Local Early Action Planning Grant Application



State of California Governor Gavin Newsom

Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency

Doug McCauley, Acting Director
Department of Housing and Community Development

Zachary Olmsted, Deputy Director
Department of Housing and Community Development
Housing Policy Development

2020 West El Camino, Suite 500 Sacramento, CA 95833

Website: https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml

Email: EarlyActionPlanning@hcd.ca.gov

LEAP Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized underneath the Local Early Action Planning Grants (LEAP) provisions pursuant to Health and Safety Code Sections 50515 through 50515.05. LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment. If you have questions regarding this application or LEAP, email earlyactionplanning@hcd.ca.gov.

If approved for funding, the LEAP application is incorporated as part of your Standard Agreement with the Department. In order to be considered for funding, all sections of this application, including attachments and exhibits if required, must be complete and accurate.

All applicants must submit a complete, signed, original application package and digital copy on CD or USB flash drive to the Department and postmarked by the specified due date in the NOFA. Applicants will demonstrate consistency with LEAP requirements by utilizing the following forms and manner prescribed in this application.

- Pages 3 through 14 constitute the full application (save paper, print only what is needed)
- Attachment 1: Project Timeline and Budget: Including high-level tasks, sub-tasks, begin and end dates, budgeted amounts, deliverables, and adoption and implementation dates.
- Attachment 2: Nexus to Accelerating Housing Production
- Attachment 3: State and Other Planning Priorities
- Attachment 4: Required Resolution Template
- Government Agency Taxpayer ID Form (available as a download from the LEAP webpage located at https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml
- If the applicant is partnering with another local government or other entity, include a copy of the legally binding agreement; and
- Supporting documentation (e.g., letters of support, scope of work, project timelines, etc.)

Pursuant to Section XII of the LEAP 2020 Notice of Funding Availability (NOFA), the application package must be postmarked on or before July 1, 2020, and received by the Department at the following address:

Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833

A. Applicant Information and Certification

Applican	t (Jurisdiction)							
Applican	t's Agency Type							
Applican	t's Mailing Address							
City								
State	California		Zip Code					
County								
Website								
Authorize	ed Representative Na	ame						
Authorize	ed Representative Ti	tle						
Phone			Fax					
Email								
Contact	Person Name							
Contact	Person Title							
Phone			Fax					
Email								
Propose	d Grant Amount	\$						
1. Does produ	iction as shown in A	nonst Attacl	rate a nexus to hment 1?	accelerating housing	Yes		No	
	the application den State Planning or Ot			plicant is consistent nment 2?	Yes		No	
Is a fully	executed resolution	n inc	luded with the	application package?	Yes		No	
	e address on the Go match the address l		•	axpayer ID Form	Yes		No	
	oplicant partnering t If Yes, provide a fully ent.				Yes		No	
through respons	the Local Early Actio ibilities specified in	n Pla the	nning Program (Notice of Fundi	hereby certify that if apple LEAP), the	ifies tha	as	ssumes	s the
Signatu	re:			Name:				
Date:		Γitle: _						

B. Proposed Activities Checklist

Che	ck all a	ctivities the locality is undertaking. Activities must match the project description.
1		Rezoning and encouraging development by updating planning documents and zoning ordinances, such as general plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs
2		Completing environmental clearance to eliminate the need for project-specific review
3		Establishing housing incentive zones or other area based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code
4		Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents
5		Planning documents to promote development of publicly owned land such as partnering with other local entities to identify and prepare excess or surplus property for residential development
6		Revamping local planning processes to speed up housing production
7		Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code
8		Planning documents for a smaller geography (less than jurisdiction-wide) with a significant impact on housing production including an overlay district, project level specific plan, or development standards modifications proposed for significant areas of a locality, such as corridors, downtown or priority growth areas
9		Rezoning to meet requirements pursuant to Government Code Section 65583(c)(1) and other rezoning efforts to comply with housing element requirements, including Government Code Section 65583.2(c) (AB 1397, Statutes of 2018)
10		Upzoning or other implementation measures to intensify land use patterns in strategic locations such as close proximity to transit, jobs or other amenities
11		Rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps); Establishing Pre-approved architectural and site plans
12		Preparing and adopting housing elements of the general plan that include an implementation component to facilitate compliance with the sixth cycle RHNA
13		Adopting planning documents to coordinate with suballocations under Regional Early Action Planning Grants (REAP) that accommodate the development of housing and infrastructure and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity and climate goals, including hazard mitigation or climate adaptation
14		Zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
15		Zoning incentives for housing for persons with special needs, including persons with developmental disabilities
16		Planning documents related to carrying out a local or regional housing trust fund
17		Environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15% of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production
18		Other planning documents or process improvements that demonstrate an increase in housing related planning activities and facilitate accelerating housing production
19	X	Establishing Prohousing Policies

