Staff Report

TO:	Town of Loomis Honorable Mayor and Town Councilmembers
FROM:	Mary Beth Van Voorhis, Planning Director
DATE:	November 12, 2019
RE:	**RESOLUTION #19-** AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB2 PLANNING GRANT PROGRAM FUNDS**

Recommendation

Adopt Resolution #19-** authorizing the Town Manager to execute the Town of Loomis Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the Town of Loomis as required by the Department of Housing and Community Development for receipt of the PGP Grant in the amount of $160,000.

Issue Statement and Discussion

In 2017, Governor Brown signed a 15-bill housing package aimed at addressing the state's housing shortage and high housing costs.

Specifically, it included the Building Homes and Jobs Act (SB 2, 2017), which establishes a $75 recording fee on real estate documents to increase the supply of affordable homes in California.

Because the number of real estate transactions recorded in each county will vary from year to year, the revenues collected will fluctuate.

The chart below shows how revenues will be allocated.

Year 1	State-Administered 50% Planning Grants*	State-Administered 50% homelessness programs
	*5% for Technical Assistance in coordination with OPR	
Year 2 and Beyond	Locally Administered 70% Affordable Housing	State-Administered 15% middle-income rental 5% production incentive 10% farmworker housing

The purpose of the SB2 Grant Program (Exhibit A) 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. The distribution of funds is based on population. Based on the Town of Loomis population of 6,824, the Town is eligible for $160,000 (Exhibit B). As described in the attached application (Exhibit C), Page 7 of 15, the receipt of $160,000 will provide funding of $130,000 for the General Plan Update 2020 in the areas of public participation, technical reports, and for the inclusion of the required new elements within the General Plan. In addition, $30,000 has been included to update our Geographic System Update to provide new web-based software that will provide automatic work routing, tracking, and provide a user friendly standardized streamlined permitting process.

CEQA Requirements

There are no CEQA issues involved in this grant application.

Financial and/or Policy Implications

Approval of the SB2 Grant Application will provide the Town of Loomis $160,000 to use toward the General Plan Update 2020 and provide web-based Geographic System software to further streamline the Town's permitting processes.

Attachments

      Exhibit A – SB2 Grant Program Year 1 Guidelines
      Exhibit B – Maximum Grant Amount Based on Population
      Exhibit C – SB2 Grant Program Application
      Exhibit D – Resolution #19-**

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

Table of Contents

ATTACHMENTS
    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. <u>Rezone to Permit By-right:</u> 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. <u>Objective design and development standards:</u> Developing objective design standards or pre-approved site and architectural plans that facilitate non-discretionary permitting.

3. <u>Specific plans or Form Codes coupled with CEQA streamlining:</u> 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. <u>Accessory Dwelling Units and other innovative building strategies:</u> 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. <u>Expedited processing:</u> 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

Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following: (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?
  - Name
  - Number and/or email

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

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
Sacramento, CA 95833
Website: http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml
Email: sb2planninggrant@hcd.ca.gov

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.

SB 2 Planning Grants Application

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?		
☐	*Yes	*If Yes, the application package must include a fully executed copy of the legally binding
✔	No	agreement. Provide the partners' name(s) and type(s) below for reference only.

Complete the following Applicant information			
Applicant's Name	Town of Loomis		
Applicant's Agency Type	Town		
Applicant's Mailing Address	PO Box 1330, 3665 Taylor Road		
City	Loomis		
State	California	Zip Code	95650
County	Placer		
Website	www.loomis.ca.gov		
Authorized Representative Name	Sean Rabé		
Authorized Representative Title	Town Manager		
Phone	916-652-1840	Fax	916-652-1847
Email	srabe@loomis.ca.gov		
Contact Person Name	Mary Beth Van Voorhis		
Contact Person Title	Planning Director		
Phone	916-652-1840	Fax	916-652-1847
Email	mvanvoorhis@loomis.ca.gov		
Partner(s) Name (if applicable)			
Partner Agency Type			
Partner(s) Name (if applicable)			
Partner Agency Type			
Proposed Grant Amount	$ 160,000		

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 _____ Town of Loomis _____ 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: _____ Sean Rabé _____

Date: _____   Title: _____ Town Manager _____

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?		
✔	Yes	Date of HCD Review Letter: 4/30/14
	No	
	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?			
	Yes	APR	Date Submitted
	✔	2017 CY Report	3/30/18
	✔	2018 CY Report	5/31/19
	No		

3. Is the applicant utilizing one of the Priority Policy Areas listed below (as defined in section VIII, subsection (3) of the NOFA)?

