



San Gabriel Valley Council of Governments

AGENDA AND NOTICE OF THE REGULAR MEETING OF THE PLANNING DIRECTORS TECHNICAL ADVISORY COMMITTEE

Thursday, October 24, 2019 – 12:00 PM

Monrovia Community Center: Monroe Conference Room
119 W. Palm Avenue, Monrovia, CA 91016

Chair
Craig Hensley
City of Duarte

Vice-Chair
Brad Johnson
City of Claremont

Members
Alhambra
Arcadia
Azusa
Baldwin Park
Claremont
Covina
Diamond Bar
Duarte
El Monte
Glendora
Irwindale
La Verne
Monrovia
Montebello
Monterey Park
Rosemead
San Dimas
San Gabriel
Sierra Madre
South El Monte
South Pasadena
Temple City
West Covina
LA County DRP

Thank you for participating in today's meeting. The Planners' Technical Advisory Committee encourages public participation and invites you to share your views on agenda items.

MEETINGS: *Regular Meetings of the Planners' Technical Advisory Committee are held on the fourth Thursday of each month at 12:00 PM at the Monrovia Community Center (119 West Palm Avenue, Monrovia, CA 91016).* The Planners' Technical Advisory Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvkog.org. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

CITIZEN PARTICIPATION: Your participation is welcomed and invited at all Planners' Technical Advisory Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane, or disruptive remarks.

TO ADDRESS THE PLANNERS' TECHNICAL ADVISORY COMMITTEE: At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Planners' Technical Advisory Committee may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Planners' Technical Advisory Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Committee can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Planners' Technical Advisory Committee.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



PRELIMINARY BUSINESS

3 MINUTES

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting (*It is anticipated that the Committee may take action on the following matters*)

CONSENT CALENDAR

2 MINUTES

(It is anticipated that the Committee may take action on the following matters)

5. Planners TAC Meeting Minutes – 09/26/2019 (**Page 1**)
Recommended Action: Approve.

UPDATE ITEMS

5 MINUTES

6. San Gabriel Valley Regional Housing Trust Fund – Caitlin Sims, Principal Management Analyst, SGVCOG
Recommended Action: For information only.

PRESENTATIONS

20 MINUTES

7. Arrow Highway Specific Plan – Jeff Kugel, Community Development Director, City of Glendora (**Page 5**)
Recommended Action: For information only.

DISCUSSION ITEMS

20 MINUTES

(It is anticipated that the Committee may take action on the following matters)

8. SB 2 Planning Grant Overview and Discussion – Alexander Fung, Management Analyst, SGVCOG (**Page 7**)
Recommended Action: Discuss and provide direction to staff.

CHAIR'S REPORT

5 MINUTES

9. 2019-2020 Committee Meeting Schedule (**Page 79**)
Recommended Action: For information only.

STAFF ANNOUNCEMENTS

5 MINUTES

10. 626 Golden Streets: Streets and Treats
Recommended Action: For information only.
11. San Gabriel Valley Energy Wise Partnership: City Staff Energy Work Group Meeting
Recommended Action: For information only.
12. Next Committee Meeting
Recommended Action: For information only.

ANNOUNCEMENTS

ADJOURN



SGVCOG Planners TAC Meeting Minutes

Date: September 26, 2019

Time: 12:00 P.M.

Location: Monrovia Community Center
119 West Palm Avenue, Monrovia, CA 91016

PRELIMINARY BUSINESS

1. Call to Order.
The meeting was called to order at 12:05pm by Chair Craig Hensley.

2. Roll Call

Members Present

P. Lam; Alhambra
M. Munoz; Azusa
E. Ramirez, R. Garcia; Baldwin Park
B. Johnson; Claremont
B. Lee; Covina
C. Hensley; Duarte
M. Simpson; Irwindale
S. Mateer; Glendora
A. Garcia; San Dimas
T. Steinkruger; San Gabriel
C. Lin; Sierra Madre
S. Reimers; Temple City
J. Anderson; West Covina
J. Drevno; N. Ornelas, Jr.; L.A. County DRP

Members Absent

Arcadia
Diamond Bar
El Monte
La Verne
Monrovia
Montebello
Monterey Park
Rosemead
South El Monte
South Pasadena

SGVCOG Staff

M. Creter, Executive Director
C. Sims, Staff
A. Fung, Staff

Guests

J. Itagaki; Willdan Engineering
E. Kunitake; L.A. County DPW
K. Tai; City of Industry
K. Lemmon; Metro
C. Moorman; Metro

3. Public Comment
No public comments were given at this meeting.
4. Changes to the Agenda Order
Chair Craig Hensley moved item 9, San Gabriel Valley Regional Housing Trust Fund Updates, to be presented after the consent calendar.

CONSENT CALENDAR

5. Planners TAC Meeting Minutes – 08/22/2019
There was a motion made to approve the 08/22/2019 Planners' TAC Meeting Minutes (M/S: S. Reimers/T. Steinkruger).

[Motion Passed]

Ayes	Alhambra, Azusa, Baldwin Park, Claremont, Covina, Duarte, Irwindale, Glendora, San Dimas, San Gabriel, Sierra Madre, Temple City, West Covina, Los Angeles County DRP
Noes	
Abstain	
Absent	Arcadia, Diamond Bar, El Monte, La Verne, Monrovia, Montebello, Monterey Park, Rosemead, South El Monte, South Pasadena

PRESENTATIONS

6. Gold Line Phase 2B First/Last Mile Briefing

Katie Lemmon, Metro’s Project Manager, provided a presentation on this item. The Metro Board of Directors recently approved the Foothill Gold Line Phase 2B First/Last Mile Plan at its June meeting. This plan identifies pathways and physical improvements that will help individuals access future stations along the five future Gold Line stations, which will be located in the Cities of Claremont, Glendora, La Verne, Pomona, and San Dimas. Improvements outlined in the plan include wayfinding signage, crosswalks, and enhanced sidewalk and bike infrastructure. Metro staff will present the plan’s implementation recommendations to the Metro Board of Directors after the First/Last Mile Guidelines are completed. It is expected that the recommendations will be reviewed by the Metro Board of Directors in early 2020.

Discussions:

- A committee member inquired about whether Metro staff will be providing a draft of the First/Last Mile Guidelines to San Gabriel Valley cities. Ms. Lemmon responded that Metro staff will be providing the guidelines to city staff from San Gabriel Valley cities and soliciting feedback from local jurisdictions. Metro staff is also considering the possibility of presenting the Guidelines to this committee in the near future.
- Another committee member inquired whether the plan only applies to stations that are expected to be on the Gold Line extension. Ms. Lemmon responded that this plan only applies for the Gold Line extension from Azusa to Montclair.

7. East San Gabriel Valley Active Transportation Plan

Joanne Itagaki, Willdan Engineering’s Project Manager, provided a brief presentation on the East San Gabriel Valley Active Transportation Plan. This plan is an endeavor developed to encourage individuals to walk, bike, and utilize transit in the 21 unincorporated communities of East San Gabriel Valley. The finalized plan will identify 15 corridors for recommended active transportation improvements, prioritize 2 corridors in larger communities and 1 corridor from a smaller community that will receive detailed recommendations for improvements, and determine the cost-effectiveness of proposed improvements. The draft plan will be presented for public review and comments in November 2019 and it is expected that the plan will be finalized by January 2020. Cities can learn more about the plan by visiting www.esgvatp.com.

Discussions:

There were no further discussions on this item.

UPDATE ITEMS

8. Upcoming Changes to Southern California Edison’s Local Government Partnership Programs

Alexander Fung, SGVCOG's Management Analyst, provided an announcement on the upcoming changes to the San Gabriel Valley Energy Wise Partnership. SGVCOG and SoCalGas will be continuing the Partnership without Southern California Edison (SCE) beginning January 1, 2020. The Partnership will focus on assisting cities to implement gas-related projects in municipal buildings and facilities. SCE will be releasing a solicitation to competitively bid the existing Local Government Partnership programs. SGVCOG will be partnering with TRC Solutions to bid on the RFA that will be released by SCE next year.

9. San Gabriel Valley Regional Housing Trust Fund Updates

Caitlin Sims, SGVCOG's Principal Management Analyst, provided an update on the San Gabriel Valley Regional Housing Trust Fund.

CHAIR'S REPORT

10. Solicitation of Presentation Topics

There were no reports on this item.

11. Committee Meeting Updates

Chair Craig Hensley provided an update on the committee's meeting schedule. The committee will be combining the November and December meetings and scheduling the combined meeting on the first Thursday of December. Additionally, the committee will not be meeting in the months of June and August in 2020.

ANNOUNCEMENTS

There were no additional announcements at this meeting.

ADJOURN

The meeting adjourned at 12:40pm.

REPORT

DATE: October 24, 2019
TO: Planning Directors' Technical Advisory Committee
FROM: Marisa Creter, Executive Director
RE: **ARROW HIGHWAY SPECIFIC PLAN**

RECOMMENDED ACTION

For information only.


BACKGROUND

Located at the southern edge of the City of Glendora, the Arrow Highway played a historic key role in connecting Southern California to Salt Lake City through Las Vegas. Today, the Arrow Highway Corridor is home to various auto-serving businesses, retail stores, multi-family residential units, and limited single-family dwellings. Given the corridor's auto-centric roots and location, the Arrow Highway possesses the potential to become a key shopping and entertaining destination in the San Gabriel Valley.

With the intention of transforming the Arrow Highway Corridor into a vibrant, attractive, and revitalized corridor, the City of Glendora identified the Arrow Highway Specific Plan (AHSP) as part of the City's Strategic Plan to enhance economic development with community involvement in 2014. The City subsequently allocated funding for a community planning effort targeting the Arrow Highway corridor. The plan was officially adopted last year after a comprehensive planning process, including discovery, community participation, plan preparation, environmental review and approvals, and community hearings.

The AHSP identifies the long-term vision and objectives for land development and public improvement along the 2.73-mile portion of Arrow Highway in the City of Glendora. The document establishes site planning, building, parking, architectural, open space standards, and guidelines for development along the corridor. The finalized plan can be found on the City of Glendora's website at <http://www.cityofglendora.org/home/showdocument?id=24649>.

Jeff Kugel, City of Glendora's Community Development Director, will provide a brief presentation at this meeting.

Prepared by: 
Alexander P. Fung
Management Analyst

REPORT

Approved by: Marisa Creter
Marisa Creter
Executive Director

REPORT

DATE: October 24, 2019
TO: Planning Directors' Technical Advisory Committee
FROM: Marisa Creter, Executive Director
RE: **SB 2 PLANNING GRANTS PROGRAM OVERVIEW**

RECOMMENDED ACTION

For information only.

BACKGROUND

To enhance the quality of life in California, former Governor Brown signed a 15-bill housing package that addresses the state's housing shortage and high housing costs in 2017. One of the most significant pieces of legislation of the housing package is SB 2, known as the "Building Homes and Jobs Act of 2017." The bill established a \$75 recording fee on real estate documents to increase the supply of affordable homes in California. The overarching goal of the SB 2 grant program is to provide funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.

This grant program can provide cities and counties with the funding necessary to update or adopt new land use plans across their respective jurisdictions or in certain corridors or neighborhoods. Objectives of the SB 2 grant program include:

- Accelerate housing production;
- Streamline the approval of housing development affordable to owner and renter households at all income levels;
- Facilitate housing affordability, particularly for lower- and moderate-income households;
- Promote development consistent with State Planning Priorities; and,
- Ensure geographic equity in the distribution and expenditure of the funds.

The chart below illustrates the allocation of SB 2 revenues:

Year 1 (2019)	State-Administered 50% Planning Grants* *5% for Technical Assistance in Coordination with OPR	State-Administered 50% Homelessness Programs
Year 2 and Beyond (2020 and Beyond)	Locally Administered 70% Affordable Housing	State-Administered 15% Middle-Income Rental 10% Farmworker Housing 5% Production Incentive

For the first year of the administration of the SB 2 grant program, 50% of the revenues collected are allocated for state-administered homelessness programs and the other 50% of the funds are allocated for state-administered planning grants. Of the 50% that is allocated towards planning grants, 5% are directed towards technical assistance and support for local governments. Technical assistance, which aims to assist local jurisdictions in preparing and implementing planning activities pertaining to housing production, are coordinated between the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).

Eligible applicants for the SB 2 grant program are limited to only local governments, which include municipalities, townships, and counties. Local governments are permitted by HCD to partner with other forms of governments under special circumstances. In these cases, local governments must enter into legally-binding agreements with these partnering governmental entities and provide evidence and reasoning stating the necessity of the inter-agency partnership. Additionally, eligible applicants must meet the following criteria in order to apply for SB 2 program funding:

- Possess an HCD-compliant housing element;
- Submission of a recent Annual Progress Report;
- Demonstration of nexus to accelerate housing production; and,
 - Applicants which are proposing planning activities in “priority policy areas” are automatically considered to be demonstration a nexus to accelerate housing production. Details of a “priority policy area” can be found in Article I Section 102(q) of the SB 2 Planning Grant Guidelines (Attachment A).
- Demonstration of consistency with State Planning Priorities.

