**LEAP Grants – draft text for housing elements**

*Updated June 2, 2020*

**LEAP Grants**

Local Early Action Planning Grants are provided by the State of California (through the Department of Housing and Community Development) to help jurisdictions prepare and adopt planning documents and process improvements that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment.

Applications and related information are on the HCD [website](https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml). Applications are due on July 1, 2020. Questions can be directed to [earlyactionplanning@hcd.ca.gov](mailto:earlyactionplanning@hcd.ca.gov).

**Eligible Activities**

The [Notice of Funding Availability](https://www.hcd.ca.gov/grants-funding/active-funding/leap/docs/LEAP_Final_Clean.pdf) provides a long list of activities that are eligible for funding through LEAP (as well as a list of what’s not). In short, housing-related planning activities and implementation (e.g., rezoning or upzoning; changes to development standards or approval processes; etc.) that facilitate or accelerate the production of housing are eligible for funding. This includes housing element updates, and the services being offered by 21 Elements as well as other work you may be contemplating in the coming couple years to facilitate housing outcomes, including funds to support staff time and implementation of pro-housing rezones (including environmental analyses).

**Draft Project Description for Housing Element Updates**

On the following pages are some standard entries you can use to develop your LEAP grant proposal as it relates to housing element work. It is structured based on the work program we proposed as part of 21 Elements. You will of course want to customize based on your specific circumstances, adding in other aspects of your proposal. The more specific you can be, the better. So if you know that there are priority implementing actions you will be working on, include them, as well as other housing-related work items.

We’ve incorporated the budget estimates for 21 Elements support in the sample Attachment 1 table. Be sure to add in estimates of how much city staff time or other costs you would like to support through the grant funds. Keep in mind that the 21 Elements service proposal is designed so that staff can complete the update “in house” if desired. How much time that will take will vary by jurisdiction. At a minimum we expect it will require 0.5 FTE for the duration of the process (on average), with additional resources needed for implementing actions depending on the scope and scale of that work in your jurisdiction. The resource need will be higher in jurisdictions that may be facing significant rezoning or other large work activities.

**Section A of Application**

Enter jurisdiction-specific information.

**Section B of Application**

For housing element updates and associated rezoning, we recommend checking boxes

1, 8, 9, 10, 11, 12, 14 and 17. Please review and confirm to ensure each activity is consistent with your expectations for how the update will play out in your jurisdiction. Also, be sure to check other activities, as relevant, if you plan to add other tasks.

**Section C of Application**

*Suggested text:*

**a. Summary of the Project and its impact on accelerating production**

The 2023-2031 Housing Element and associated implementation activities establish the overarching policy framework, goals, quantified objectives and implementing programs to facilitate and accelerate housing production consistent with the forthcoming RHNA 6 housing needs by income category and as well as other special housing needs that will be quantified through the update process.

**b. Description of the tasks and major sub-tasks**

The City will begin work on the housing element update starting mid 2020 to enable adoption of potential rezones and other pro-housing regulatory changes in conjunction with adoption of the updated element by January 2023. This work will occur in three overlapping phases, as described in Appendix A.

**c. Summary of the plans for adoption or implementation**

In addition to the updated housing element, a major focus of the effort will be to rezone and/or upzone specific sites or areas, and conducting the requisite CEQA analysis, to meet the established needs. Depending on the scale and type of need, this may take the form of creating new or expanded residential development capacity for high and mid-density multifamily housing and/or new infill opportunities in lower density areas (e.g., townhomes, duplexes, triplexes).

If the RHNA numbers and updated inventory do not require rezoning, we will use the money for other activities to facilitate and accelerate housing development and affirmatively advance fair housing. These could include:

* ***Affordable Housing Incentive Tools*** through overlays, fee reductions, streamlining and other mechanisms to prioritize, fund and facilitate housing for lower income households.
* ***Minimum Density Requirements*** to ensure that priority sites for high and mid-density housing are not lost to lower density development.
* ***ADU Ordinance Updates and Implementation Tools and Programs*** to respond to new state law requirements and facilitate the development of new ADUs.
* ***Changes to Parking and Other Development Standards*** to remove barriers that make higher density housing challenging or infeasible, especially for affordable developments.
* ***Changes to Design Standards, Guidelines and/or Processes*** to create clear, objective and predictable review and approval processes, especially for higher density housing.
* ***Streamlined Approvals and Changes in Fee Structures*** to prioritize and facilitate the development of affordable housing.

