Local Early Action Planning Grant Application



State of California Governor Gavin Newsom

Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency

Doug McCauley, Acting Director
Department of Housing and Community Development

Zachary Olmsted, Deputy Director
Department of Housing and Community Development
Housing Policy Development

2020 West El Camino, Suite 500 Sacramento, CA 95833

Website: https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml
Email: EarlyActionPlanning@hcd.ca.gov

January 27, 2020

LEAP Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized underneath the Local Early Action Planning Grants (LEAP) provisions pursuant to Health and Safety Code Sections 50515 through 50515.05. LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment. If you have questions regarding this application or LEAP, email earlyactionplanning@hcd.ca.gov.

If approved for funding, the LEAP application is incorporated as 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.

All applicants must submit a complete, signed, original application package and digital copy on CD or USB flash drive to the Department and postmarked by the specified due date in the NOFA. Applicants will demonstrate consistency with LEAP requirements by utilizing the following forms and manner prescribed in this application.

- Pages 3 through 14 constitute the full application (save paper, print only what is needed)
- Attachment 1: Project Timeline and Budget: Including high-level tasks, sub-tasks, begin and end dates, budgeted amounts, deliverables, and adoption and implementation dates.
- Attachment 2: Nexus to Accelerating Housing Production
- Attachment 3: State and Other Planning Priorities
- Attachment 4: Required Resolution Template
- o Government Agency Taxpayer ID Form (available as a download from the LEAP webpage located at https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml
- If the applicant is partnering with another local government or other entity, include a copy of the legally binding agreement; and
- Supporting documentation (e.g., letters of support, scope of work, project timelines, etc.)

Pursuant to Section XII of the LEAP 2020 Notice of Funding Availability (NOFA), the application package must be postmarked on or before July 1, 2020, and received by the Department at the following address:

Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833

A. Applicant Information and Certification

Applicant (Jurisdiction)	City of Carson					
Applicant's Agency Type	Local Government					
Applicant's Mailing Address	701 E. Carson Street					
City	Carson					
State California	Zip Code 90745					
County	Los Angeles					
Website	http://ci.carson.ca.us/					
Authorized Representative Name	Sharon Landers					
Authorized Representative Title	City Manager					
Phone (310) 952-1728	Fax					
Email sllanders@carson.ca.us						
Contact Person Name	Saied Naaseh					
Contact Person Title	Community Development Director					
Phone (310) 952-1770	Fax					
Email snaaseh@carson.ca.us						
Proposed Grant Amount \$ 300,000						
Pursuant to Health and Safety Code Section 50515.03 through (d) of the Guidelines, all applicants must meet the following two requirements to be eligible for an award: 1. Does the application demonstrate a nexus to accelerating housing production as shown in Attachment 2? No						
2. Does the application demonstrate that the applicant is consistent with State Planning or Other Priorities shown in Attachment 3? No						
Is a fully executed resolution included with the application package?						
Does the address on the Gover exactly match the address liste	nment Agency Taxpayer ID Form d above?	Yes		No		
Is the applicant partnering with another eligible local government entity? If Yes, provide a fully executed copy of the legally binding agreement.						
As the official designated by the governing body, I hereby certify that if approved by HCD for funding through the Local Early Action Planning Program (LEAP), the <u>City of Carson</u> assumes the responsibilities specified in the Notice of Funding Availability and certifies that the information, statements and other contents contained in this application are true and correct. Signature: Name: Sharon Landers Date: City Manager						

B. Proposed Activities Checklist

Che	eck all a	ctivities the locality is undertaking. Activities must match the project description.
1		Rezoning and encouraging development by updating planning documents and zoning ordinances, such as general plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs
2		Completing environmental clearance to eliminate the need for project-specific review
3		Establishing housing incentive zones or other area based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code
4		Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents
5		Planning documents to promote development of publicly owned land such as partnering with other local entities to identify and prepare excess or surplus property for residential development
6		Revamping local planning processes to speed up housing production
7		Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code
8		Planning documents for a smaller geography (less than jurisdiction-wide) 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
9		Rezoning to meet requirements pursuant to Government Code Section 65583(c)(1) and other rezoning efforts to comply with housing element requirements, including Government Code Section 65583.2(c) (AB 1397, Statutes of 2018)
10		Upzoning or other implementation measures to intensify land use patterns in strategic locations such as close proximity to transit, jobs or other amenities
11		Rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps); Establishing Pre-approved architectural and site plans
12		Preparing and adopting housing elements of the general plan that include an implementation component to facilitate compliance with the sixth cycle RHNA
13		Adopting planning documents to coordinate with suballocations under Regional Early Action Planning Grants (REAP) that accommodate the development of housing and infrastructure and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity and climate goals, including hazard mitigation or climate adaptation
14		Zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
15		Zoning incentives for housing for persons with special needs, including persons with developmental disabilities
16		Planning documents related to carrying out a local or regional housing trust fund
17		Environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15% of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production
18		Other planning documents or process improvements that demonstrate an increase in housing related planning activities and facilitate accelerating housing production
19		Establishing Prohousing Policies