Through the SB 2 grant program, local jurisdictions can apply for non-competitive funding for various activities that allow for an increase in housing production in their respective jurisdictions. Eligible projects include:


- Updates to General Plans, Community Plans, Specific Plans, Local Coastal Plans, Zoning Ordinances;
- Local planning related to implementation of sustainable communities strategies;
- Environmental analyses that eliminate the need for project-specific review; and,
- Local process improvements that expedite and streamline processes related to local planning and permitting.

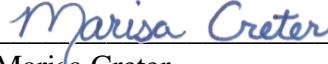
Eligible applicants can apply for SB 2 planning grants from now until November 30, 2019. This is the only period for eligible cities and counties to apply for planning grants as the program will transition to funding locally-administered affordable housing projects and state-administered middle-income rental projects, farmworker housing, and productive incentives in 2020. If planning grant funds are not fully awarded for applications submitted before December 1, 2019, HCD may consider extending the deadline and/or have a supplemental funding round.

REPORT

Each jurisdiction is eligible to apply for one grant and up to the maximum grant amount. An applicant can apply for multiple projects in the same grant application as long as the applicant does not exceed the maximum grant amount (based on population size) allocated to its jurisdiction. A summary of maximum grant amount can be found in Attachment B.

Alexander Fung, SGVCOG's Management Analyst, will provide a brief presentation at this meeting. SGVCOG staff will also be soliciting feedback as to which cities have submitted applications, as well as which cities intend to submit applications prior to the application deadline.

Prepared by: 
Alexander P. Fung
Management Analyst

Approved by: 
Marisa Creter
Executive Director

ATTACHMENTS

- Attachment A – SB 2 Planning Grants Guidelines
- Attachment B – Summary of SB 2 Maximum Grant Amounts Based on Population
- Attachment C – SB 2 Planning Grants Application
- Attachment D – Frequently Asked Questions of SB 2 Planning Grants

Senate Bill 2 Planning Grants Program Year 1 Guidelines



**State of California
Governor Edmund G. Brown Jr.**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Ben Metcalf, Director
Department of Housing and Community Development**

**Zachary Olmstead, Deputy Director
Department of Housing and Community Development
Division of Housing Policy Development**

**2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833**

December 2018

The matters set forth herein are regulatory mandates, and are adopted in accordance with the authorities set forth below:

Quasi-legislative regulations ... have the dignity of statutes ... [and]... delegation of legislative authority includes the power to elaborate the meaning of key statutory terms...

Ramirez v. Yosemite Water Co., 20 Cal. 4th 785, 800 (1999)

In consultation with stakeholders, the California Department of Housing and Community Development (Department) may adopt Guidelines to implement this section, including determining allocation methodologies. Any guideline, rule, policy, or standard of general application employed by the Department in implementing this chapter shall not be subject to the requirements of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Gov. Code).

NOTE: Authority Cited: Health and Safety Code section 50470, subdivision (d).

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of these Guidelines, including, but not limited to, grant award amounts.

INTRODUCTION

Chapter 354, Statutes of 2017 (SB 2, Atkins) was part of a 15 bill housing package signed by Governor Brown that was aimed at addressing the state's housing shortage and high housing costs. Specifically, it establishes a permanent source of funding intended to increase the affordable housing stock in California. The revenue from SB 2 will vary from year to year, as revenue is dependent on real estate transactions with fluctuating activity. The legislation directs the California Department of Housing and Community Development (Department) to use 50 percent of the revenue in the first year to establish a program that provides financial and technical assistance to local governments to update planning documents and zoning ordinances in order to streamline housing production, including, but not limited to, general plans; community plans; specific plans; implementation of sustainable communities strategies; and local coastal programs. Eligible uses also include new environmental analyses that eliminate the need for project-specific review and local process updates that improve and expedite local permitting.

Guidelines for the SB 2 Planning Grants program are organized into seven Articles as follows:

Article I. General provisions: This Article includes information on the purpose of the Guidelines, program objectives, and definitions used throughout the document.

Article II. Eligibility and threshold criteria: This Article describes the eligibility requirements for applicants and proposals in order to apply for funds under the SB 2 Planning Grants program.

Article III. Eligible activities and uses: This Article describes eligible uses for the SB 2 Planning Grants funds, including priority policy areas and ineligible uses.

Article IV. Award amounts and distribution: This Article describes award amounts and geographic distribution.

Article V. Application review: This Article describes the application review process.

Article VI. Administration: This Article describes administrative functions such as terms, non-performance remedies and reporting requirements.

Article VII. Technical assistance: This Article describes technical assistance.

SB 2 Planning Grants Program: Year 1 Guidelines

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1 – Nexus to Accelerating Housing Production Form	
2 – State Planning and Other Planning Priorities Form	
3 – Reporting Forms	

ARTICLE I. GENERAL PROVISIONS

Section 100. Purpose and Scope

- (a) These Guidelines (hereinafter “Guidelines”) implement, interpret, and make specific the Chapter 364, Statutes of 2017 (SB 2, Atkins) (hereinafter “SB 2”) as authorized by Health and Safety Code section 50470.
- (b) These Guidelines establish terms, conditions, and procedures for a local government to submit an application for planning grants funds to the Department.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 101. Program Objectives

- (a) The principal goal of this program is to make funding available to all local governments in California for the preparation, adoption and implementation of plans that streamline housing approvals and accelerate housing production.
- (b) This grant program is meant to facilitate planning activities that will foster an adequate supply of homes affordable to Californians at all income levels. It is designed to help local governments meet the challenges of preparing and adopting land use plans and integrating strategies to promote housing development.
- (c) Funded activities are intended to achieve the following program objectives:
 - Accelerate housing production
 - Streamline the approval of housing development affordable to owner and renter households at all income levels
 - Facilitate housing affordability for all income groups
 - Promote development consistent with the State Planning Priorities (Government Code section 65041.1)
 - Ensure geographic equity in the distribution and expenditure of allocated funds

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d) and Government Code section 65041.1. Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 102. Definitions

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meanings of terms described in Health and Safety Code section 50470.

- (a) “Accelerating Housing Production” means improving the timing, cost, feasibility, approval and amount of development through various mechanisms such as zoning incentives (e.g., increased density and heights, reduced parking requirements), upzoning, zoning amendments to permit residential in non-residential zones, corridor planning, development standards modifications, non-discretionary review, financing strategies, sliding scale fee modifications, facilitating adequate infrastructure to support development, approval streamlining that addresses quickness and ease of entitlements, and other mechanisms that promote production or remove or mitigate regulatory barriers.
- (b) “Affordability” means a housing unit that satisfies at least one of the following criteria:
 1. It is available at an “affordable rent” as that term is used and defined in Section 50053 of the Health & Safety Code;
 2. It is offered at an “affordable housing cost”, as that term is used and defined in Section 50052.5 of the Health & Safety Code; or
 3. It is available at an “affordable rent” or an “affordable housing cost” according to the alternative percentages of income for agency-assisted rental and cooperative housing developments pursuant to Department regulations adopted under Health and Safety Code section 50462(f).
- (c) “Annual Progress Report” (APR) means the housing element Annual Progress Report required by Government Code section 65400 on the prior year’s activities and due to the Department April 1 of each year.
- (d) “Department” means the California Department of Housing and Community Development.
- (e) “Disaster Recovery Area” means a locality experiencing a state or federally declared disaster in the last five years, where proposed planning activities will significantly address the present and future housing needs of the disaster, including climate adaptation.
- (f) “Fund” means the Building Homes and Jobs Trust Fund pursuant to Health and Safety Code section 50470.
- (g) “High-quality transit corridor” means an existing corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours. An existing stop along a high-quality transit corridor may include a stop currently in service or a planned and funded stop that is included in an adopted regional transportation improvement program.
- (h) “Housing” means any development that satisfies both of the following criteria:

1. At least two-thirds of the square footage of the development must be designated for residential use; and
2. Includes a house, an apartment, a mobile home or trailer, a group of rooms, or a single room that is occupied as separate living quarters, or, if vacant, is intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have a direct access from the outside of the building or through a common hall.

Note: accessory dwelling units (ADU) and junior accessory dwelling units (JADU) pursuant to Gov. Code sections 65852.2 and 65852.22 meet the definition above.

- (i) “Local government” or “Locality” means any city, including a charter city, county, including a charter county or city and county, including a charter city and county.
- (j) “Location Efficient” means either of the following definitions (1) within one half of a mile of a major transit stop or high-quality transit corridor, or (2) where the household per capita vehicle miles traveled is below the regional average per capita vehicle miles travelled, as determined by a regional travel demand model.
- (k) “Lower-Income” means households whose incomes are less than 80 percent of area median income pursuant to Health and Safety Code section 50079.5.
- (l) “Lower-income Community” means a locality with a median household income at or below 80 percent of the state median income.
- (m) “Major Transit Stop” means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with frequencies of service intervals of 15 minutes or less during the morning and afternoon peak-commute periods. An existing “Major Transit Stop” may include a planned and funded stop that is included in an adopted regional transportation improvement program.
- (n) “Moderate-Income” means households whose income is above 80 percent of area median income but does not exceed 120 percent of area median income pursuant to Health and Safety Code section 50093.
- (o) “Objective zoning standard”, “objective subdivision standard”, and “objective design review standard” means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal. “Objective design review standards” means only objective design standards published and adopted by ordinance or resolution by a local jurisdiction before submission of a development application, which are broadly applicable to development within the jurisdiction.

- (p) “Other Planning Priorities” means planning, policies, programs or investments to promote housing choices and affordability to lower and moderate income households, the encouragement of conservation of the existing affordable housing stock and efforts to take into account current and future impacts of climate change, including hazard mitigation.
- (q) “Priority Policy Areas” means any of the following:
1. Rezone to Permit By-right: Rezoning for additional housing capacity without or lesser discretionary review or establishing zoning to permit residential development by-right, particularly multifamily, without discretionary action pursuant to Government Code Section 65583.2(h) and (i).
 2. Objective design and development standards: Developing objective design standards or pre-approved site and architectural plans that facilitate non-discretionary permitting.
 3. Specific plans or Form Codes coupled with CEQA streamlining: Designating and rezoning for additional housing capacity or preparing specific plans or form codes that include zoning and development standards and plan-level environmental analysis that can be used to streamline future housing projects and facilitate affordability.
 4. Accessory Dwelling Units and other innovative building strategies: Encouraging ADUs and other innovative building types through ordinances, outreach, fee waivers, pre-approved plans, website zoning clearance assistance, and other homeowner tools or finance tools.
 5. Expedited processing: Speeding up approvals and permit processing, including instituting programs that streamline or consolidate the review process or create a separate process for expedited review of housing projects.

NOTE: Priority policy areas are subject to change and will be defined in the Notice of Funding Availability (NOFA).

- (r) “Program” means the program developed to implement the first year of the Fund pursuant to Health and Safety Code section 50470(b)(1)(A).
- (s) “State Planning Priorities” means priorities which are intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety in the state, including in urban, suburban, and rural communities pursuant to Gov. Code Section 65041.1.
- (t) “Streamlined Housing Production” means improving the entitlement process through actions such as removing, mitigating or minimizing local regulatory requirements, reforming the local approval process to reduce processing times, the number of local discretionary approvals and permits needed for projects, improving

approval certainty, establishing non-discretionary processes, modifying development standards such as reducing parking requirement and increasing height limits or other efforts such as taking the fullest advantage of existing streamlining mechanisms provided in state law.

(u) “Under-resourced Localities” means

1. Lower-income community that meets either of the following criteria: (1) a population less than 25,000 (2018 Department of Finance (DOF) population estimate, report E-5) and two or less planners (as reported to the Office of Planning and Research (OPR) in 2018) or (2) a population less than 50,000 and three or less planners.

or

2. A locality demonstrating to the Department a significant lack of planning capacity based on population size, poverty levels, median household incomes relative to the state median incomes, unemployment rates, number of planners, and budget size.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470.5 and 50470, subdivision (b)(1)(A).

ARTICLE II. ELIGIBILITY AND THRESHOLD CRITERIA

The Program does not use a competitive process to award funds. All localities that meet the eligibility requirements outlined below will be funded as provided in these Guidelines.