C. Project Description

Provide a description of the project and each activity using the method outlined below, and ensure the narrative speaks to Attachment 1: Project Timeline and Budget.
a. Summary of the Project and its impact on accelerating production
b. Description of the tasks and major sub-tasks
c. Summary of the plans for adoption or implementation
Please be succinct and use Appendix A or B if more room is needed.

D. Legislative Information

District	#	Legislator Name
Federal Congressional District		
State Assembly District		
State Senate District		

Applicants can find their respective State Senate representatives at https://www.senate.ca.gov/, and their respective State Assembly representatives at https://www.assembly.ca.gov/.

Attachment 1: Project Timeline and Budget

Task	Est. Cost	Begin	End	Deliverable	Notes
Total Projected Cost \$					

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), budget amounts, begin and end dates and deliverables. If other funding is used, please note the source and amount in the Notes section.

Attachment 2: Application Nexus to Accelerating Housing Production

Applicants shall demonstrate how the application includes a nexus to accelerating housing production by providing data regarding current baseline conditions and projected outcomes such as a reduction in timing, lower development costs, increased approval certainty, increases in number of entitlements, more feasibility, or increases in capacity. An expected outcome should be provided for each proposed deliverable. If necessary, use Appendix B to explain the activity and its nexus to accelerating housing production.

Select at least one	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)				
Development cost (e.g., land, fees, financing, construction costs per unit)				
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)				
Entitlement streamlining (e.g., number of approvals)				
Feasibility of development				
Infrastructure capacity (e.g., number of units)				
Impact on housing supply and affordability (e.g., number of units)				

^{*} Baseline – Current conditions in the jurisdiction (e.g. 6-month development application review, or existing number of units in a planning area)

^{**}Projected – Expected conditions in the jurisdiction because of the planning grant actions (e.g. 2-month development application review)

^{***}Difference – Potential change resulting from the planning grant actions (e.g., 4-month acceleration in permitting, creating a more expedient development process)

Attachment 3: State and Other Planning Priorities Certification (Page 1 of 3)

Applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities by selecting from the list below activities that are proposed as part of this application or were completed within the last five years. Briefly summarize the activity and insert a date of completion.

State Planning Priorities

Date of Completion	Brief Description of the Action Taken
Promote Infill	and Equity
and appropria	maintaining, and improving existing infrastructure that supports infill development te reuse and redevelopment of previously developed, underutilized land that is ed by transit, streets, water, sewer, and other essential services, particularly in reas.
Seek or utilize	funding or support strategies to facilitate opportunities for infill development.
Other (describe	e how this meets subarea objective)
Promote Reso	ource Protection
landscapes su wildlife habitats	serving, and enhancing the state's most valuable natural resources, including working ch as farm, range, and forest lands; natural lands such as wetlands, watersheds, s, and other wildlands; recreation lands such as parks, trails, greenbelts, and other and landscapes with locally unique features and areas identified by the state as cial protection.
,	
Actively seek a communities.	variety of funding opportunities to promote resource protection in underserved
Other (describe	e how this meets subarea objective)
	ficient Development Patterns
supports new o	any infrastructure associated with development, other than infill development, development that does the following:
(1) Uses land e	efficiently.

Attachment 3: State and Other Planning Priorities Certification (Page 2 of 3)
(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.
(3) Is located in an area appropriately planned for growth.
(4) Is served by adequate transportation and other essential utilities and services.
(5) Minimizes ongoing costs to taxpayers.
Other (describe how this meets subarea objective)
Other Planning Priorities
Affordability and Housing Choices
Incentives and other mechanisms beyond State Density Bonus Law to encourage housing with affordability terms.
Efforts beyond state law to promote accessory dwelling units or other strategies to intensify single-family neighborhoods with more housing choices and affordability.
Upzoning or other zoning modifications to promote a variety of housing choices and densities.
Utilizing surplus lands to promote affordable housing choices.
Efforts to address infrastructure deficiencies in disadvantaged communities pursuant to Government Code Section 65302.10.
Other (describe how this meets subarea objective)