[NOTE TO GRANT WRITERS – TO THE EXTENT YOU KNOW THAT A PARTICULAR ACTIVITY OR SET OF ACTIVITIES WILL BE A PRIORITY, BE SURE TO HIGHLIGHT THAT. THE GREATER CERTAINTY AND SPECIFICITY THE BETTER. THIS ‘MENU OF OPTIONS’ APPROACH IS PROVIDED WITH THE UNDERSTANDING THAT SPECIFIC PRIORITY ACTIONS WILL BE DEFINED THROUGH THE PHASE 1 AND PHASE 2 WORK EFFORTS]

**Section D of Application**

**Federal Congressional Districts:** Most of San Mateo County is in California’s 14th Congressional District, represented by Jackie Speier. Atherton, Portola Valley and most of Redwood City and Menlo Park are in California’s 18th District, represented by Anna Eshoo.

**California Assembly Districts:** The majority of San Mateo County jurisdictions are in the California Assembly’s 22nd District represented by Kevin Mullen. The northern part of the County (Daly City, Colma and a portion of South San Francisco) is in the 19th District, represented by Phil Ting. The southern and western parts of the County (Atherton, East Palo Alto, Menlo Park, Woodside, Portola Valley, Half Moon Bay) are in the 24th District, represented by Marc Berman.

**California Senate Districts:** Most of San Mateo County is in the California Senate’s 13th District, represented by Jerry Hill. The northern portion of the county (Daly City, Colma and a portion of South San Francisco) is in the 11th District, represented by Scott Wiener.

**Attachment 1 of Application**

FOLLOWING ARE HIGH LEVEL TASK DESCRIPTIONS BASED ON THE 21 ELEMENT’S PROPOSED APPROACH. YOU WILL WANT TO CUSTOMIZE BY ADDING IN OTHER COSTS YOU ANTICIPATE WITH EACH TASK (E.G., INTERNAL STAFF TIME, IF RELEVANT) AS WELL AS OTHER ANTICIPATED WORK TASKS.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Est. Cost** | **Begin** | **End** | **Deliverables** | **Notes** |
| **Develop Strategies to Expand Site Capacity:** Evaluate existing site inventory and potential strategies for expanding site capacity to meet projected needs, including potential rezoning, upzoning and changes to development standards. Initiate public outreach. Hire firm to support site analysis and evaluation, including development feasibility analysis of policy strategies and analysis of market potential for missing middle housing. | $9,000 $13,000 $19,000 depending on city size PLUS YOUR STAFF TIME | July 2020 | Dec 2022 | Updated site inventory and priority strategies for the update | This work will be undertaken through our participation in 21 Elements |
| **Define Update Work Plan.** Evaluate the existing element in relation to recent state law requirements; develop key foundational sections of the housing element; refine work program and schedule, including engagement strategy, to complete update and implement rezoning and/or other priority actions. | $7,000 $9,000 $10,000 depending on city size  PLUS YOUR STAFF TIME | July 2020 | June 2021 | Evaluation of existing element and refined work program to achieve priority actions | This work will be undertaken with support from 21 Elements |
| **Rezone Land and/or Change Development Standards to Meet RHNA:** Based on outcomes from previous tasks, conduct necessary rezoning and/or changes to development standards plus associated CEQA analysis. | ESTIMATE NEEDED BUDGET, INCLUDING STAFF TIME | January 2021 | December 2023 | Changes to general plan and or zoning ordinance; CEQA documentation |  |
| **Complete Housing Element Update:** Adopt updatedHousing Element in compliance with State laws, including the updated site inventory and by-right procedures for supportive housing. | $30,000  PLUS YOUR STAFF TIME | January 2021 | January 2023 | Draft and Final updated Housing Element | This work will be undertaken with support from 21 Elements |
| **List other potential tasks you anticipate or plan to undertake to promote housing** |  |  |  |  |  |

**Attachment 2**

This section asks you to quantify the anticipated impact on housing that will result from adoption of your updated housing element. At a minimum, your updated site inventory and changes in development standards will impact housing supply. Depending on other actions you anticipate being prioritized in your update it will also likely improve processing time, lower development costs and increase both the certainty and number of development approvals.