Section 200. Eligible Applicants

- (a) Eligible applicants are limited to local governments.
- (b) Local governments may partner through legally binding agreements with other forms of governments or entities where the proposal will have a direct effect on land-use or development within the locality. This includes, but is not limited to, partnerships with other localities, regional governments, housing authorities, school districts, special districts, community based organizations, or any duly constituted governing body of an Indian Reservation or Rancheria. Multi-jurisdictional partnerships between local governments are encouraged to coordinate with regional governments, leverage regional and state investment, promote consistency with the sustainable communities strategy, and affirmatively further fair housing.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 201. Threshold Criteria

Applicants must meet all the following threshold requirements for participation in the Program:

- (a) **Housing element compliance:** The applicant must have a housing element that has been adopted by the jurisdiction's governing body by the deadline specified in the NOFA and subsequently determined to be in substantial compliance with state housing element law pursuant to Gov. Code Section 65585.
1. The jurisdiction's adopted housing element will be deemed to have met this requirement if the adopted element is received by the Department on or prior to the date specified in the NOFA and the Department subsequently determines the adopted housing element to be in substantial compliance pursuant to Gov. Code Section 65585 without further amendment.
 2. However, applicants not meeting housing element requirements may be considered to meet this threshold requirement at the discretion of the Department and based on factors such as significant progress in meeting housing element requirements (e.g., a draft found to meet statute, rezoning near completion), proposing activities to meet housing element requirements (e.g., rezoning to accommodate housing needs pursuant to Gov. Code Section 65583(c)(1)) and adoption of a compliant element prior to the award of funds.
 3. No documentation is necessary to meet this threshold requirement if an adopted housing element has been found in substantial compliance by the Department.

A jurisdiction's current housing element compliance status can be obtained by referencing the Department's website at <http://www.hcd.ca.gov/community-development/housing-element/index.shtml> or by contacting Paul McDougall at paul.mcdougall@hcd.ca.gov.

- (b) **Annual Progress Report (APR) on the housing element:** The applicant must submit the APR to the Department as required by Gov. Code section 65400 for the current or prior year by the date established in the NOFA.
1. Charter cities are not exempt from this specific Program requirement and must submit an APR to be eligible for the Program.
 2. Please be advised that the Department will not accept other reports in lieu of the APR. Housing Authority Financial Reports, Redevelopment Reports, and other similar reports will not be accepted as meeting this requirement. If uncertain of the status of the report submittal for a jurisdiction, please contact the Department for more information.
 3. The proposed use of the planning grant shall be included in the locality's funding plan and annual progress reports pursuant to Gov. Code section 50470(b)(2)(B)(ii)(II) and (III).

4. No documentation is necessary to meet this threshold requirement.

- (c) **Nexus to accelerating housing production:** The applicant must propose and document plans or processes that accelerate housing production. The application must demonstrate a significant positive effect on accelerating housing production through timing, cost, approval certainty, entitlement streamlining, feasibility, infrastructure capacity, or impact on housing supply and affordability. An application not utilizing priority policy areas must include an explanation and documentation of the nexus plans or processes impact on accelerating housing production based on a reasonable and verifiable methodology and must utilize the Department's form (see Attachment 1). A verifiable methodology may include a statement of support from a non-profit or for-profit developer that is active in the locality.

Applicants proposing priority policy areas do not require a nexus demonstration and are automatically deemed to accelerate housing production without any documentation.

- (d) **State Planning and Other Planning Priorities:** Applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities. Consistency may be demonstrated through activities (not necessarily proposed for SB 2 funding) that were completed within the last five years. Applicants must self-certify utilizing the Department's form (see Attachment 2).

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

ARTICLE III. ELIGIBLE ACTIVITIES AND USES

Section 300. Eligible Activities

- (a) Eligible activities must demonstrate a nexus to accelerating housing production.
- (b) Eligible activities may include:
1. Updates to general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, or local coastal plans;
 2. Updates to zoning ordinances;
 3. Environmental analyses that eliminate the need for project-specific review; and
 4. Local process improvements that improve and expedite local planning.

Applicants proposing priority policy areas are automatically deemed to accelerate housing production without any documentation or demonstration to the Department.

- (c) Eligible activities are not necessarily jurisdiction-wide and may include a smaller geography with a significant impact on housing production. For example, eligible activities may include a housing development-related project with a significant community level impact or planning or process improvement for a project with an ongoing community impact beyond the project. Eligible activities also include 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.
- (d) Eligible activities may include the creation or enhancement of a housing sustainability district pursuant to AB 73 (Chapter 371, Statutes of 2017), workforce housing opportunity zone pursuant to SB 540 (Chapter 369, Statutes of 2017), zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018), zoning incentives for housing for persons with special needs, including persons with developmental disabilities, rezoning to meet requirements pursuant to Government Code Section 65583.2(c) and other rezoning efforts to facilitate supply and affordability, rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps), pre-approved architectural and site plans, regional housing trust fund plans, SB 2 funding plans, and infrastructure financing plans.
- (e) Eligible activities may include environmental hazard assessments, data collection on permit tracking, feasibility studies, site analysis, or other background studies that are ancillary and part of the proposed activity.
- (f) Eligible activities may be part of a larger planning effort (e.g., a comprehensive zoning code update) if proposed activities have not been completed prior to the NOFA date, are distinct, and demonstrate a nexus to accelerating housing production.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 301. Ineligible Activities

- (a) Activities unrelated to housing production.
- (b) Activities that obstruct or hinder housing production, e.g. moratoriums, downzoning, planning documents with conditional use permits that significantly impact approval certainty and timing, planned development, or other similarly constraining processes.
- (c) The Department may consider proposals that include activities under subdivisions (a) and (b) if a significant housing component is also present and the net effect on accelerating housing production is positive. For example, an applicant may propose combining an open-space designation, downzoning, or anti-displacement measures with by-right upzoning that has a significant net gain in housing capacity.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 302. Eligible Uses

- (a) Grant funds shall be used for the costs of preparing and adopting the proposed activity.
- (b) Program grant funds may not be used for administrative costs of persons employed by the grantee for activities not directly related to the preparation and adoption of the proposed activity.
- (c) A jurisdiction that receives funds under this Program may use a subcontractor. The subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the jurisdiction of its responsibilities under the Program.
- (d) Applicants will enter into a State Standard Agreement (Standard Agreement) for distribution of funds. Program grant funds must be spent by the anticipated end of the grant term (June 30, 2022).
- (e) Unless otherwise noted, no costs incurred prior to the execution date of the Standard Agreement may be charged to Program funds. After the contract has been executed by the state, eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

ARTICLE IV. AWARD AMOUNTS AND DISTRIBUTION

Section 400. Award Amounts

- (a) The minimum award is \$25,000.
- (b) The maximum award amount is a sliding scale based on population estimates from the Department of Finance (DOF) (2018 DOF Population Estimates, E-5), as follows:
 - 1. \$500,000 for large localities (greater than 200,000 people)
 - 2. \$250,000 for medium localities (60,000 to 200,000 people)
 - 3. \$125,000 for small localities (less than 60,000 people)

For a link to the 2018 DOF Population Estimates, E-5, see <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>.

- (c) Applicants seeking partnerships with other local governments will be additive. For example, two large localities could submit a proposal for up to \$1,000,000.
- (d) The maximum or minimum award amounts may be adjusted based on the amount collected in the Fund.
- (e) The maximum or minimum awards may be adjusted in the event the Department considers a supplemental round of funding.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 401. Geographic Distribution

- (a) The Department will ensure geographic equity in the distribution and expenditure of funds through marketing, outreach and technical assistance to potential applicants.
- (b) In the event of a supplemental round of funding, the Department will ensure geographic equity through criteria such as minimum set-asides, under-resourced localities, disaster recovery, and location efficient communities (e.g., access to transportation).

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(C).

ARTICLE V. APPLICATION REVIEW AND AWARD

Section 500. Application Review

- (a) The Program will not initially utilize a competitive process to award funds. Funds will be available to eligible applicants upon request (“over the counter”).
- (b) Funds will be available for an eight-month over-the-counter period, commencing from the date of the NOFA.
- (c) The Department may extend the over-the-counter period.
- (d) Applicants must submit an application to be eligible for funding. An application form will be available upon release of the NOFA and will include forms to demonstrate meeting threshold requirements, a proposed budget and timeline, and a request for letters of support from key stakeholders and decision-makers in the adoption process.
- (e) The Department may request additional information to complete the initial application for funding.

- (f) Applications recommended for funding are subject to conditions specified by the Department. Applicants will receive an official letter of award after the Department approves funding recommendations.
- (g) If funds are not fully awarded at the conclusion of the over-the-counter period, the Department may consider a supplemental funding round.
 1. The supplemental funding round will be available to prior applicants and localities that have not submitted a request for funding. The supplemental funding round will either use the initial complete application for funding, a new application where localities have not submitted a request for funding, or a new application and NOFA.
 2. Localities that have not submitted a previous request for funding will receive top priority in the supplemental funding round, subject to the minimum and maximum award amounts described in Section 400. All other applicants for the supplemental funding round will be subject to scoring criteria. Scoring criteria will include priority policy areas, under-resourced localities, disaster recovery, and location efficient. A tiebreaker will use factors such as impact on housing supply and affordability, level of housing need, and affirmatively furthering fair housing.
 3. The Department may adjust scoring criteria to accommodate changes in conditions and circumstances, such as the results of the initial funding round and equitable geographic distribution.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

ARTICLE VI. ADMINISTRATION

Section 600. Grant Execution and Term

- (a) The Department will notify the grantee if they have been selected for a grant award.
- (b) After the Standard Agreement and attachments have been finalized, the grantee will be provided instructions for signing all required documents. The grantee must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instructions or risk forfeiting the grant award.
- (c) The grant term begins on the day the Department and the grantee have both signed the completed Standard Agreement. The Department will notify the grantee and partners when work may proceed.
- (d) The end of the grant term will be determined by the state based on the availability of grant funds and the administrative requirements for liquidation. The anticipated grant term runs through June 30, 2022.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 601. Payment and Accounting of Grant Funds

- (a) Grant funds cannot be disbursed until the Standard Agreement has been fully executed.
- (b) The grantee will be responsible for compiling and submitting all invoices and reporting documents. Grantees will submit for reimbursements to the Department based on actual cost incurred.
- (c) The grantee must bill the state based on clear deliverables outlined in the Standard Agreement. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement and completed during the grant term will be reimbursable. Approved and eligible costs incurred prior to the NOFA date are ineligible.
- (d) Work must be completed prior to requesting reimbursement.
- (e) Grant fund payment will be made on a reimbursement basis; advance payments are not allowed. The grantee and partners must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from the Department. Project invoices will be submitted to the Department by the grantee on a quarterly basis.
- (f) In unusual circumstances, the Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work.
- (g) Supporting documentation may include, but is not limited to: purchase orders, receipts, progress payments, subcontractor invoices, time cards, etc.
- (h) Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid. The Department may withhold 10 percent of the grant until grant terms have been fulfilled.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 602. Accounting Records and Audits

- (a) The grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the attached Work Plan and Budget. Separate bank accounts are not required.

- (b) The grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with generally accepted accounting principles.
- (c) The grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Standard Agreement.
- (d) The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated.
- (e) Subcontractors employed by the grantee and paid with moneys under the terms of this Standard Agreement shall be responsible for maintaining accounting records as specified above.
- (f) At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the awardee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during project implementation and over the project life.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 603. Remedies of Non-performance

- (a) In the event that it is determined, at the sole discretion of the state, that the grantee is not meeting the terms and conditions of the Standard Agreement, immediately upon receiving a written notice from the Department to stop work, the grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine that the grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement.
- (b) Both the grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The grantee will submit any requested documents to the Department within 30 days of the early termination notice.
- (c) There must be a strong implementation component for the funded activity through this Program, including, where appropriate, agreement by the locality to formally adopt the completed planning document. Localities that do not formally adopt the funded activity could be subject to repayment of the grant.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 604. Reporting

- (a) During the term of the Standard Agreement, and according to the annual deadline identified in the Standard Agreement, the awardee shall submit, upon request of the Department, a performance report that demonstrates satisfaction of all requirements identified in the Standard Agreement.
- (b) Upon completion of all deliverables within the Standard Agreement, the awardee shall submit a close out report. See Attachment 3.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b).

ARTICLE VII. TECHNICAL ASSISTANCE

Section 700. Method

- (a) Five percent of the SB 2 planning funds will be available for the Department and the Governor's Office of Planning and Research (OPR) to provide technical assistance to localities requesting grant funds to update planning documents, zoning ordinances, environmental analyses, or local processes to meet the objectives of the Program.
- (b) Technical assistance provided by the Department and OPR to localities will include at least three phases, including assistance in meeting threshold requirements, providing tools, models and best practices to supplement proposed activities related to accelerating housing production, and direct assistance to applicants.
- (c) The Department will coordinate with OPR on technical assistance related to the SB 2 planning funds.
- (d) With minor exceptions and accounting for equitable geographic distribution, technical assistance will be used on priority policy areas.
- (e) Technical assistance will incorporate the Department's responsibility to affirmatively further fair housing.

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Section 701. Geographic Distribution

- (a) The Department will prioritize geographic distribution in the provision of technical assistance to potential applicants.
- (b) Geographic distribution considerations include minimum set-asides, under-resourced localities, disaster recovery, or location efficiency (e.g., access to jobs and a variety of transportation modes).