C. Project Description

Provide a description of the project and each activity using the method outlined below, and ensure the narrative speaks to **Attachment 1: Project Timeline and Budget.**

- a. Summary of the Project and its impact on accelerating production
- b. Description of the tasks and major sub-tasks
- c. Summary of the plans for adoption or implementation

Please be succinct and use Appendix A or B if more room is needed.

Project Summary and Impact on Accelerating Housing Production

The City of Carson (City) intends to use the LEAP grant funds to prepare the City's Housing Element for the 2021-2029 planning period, comply with the City's RHNA obligations, adopt an Accessory Dwelling Unit (ADU) ordinance, amend the General Plan and Zoning Code, and complete the necessary CEQA assessment. The City will solicit qualified professional consultants through a Request for Proposal process and award a single contract for the work.

Housing Element and RHNA: The new Housing Element will provide the capacity and an implementation component for approximately 5,606 new housing types and price points within the housing planning period, in compliance with the 6th Cycle RHNA obligations. The Housing Element will contain pro-housing policies, and identify and evaluate City-owned surplus properties for residential development. The process will include an adequate sites inventory that will identify infill opportunities to accommodate the number of housing units and affordability targets per RHNA. It will also provide opportunities for a range of residential types and densities, such as a diversity of multi-family housing units at higher densities to incentivize construction on brownfield sites or in close proximity to job centers and major public transportation corridors.

The preparation of the Housing Element will satisfy California Government Code Section 65580 et al, by extensively evaluating factors related to housing condition, housing needs, production challenges, and developing strategies and an implementation component to promote housing construction. These tasks will evaluate the current housing policies, special needs populations, and permitting procedures, as well as examining potential housing opportunity sites. The Housing Element will be forwarded to HCD for certification. The City will also amend the General Plan as part of the preparation and adoption of the Housing Element.

(continued on Appendices A & B)

D. Legislative Information

District	#	Legislator Name
	44	Nanette Barragan
		Local Office: 701 E. Carson St Carson, CA 90745
Federal		(310) 831-1799
Congressional		Capitol Office: 1030 Longworth House Office Building
District		Washington, DC 20515
		(202) 225-8220
	64	Mike A. Gipson
		Local Office: City of Compton - City Hall, 1st Floor
State Assembly		205 S. Willowbrook Ave. Compton, CA 90220
District		(310) 605-5557
	- American	Capitol Office: P.O. Box 942849 Sacramento, CA 94249-0064
		(916) 319-2064
	35	Steven Bradford
		Local Office: 1 Manchester Blvd, Suite 600 Inglewood, CA 90301
State Senate		(310) 412-6120
District		Capitol Office: State Capitol, Room 2059 Sacramento, CA 95814
		(916) 651-4035

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/.

Attachment 1: Project Timeline and Budget: (if more room is needed, duplicate Attachment 1 or add attachment labeled Attachment 1A)

Task	Est. Cost	Begin	End	Deliverable	Notes
Project Management	27,500	8/1/20	5/15/22	RFP, Memo, Reports	Contract Planner
Project Initiation	5,000	8/1/20	12/1/20	RFP, Contract, Kick-Off Meeting	Housing Consultant
Data Gathering/Analysis	15,000	12/1/20	2/1/21	Background Memo	Housing Consultant
Public Engagement	30,000	2/1/21	5/1/21	Memo, Report, Tasks	Housing Consultant
Prelim Policies, Goals, Objectives	10,000	3/15/21	4/15/21	Prelim Policies, Goals, Objectives	Housing Consultant
Screencheck Housing Element & ADU	32,000	3/15/21	5/15/21	Draft Housing Element & ADU	Housing Consultant
Public Review Housing Element & ADU	25,500	6/1/21	7/15/21	Draft Housing Element &ADU	Housing Consultant
CEQA - EIR	140,000	1/1/21	8/1/21	Scoping, EIR, 45Day P.R, Adoption	Housing Consultant
City Approval	12,000	9/1/21	10/15/21	Planning Comm. & City Council	Housing Consultant
HCD Certification & Approval	3,000	11/1/21	2/15/22	Certified HsgElment & ADU Ord	Housing Consultant
Note: The schedule and budget are					
estimates and the selected					
Housing Consultant will have a different					
more detailed and varied schedule and			THE THE PARTY WAS THE TANK OF THE PARTY AND THE PARTY WAS		
line item costs that will be used by the					
City to complete this project. However					
the total expended LEAP funds will					
not exceed \$300,000					
Total Projected Cost \$	300,000				
Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), budget amounts, begin and end dates and deliverables. If other funding is	Drafting, Outreach, F	Oublic Hearings an	d Adoption), b	udget amounts, begin and end dates an	d deliverables. If other funding is

used, please note the source and amount in the Notes section.