Attachment 3: State and Other Planning Priorities Certification (Page 3 of 3) **Conservation of Existing Affordable Housing Stock** Policies, programs or ordinances to conserve stock such as an at-risk preservation ordinance, mobilehome park overlay zone, condominium conversion ordinance and acquisition and rehabilitation of market rate housing programs. Policies, programs and ordinances to protect and support tenants such as rent stabilization, antidisplacement strategies, first right of refusal policies, resources to assist tenant organization and education and "just cause" eviction policies. Other (describe how this meets subarea objective) Climate Adaptation Building standards, zoning and site planning requirements that address flood and fire safety, climate adaptation and hazard mitigation. Long-term planning that addresses wildfire, land use for disadvantaged communities, and flood and local hazard mitigation. Community engagement that provides information and consultation through a variety of methods such as meetings, workshops, and surveys and that focuses on vulnerable populations (e.g., seniors, people with disabilities, homeless, etc.). Other (describe how this meets subarea objective) **Certification:** I certify under penalty of perjury that all information contained in this LEAP State Planning and Other Planning Priorities certification form (Attachment 2) is true and correct. Certifying Officials Name: ______ Certifying Official's Title: Certifying Official's Signature:_____ Date: _____

Attachment 4: Required Resolution Template

RESOLUTION NO. [insert resolution number]

A RESOLUTION OF THE [INSERT EITHER "CITY COUNCIL" OR "COUNTY BOARD OF SUPERVISORS"] OF [INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the City or County] desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions;

Now, therefore, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the city or county] ("Applicant") resolves as follows:

SECTION 1. The [insert the authorized designee's TITLE ONLY] is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the [insert the authorized designee's TITLE ONLY] of the [insert the name of the City or County] is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of [\$ enter the dollar amount of the Applicant's request], and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON [insert the date of adoption], by the [insert either "<u>City Council</u>" or "<u>County Board of Supervisors</u>"] of [insert the name of the City or County] by the following vote count:

[Signatu	re of appro	oval]		
[Signatu	re of Attes	ting Officer]	APPROVED	
		_	TEST: APPROVED AS TO FORM	/ 1:
AYES:	NOES:	ABSENT:	ABSTAIN:	

Appendix A

Appendix B

Attachment 1A – Project Timeline and Budget

Project Name	1. Housing Element Update, Safety Element Update and Environmental Justice Element Preparation - Including Pro-housing policies and Land Use Element Updates							
Objective	Estimated Cost	Begin	End	Poli	Deliverable	Notes		
1a. Assessment of City Housing Policies	\$10,000	7/1/20	10/30/20	•	Summary of current housing policies including Housing First Initiative, ADUs, Density Bonus, etc.	Additional cost (City Staff & City funding) estimated @ \$30,000		
1b. Evaluation of sites and inventory of land use potentials including examination of the Innovation District for the City's highest density housing	\$50,000	10/1/20	10/30/20	•	Inventory of available sites Preliminary policy and regulatory direction	Additional cost (SB2 funding, City Staff & City funding) estimated @ \$50,000		
1c. Coordination with Key Stakeholders	\$25,000	11/2/2020	12/04/20	•	Workshops Focus Groups Surveys BIA, Chambers, Housing Developers	Additional cost (City Staff & City funding) estimated @ \$10,000		
1d. Draft and Final Housing Element Document	\$50,000	11/30/20	1/5/21	•	Housing Element	Additional cost (SB 2 funding, City Staff & City funding) estimated @ \$50,000		
1f. Draft and Final Safety Element Document	\$75,000	2/8/21	2/22/21	•	Safety Element	Additional cost (City Staff & City funding) estimated @ \$25,000		
1g. Draft and Final Environmental Justice Element document	\$75,000	2/22/21	4/6/21	•	Environmental Justice Element	Additional cost (City Staff & City funding) estimated @ \$25,000		
1h. Update to Land Use Element and Circulation Element as needed	\$65,000			•	Updated Land Use and Circulation Elements	Additional cost (City Staff & City funding) estimated @ \$100,000		
1h. Prepare environmental/CEQA analysis	\$250,000			•	Environmental Analysis	Additional cost (SB2 funding, City Staff & City funding) estimated @ \$100,000		
1h. City Council Public Hearing and Adoption	\$0	4/6/21	10/31/21	•	Adoption of GPA Final Adoption	Additional cost (City Staff) estimated @ \$5,000		
Total Estimated Cost	\$600,000				·	Total Project Cost \$995,000 (includes City costs)		