NOTE: Authority cited: Health and Safety Code section 50470, subdivision (d). Reference cited: Health and Safety Code section 50470, subdivision (b)(1)(A).

Attachment 1
Nexus to Accelerating Housing Production
Form
(Only for proposals not using the priority policy
areas)

Locality: _____

Planned Activity: _____

Applicants shall demonstrate how the application includes a nexus to accelerating housing production. Applicants selecting priority policy areas are automatically deemed to demonstrate a nexus to accelerating housing production and do not need to complete this form. Please complete the following chart by providing information about the current conditions and expected outcomes with respect to the planned activity and housing production.

Application Nexus to Accelerating Housing Production				
Type (Select At least One)	Baseline*	Projected**	Difference***	Additional notes
Timing (e.g., reduced number of days of processing)				
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)				
Other				
* Baseline – Current conditions in the jurisdiction (e.g. 6-month development application review) **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 2

State Planning and Other Planning Priorities Form

Locality: _____

Applicants shall report on meeting state objectives by showing activities completed prior to application submittal in one or more of the State Planning Priorities (i.e., Infill and Equity, Resource Protection, Efficient Development Patterns) or Other Planning Priorities (i.e., Affordability, Conservation, Climate Change)

Please select one or more of the areas in the following chart by marking X in the completed box and describe the action and completion date.

STATE PLANNING PRIORITIES		
(Select one or more)		
Action	Completed	Describe Action and Completion Date
Promote Infill and Equity		
Rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas.		
Seek or utilize funding or support strategies to facilitate opportunities for infill development.		
Other (describe how this meets subarea objective)		
Promote Resource Protection		
Protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands; natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands; recreation lands such as parks, trails, greenbelts, and other open space; and landscapes with locally unique features and areas identified by the state as deserving special protection.		

Actively seek a variety of funding opportunities to promote resource protection in underserved communities.		
Other (describe how this meets subarea objective)		
Encourage Efficient Development Patterns		
<p>Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following:</p> <ul style="list-style-type: none"> (1) Uses land efficiently. (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

(Select one or more)

Action	Completed	Describe Action and Completion Date
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)		
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, anti-displacement 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)		

I certify under penalty of perjury that all of the information contained in this SB 2 Planning Grants State Planning and Other Planning Priorities Form is true and correct.

Certifying official's name: _____

Certifying official's title: _____

Certification date: _____

Certifying official's signature: _____

Attachment 3

Close Out Reporting Form

SB 2 Planning Close Out Reporting Template

Brief Summary

- Overview of the project
- Project start date and duration
- Project goals and relevance to SB 2 Planning Grants Program goals
- Outcomes

Lead Agency and Partnerships

- List lead agency and partnerships (including names, titles, organizations, and roles and responsibilities of each)
- What did those collaborative relationships and processes look like?

Drivers

- Did any local, state, or federal legislation or mandates drive the project? (SB 35, AB 1397, etc.)
- Was it a community driven effort?
- Were there additional funding opportunities present?

Engagement Process

- Who were your stakeholders?
- What did the engagement process look like?
- What role did stakeholders play in the process? (Keep in mind: training, education, council formation, technical assistance, etc.)
- What were the outcomes of the engagement process?

Challenges

- What challenges were encountered?
- What solutions were encountered or created?
- Are there areas for improvement of policy alignment at the state or federal level to help achieve this project more easily?

Outcomes

- What are the current or projected outcomes? Benefits?
- Were outcomes as anticipated?
- Have new opportunities arisen as a result of this project?
- What are the next steps?

SB 2 Planning Close Out Reporting Template

Replicability

- What aspects of the project could be replicated in other communities?
- Useful resources and tools? For a specific region or sector?

Additional Resources

- Links to the project itself
- Links to resources used throughout and any other relevant resources

Further Information

- Who can be reached to ask more questions about this project?
 - o Name
 - o Number and/or email

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

Jurisdiction	Award maximum	Total Population	City Size
Adelanto	\$160,000	35,293	Small City
Agoura Hills	\$160,000	20,878	Small City
Alameda	\$310,000	78,863	Medium City
Alameda County	\$310,000	148,895	Medium County
Albany	\$160,000	19,053	Small City
Alhambra	\$310,000	86,665	Medium City
Aliso Viejo	\$160,000	51,950	Small City
Alpine County	\$160,000	1,154	Small County
Alturas	\$160,000	2,868	Small City
Amador City	\$160,000	186	Small City
Amador County	\$160,000	21,690	Small County
American Canyon	\$160,000	20,990	Small City
Anaheim	\$625,000	357,084	Large City
Anderson	\$160,000	10,263	Small City
Angels Camp	\$160,000	4,121	Small City
Antioch	\$310,000	113,061	Medium City
Apple Valley	\$310,000	73,984	Medium City
Arcadia	\$160,000	57,704	Small City
Arcata	\$160,000	18,398	Small City
Arroyo Grande	\$160,000	17,912	Small City
Artesia	\$160,000	16,792	Small City
Arvin	\$160,000	21,696	Small City
Atascadero	\$160,000	31,147	Small City
Atherton	\$160,000	7,135	Small City
Atwater	\$160,000	31,235	Small City
Auburn	\$160,000	14,611	Small City
Avalon	\$160,000	3,867	Small City
Avenal	\$160,000	13,053	Small City
Azusa	\$160,000	49,954	Small City
Bakersfield	\$625,000	386,839	Large City
Baldwin Park	\$310,000	76,708	Medium City
Banning	\$160,000	31,282	Small City
Barstow	\$160,000	24,411	Small City
Beaumont	\$160,000	48,237	Small City
Bell	\$160,000	36,325	Small City
Bell Gardens	\$160,000	43,051	Small City
Bellflower	\$310,000	77,682	Medium City
Belmont	\$160,000	27,388	Small City
Belvedere	\$160,000	2,135	Small City
Benicia	\$160,000	27,499	Small City
Berkeley	\$310,000	121,874	Medium City
Beverly Hills	\$160,000	34,504	Small City
Big Bear Lake	\$160,000	5,512	Small City
Biggs	\$160,000	1,913	Small City
Bishop	\$160,000	3,922	Small City
Blue Lake	\$160,000	1,280	Small City
Blythe	\$160,000	19,389	Small City
Bradbury	\$160,000	1,069	Small City
Brawley	\$160,000	27,417	Small City
Brea	\$160,000	44,890	Small City
Brentwood	\$310,000	63,042	Medium City
Brisbane	\$160,000	4,692	Small City
Buellton	\$160,000	5,291	Small City
Buena Park	\$310,000	83,995	Medium City
Burbank	\$310,000	107,149	Medium City
Burlingame	\$160,000	30,294	Small City
Butte County	\$310,000	81,707	Medium County
Calabasas	\$160,000	24,296	Small City
Calaveras County	\$160,000	41,036	Small County
Calexico	\$160,000	41,199	Small City
California City	\$160,000	14,875	Small City
Calimesa	\$160,000	8,876	Small City
Calipatria	\$160,000	7,488	Small City
Calistoga	\$160,000	5,334	Small City
Camarillo	\$310,000	68,741	Medium City
Campbell	\$160,000	42,696	Small City
Canyon Lake	\$160,000	11,018	Small City
Capitola	\$160,000	10,563	Small City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

Carlsbad	\$310,000	114,622	Medium City
Carmel	\$160,000	3,750	Small City
Carpinteria	\$160,000	13,704	Small City
Carson	\$310,000	93,799	Medium City
Cathedral	\$160,000	54,791	Small City
Ceres	\$160,000	48,326	Small City
Cerritos	\$160,000	50,058	Small City
Chico	\$310,000	92,348	Medium City
Chino	\$310,000	86,757	Medium City
Chino Hills	\$310,000	83,159	Medium City
Chowchilla	\$160,000	18,835	Small City
Chula Vista	\$625,000	267,503	Large City
Citrus Heights	\$310,000	87,731	Medium City
Claremont	\$160,000	36,446	Small City
Clayton	\$160,000	11,431	Small City
Clearlake	\$160,000	15,917	Small City
Cloverdale	\$160,000	9,134	Small City
Clovis	\$310,000	113,883	Medium City
Coachella	\$160,000	45,635	Small City
Coalinga	\$160,000	16,791	Small City
Colfax	\$160,000	2,150	Small City
Colma	\$160,000	1,501	Small City
Colton	\$160,000	53,724	Small City
Colusa	\$160,000	6,241	Small City
Colusa County	\$160,000	10,392	Small County
Commerce	\$160,000	13,067	Small City
Compton	\$310,000	99,872	Medium City
Concord	\$310,000	129,159	Medium City
Contra Costa County	\$310,000	172,513	Medium County
Corcoran	\$160,000	21,450	Small City
Corning	\$160,000	7,515	Small City
Corona	\$310,000	168,574	Medium City
Coronado	\$160,000	21,683	Small City
Corte Madera	\$160,000	10,039	Small City
Costa Mesa	\$310,000	115,296	Medium City
Cotati	\$160,000	7,716	Small City
Covina	\$160,000	49,006	Small City
Crescent City	\$160,000	6,590	Small City
Cudahy	\$160,000	24,343	Small City
Culver City	\$160,000	39,860	Small City
Cupertino	\$310,000	60,091	Medium City
Cypress	\$160,000	49,978	Small City
Daly City	\$310,000	107,864	Medium City
Dana Point	\$160,000	34,071	Small City
Danville	\$160,000	44,396	Small City
Davis	\$310,000	68,704	Medium City
Del Mar	\$160,000	4,322	Small City
Del Norte County	\$160,000	20,631	Small County
Del Rey Oaks	\$160,000	1,692	Small City
Delano	\$160,000	53,276	Small City
Desert Hot Springs	\$160,000	29,742	Small City
Diamond Bar	\$160,000	57,460	Small City
Dinuba	\$160,000	24,873	Small City
Dixon	\$160,000	19,896	Small City
Dorris	\$160,000	966	Small City
Dos Palos	\$160,000	5,679	Small City
Downey	\$310,000	114,146	Medium City
Duarte	\$160,000	22,013	Small City
Dublin	\$310,000	63,241	Medium City
Dunsmuir	\$160,000	1,680	Small City
East Palo Alto	\$160,000	30,917	Small City
Eastvale	\$310,000	64,855	Medium City
El Cajon	\$310,000	105,557	Medium City
El Centro	\$160,000	46,315	Small City
El Cerrito	\$160,000	24,939	Small City
El Dorado County	\$310,000	155,865	Medium County
El Monte	\$310,000	117,204	Medium City
El Segundo	\$160,000	16,784	Small City
Elk Grove	\$310,000	172,116	Medium City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

Emeryville	\$160,000	11,994	Small City
Encinitas	\$310,000	63,158	Medium City
Escalon	\$160,000	7,558	Small City
Escondido	\$310,000	151,478	Medium City
Etna	\$160,000	744	Small City
Eureka	\$160,000	26,362	Small City
Exeter	\$160,000	11,169	Small City
Fairfax	\$160,000	7,534	Small City
Fairfield	\$310,000	116,156	Medium City
Farmersville	\$160,000	11,443	Small City
Ferndale	\$160,000	1,367	Small City
Fillmore	\$160,000	15,953	Small City
Firebaugh	\$160,000	8,112	Small City
Folsom	\$310,000	78,447	Medium City
Fontana	\$625,000	212,000	Large City
Fort Bragg	\$160,000	7,512	Small City
Fort Jones	\$160,000	739	Small City
Fortuna	\$160,000	12,042	Small City
Foster City	\$160,000	33,490	Small City
Fountain Valley	\$160,000	56,920	Small City
Fowler	\$160,000	6,241	Small City
Fremont	\$625,000	235,439	Large City
Fresno	\$625,000	538,330	Large City
Fresno County	\$310,000	170,183	Medium County
Fullerton	\$310,000	144,214	Medium City
Galt	\$160,000	26,018	Small City
Garden Grove	\$310,000	176,896	Medium City
Gardena	\$310,000	61,246	Medium City
Gilroy	\$160,000	55,615	Small City
Glendale	\$625,000	205,536	Large City
Glendora	\$160,000	52,703	Small City
Glenn County	\$160,000	14,800	Small County
Goleta	\$160,000	31,949	Small City
Gonzales	\$160,000	8,587	Small City
Grand Terrace	\$160,000	12,524	Small City
Grass Valley	\$160,000	13,041	Small City
Greenfield	\$160,000	18,007	Small City
Gridley	\$160,000	6,937	Small City
Grover Beach	\$160,000	13,560	Small City
Guadalupe	\$160,000	7,604	Small City
Gustine	\$160,000	5,874	Small City
Half Moon Bay	\$160,000	12,639	Small City
Hanford	\$160,000	58,176	Small City
Hawaiian Gardens	\$160,000	14,666	Small City
Hawthorne	\$310,000	88,772	Medium City
Hayward	\$310,000	162,030	Medium City
Healdsburg	\$160,000	12,061	Small City
Hemet	\$310,000	83,166	Medium City
Hercules	\$160,000	26,317	Small City
Hermosa Beach	\$160,000	19,673	Small City
Hesperia	\$310,000	94,829	Medium City
Hidden Hills	\$160,000	1,892	Small City
Highland	\$160,000	54,761	Small City
Hillsborough	\$160,000	11,543	Small City
Hollister	\$160,000	36,703	Small City
Holtville	\$160,000	6,501	Small City
Hughson	\$160,000	7,738	Small City
Humboldt County	\$310,000	72,865	Medium County
Huntington Beach	\$625,000	202,648	Large City
Huntington Park	\$160,000	59,473	Small City
Huron	\$160,000	7,302	Small City
Imperial	\$160,000	19,372	Small City
Imperial Beach	\$160,000	28,163	Small City
Imperial County	\$160,000	40,007	Small County
Indian Wells	\$160,000	5,574	Small City
Indio	\$310,000	87,883	Medium City
Industry	\$160,000	437	Small City
Inglewood	\$310,000	113,559	Medium City
Inyo County	\$160,000	14,655	Small County

