Do More with Available Grant Funding to Help Meet Your Housing Needs

COVID-19 Webinar Series
May 7, 2020
How to Ask a Question

• All phone lines have been muted.
• For **written** questions - use the Q&A window to the right side of your screen. Please enter your name, title and city.
Speakers & Agenda:

Jason Rhine
Assistant Legislative Director
League of California Cities

Sohab Mehmood
Housing Policy Division
House & Community Development
JOIN US NEXT TUESDAY!

Keeping Resort Towns Afloat: Managing Revenue Shortages and Tourism Messaging During COVID-19

Tuesday, May 12 • 10:30 a.m. – 11:30 a.m.

To register, please visit www.cacities.org/events
Funding for Planning

Sohab Mehmood – HCD
Paul McDougall – HCD
Cassandra Paz – HCD
How can LEAP help you right now?

Flexible funding

Just meet the goals of the program

Any planning document or process improvement that will be implemented/adopted

The activity a) accelerates housing production b) facilitates compliance with the 6th cycle RHNA
Eligible Uses – How can the money be used?

**On staffing costs (as long as staff are working directly on the proposed activity)**

- Ex: Staff is working to update the housing element
- Ex: Staff is working with the consultants on specific activities

**Consultant costs working on the proposed and approved activity**
Key Points

- Application deadline: July 1, 2020
- No thresholds required except for an eligible project that accelerates housing production
- Every project must have adoption, implementation, or completion
  - Include that on the timeline and project description
In light of COVID-19:

- We are accepting electronic signatures vs. wet signatures.
- In extenuating circumstances, we can accept electronic submittals.
- At this point, the deadline to apply has not been extended.
Eligible Activities

Some examples of eligible activities
Housing Elements

ELIGIBLE

REQUIRES A NEXUS (JUST LIKE EVERY ACTIVITY)

WHAT DOES PAIRING WITH IMPLEMENTATION MEAN?
Studies

Max: 15% of the total grant amount and need to include implementation measures

- What would you like to do with the study?

Tip! Sometimes studies will be a subtask as part of the larger project

- ”I need to do a study to see which sites are feasible to rezone for by-right”
- “I need to do a infrastructure study as part of drafting my specific plan”
### F. Project Timeline and Budget

<table>
<thead>
<tr>
<th>Objective</th>
<th>Responsible Party</th>
<th>Est. Cost</th>
<th>Begin</th>
<th>End</th>
<th>Deliverable</th>
<th>PPA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write RFP</td>
<td>Applicant</td>
<td>$8,000</td>
<td>1/2/20</td>
<td>2/28/20</td>
<td>RFP</td>
<td>Yes</td>
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<tr>
<td>Advertise RFP</td>
<td>Applicant</td>
<td>$3,000</td>
<td>3/1/20</td>
<td>3/20/20</td>
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<tr>
<td>Review RFP/Responses &amp; interview</td>
<td>Applicant</td>
<td>$8,000</td>
<td>4/1/20</td>
<td>4/30/20</td>
<td>Select Consultant</td>
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<tr>
<td>Consultant to Interview staff/review</td>
<td>Other</td>
<td>$50,000</td>
<td>5/1/20</td>
<td>7/1/20</td>
<td></td>
<td>Yes</td>
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<tr>
<td>Prepare recommendations</td>
<td>Other</td>
<td>$20,000</td>
<td>7/5/20</td>
<td>10/1/20</td>
<td></td>
<td>Yes</td>
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<tr>
<td>Provide draft recommendations</td>
<td>Other</td>
<td>$50,000</td>
<td>10/1/20</td>
<td>10/30/20</td>
<td>Document recommending measurement tools to AODP</td>
<td>Yes</td>
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<tr>
<td>Review draft and provide comments</td>
<td>Applicant</td>
<td>$6,000</td>
<td>10/30/20</td>
<td>11/20/20</td>
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<td>Yes</td>
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<tr>
<td>Implement Changes recommended in study</td>
<td>Applicant</td>
<td>$35,000</td>
<td>11/20/20</td>
<td>6/1/22</td>
<td>Web site changes, process changes, front counter environment</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Other</td>
<td>Other</td>
<td>N/A</td>
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<td>Other</td>
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<td>Other</td>
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<td>Other</td>
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<td>Other</td>
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<td>Total Est. Cost $</td>
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<td>$160,000</td>
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*Priority Policy Area (PPA)*

Examples of studies
Examples of studies

<table>
<thead>
<tr>
<th>Project Goal(s)</th>
<th>Responsible Party</th>
<th>Est. Cost</th>
<th>Begin</th>
<th>End</th>
<th>Deliverable</th>
<th>*PPA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage a firm to conduct the feasibility study</td>
<td>Applicant</td>
<td>$10,000</td>
<td>12/1/19</td>
<td>1/1/20</td>
<td>Completed contract with firm</td>
<td>Yes</td>
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<tr>
<td>Conduct initial interviews, meetings, and site analysis</td>
<td>Other</td>
<td>$20,000</td>
<td>1/1/20</td>
<td>3/1/20</td>
<td>On-site meetings with contracted firm</td>
<td>No</td>
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<tr>
<td>Draft traffic and infrastructure analysis</td>
<td>Other</td>
<td>$30,000</td>
<td>3/1/20</td>
<td>6/1/20</td>
<td>Draft section of study</td>
<td>N/A</td>
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<tr>
<td>Draft fill test for size and placement of buildings</td>
<td>Other</td>
<td>$30,000</td>
<td>6/1/20</td>
<td>9/1/20</td>
<td>Draft section of study</td>
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<tr>
<td>Draft full report</td>
<td>Other</td>
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<td>9/1/20</td>
<td>11/1/20</td>
<td>Draft full report of study</td>
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<td>Final feasibility report</td>
<td>Other</td>
<td>$40,000</td>
<td>11/1/20</td>
<td>12/1/20</td>
<td>Final full report of study</td>
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<tr>
<td>Adoption of report recommendations</td>
<td>Other</td>
<td>$0</td>
<td>12/1/20</td>
<td>1/1/20</td>
<td>Resolution from Town Council adopting report recommendations</td>
<td>N/A</td>
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</tr>
</tbody>
</table>

*Priority Policy Area (PPA)
Can I use the funding to complete planning activities on one specific site? **No**

- **Unless,**
  1. It creates a *re-occurring benefit*
  2. *Significant* community impact

- Example: Mammoth Lakes
• Can I use LEAP funds to supplement existing SB2 projects? Yes!

- Existing SB2 PGP project that needs more funding
- Existing SB2 PGP projects that you would like to enhance
Application FAQs
• A nexus is required for each of the proposed activity

• Quantify and Describe:
  • Quantify what you hope will be an outcome of the project
  • Describe it in a few sentences
    • Ex: The city hopes that by purchasing a permit software system, staff can complete quick review of the applications, streamlining the process by 2 weeks”
Resolution

FOLLOW IT!

REQUIRED TEMPLATE!
- When will you have TA available?
  - The department is currently in the process of procuring and contracting with a TA team.
  - That process can take anywhere from 30-90 days

- Can I contact the same TA team from the SB2 Program?
  - No

- What do I do in the meantime?
  - Contact Earlyactionplanning@hcd.ca.gov
TA Needs

- Examples of specific projects and applications.

- Reviewing your draft application:
  - Am I going the right direction?
  - Not sure how I should frame this?
  - Is there anything missing the application?

- Brainstorming Eligible Activities
  - I am thinking about doing x,y,z, is that eligible?

- Any other questions!
Contact

Earlyactionplanning@hcd.ca.gov
Questions?

www.cacities.org/coronavirus