City of Riverside

Project Name	2. e-Plan Streamline Submission Process for Housing Applications						
Objective	Estimated Cost	Begin	End		Deliverable	Notes	
3a. Map current manual processes – Workshops (design review, conditional use permit, minor condition use permit, GPA, rezoning, SPA, etc.)	\$5,000	1/1/21	1/31/21	•	Map of all workflows that are used for housing development	Additional cost (City Staff) estimated @ \$5,000	
3b. Identify efficiencies that can be adopted	\$5,000	1/1/21	1/31/21	•	Identified Efficiencies to be used in remapping	Additional cost (City Staff) estimated @ \$5,000	
3c. Remap Processes based on software - Workshops	\$10,000	2/1/21	3/31/21	•	Updated process mapping	Additional cost (City Staff) estimated @ \$5,000	
3d. Agree Workflows including submission process and payment	\$10,000	3/31/21	4/1/21	•	Workflows for entitlements	Additional cost (City Staff) estimated @ \$10,000	
3e. Preliminary Software Development	\$40,000	5/1/21	8/25/21	•	Preliminary Software		
3f. Test Software	\$10,000	8/25/21	9/15/21	•	Testing	Additional cost (City Staff) estimated @ \$10,000	
3g. Revisions to Software	\$25,000	9/15/211	10/16/21	•	Revised Software		
3h. UAT Testing	\$10,000	10/20/21	11/25/21	•	Testing	Additional cost (City Staff) estimated @ \$15,000	
3i. Final Software Changes	\$25,000	11/25/21	1/10/22	•	Final Software		
3j. Final Testing	\$5,000	1/10/22	2/10/22	•	Testing	Additional cost (City Staff) estimated @ \$15,000	
3k. Go Live	\$5,000	3/1/22	3/1/22	•	On-line Portal for Housing Applications	Additional cost (City Staff) estimated @ \$5,000	
Total Estimated Cost	\$150,000					Total Project Cost \$220,000 (includes City costs)	

Attachment 2A – Housing Element Update, Safety Element Update and Environmental Justice Element Preparation - Including Pro-housing policies and Land Use Element Updates

Project Name: 1. Pro-housing Policy Document

Type (Select at least one)	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)	6 months	1-2 months	4-5 months	Eliminates rezoning and CEQA process – pro-housing policies
Development cost (e.g., land, fees, financing, construction costs per unit)	\$9,000- \$23,000	\$0	\$9,000- \$23,000	Does not include time for technical studies and CEQA evaluation
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)	6 months – no certainty	1-2 months – by right	4-5 month saved – and entitlements by right	Eliminates discretionary review
Entitlement streamlining (e.g., number of approvals)	4-6 projects/year	12-18 projects/year	8-12 projects/year	Encourages additional projects because of time and cost savings
Feasibility of Development	60%	100%	40%	Eliminates discretionary review
Infrastructure capacity (e.g., number of units)	N/A	N/A	N/A	
Impact on housing supply and affordability (e.g., number of units)	4,403 units	8,672 units	4,269 units	Affordable housing production (potential for more with inclusionary zoning) Also encourages market rate housing

^{*}Baseline - Current condition in the jurisdiction (e.g., 6-month development application review, or existing number of units in a planning area)

^{**}Projected – Expected conditions in the jurisdiction because of the planning grant actions (e.g., 2-month development application review)

^{***}Difference – Potential change resulting from the planning grant actions (e.g., 4-month acceleration in permitting, creating a more expedient development process)

Project Name: 2. E-Plan Streamline Submission Process for Housing Applications

Type (Select at least one)	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)	9-18 months	1-3 months	7-15 months	Processes remapped to remove barriers and streamline By right approvals for HE sites (with CEQA clearance) With applications submitted online, faster processing and certainty for developer
Development cost (e.g., land, fees, financing, construction costs per unit)	\$10,000 - \$50,000	\$0	\$10,000 - \$50,000	
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)	N/A	N/A	N/A	
Entitlement streamlining (e.g., number of approvals)	N/A	N/A	N/A	
Feasibility of Development	N/A	N/A	N/A	
Infrastructure capacity (e.g., number of units)	N/A	N/A	N/A	
Impact on housing supply and affordability (e.g., number of units)	N/A	N/A	N/A	

^{*}Baseline - Current condition in the jurisdiction (e.g., 6-month development application review, or existing number of units in a planning area)

^{**}Projected – Expected conditions in the jurisdiction because of the planning grant actions (e.g., 2-month development application review)

^{***}Difference – Potential change resulting from the planning grant actions (e.g., 4-month acceleration in permitting, creating a more expedient development process)