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
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Ione	\$160,000	8,058	Small City
Irvine	\$625,000	276,176	Large City
Irwindale	\$160,000	1,450	Small City
Isleton	\$160,000	837	Small City
Jackson	\$160,000	4,679	Small City
Jurupa Valley	\$310,000	106,054	Medium City
Kerman	\$160,000	15,083	Small City
Kern County	\$625,000	315,289	Large County
King City	\$160,000	14,880	Small City
Kings County	\$160,000	33,091	Small County
Kingsburg	\$160,000	12,392	Small City
La Canada Flintridge	\$160,000	20,683	Small City
La Habra	\$310,000	62,850	Medium City
La Habra Heights	\$160,000	5,454	Small City
La Mesa	\$310,000	61,261	Medium City
La Mirada	\$160,000	49,590	Small City
La Palma	\$160,000	15,948	Small City
La Puente	\$160,000	40,686	Small City
La Quinta	\$160,000	41,204	Small City
La Verne	\$160,000	33,260	Small City
Lafayette	\$160,000	25,655	Small City
Laguna Beach	\$160,000	23,309	Small City
Laguna Hills	\$160,000	31,818	Small City
Laguna Niguel	\$310,000	65,377	Medium City
Laguna Woods	\$160,000	16,597	Small City
Lake County	\$160,000	44,030	Small County
Lake Elsinore	\$310,000	63,365	Medium City
Lake Forest	\$310,000	84,845	Medium City
Lakeport	\$160,000	5,134	Small City
Lakewood	\$310,000	81,179	Medium City
Lancaster	\$310,000	161,485	Medium City
Larkspur	\$160,000	12,351	Small City
Lassen County	\$160,000	15,957	Small County
Lathrop	\$160,000	24,268	Small City
Lawndale	\$160,000	33,607	Small City
Lemon Grove	\$160,000	26,834	Small City
Lemoore	\$160,000	25,892	Small City
Lincoln	\$160,000	48,591	Small City
Lindsay	\$160,000	13,162	Small City
Live Oak	\$160,000	8,781	Small City
Livermore	\$310,000	91,411	Medium City
Livingston	\$160,000	14,328	Small City
Lodi	\$310,000	67,121	Medium City
Loma Linda	\$160,000	23,946	Small City
Lomita	\$160,000	20,715	Small City
Lompoc	\$160,000	43,599	Small City
Long Beach	\$625,000	478,561	Large City
Loomis	\$160,000	6,824	Small City
Los Alamitos	\$160,000	11,863	Small City
Los Altos	\$160,000	31,361	Small City
Los Altos Hills	\$160,000	8,568	Small City
Los Angeles	\$625,000	4,054,400	Large City
Los Angeles County	\$625,000	1,057,162	Large County
Los Banos	\$160,000	40,986	Small City
Los Gatos	\$160,000	30,601	Small City
Loyalton	\$160,000	757	Small City
Lynwood	\$310,000	72,015	Medium City
Madera	\$310,000	66,225	Medium City
Madera County	\$310,000	73,834	Medium County
Malibu	\$160,000	12,957	Small City
Mammoth Lakes	\$160,000	8,316	Small City
Manhattan Beach	\$160,000	35,991	Small City
Manteca	\$310,000	81,345	Medium City
Maricopa	\$160,000	1,156	Small City
Marin County	\$310,000	69,255	Medium County
Marina	\$160,000	22,424	Small City
Mariposa County	\$160,000	18,129	Small County
Martinez	\$160,000	38,097	Small City
Marysville	\$160,000	11,883	Small City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

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Maywood	\$160,000	28,044	Small City
McFarland	\$160,000	15,105	Small City
Mendocino County	\$160,000	59,985	Small County
Mendota	\$160,000	12,051	Small City
Menifee	\$310,000	91,902	Medium City
Menlo Park	\$160,000	35,268	Small City
Merced	\$310,000	86,750	Medium City
Merced County	\$310,000	95,125	Medium County
Mill Valley	\$160,000	14,963	Small City
Millbrae	\$160,000	22,854	Small City
Milpitas	\$310,000	74,865	Medium City
Mission Viejo	\$310,000	95,987	Medium City
Modesto	\$625,000	215,692	Large City
Modoc County	\$160,000	6,744	Small County
Mono County	\$160,000	5,506	Small County
Monrovia	\$160,000	38,787	Small City
Montague	\$160,000	1,428	Small City
Montclair	\$160,000	39,326	Small City
Monte Sereno	\$160,000	3,630	Small City
Montebello	\$310,000	64,327	Medium City
Monterey	\$160,000	28,323	Small City
Monterey County	\$310,000	107,264	Medium County
Monterey Park	\$310,000	62,240	Medium City
Moorpark	\$160,000	37,044	Small City
Moraga	\$160,000	16,991	Small City
Moreno Valley	\$625,000	207,629	Large City
Morgan Hill	\$160,000	44,513	Small City
Morro Bay	\$160,000	10,503	Small City
Mount Shasta	\$160,000	3,385	Small City
Mountain View	\$310,000	81,527	Medium City
Murrieta	\$310,000	113,541	Medium City
Napa	\$310,000	80,403	Medium City
Napa County	\$160,000	25,575	Small County
National City	\$310,000	62,257	Medium City
Needles	\$160,000	5,177	Small City
Nevada City	\$160,000	3,226	Small City
Nevada County	\$310,000	66,207	Medium County
Newark	\$160,000	47,467	Small City
Newman	\$160,000	11,801	Small City
Newport Beach	\$310,000	87,182	Medium City
Norco	\$160,000	26,761	Small City
Norwalk	\$310,000	107,546	Medium City
Novato	\$160,000	54,551	Small City
Oakdale	\$160,000	23,324	Small City
Oakland	\$625,000	428,827	Large City
Oakley	\$160,000	41,742	Small City
Oceanside	\$310,000	177,362	Medium City
Ojai	\$160,000	7,679	Small City
Ontario	\$310,000	177,589	Medium City
Orange	\$310,000	141,952	Medium City
Orange County	\$310,000	129,278	Medium County
Orange Cove	\$160,000	9,469	Small City
Orinda	\$160,000	19,199	Small City
Orland	\$160,000	7,932	Small City
Oroville	\$160,000	18,144	Small City
Oxnard	\$625,000	206,499	Large City
Pacific Grove	\$160,000	15,660	Small City
Pacifica	\$160,000	38,418	Small City
Palm Desert	\$160,000	52,769	Small City
Palm Springs	\$160,000	47,706	Small City
Palmdale	\$310,000	158,905	Medium City
Palo Alto	\$310,000	69,721	Medium City
Palos Verdes Estates	\$160,000	13,519	Small City
Paradise	\$160,000	26,572	Small City
Paramount	\$160,000	56,000	Small City
Parlier	\$160,000	15,493	Small City
Pasadena	\$310,000	144,388	Medium City
Paso Robles	\$160,000	31,559	Small City
Patterson	\$160,000	22,679	Small City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
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Perris	\$310,000	77,837	Medium City
Petaluma	\$310,000	62,708	Medium City
Pico Rivera	\$310,000	64,260	Medium City
Piedmont	\$160,000	11,318	Small City
Pinole	\$160,000	19,236	Small City
Pismo Beach	\$160,000	8,233	Small City
Pittsburg	\$310,000	72,647	Medium City
Placentia	\$160,000	52,755	Small City
Placer County	\$310,000	113,313	Medium County
Placerville	\$160,000	10,642	Small City
Pleasant Hill	\$160,000	35,068	Small City
Pleasanton	\$310,000	79,201	Medium City
Plumas County	\$160,000	17,612	Small County
Plymouth	\$160,000	1,002	Small City
Point Arena	\$160,000	448	Small City
Pomona	\$310,000	155,687	Medium City
Port Hueneme	\$160,000	23,929	Small City
Porterville	\$310,000	60,798	Medium City
Portola	\$160,000	2,161	Small City
Portola Valley	\$160,000	4,767	Small City
Poway	\$160,000	50,207	Small City
Rancho Cordova	\$310,000	74,210	Medium City
Rancho Cucamonga	\$310,000	176,671	Medium City
Rancho Mirage	\$160,000	18,738	Small City
Rancho Palos Verdes	\$160,000	42,723	Small City
Rancho Santa Margarita	\$160,000	49,329	Small City
Red Bluff	\$160,000	13,858	Small City
Redding	\$310,000	91,357	Medium City
Redlands	\$310,000	71,196	Medium City
Redondo Beach	\$310,000	68,677	Medium City
Redwood City	\$310,000	86,380	Medium City
Reedley	\$160,000	26,390	Small City
Rialto	\$310,000	107,041	Medium City
Richmond	\$310,000	110,967	Medium City
Ridgecrest	\$160,000	28,822	Small City
Rio Dell	\$160,000	3,348	Small City
Rio Vista	\$160,000	9,188	Small City
Ripon	\$160,000	15,847	Small City
Riverbank	\$160,000	25,244	Small City
Riverside	\$625,000	325,860	Large City
Riverside County	\$625,000	385,953	Large County
Rocklin	\$310,000	66,830	Medium City
Rohnert Park	\$160,000	43,598	Small City
Rolling Hills	\$160,000	1,939	Small City
Rolling Hills Estates	\$160,000	8,111	Small City
Rosemead	\$160,000	55,267	Small City
Roseville	\$310,000	137,213	Medium City
Ross	\$160,000	2,533	Small City
Sacramento	\$625,000	501,344	Large City
Sacramento County	\$625,000	588,798	Large County
Saint Helena	\$160,000	6,118	Small City
Salinas	\$310,000	161,784	Medium City
San Anselmo	\$160,000	13,000	Small City
San Benito County	\$160,000	18,512	Small County
San Bernardino	\$625,000	221,130	Large City
San Bernardino County	\$625,000	311,659	Large County
San Bruno	\$160,000	46,085	Small City
San Carlos	\$160,000	29,897	Small City
San Clemente	\$310,000	65,543	Medium City
San Diego	\$625,000	1,419,845	Large City
San Diego County	\$625,000	513,123	Large County
San Dimas	\$160,000	34,507	Small City
San Fernando	\$160,000	24,602	Small City
San Francisco	\$625,000	883,963	Large City
San Gabriel	\$160,000	40,920	Small City
San Jacinto	\$160,000	48,146	Small City
San Joaquin	\$160,000	4,119	Small City
San Joaquin County	\$310,000	154,949	Medium County
San Jose	\$625,000	1,051,316	Large City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