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Attachment 2: Application Nexus to Accelerating Housing Production

Applicants shall demonstrate how the application includes a nexus to accelerating housing production by providing data regarding current baseline conditions and projected outcomes such as a reduction in timing, lower development costs, increased approval certainty, increases in number of entitlements, more feasibility, or increases in capacity. An expected outcome should be provided for each proposed deliverable. If necessary, use Appendix B to explain the activity and its nexus to accelerating housing production.

			Notes
26,113 d.u.*	31,719d.u.	5,606 d.u.***	*** RHNA Compliance
,			
	,	d.u.*	d.u.*

^{*} 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)

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

Applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities by selecting from the list below activities that are proposed as part of this application or were completed within the last five years. Briefly summarize the activity and insert a date of completion.

State Planning Priorities

Date of Completion	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.						
Seek or utilize	funding or support strategies to facilitate opportunities for infill development.					
Other (describe	e how this meets subarea objective)					
	ource Protection					
landscapes su wildlife habitats	serving, and enhancing the state's most valuable natural resources, including working ch as farm, range, and forest lands; natural lands such as wetlands, watersheds, and other wildlands; recreation lands such as parks, trails, greenbelts, and other and landscapes with locally unique features and areas identified by the state as cial protection.					
Actively seek a communities.	variety of funding opportunities to promote resource protection in underserved					
Other (describe	e 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.						
(1) 0363 19110 6	and and a second se					

	: 3: State and Other Planning Priorities Certification (Page 2 of 3)		
(2) Is built ac protection.	ljacent to existing developed areas to the extent consistent with environmental		
(3) Is located	I in an area appropriately planned for growth.		
(4) Is served	by adequate transportation and other essential utilities and services.		
(5) Minimize	s ongoing costs to taxpayers.		
Other (descr	ibe how this meets subarea objective)		
	Other Planning Priorities		
Affordability	and Housing Choices		
	nd other mechanisms beyond State Density Bonus Law to encourage housing with		
	nd state law to promote accessory dwelling units or other strategies to intensify single- porhoods with more housing choices and affordability.		
Upzoning or	other zoning modifications to promote a variety of housing choices and densities.		
07/07/15	City adopted Urban Residential Overlay that increased residential density from 35 du/ac to current 60 du/ac in the Carson Street Mixed-Use District.		
Utilizing surplus lands to promote affordable housing choices.			
12/19/19	City provided surplus city land to construct 51 affordable housing units for veterans. Bella Vita is completed.		
Efforts to add Code Section	dress infrastructure deficiencies in disadvantaged communities pursuant to Government n 65302.10.		
offener statutes of the state o			
Other (descri	ibe how this meets subarea objective)		
05/12/17	City approved Specific Plan & amended General Plan to construct 65 senior affordable dwelling units.		

	Attachment 3: State and Other Planning Priorities Certification (Page 3 of 3)
(Conservation of Existing Affordable Housing Stock
ľ	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.
C	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 ocal hazard mitigation.
S	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)
and debalation any pro-	
	Certification: I certify under penalty of perjury that all information contained in this LEAP State Planning and Other Planning Priorities certification form (Attachment 2) is true and correct.
	Certifying Officials Name: Ms. Sharon Landers
	Certifying Official's Title: City Manager
	Certifying Official's Signature: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\

Attachment 4: Required Resolution Template

RESOLUTION NO. [insert resolution number]

A RESOLUTION OF THE [INSERT EITHER "CITY COUNCIL" OR "COUNTY BOARD OF SUPERVISORS"] OF [INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

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

WHEREAS, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the City or County] desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

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

Now, therefore, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the city or county] ("Applicant") resolves as follows:

SECTION 1. The [insert the authorized designee's TITLE ONLY] is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the [insert the authorized designee's TITLE ONLY] of the [insert the name of the City or County] is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of [\$ enter the dollar amount of the Applicant's request], and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

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

ADOPTED ON [insert the date of adoption], by the [insert either "<u>City Council</u>" or "<u>County</u> <u>Board of Supervisors</u>"] of [insert the name of the City or County] by the following vote count:

