory planning documents, if applicable
- Determination of verified applicant information, if applicable
- Written comments to applicant, if applicable
- Materials for Development Review Committee sessions and/or Planning Commission meetings, if applicable
- Design guidance/recommendation reports, if applicable
- Applicant noticing documents and actions, if applicable
- Summary of applications reviewed

Task 4: Development Applicant and Staff Meetings: Prepare for and attend review or preliminary review cycles for development applications. These review cycles may include meetings with City staff and/or the development applicant.

- Attendance at applicant and staff meetings during review and/or preliminary review cycles, if applicable

PROJECT 2 – PRO-HOUSING POLICY (Advance Planning)

Task 5: Pro-housing Designation Research and Information Gathering: Compile a matrix with information related to the Pro-housing Designation Program, focusing on its benefits, jurisdiction obligations, eligibility, the application process and requirements, key dates, and implications. Create a checklist of information required in the application package which Riverside has readily available as well as information that will require additional research. Coordinate with Riverside staff to gather any information not initially readily available. This task assumes **four (4) meetings** with Riverside staff to review the information gathered and plan for gathering additional information.

- Matrix detailing Pro-housing Designation Program benefits, jurisdiction obligations, eligibility, the application process and requirements, key dates, and implications
- Checklist of information required in the Pro-housing Designation Program application package which is readily available as well as information that will require additional research

Task 6: Pro-housing Designation Application Package Support: Complete the Pro-housing designation application package, including all appendices, using information gathered in Task 5. Coordinate with HCD Pro-housing Designation Program technical assistance team as needed. This task assumes **four (4) meetings** with Riverside staff to review the application package and coordinate revisions or additional information requests. If, during the process of compiling the Pro-housing designation application package, it is determined that the City is unlikely to achieve the Pro-housing designation with currently adopted plans and policies, the consultant shall instead compile a list of additional plans and policies as well as changes to those already in place that would be necessary to achieve the designation. Consultant shall hold **1-hour biweekly check-ins** for the duration of the Pro-housing designation process. Includes preparation time for both meetings and writing summaries.

Western Riverside Council of Governments (WRCOG)
Draft Scope, Task Order Riverside Housing Activities Assistance

- Attendance at up to four (4) meetings with Riverside staff to review application packages and coordinate revisions or additional information requests
- Up to **nine (9) 1-hour biweekly check ins** and meeting summaries
- Completed Pro-housing designation application package; or
- List of additional plans and policies as well as changes to those already in place that would be necessary to achieve Pro-housing designation, if applicable

Task 7: Pro-housing Designation Application Package Response: Address feedback provided by HCD after initial application submission in order to achieve approval. This task assumes **one (1) meeting with HCD to review the feedback and two (2) meetings with Riverside staff to coordinate addressing the feedback.** In the event that work conducted during Task 6 determines that the City is unlikely to achieve the Pro-housing designation with currently adopted plans and policies and a Pro-housing designation application package is not submitted to HCD, any unused budget from Task 7 will be transferred to Task 3, to be used for conducting the scoped activities for additional time.

- Revised Pro-housing designation application package

Fee

The budget for the scope of work outlined above shall not exceed \$83,822.05. The consultant must invoice on a monthly basis and on a time and materials basis.

Note: No compensation from Member Agency is due for the Services provided.

List any attachments: None

Dollar Amount of Task order: Not to exceed \$83,822.05

Completion Date: December 30, 2022