



Via Electronic Mail

December 5, 2025

Sean Brewer, City Manager
Shannon Jensen, City Clerk/Executive Assistant to the City Manager
CITY OF COALINGA
155 West Durian Avenue
Coalinga, CA 93210

PROPOSAL TO PREPARE FY 2024-25 HOUSING SUCCESSOR EXPENDITURE REPORT

Dear Mr. Brewer and Ms. Jensen:

RSG is pleased to present this proposal to the City of Coalinga ("City") to provide Housing Successor Agency reporting and advisory services implemented by Senate Bill 341, Assembly Bill 1793, and related legislation.

The City serves as the Housing Successor Agency to the former Coalinga Redevelopment Agency ("RDA"). The City inherited three vacant properties and 57 First-Time Homebuyer and Rehabilitation Loans from the former RDA. As Housing Successor, the City is responsible for developing or disposing of properties, administering loan agreements, and spending money generated by former RDA housing assets within limits set by the law. The City is also required to prepare an annual report that details compliance with expenditure limitations, describes property disposition efforts, provides an inventory of homeownership units, and reports on other items. The report is due by April 1 annually to the California Department of Housing and Community Development ("HCD") with the City's Housing Element Annual Progress Report.

This letter presents RSG's scope of services and fee estimate to assist the City with its Housing Successor responsibilities.

SCOPE OF SERVICES

The Report will include the following information for Fiscal Year 2024-25 as required by law:

- The amounts deposited into the Low-and-Moderate Income Housing Asset Fund (“Housing Asset Fund”)
- A statement of the balance of the Housing Asset Fund
- A description of Housing Asset Fund expenditures by category
- The statutory value of real property and loans receivable
- A description of funds transferred to the Housing Successor Agency
- A description of projects that receive funding through the ROPS, if any
- The status of efforts to develop or dispose of former RDA properties transferred to the Housing Successor
- An update on inclusionary and replacement housing obligations remaining from the former RDA, if any
- Compliance with expenditures limitations within a five-year compliance period
- The percentage of senior deed-restricted units assisted in the last 10 years
- The amount of excess surplus
- An inventory of homeownership units assisted by the former RDA or Housing Successor
- The amounts received from repayment of any City loans to the former RDA through the ROPS

The Report will integrate financial data provided by City staff and information about affordable housing resources and efforts. The Report will clearly detail compliance with legal requirements and outline steps to come into compliance, if necessary. Upon completion, the Report will be submitted with the City’s Housing Element Annual Report by April 1, 2026 to the California Department of Housing and Community Development. The Report must also be presented to City Council.

It is important to note that the City is required to prepare an independent financial audit of the Successor Housing Agency’s Low-and-Moderate Income Housing Asset Fund (“Housing Fund”), which is due to the City Council by December 31 annually. The audit may be completed as a component of the City’s Annual Audited Financial Statements.

PROJECT TEAM

This engagement will be led by Jim Simon, Principal, with assistance from Jillian Glickman, Senior Analyst, both of whom are very familiar with staff and the Housing Successor.

FEE ESTIMATE

The not-to-exceed fee for this engagement is **\$5,500**, charged on a time-and-materials basis as detailed in the following table. Generally, these fees may be charged to the administrative budget of the Housing Successor Agency.

Any services in excess of the quoted amounts will be conducted with City staff's authorization and may require a contract amendment. Our services for this engagement would be charged on a time-and-materials basis using the billing rates below.

Fee Schedule

Principal	\$305
Director	\$295
Senior Associate	\$250
Associate	\$205
Senior Analyst	\$185
Analyst	\$170
Research Assistant	\$145
Technician	\$120
Clerical	\$100
Reimbursable Expenses	Cost plus 10%

RSG does not charge clients for mileage (except direct costs related to field surveys), parking, standard telephone/fax expenses, general postage or incidental copies. However, we do charge for messenger services, overnight shipping/express mail costs, and teleconferencing services. We also charge for copies of reports, documents, notices, and support material in excess of five (5) copies. These costs are charged back at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended, and the hourly rate. Our Federal Tax ID is 95-3435849.

Sean Brewer, City Manager
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We welcome the opportunity to discuss this proposal with you in further detail. If you have any questions, please do not hesitate to contact Jim Simon at (714) 316-2120 jsimon@rsgsolutions.com. If this proposal is acceptable as written, please sign below indicating the tasks to be completed, or forward a contract in the City' preferred format. Thank you for the opportunity to assist the City.

Sincerely,
RSG, INC.



Jim Simon
Principal

APPROVED AND AUTHORIZED TO PROCEED:

Signature: _____

Printed
Name: _____

Title: _____

Date: _____