San Juan Bautista	\$160,000	1,873	Small City
San Juan Capistrano	\$160,000	36,759	Small City
San Leandro	\$310,000	87,598	Medium City
San Luis Obispo	\$160,000	46,548	Small City
San Luis Obispo Cou	\$310,000	120,639	Medium County
San Marcos	\$310,000	95,768	Medium City
San Marino	\$160,000	13,272	Small City
San Mateo	\$310,000	104,490	Medium City
San Mateo County	\$310,000	65,828	Medium County
San Pablo	\$160,000	31,593	Small City
San Rafael	\$310,000	60,651	Medium City
San Ramon	\$310,000	82,643	Medium City
Sand City	\$160,000	394	Small City
Sanger	\$160,000	26,648	Small City
Santa Ana	\$625,000	338,247	Large City
Santa Barbara	\$310,000	94,807	Medium City
Santa Barbara Count	\$310,000	142,262	Medium County
Santa Clara	\$310,000	129,604	Medium City
Santa Clara County	\$310,000	87,666	Medium County
Santa Clarita	\$625,000	216,589	Large City
Santa Cruz	\$310,000	66,454	Medium City
Santa Cruz County	\$310,000	134,218	Medium County
Santa Fe Springs	\$160,000	18,335	Small City
Santa Maria	\$310,000	108,470	Medium City
Santa Monica	\$310,000	92,416	Medium City
Santa Paula	\$160,000	31,138	Small City
Santa Rosa	\$310,000	178,488	Medium City
Santee	\$160,000	56,994	Small City
Saratoga	\$160,000	31,435	Small City
Sausalito	\$160,000	7,226	Small City
Scotts Valley	\$160,000	12,195	Small City
Seal Beach	\$160,000	25,984	Small City
Seaside	\$160,000	34,270	Small City
Sebastopol	\$160,000	7,786	Small City
Selma	\$160,000	24,742	Small City
Shafter	\$160,000	19,271	Small City
Shasta County	\$310,000	66,508	Medium County
Shasta Lake	\$160,000	10,143	Small City
Sierra County	\$160,000	2,450	Small County
Sierra Madre	\$160,000	10,986	Small City
Signal Hill	\$160,000	11,749	Small City
Simi Valley	\$310,000	128,760	Medium City
Siskiyou County	\$160,000	24,084	Small County
Solana Beach	\$160,000	13,938	Small City
Solano County	\$160,000	19,633	Small County
Soledad	\$160,000	26,246	Small City
Solvang	\$160,000	5,771	Small City
Sonoma	\$160,000	11,390	Small City
Sonoma County	\$310,000	142,391	Medium County
Sonora	\$160,000	4,890	Small City
South El Monte	\$160,000	20,882	Small City
South Gate	\$310,000	98,133	Medium City
South Lake Tahoe	\$160,000	21,892	Small City
South Pasadena	\$160,000	26,047	Small City
South San Francisco	\$310,000	67,082	Medium City
Stanislaus County	\$310,000	116,941	Medium County
Stanton	\$160,000	39,470	Small City
Stockton	\$625,000	315,103	Large City
Suisun City	\$160,000	29,192	Small City
Sunnyvale	\$310,000	153,389	Medium City
Susanville	\$160,000	14,954	Small City
Sutter County	\$160,000	21,177	Small County
Sutter Creek	\$160,000	2,479	Small City
Taft	\$160,000	9,482	Small City
Tehachapi	\$160,000	12,299	Small City
Tehama	\$160,000	430	Small City
Tehama County	\$160,000	42,236	Small County
Temecula	\$310,000	113,181	Medium City
Temple City	\$160,000	36,411	Small City

2019 Year - 1 SB 2 Planning Grants Maximum Grant Amounts Based on Population

Based on Department of Finance Population Estimates
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Thousand Oaks	\$310,000	130,196	Medium City
Tiburon	\$160,000	9,648	Small City
Torrance	\$310,000	149,245	Medium City
Tracy	\$310,000	92,553	Medium City
Trinidad	\$160,000	340	Small City
Trinity County	\$160,000	13,635	Small County
Truckee	\$160,000	16,681	Small City
Tulare	\$310,000	65,982	Medium City
Tulare County	\$310,000	144,375	Medium County
Tulelake	\$160,000	977	Small City
Tuolumne County	\$160,000	49,850	Small County
Turlock	\$310,000	74,730	Medium City
Tustin	\$310,000	82,344	Medium City
Twentynine Palms	\$160,000	27,046	Small City
Ukiah	\$160,000	16,226	Small City
Union City	\$310,000	72,991	Medium City
Upland	\$310,000	77,017	Medium City
Vacaville	\$310,000	98,977	Medium City
Vallejo	\$310,000	119,252	Medium City
Ventura	\$310,000	111,269	Medium City
Ventura County	\$310,000	97,865	Medium County
Vernon	\$160,000	209	Small City
Victorville	\$310,000	123,701	Medium City
Villa Park	\$160,000	5,951	Small City
Visalia	\$310,000	136,246	Medium City
Vista	\$310,000	103,381	Medium City
Walnut	\$160,000	30,457	Small City
Walnut Creek	\$310,000	70,667	Medium City
Wasco	\$160,000	27,691	Small City
Waterford	\$160,000	9,149	Small City
Watsonville	\$160,000	53,434	Small City
Weed	\$160,000	2,769	Small City
West Covina	\$310,000	108,245	Medium City
West Hollywood	\$160,000	36,723	Small City
West Sacramento	\$160,000	54,163	Small City
Westlake Village	\$160,000	8,358	Small City
Westminster	\$310,000	94,476	Medium City
Westmorland	\$160,000	2,325	Small City
Wheatland	\$160,000	3,497	Small City
Whittier	\$310,000	87,369	Medium City
Wildomar	\$160,000	36,287	Small City
Williams	\$160,000	5,465	Small City
Willits	\$160,000	5,128	Small City
Willows	\$160,000	6,064	Small City
Windsor	\$160,000	28,060	Small City
Winters	\$160,000	7,292	Small City
Woodlake	\$160,000	7,786	Small City
Woodland	\$310,000	60,426	Medium City
Woodside	\$160,000	5,623	Small City
Yolo County	\$160,000	30,685	Small County
Yorba Linda	\$310,000	69,121	Medium City
Yountville	\$160,000	2,874	Small City
Yreka	\$160,000	7,840	Small City
Yuba City	\$310,000	67,280	Medium City
Yuba County	\$160,000	59,347	Small County
Yucaipa	\$160,000	54,651	Small City
Yucca Valley	\$160,000	21,834	Small City
	\$123,280,000		Total amount
	\$123,381,476		Total available amount in the SB 2 Funds

SB 2 Planning Grants Program Application



**State of California
Governor Gavin Newsom**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Ben Metcalf, Director
Department of Housing and Community Development**

2020 West El Camino, Suite 500
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Website: <http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>

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March 28, 2019

Revised July 10, 2019

SB 2 Planning Grants Application

Planning Grants Program Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized underneath the Planning Grants Program (PGP) provisions of SB 2 (Chapter 364, Statutes of 2017). The PGP program is intended for the preparation, adoption, and implementation of plans that streamline housing approvals and accelerate housing production. Please refer to the SB 2 Planning Grants Program Guidelines and Notice of Funding Availability (NOFA) for detailed information on eligible activities, applicants, and awards. If you have questions regarding this application or the PGP, email sb2planninggrant@hcd.ca.gov.

If approved for funding, this grant application will be a 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.

Pursuant to Section X of the NOFA, all applicants must submit a complete, signed, original application package and an electronic copy on CD or USB flash drive containing the following documentation, in the order listed below, to the Department by the specified due date in the Notice of Funding Availability (NOFA) in order to be considered for award:

- 1) A complete, signed, original application (the Department will only accept this **fillable pdf** as the application) with the following attachments:
 - a. **Attachment 1: State and Other Planning Priorities** (All applicants must submit this form to self-certify compliance)
 - b. **Attachment 2: Nexus to Accelerating Housing Production - NOTE:** if the applicant is proposing only Priority Policy Areas (PPA), as defined in section VIII, subsection (3) of the NOFA, do not fill out Attachment 2. However, if the applicant is proposing to fund PPAs AND other activities that are not considered PPAs, the application must demonstrate how these other activities have a nexus to accelerating housing production by filling out Attachment 2 of this application.
- 2) A fully executed resolution authorizing application for, and receipt of, PGP funds (see Attachment 3: Sample Resolution).
- 3) A fully executed Government Agency Taxpayer ID Form (available as a download from the SB 2 Planning Grants webpage at <http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>).
- 4) If the applicant is partnering with another local government or other entity pursuant to Article II, Section 200 of the SB 2 Planning Grant Program Guidelines (the "Guidelines"), include a copy of the legally binding agreement.
- 5) Other documentation (e.g., letters of support, scope of work, etc.) if needed.

NOTE: All local governments must submit a separate, signed application package, notwithstanding whether it will partner with another form of government or entity. Only one application per locality will be accepted by the Department. Joint applications are not allowed.

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A. Applicant Information

Pursuant to Article II, Section 200 of the Guidelines, local governments may partner through legally binding agreements with other forms of governments or entities. However, all local governments must submit separate, signed application packages that identify their respective responsibilities and deliverables, even if partnering with other entities.

Is the applicant partnering with another eligible local government entity?		
<input type="checkbox"/>	*Yes	<i>*If Yes, the application package must include a fully executed copy of the legally binding agreement. Provide the partners' name(s) and type(s) below for reference only.</i>
<input type="checkbox"/>	No	

Complete the following Applicant information			
Applicant's Name			
Applicant's Agency Type			
Applicant's Mailing Address			
City			
State	California	Zip Code	
County			
Website			
Authorized Representative Name			
Authorized Representative Title			
Phone		Fax	
Email			
Contact Person Name			
Contact Person Title			
Phone		Fax	
Email			
Partner(s) Name (if applicable)			
Partner Agency Type			
Partner(s) Name (if applicable)			
Partner Agency Type			
Proposed Grant Amount	\$		

B. Applicant Certification

As the official designated by the governing body, I hereby certify that if approved by HCD for funding through the Planning Grants Program (PGP), the _____ assumes the responsibilities specified in the 2019 Notice of Funding Availability and PGP guidelines, and certifies that the information, statements, and other contents contained in this application are true and correct.

Signature: _____ Name: _____

Date: _____ Title: _____

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C. Threshold Requirements

Pursuant to Section 201(a) through (d) of the Guidelines, all applicants must meet the following threshold criteria in items 1-4 below to be eligible for an award.

1. Does the applicant have an adopted housing element found to be in substantial compliance by the Department on or before the date of the applicant's submission of their SB 2 Planning Grant application?		
<input type="checkbox"/>	Yes	Date of HCD Review Letter:
<input type="checkbox"/>	No	
<input type="checkbox"/>	The Applicant requests HCD to consider housing element compliance threshold as met due to significant progress achieved in meeting housing element requirements.	

2. Has the applicant submitted to the Department the Annual Progress Report (APR) for the current or prior year on or before the date of submission of their SB 2 Planning Grant application?			
<input type="checkbox"/>	Yes	APR	Date Submitted
<input type="checkbox"/>		2017 CY Report	
<input type="checkbox"/>		2018 CY Report	
<input type="checkbox"/>	No		

3. Is the applicant utilizing one of the Priority Policy Areas listed below (as defined in section VIII, subsection (3) of the NOFA)?						
<input type="checkbox"/>	*Yes	<i>*If the applicant is proposing only Priority Policy Areas, do not fill out Attachment 2. However, if the applicant is proposing to fund PPAs AND other activities that are not considered PPAs, the application must demonstrate how these other activities have a nexus to accelerating housing production by filling out Attachment 2 of this application.</i>				
	Rezone to permit by-right	Objective design and development standards	Specific Plans or form based codes coupled with CEQA streamlining	Accessory Dwelling Units or other low-cost building strategies	Expedited processing	Housing related infrastructure financing and fee reduction strategies
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	No	<i>If an applicant is not proposing Priority Policy Areas, the application must include an explanation and document the plans or processes' nexus and impact on accelerating housing production based on a reasonable and verifiable methodology and must submit Attachment 2 in the Application pursuant to section VIII, subsection (3) of the NOFA.</i>				
<input type="checkbox"/>	The applicant is proposing PPAs and other activities not considered PPAs and is demonstrating how these activities have a nexus to accelerating housing production by submitting Attachment 2.					

4. Does the applicant demonstrate that the locality is consistent with State Planning or Other Priorities, as certified in Attachment 1?	Yes	<input type="checkbox"/>	*No	<input type="checkbox"/>
<i>*If No, consistency may be demonstrated through activities (not necessarily proposed for SB 2 funding) that were completed within the last five years, as certified in Attachment 1.</i>				

5. Is a completed and signed resolution included with the application package? See Attachment 3, "Sample Resolution"	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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D. Proposed Activities Checklist (Section VI, items (1) through (17) of the NOFA)

Check all activities the locality is undertaking for their PGP efforts below. Activities must match **Section E. Project Description**, and **Section F. Timeline and Budget**.

1	<input type="checkbox"/>	updates to general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, or local coastal plans
2	<input type="checkbox"/>	updates to zoning ordinances
3	<input type="checkbox"/>	environmental analyses that eliminate the need for project-specific review
4	<input type="checkbox"/>	local process improvements that improve and expedite local planning
5	<input type="checkbox"/>	a smaller geography 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
6	<input type="checkbox"/>	the creation or enhancement of a housing sustainability district pursuant to AB 73 (Chapter 371, Statutes of 2017)
7	<input type="checkbox"/>	workforce housing opportunity zone pursuant to SB 540 (Chapter 369, Statutes of 2017)
8	<input type="checkbox"/>	zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
9	<input type="checkbox"/>	zoning incentives for housing for persons with special needs, including persons with developmental disabilities
10	<input type="checkbox"/>	rezoning to meet requirements pursuant to Government Code Section 65583.2(c) and other rezoning efforts to facilitate supply and affordability
11	<input type="checkbox"/>	rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps)
12	<input type="checkbox"/>	pre-approved architectural and site plans
13	<input type="checkbox"/>	regional housing trust fund plans
14	<input type="checkbox"/>	funding plans for SB 2 Year 2 going forward
15	<input type="checkbox"/>	infrastructure financing plans
16	<input type="checkbox"/>	environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary and part of a proposed activity with a nexus to accelerating housing production
17	<input type="checkbox"/>	Other activities demonstrating a nexus to accelerating housing production

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E. Project Description

*Provide a description of the project and the scope of work to be performed below. Use Appendix A for additional information if necessary. **Note:** If partnering with another local government or entity, be sure to clarify the responsibilities and deliverables of your locality pursuant to such partnership.*

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G. 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/>.