✔	*Yes	*If the applicant is proposing **only** Priority Policy Areas, <u>do not fill out Attachment 2</u>. 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.

	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
	☐	☐	☐	☐	✔	☐

✔	No	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.
✔		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	✔	*No	☐

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.

5. Is a completed and signed resolution included with the application package? *See Attachment 3, "Sample Resolution"*	Yes	✔	No	☐

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	✔	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
4	✔	local process improvements that improve and expedite local planning
5		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		the creation or enhancement of a housing sustainability district pursuant to AB 73 (Chapter 371, Statutes of 2017)
7		workforce housing opportunity zone pursuant to SB 540 (Chapter 369, Statutes of 2017)
8		zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
9		zoning incentives for housing for persons with special needs, including persons with developmental disabilities
10		rezoning to meet requirements pursuant to Government Code Section 65583.2(c) and other rezoning efforts to facilitate supply and affordability
11		rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps)
12		pre-approved architectural and site plans
13		regional housing trust fund plans
14		funding plans for SB 2 Year 2 going forward
15		infrastructure financing plans
16	✔	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		Other activities demonstrating a nexus to accelerating housing production

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.*

In August 2019, the Town of Loomis began the current General Plan Update process. The Town of Loomis will utilize SB2 planning grant dollars to hire qualified consultant firms to update the Town's General Plan, technical reports, and Geographic Information System (GIS) mapping updates.

Task 1: General Plan Update
a. Public Participation including educational and visioning workshops, stakeholder and/or committee meetings, including electronic outreach.

b. Existing Conditions Reports, including: Land use and Community Development demographics; Circulation; Housing Inventory; Public Services, Facilities, and Finances; Conservation of Resources; and Public Health and Safety, including tree preservation. To be included in adoption of General Plan in March 2021.

c. The General Plan Update will provide current information for the existing elements: Land Use (updated mapping), Circulation; Natural Resources; Archaeological Resources and Parks and Recreation; Public Services and Facilities; Market Analysis; and Safety and Noise. The update will also provide for the inclusion of new elements to meet State guidelines related to Green House Gases (climate changes); Social Justice; Vehicle Miles Traveled (VMT) standards, Technology, and Economy. The updated elements will ensure that all goals, policies, and actions are met and will also avoid or mitigate potential environmental impacts and are internally consistent.

Task 2: Geographic Information System Update
An integrated web based software will provide automatic work routing, tracking, and email notifications; workflow tools; central cashiering system, built in GIS, mobile accessiblity; online permitting and fee payment; user dashboards; advanced reporting querying tools; and templates that will help standardize and expedite our permitting process.

SB 2 Planning Grants Application

F. Project Timeline and Budget

Project Name	Town of Loomis, Placer County					
Objective	**Responsible Party**	**Est. Cost**	**Begin**	**End**	**Deliverable**	
Task 1a. General Plan Update Public Participation/Outreach	Applicant	$ 20,000	8/14/19	3/31/21	Written feedback, comments, notes	
Task 1b. General Plan Update Existing Conditions-Technical Repts	Partner	$ 80,000	11/1/19	3/31/20	Techinical reports on existing conditions	
Task 1c. General Plan Update Inclusion of required new elements	Other	$ 30,000	12/1/19	3/31/21	New elements that meet State guideline requirements	
Task 2. Geographic System Update Web based software	Other	$30,000	12/1/19	1/1/20	Software to enable and ensure permit streaming and tracking.	
	Other					
	Other					
	Other					
	Other					
	Other					
	Other					
	Other					
	Other					
	Other					
	Other					
	Total Est. Cost $	160000				

*Priority Policy Area (PPA)

G. Legislative Information

District	#	Legislator Name
Federal Congressional District		Senator Diane Feinstein
		Senator Kamala Harris
	4	Representative Tom McClintock
State Assembly District	6	Kevin Kiley
State Senate District	1	Brian Dahle

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/.

SB 2 Planning Grants Application

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	
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.	
9/1/15	Improved Webb Street with the addition of a Class II bike trail.
Seek or utilize funding or support strategies to facilitate opportunities for infill development.	
10/1/17	Implementation of Downtown Master Plan Phase I with the addition of bike lanes and sidewalks to provide increased public safety.
Other (describe how this meets subarea objective)	
8/15/19	Remediation of Town owned parcel from environmental hazardous waste to provide sale of parcel to a private entity for creation of a downtown commercial event center, etc.
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	
Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following:	
(1) Uses land efficiently.	