[Signatu	re of appro	oval]	· · · · · · · · · · · · · · · · · · ·
[Olginata			APPROVED
ISignatu	re of Attes	AT ting Officer]	TEST: APPROVED AS TO FORM:
AYES:	NOES:	ABSENT:	ABSTAIN:

Appendix A

(Project Description continued)

Accessory Dwelling Unit: The City also desires to update the City's Municipal Code to include the State ADU standards, that went into effect January 1, 2020. The City will prepare the ADU Ordinance pursuant to Sect. 65852.2 of the Government Code along with local zoning considerations. The City will also develop a plan to incentivize the construction of ADUs, which will be coordinated with and addressed as part of the Housing Element update. The ADU Ordinance will be forwarded, within 60 days of City Council adoption, to HCD for review and approval. The adoption of the ADU Ordinance will require the amendment of the General Plan and Zoning Code.

Public Engagement and CEQA: The City will develop a Public Engagement Program (PEP) that will ensure inclusion of hard to reach population groups, disadvantaged residents, seniors and youth, and property owners and renters. CEQA assessment will be conducted for the Housing Element and ADU Ordinance and related work.

Description of Tasks and Major Sub-Tasks

Project Management: The City has hired a Contract Planner to develop the grant application and to assist City staff in administering and managing the development of the Housing Element, ADU Ordinance and CEQA documentation. The Contract Planner will serve at the direction of and as an extension of City staff, attending meetings, reviewing Housing Consultant documents, and monitoring Housing Consultant contract, timeline, and budget, and invoicing.

Project Initiation: Issue RFP, Award Contract, and Kick-Off Meeting- The City will hire a consultant or a consulting firm/team (Housing Consultant), through a Request for Proposal process, to prepare the Housing Element. ADU Ordinance, and CEQA compliance. The Housing Consultant will also be responsible for the related tasks of amending the General Plan, and Zoning Code.

Data Gathering and Analysis: Background Memo/Report- The Housing Consultant will review and analyze housing-related historical and contemporary documents, data, and research. This research, in combination with the Public Engagement Program, will help inform the preparation of the Housing Element.

Public Engagement: Public Engagement Memo/Report- The Housing Consultant will develop a robust and inclusive public outreach program that will inform and solicit ideas from the community. In addition to flyers, surveys, and the city's website, the Housing Consultant will publicize the Housing Element Update and ADU Ordinance by conducting private stakeholder meetings, community focus groups, and public workshops. The PEP will consistently engage the community throughout the development of the Housing Element and ADU Ordinance.

Appendix B

(Description of Tasks and Major Sub-Tasks continued)

Preliminary Policies and Goals and Objectives: The Housing Consultant will develop preliminary housing policies, strategies, goals, and objectives that will focus the Housing Consultant's work. These will be developed during the first phase of the work, discussed with City staff, and prior to developing the first draft of the Housing Element and ADU Ordinance.

Screencheck Housing Element and ADU Ordinance Drafts: The Housing Consultant will provide the City with a screencheck draft of the Housing Element and ADU Ordinance.

Public Review Housing Element and ADU Ordinance Drafts: The Housing Consultant will provide the City with drafts of the Housing Element and ADU Ordinance, that can be used for purposes of initiating the public review process and comment period.

CEQA Compliance: EIR- The Housing Consultant will be responsible for CEQA compliance by conducting an Initial Study and determining the appropriate level of CEQA review. The City intends to hire a Housing Consultant to complete the Housing Element and ADU Ordinance and related tasks who will also be responsible for CEQA compliance. However, the City is currently working with a General Plan consultant to update the General Plan and reserves the right to use the General Plan CEQA consultant to complete the CEQA requirements associated with the LEAP-funded project. If this is accomplished, the City anticipates a budget savings, which may either be returned to HCD, or redirected to cost-over-runs in other tasks related to the Housing Element and ADU Ordinance work, or another LEAP-eligible project, following discussions with HCD and with HCD's concurrence and pre-approval.

City Approval: Planning Commission and City Council Public Hearings: The Housing Consultant will prepare the public review Housing Element, ADU Ordinance, and CEQA documentation (EIR) for consideration at the Planning Commission and later, the City Council. Following each public hearing, the Housing Consultant will revise, clarify, and edit the text as deemed necessary.

HCD Approval/Certification: Following the City's approval and adoption of the Housing Element, ADU Ordinance, and related tasks, the Housing Consultant will prepare and forward the Housing Element to HCD for review and certification as well as forwarding the ADU Ordinance for HCD review and approval.

Summary of Plans for Adoption or Implementation

Housing Element
ADU Ordinance
General Plan and Zoning Code Amendments
CEQA (EIR)