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

Pursuant to Section 201(d) of the Guidelines, all applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities by certifying that at least one activity was completed in 1) State Planning Priorities (i.e., Infill and Equity, Resource Protection, Efficient Development Patterns) or 2) Other Planning Priorities (i.e., Affordability, Conservation, or Climate Change). Consistency may be demonstrated through activities (not necessarily proposed for SB 2 funding) that were completed within the last five years.

Complete the following self-certification by selecting one or more of the policy areas in the following tables by inserting the date completed for each applicable action, briefly describing the action taken, and certifying.

State Planning Priorities

Date Completed	Brief Description of the Action Taken
Promote Infill and Equity	
	<i>Rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas.</i>
	<i>Seek or utilize funding or support strategies to facilitate opportunities for infill development.</i>
	<i>Other (describe how this meets subarea objective)</i>
Promote Resource Protection	
	<i>Protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands; natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands; recreation lands such as parks, trails, greenbelts, and other open space; and landscapes with locally unique features and areas identified by the state as deserving special protection.</i>
	<i>Actively seek a variety of funding opportunities to promote resource protection in underserved communities.</i>
	<i>Other (describe how this meets subarea objective)</i>
Encourage Efficient Development Patterns	
	<i>Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following:</i>
	<i>(1) Uses land efficiently.</i>

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Attachment 1: State and Other Planning Priorities Certification (Page 2 of 3)

	<i>(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.</i>
	<i>(3) Is located in an area appropriately planned for growth.</i>
	<i>(4) Is served by adequate transportation and other essential utilities and services.</i>
	<i>(5) Minimizes ongoing costs to taxpayers.</i>
	<i>Other (describe how this meets subarea objective)</i>

Other Planning Priorities

Affordability and Housing Choices	
	<i>Incentives and other mechanisms beyond State Density Bonus Law to encourage housing with affordability terms.</i>
	<i>Efforts beyond state law to promote accessory dwelling units or other strategies to intensify single-family neighborhoods with more housing choices and affordability.</i>
	<i>Upzoning or other zoning modifications to promote a variety of housing choices and densities.</i>
	<i>Utilizing surplus lands to promote affordable housing choices.</i>
	<i>Efforts to address infrastructure deficiencies in disadvantaged communities pursuant to Government Code Section 65302.10.</i>
	<i>Other (describe how this meets subarea objective)</i>

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

Conservation of Existing Affordable Housing Stock	
<i>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.</i>	
<i>Policies, programs and ordinances to protect and support tenants such as rent stabilization, anti-displacement strategies, first right of refusal policies, resources to assist tenant organization and education and "just cause" eviction policies.</i>	
<i>Other (describe how this meets subarea objective)</i>	
Climate Adaptation	
<i>Building standards, zoning and site planning requirements that address flood and fire safety, climate adaptation and hazard mitigation.</i>	
<i>Long-term planning that addresses wildfire, land use for disadvantaged communities, and flood and local hazard mitigation.</i>	
<i>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.).</i>	
<i>Other (describe how this meets subarea objective)</i>	

State and Other Planning Priorities Certification

I certify under penalty of perjury that all of the information contained in this PGP State Planning and Other Planning Priorities certification form (pages 9, 10, and 11 of this application) is true and correct.

Certifying Officials Name: _____

Certifying Official's Title: _____

Certifying Official's Signature: _____

Certification Date: _____

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Attachment 2: Application Nexus to Accelerating Housing Production

Fill out Attachment 2 only if the applicant answered “No” to item 3 in Section C or is utilizing Policy Priority Areas AND other activities not designated as such. Applicants answering “Yes” to question 3 in Section C and utilizing ONLY Priority Policy Areas are automatically deemed to demonstrate a nexus to accelerating housing production, and do not need to complete this form.

Pursuant to section VIII, subsection (4) of the NOFA, applicants shall demonstrate how the application includes a nexus to accelerating housing production. Please complete the following chart by providing information about the current conditions and expected outcomes with respect to the planned activity and housing production. Please attach documentation as necessary and see the NOFA for additional details.

Quantify how the activity accelerates production below and use Appendix B to explain the activity and its nexus to accelerating housing production if necessary.

Type (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)***

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Attachment 3: Sample Resolution

RESOLUTION NO. 2019-XX
A RESOLUTION OF THE [CITY COUNCIL/COUNTY BOARD OF SUPERVISORS] OF
_____[CITY, COUNTY NAME]____
AUTHORIZING APPLICATION FOR, AND RECEIPT OF,
SB 2 PLANNING GRANTS PROGRAM FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the [City Council/County Board of Supervisors] of _____ (City/County) desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 ([SB 2](#))) related to the PGP Program.

NOW, THEREFORE, THE [CITY COUNCIL/COUNTY BOARD OF SUPERVISORS] OF _____
RESOLVES AS FOLLOWS:

SECTION 1. The [City Council/County Board of Supervisors] is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application released March 28, 2019 in the amount of \$_____.

SECTION 2. In connection with the PGP grant, if the application is approved by the Department, the [insert designee title, e.g. City Manager, Executive Office, etc] is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$_____, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the [City/County's] obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The [City/County] shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The [City Council/County Board of Supervisors] hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

SECTION 4. The [insert the title of City Council/County Board of Supervisors Executive or designee] is authorized to execute the [City/County] of _____ Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the [City/County] as required by the Department for receipt of the PGP Grant.

ADOPTED _____, 2019, by the [City/County] Board of Supervisors of the County of _____
by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

County Executive
ATTEST: APPROVED AS TO FORM:

County Clerk County Attorney

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Appendix A

Use this area for additional information if necessary.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide additional information if necessary.

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Appendix B

Use this page to explain the nexus to accelerating housing production or for project description.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide an explanation of the nexus to accelerating housing production or a project description.

SB2 Planning Grants and Technical Assistance Program FAQs



California Department of Housing and Community Development

SB2 Planning Grants and Technical Assistance Program

Frequently Asked Questions

As of July 12, 2019

The [SB 2 Planning Grants Program](#) provides one-time funding and ongoing technical assistance to all eligible local governments in California to adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. Eligible activities include updating a variety of planning documents and processes such as general plans and zoning ordinances, conducting environmental analyses, and process improvements that expedite local planning and permitting. The Planning Grants Program is funded through the Building Homes and Jobs Act Trust Fund (SB 2, Chapter 364, Statutes of 2017). The Department of Housing and Community Development (HCD) released a Notice of Funding Availability on March 28, 2019, which marked the start of the 8-month over-the-counter application period.

Below are frequently asked questions on the following topics:

[Program](#)

[Eligible Activities](#)

[Application questions](#)

[Grant administration](#)

[Technical Assistance Questions](#)

Program Questions

	QUESTION	ANSWER
1.	Is the SB2 Planning Grant Program competitive?	No, this is a non-competitive program. As long as a local government (county or city) meets the threshold requirements, any locality is eligible for funding. Threshold eligibility includes housing element compliance, Annual Progress Report submittals for the current or prior year, a nexus to accelerating housing production for non-priority policy area activities, and actions consistent with the state and other planning priorities. For more information on threshold eligibility, please refer to the NOFA.
2.	Should I submit my application as soon as possible to ensure I receive funding?	The program utilizes an over-the-counter process with an eight-month application window ending on November 30, 2019. Projects funded by the grant must be encumbered by June 30, 2020 and funds must be expended by June 30, 2022. HCD encourages early applications to assure meeting encumbrance deadlines.
3.	How many grants can a jurisdiction apply for?	Each jurisdiction is eligible to apply for one grant and up to the maximum grant amount. An applicant can apply for multiple projects in the same grant application as long as they do not exceed the maximum grant amount allocated to their jurisdiction. Find out how much your jurisdiction is eligible for here.
4.	Will there be a supplemental round of funding?	If the planning grant funds are not fully awarded at the conclusion of the over-the-counter period (November 30, 2019), HCD may consider extending the over-the-counter period and/or have a supplemental funding round. For more information on a potential supplemental round, please refer to <i>Article V, Section 500</i> of the program guidelines .
5.	I have heard a lot about priority policy areas. What is a Priority Policy Area (PPA)?	In consultation with stakeholders, planners, developers, and local governments, HCD identified six policy areas that have a known positive impact on accelerating housing production in California. Among other benefits, a jurisdiction applying under a PPA is automatically deemed to meet a threshold requirement for accelerating housing production and will not need to complete attachment 2 of the application or provide additional documentation to demonstrate a nexus to housing production. Additionally, utilizing a PPA will streamline the application review process and make an applicant more competitive if there is a supplemental round of funding. For more information on PPAs, please refer to the NOFA.

SB2 Planning Grants and Technical Assistance Program FAQs

		<p>If you are unsure if your project qualifies under a PPA, please contact HCD or the regional liaison designated to your region.</p>
<p>6.</p>	<p>Can a city or county partner with another entity such as a city? Can a jurisdiction partner with other entities that are not a city or county?</p>	<p>HCD recognizes that solutions to housing include both regional and local collaboration. The program has been designed to encourage and allow for partnerships between cities, counties, regional governments, and other government entities. When partnering with another entity, the applicant should include a legally binding agreement, and specify on the application which partner is responsible for each task or subtask. Additionally, the maximum grant amount for applicants seeking partnerships with other local governments will be additive. For example, two large localities could submit a proposal for up to \$1,250,000.</p>
<p>7.</p>	<p>If a jurisdiction partners with another jurisdiction, will they be allowed to apply for an increased grant amount?</p>	<p>When a jurisdiction partners with another jurisdiction the two applicants can pool their allocated grant amounts that have been identified in the NOFA. For example, City of Hope qualifies as a small city and is eligible to receive a maximum grant amount of \$160,000 and partners with the County of Heroes who qualifies as a medium county and is eligible to receive a maximum grant amount of \$310,000. Those two jurisdictions will be eligible to apply for a maximum grant amount of \$470,000.</p>
<p>8.</p>	<p>How do I find out more information on the SB2 Year 2 funding?</p>	<p>SB2 Year 2 funding is now known as the Permanent Local Housing Allocation (PLHA) Program. HCD is currently in the process of developing guidelines to specify eligible activities and funding amounts. For more information please visit our website at http://www.hcd.ca.gov/policy-research/lhp.shtml Please refer all questions to PLHA@hcd.ca.gov</p>
<p>9.</p>	<p>How will the 50% homelessness funding be allocated for Year 1?</p>	<p>SB2 was revised through legislation in 2018 (SB 850, Statutes of 2018) to clarify the provisions around the homelessness portions of the fund. These provisions allocated 50 percent of the SB 2 funding dedicated to homelessness to the Housing for a Healthy California Program and 50 percent to the California Emergency Solutions and Housing Program (CESH), both administered by HCD. For more information on homelessness programs, please contact Catherine Kungu at Catherine.Kungu@hcd.ca.gov</p>

Eligible Activities Questions

	QUESTION	ANSWER	EXAMPLE
1.	What types of projects can be funded?	The Planning Grants Program allows for a range of activities that can be implemented and will accelerate housing production and streamline housing approvals.	Eligible activities include, but are not limited to, general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, local coastal plans, zoning ordinances, environmental analyses, local process improvements, and any other planning activities that can demonstrate a nexus to production. For more information, see Section 300 of the Guidelines.
2.	Is a housing element update an eligible activity?	Yes. Senate Bill 2 allows for a broad range of planning activities, including housing element updates. However, since the housing element is not a priority policy area, the applicant must demonstrate a nexus to accelerating housing production (attachment 2 in the application). HCD encourages applicants to couple a housing element update with other short-term planning activities that have a strong implementation component such as those projects that would fall within a PPA.	Examples of coupling a housing element update with short-term implementation activities include: <ul style="list-style-type: none"> • rezoning to permit by-right housing on identified housing inventory sites • other housing element implementation such as modifying development standards or reducing fees
3.	I am applying for funding to update my housing element, does HCD have any recommendations on how to fill out attachment 2?	To demonstrate a nexus to production, an application could pair the housing element with other short-term activities and utilize the anticipated outcomes from implementation actions in the housing element.	Examples of housing element implementation actions that can be used to demonstrate a nexus include quantified objectives from programs such as rezoning, modifying development standards, fee waivers and reductions, and permit process improvements. When possible, please quantify the anticipated results to demonstrate a nexus to accelerating housing production in attachment 2.

