



# TOWN OF FAIRFAX

## STAFF REPORT

### February 3, 2021

**TO:** Mayor and Town Council

**FROM:** Ben Berto, Planning and Building Services Director  
Garrett Toy, Town Manager

**SUBJECT:** Adopt a Resolution Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds

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#### **RECOMMENDATION**

Adopt a Resolution Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds

#### **BACKGROUND**

The State has mandated that local jurisdictions update their General Plan Housing Element every eight years. The next planning period is 2023-2031. In order to meet State deadlines, the Town Council will need to adopt an update to the Fairfax Housing Element by December 31, 2022. The Housing Element will then be sent to the State for review and certification. All municipalities are required to meet this requirement.

In order to assist local jurisdictions to meet this Housing Element Update mandate, the State has also made grant funding available via the Local Early Action Planning (LEAP) grant program.

#### **DISCUSSION**

The Town Council must authorize staff applying for and receiving LEAP funding in order for that to occur. The resolution is based on the template the State has provided for the Council to authorize the Town Manager or his designee (Planning and Building Director) to apply for and receive \$65,000 in grant funding (see Attachment).

#### **ATTACHMENT**

Proposed Resolution

## RESOLUTION 21-\_\_

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

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

**WHEREAS**, the Town Council of the Town of Fairfax desires to submit a LEAP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

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

**NOW, THEREFORE**, the Town Council of the Town of Fairfax (“Applicant”) resolves as follows:

**SECTION 1.** The Town Manager or his/her/their designee is hereby authorized and directed to apply for and submit to the Department the Application package; and

**SECTION 2.** In connection with the LEAP grant, if the Application is approved by the Department, the Town Manager or his/her/their designee of the Town of Fairfax is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

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

allowable expenditures in the manner presented and specifically identified in the approved Application.

**ADOPTED** on the 3rd day of February 2021 by the Town Council of the Town of Fairfax by the following vote count:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED AS TO FORM: \_\_\_\_\_  
BRUCE ACKERMAN, Mayor

ATTEST: \_\_\_\_\_  
Michele Gardner, Town Clerk