You are asked to list the baseline condition, the projected condition, and the difference. In RHNA 6 we expect most San Mateo County jurisdictions will see allocation numbers that are several times higher than in RHNA 5. Depending on your current site inventory (how much you can address through sites already identified), you could use this as a minimum level for projecting the increase in site capacity you will create through the update and related rezoning process.

**Attachment 3**

This section asks you to demonstrate that your jurisdiction is consistent with State planning laws. You can highlight how the proposed work will get you there, or relevant activities over the past five years (providing a brief description and date of completion).

Below are some examples for how you could describe the Housing Element update’s contribution to meeting State planning priorities. These are provided as examples; not a complete or comprehensive list. Be sure to customize as appropriate, add entries and language in other categories where you expect the housing element update to contribute, and add activities completed in the past five years.

* **Promote Infill and Equity** *Seek or utilize funding or support strategies to facilitate opportunities for infill development.*

*Date of Completion:* By January 2023

*Brief Description:* The housing element update will analyze policy alternatives for expanding housing opportunities, including but not limited to infill opportunities such as expansion of duplex, triplex, townhome and other infill housing types in lower density areas.

* **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.*

*Date of Completion:* By January 2023

*Brief Description:* The housing element update will analyze opportunities for rezoning, upzoning and/or changes to development standards for redevelopment and new development to create new housing in areas already served by infrastructure and related services.

* **Affordability and Housing Choices** *Upzoning or other zoning modifications to promote a variety of housing choices and densities.*

*Date of Completion:* By January 2023

*Brief Description:* A primary focus of the housing element update will be to ensure adequate sites to facilitate the production of housing to meet projected household needs, consistent with recent changes in the State’s eligibility criteria for the site inventory. This will be achieved through rezoning, upzoning and changes to development standards (e.g., parking standards) that help facilitate the production of different housing choices and densities.

**Appendix A of Application**

The Housing Element update work and associated implementing actions will be undertaken in three overlapping phases:

* **Phase 1: Getting Started.** This phase will be focused on early review and update of our sites inventory to remove ineligible sites and identify gaps between projected needs and available sites. We will then analyze alternative strategies for strengthening and expanding available sites through changes in land use, zoning and development regulations. This work will include analysis of the impact to development feasibility to ensure that potential changes are grounded in market realities. We will also study ADU affordability and the market dynamics of “missing middle” housing types. Public outreach and engagement will also begin during this period. *Timeline: mid-2020 through mid-2021.*
* **Phase 2: Setting Direction.** We will evaluate the current adopted element to identify other opportunities for policy and programmatic changes to facilitate housing outcomes and ensure compliance with state law requirements. This will include review and analysis of housing needs (RHNA6-defined needs and special housing needs) as well as constraints to housing production. The outcome of this phase will be a clear work program for completion of the update, including identification of priority implementing actions (see Phase 3), informed by continued public outreach and engagement, early consultation with HCD and deliberation with our planning commission and council. *Timeline: late 2020 through late 2021.*
* **Phase 3: Adoption and Action.** We will update the Housing Element, including its goals, policies, programs and objectives, to ensure consistency with state requirements; meet RHNA6 and special housing needs; affirmatively advance fair housing; and facilitate housing production. At the same time, we will initiate priority implementing actions to ensure adequate and appropriate sites to meet projected needs, and related development standards, processes and practices to support housing development. Examples of potential actions are listed in Section C. *Timeline: mid-2021 through January 2023.*