SB2 Planning Grants and Technical Assistance Program FAQs

<p>4.</p>	<p>Is a sites inventory an eligible activity?</p>	<p>The Planning Grants Program requires that funded activities have a strong implementation component and, where applicable, that planning documents be adopted by the locality. A sites inventory can be eligible when coupled with an activity more focused on implementation or as a subtask of a larger project.</p>	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Sites inventory with a marketing and outreach plan to developers • Sites inventory with rezoning to permit by-right • Sites inventory with zoning incentives • Sites inventory with a robust infrastructure analysis and plan or implementing mechanism such as an Enhanced Infrastructure Financing District
<p>5.</p>	<p>Can I use the funding for studies on these topics?</p> <ul style="list-style-type: none"> • infrastructure • sites availability • parking • inclusionary housing 	<p>Background studies such as site analysis, feasibility studies, parking studies, etc., can be eligible for funding when they are ancillary and part of a larger proposed activity.</p>	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Feasibility study as part of a rezone program or a specific plan • Study identifies discrete improvements (e.g., replacement or upgrade of a sewer line) needed to expand infrastructure capacity and facilitate additional development • Preliminary design and cost sharing study for region. (i.e. storm drainage, irrigation undergrounding) • Parking study to support adding residential to existing downtown and LCP modification
<p>6.</p>	<p>Can I use the funding to do planning work on a specific site or a specific community in my locality?</p>	<p>Yes, as long as the site-specific work will yield a significant community-wide impact on housing throughout the jurisdiction.</p>	<p>Ways to broaden site-specific work to the level of a community-wide impact can include:</p> <ul style="list-style-type: none"> • Overlay districts • Larger project-level specific plans • Site-specific planning documents to entitle housing projects that are of

			<p>substantial size compared to the jurisdiction’s growth needs</p> <ul style="list-style-type: none"> • Development standards and zoning modifications that can apply to subsequent projects or other areas across the community such as downtown or transit corridor areas • Process improvement for a project that will yield an ongoing community-wide impact
7.	Preservation-related activities	Affordable housing preservation related activities could be eligible when paired with additional activities that have a net positive effect on accelerating housing production.	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Downzoning hazardous areas while upzoning other areas or coupling other incentives that are strategic for housing • Downzoning areas to preserve affordable communities while upzoning other parts of a city • Implementing an anti-displacement ordinance while upzoning in other areas
8.	Inclusionary housing	The statute allows for a range of planning activities, including planning documents for inclusionary requirements. However, all non-PPA activities such as inclusionary housing must demonstrate a nexus to accelerating production and cannot constrain development unless having a net and significant positive effect. Applicants are encouraged to couple activities like inclusionary housing with PPAs or other planning activities that demonstrate a stronger nexus to production.	<p>Possible examples can include:</p> <ul style="list-style-type: none"> • Streamlined permit process for inclusionary housing • Rezoning to permit multifamily by right • Adopting a specific plan with development and design standards and environmental review sufficient enough to allow subsequent tiering or streamlining

SB2 Planning Grants and Technical Assistance Program FAQs

9.	Are there any planning activities I can do to encourage permanent supportive housing?	Local governments can do various planning activities that encourage and facilitate the development of permanent supportive housing.	Examples include adopting an ordinance or establishing written procedures to allow permanent supportive housing without discretionary review in compliance with recent legislation (AB 2162).
For any questions around eligible activities and projects, HCD encourages you to contact your regional liaisons , the HCD SB2 team or the Office of Planning and Research to identify and discuss eligible projects. Contact information is also located on the SB2 PGP Webpage .			

Application Questions

	QUESTION	ANSWER
1.	What happens after I have submitted an application for review?	Once a jurisdiction has submitted their application, HCD will review for completeness, and that the applicant(s) meet threshold eligibility requirements. HCD intends to notify applicants within 30-60 days of HCD receiving the application regarding the status and if any additional information is needed for the application. When an applicant is approved for funding, HCD will issue an award letter and begin preparing and executing a standard agreement with the awardee.
2.	What if I'm not sure if my project falls under a PPA?	As part of the TA program, regional liaisons, HCD, and OPR are available to identify eligible activities, brainstorm ideas, and answer any questions about PPAs or other activities.
3.	I am applying for a project that falls under a PPA, do I still need to fill out attachment 2 (nexus to accelerating housing production)?	If you are applying for only an activity that falls under a PPA, you do not need to fill out attachment 2 (nexus). However, the project description must include a narrative about the anticipated outcomes for your project. For example, will this activity help increase certainty? Decrease the time it takes to get through the approval process? Decrease development costs? Increase housing units? Please include a description about what the anticipated outcomes you expect as a result of the project. For examples on this, please refer to the sample applications on the planning grant webpage.
4.	How long should a project description be in Section E of the application?	The length of the project description will depend on the scope of work and should be summarized sufficiently enough to convey the overall objectives and primary steps necessary to complete the project. Additionally, project descriptions should sufficiently support the project timeline.
5.	What happens if my application is denied? Do I need to resubmit an additional application?	Given that this is an over-the-counter process, HCD and TA providers will work with all localities to revise their applications to meet program requirements. Applicants will not need to resubmit as long as the application is not fundamentally altered within the authority granted by the resolution. Additionally, the Planning Grants Program TA teams are available to review draft applications before they are officially submitted.

SB2 Planning Grants and Technical Assistance Program FAQs

6.	Can a locality apply for multiple projects on one application?	Yes. HCD is only accepting one application per jurisdiction. Please list all eligible projects you are applying for on one application.
7.	What is the difference between “partner” and “other” in Section F of the application?	In scenarios where an applicant is partnering with another entity, “partner” is a way to identify which entity is responsible for each task. “Other” could be an entity that is responsible for a task that is part of the larger project, but the specific task is not funded by the Planning Grants Program. For example, an applicant may be supplementing funds from Caltrans or the Department of Conservation to complete specific tasks of a larger project and using SB2 Planning Grants funding to complete the remaining task of the larger project. Another example of “other” is when an applicant is collaborating with entities that are part of a larger project but not funded by the SB2 Planning Grants.
8.	How detailed should the project timeline and budget in Section F of the application?	The project timeline should include high-level objectives (tasks) but be sufficiently detailed to demonstrate completion of the project. HCD will be reimbursing applicants based on the deliverables as stated in the Standard Agreement, which will be based on the project deliverables as shown in the application and the project description. An awardee can submit invoices for reimbursement quarterly based on deliverables completed in section F of the application.
9.	Do I include the total cost for the project or only the grant amount I am requesting?	The budget should include an estimated total cost of the entire project and the total grant amount you are requesting. Please add the total cost of the entire project in the “notes” section of the project timeline and budget.
10.	I need to add a few more items to the resolution, how can I do that while also making sure I follow the format recommended by HCD?	HCD strongly recommends that you follow the sample resolution provided in the application because it has been approved by HCD and includes all the information needed to process your application. If an applicant needs to add or change anything to the sample resolution, please refer to the resolution checklist on the Planning Grants webpage to maintain consistency with the sample resolution.
11.	Attachment 1: State planning priorities – How many of the state or other planning priorities does an applicant need to demonstrate consistency with?	An applicant is required to self-certify that their locality has been consistent with at least one “state” or “other planning priority” listed in Attachment 1 of the application. HCD encourages applicants to certify additional actions that meet planning priorities that the locality has completed within the last five years.

Grant Administration Questions

	QUESTION	ANSWER
1.	Can the funds be used to hire someone that will oversee the consultants work?	Yes, a <u>maximum</u> of 5% of the grant amount can be used for administrative costs or otherwise known as “soft costs.”
2.	Can the funds be used to hire a staff person to implement the funded activities? Will the 5% cap on admin costs be applicable in this scenario?	Grant funds can be used to hire a staff person or a subcontractor to prepare, implement, and adopt the funded activity. The 5% cap on admin costs will not apply to staff that are working directly on preparing, adopting, and implementing the grant funded activities.
3.	When can a jurisdiction start incurring costs?	As noted in section 601 of the program guidelines, the applicant can begin incurring costs after the release of the NOFA (March 28, 2019). However, that does not guarantee funding, and an applicant is still required to submit an application for eligible projects. Only approved and eligible costs for work that incurred after the release of the NOFA and continued through the grant term will be reimbursable.
4.	Can a locality hire someone from the Technical assistance team, such as PlaceWorks, to implement the funded activity?	Yes. As long as a locality follows a procurement process as described in the standard agreement, an applicant is allowed to contract with any organization.
5.	When will the applicant receive the grant?	The program operates on a reimbursement model. Applicants can submit for reimbursement quarterly upon completion of the deliverables noted in section F of the application and in the standard agreement. Applicants do not need to wait until the approved activity is adopted or fully implemented to be reimbursed. Refer to section 601 in the guidelines for more information on reimbursement procedures.
6.	Can an applicant use a consultant that is already under contract by the jurisdiction?	Please refer to the standard agreement for more details on contracting.
7.	How will HCD be reviewing compliance with this program?	Compliance will be reviewed based on the completion of an applicant’s deliverables, adoption of the planning document or implementation of the planning process, and through the final close out report.

SB2 Planning Grants and Technical Assistance Program FAQs

8.	How long does an awardee have to expend the funds?	Funds must be expended by the end of the grant term period which will run from March 28, 2019 to June 30, 2022.
9.	For cities that need the California Coastal Commission's (CCC) approval, is approval needed prior to the June 30, 2022 expenditure deadline?	The grant funds need to be spent by June 30, 2022. The Coastal Commission approval process should be scheduled in the project timeline (and if possible finished) before the June 30, 2022 deadline. HCD encourages integrating CCC approval and early coordination in the project timeline and description.
10.	Can the funds be used to purchase hardware such as kiosks or software such as such as permitting software?	Yes, an awardee can use funds to procure equipment and software that results in a process improvement and demonstrates a nexus to accelerating production.
11.	What happens if a jurisdiction is not able to adopt the funded activity?	The Planning Grants Program was designed to fund activities that accelerate housing production and streamline housing approvals. Any funded activity must include a strong implementation component and where appropriate, needs to be formally adopted by the locality. Localities that do not formally adopt the funded activity could be subject to repayment of the grant. HCD encourages applicants to engage with local decision-makers before applying for the program and as part of the resolution process.
12.	What are the reporting requirements for awardees?	HCD may request a performance report but only intends to require reports under limited circumstances such as a lack of performance or progress in expending funds. Once the awardee has completed all funded activities identified in the standard agreement, the awardee will submit a final close-out report to HCD. You can find the close out reporting form as attachment 3 in the guidelines.
13.	Is the final close-out report the only required reporting document at the end of the grant period?	Yes.

Technical Assistance Program Questions

	QUESTION	ANSWER
1.	Is the Technical Assistance (TA) funding separate from the Planning Grants funding?	The TA funding is separate and in addition to the Planning Grants available to local governments.
2.	Is there a cost to utilizing the TA program?	TA is at no cost to the jurisdictions. Senate Bill 2 set-aside 5% for HCD, in coordination with the Governor’s Office of Planning and Research (OPR), to develop a robust Technical Assistance program that will complement all local governments planning efforts.
3.	Where do I find technical assistance resources?	The technical assistance program has a separate webpage from the Planning Grants Program. The TA webpage is currently on HCD’s website and will continually be updated with toolkits, best practices, and off-the-shelf resources.
4.	What does the TA program include?	The technical assistance program emphasizes the PPAs and includes two major activities: (1) assistance with applications (e.g., helping identify activities, answering questions, providing samples) and (2) ongoing technical assistance (e.g., consulting bench, peer to peer learning collaboratives, workshops, webinars) that will be regionally tailored and run through June 30, 2021. These activities will be complemented by off the shelf resources such as sample scopes of work and RFPs, and various tools such as model ordinances and development and design standards with an emphasis on PPAs.
5.	What is PlaceWorks role in the Technical Assistance Program?	In partnership with OPR, HCD has contracted with PlaceWorks to lead a team of consultants that will provide TA on a regional and statewide basis through June 30, 2021. The PlaceWorks team of consultants include PlaceWorks, Ascent Environmental, Provost & Pritchard, Institute for Local Government, PolicyLink, and Casamar Group.

SB2 Planning Grants and Technical Assistance Program FAQs

6.	How can a jurisdiction receive Technical Assistance?	Technical Assistance is deployed on a regional level with liaisons representing 11 different regions throughout the state. A jurisdiction can directly contact their regional liaisons to request TA . For more information on contacting your regional liaisons, please visit the Planning Grants TA webpage at HCD website.
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San Gabriel Valley Council of Governments
Planning Directors' Technical Advisory Committee
2019-2020 Committee Meeting Schedule

Date: 4th Thursday of the Month (Regular)
Time: 12:00 PM to 1:00 PM
Location: Monrovia Community Center

Meeting Dates for the Reminder of 2019:

- Thursday, October 24, 2019
- Thursday, December 5, 2019 (Special)

Expected Meeting Dates for 2020:

- January 23, 2020
- February 27, 2020
- March 26, 2020
- April 23, 2020
- May 28, 2020
- July 23, 2020
- September 24, 2020
- October 22, 2020
- December 3, 2020 (Special)