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

(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.	

(3) Is located in an area appropriately planned for growth.	

(4) Is served by adequate transportation and other essential utilities and services.	

(5) Minimizes ongoing costs to taxpayers.	

Other (describe how this meets subarea objective)	

Other Planning Priorities

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

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

Conservation of Existing Affordable Housing Stock
Policies, programs or ordinances to conserve stock such as an at-risk preservation ordinance, mobilehome park overlay zone, condominium conversion ordinance and acquisition and rehabilitation of market rate housing programs.
Policies, programs and ordinances to protect and support tenants such as rent stabilization, 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)

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: Sean Rabé

Certifying Official's Title: Town Manager

Certifying Official's Signature: _____

Certification Date: _____

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)	4-6 months	2-4 months	2 months	See Appendix B.
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)	0	10-100	10-100	See Appendix B.

*** 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)

RESOLUTION NO. 19-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS, PLACER COUNTY, 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 dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the Town Council of the Town of Loomis, Placer 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 SB2 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 TOWN COUNCIL OF THE TOWN OF LOOMIS RESOLVES AS FOLLOWS:

Section 1. The Town of Loomis Council 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 **$160,000.**

Section 2. In connection with the PGP grant, if the application is approved by the Department, the Town Manager is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of $160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the Town of Loomis obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

Section 3. The Town of Loomis, Placer 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 Loomis Town Council 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 Town Manager is authorized to execute the Town of Loomis Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the Town of Loomis as required by the Department for receipt of the PGP Grant.

PASSED AND ADOPTED this 12th day of **November 2019**, by the following roll call vote:

    AYES:
    NOES:
    ABESENT:
    ABSTAIN:

_____
Tim Onderko, Mayor

ATTEST:

_____
Charlene Strock, Town Clerk

Appendix A

Use this area for additional information if necessary.

Task 1. General Plan Update.
The Towns' current General Plan was adopted in 2001. The Town of Loomis began the General Plan Update 2020 process in September 2019 and anticipates adoption in the beginning of 2021. Since September 2019, Town staff has begun public educational workshops at Council and Planning Commission levels and outside group presentations on the General Plan Update including land use, housing, new required elements, and technical studies that will be required.

Task 2. Geographic Information System (GIS).
The purchase and implementation of GIS software is necessary to support plan review staff, inspectors, and permit issuance. This enhancement will result in a more streamlined and cost-effective planning and permitting approval process. This efficiency and improvement will foster a greater, easier, customer experience and will be instrumental in accelerating housing development in the Town of Loomis with reduction of plan review submittal turnaround times.

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

Timing; Task 1 - General Plan Update: Currently the average timeframe for approval of new housing development entitlement is 4 to 6 months (includes Design Review approval (given the property is zoned appropriately for the type of use proposed, and a Use Permit is not required). As a result of the Town's proposed General Plan Update, the timeline would be reduced to 2-4 months. This would result in expediting housing approval 2 months faster than our current timeframe.

Impact on Housing Supply and Affordability: During the last several years only a few subdivisions have been approved and are still pending construction. These subdivisions are not considered affordable.   Updates to the 2001 General Plan will provide various tools (inclusionary zoning, reduced setbacks, greater lot coverage, etc.) and incorporate recent legislative approvals that will provide for affordable units to be constructed in a timely manner.

An existing, vacant, Planned Development zone allows for the construction of approximately 130 affordable units. Second units are allowed and have been constructed since adoption in 2007, however, not they are not considered affordable.

Timing: Task 2 - Geographic System Update (Web based software): Upon entitlements begin granted, housing development projects submit building permits for approval. This process can take from 2-3 months to receive approval to construct. This software upgrade will allow each department to review construction documents at the same time, which will elimate hand delivery of documents from department to department and provide a uniform method to track permit status, issuance, and facilitate inspections through an on-line portal. We anticpate this system to be on-line and functional by the end of this year (2019).

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS, PLACER COUNTY, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS

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Section 4.. The Town Manager is authorized to execute the Town of Loomis Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the Town of Loomis as required by the Department for receipt of the PGP Grant.

PASSED AND ADOPTED this **12ᵗʰ** day of **November 2019**, by the following roll call vote:

AYES:
NOES:
ABESENT:
ABSTAIN:

_____
Tim Onderko, Mayor

ATTEST:

_____
Charlene Strock, Town Clerk