

Grant Application Instructions

The following materials must be submitted electronically through [BidNet](#). Applications cannot be emailed. If any of the required components are not completed and included with the application by the submittal deadline so that it can be fully evaluated without negatively impacting the fairness of the competitive process, the application will be deemed ineligible.

Required Components

- Completed Grant Application
- Signed Applicant Statement Form
- Vicinity maps
- Project Scope of Work, Schedule, and Budget worksheet

Recommended Components

- If the proposed project abuts other jurisdiction(s), include documentation showing the project is in the adopted plans of the adjacent jurisdiction(s), OR a letter from the abutting jurisdiction(s) demonstrating that cooperative efforts are underway
- GIS shapefile (zipped file) of project footprint
- A site plan and typical cross sections depicting project-level detail, if applicable
- Aerial photos and other photographs depicting existing conditions
- Documentation of support for the project from community groups or individuals

Scope of Work, Schedule, and Budget

The Scope of Work, Schedule, and Budget template is available in [BidNet](#).

The Scope of Work, Schedule, and Budget document is not scored. However, if a project is selected to receive funding, the Scope of Work, Schedule, and Budget included in the grant application will be added to the Grant Agreement with any adjustments required by SANDAG and the Applicant will be held responsible for implementing the project in accordance with the Scope of Work, Schedule, and Budget. Applicants should follow the directions in the Scope of Work, Schedule, and Budget template. Additional guidance is provided below.

Scope of Work

Applicants should tailor the task description, deliverables, start date, completion date, and total project cost columns as appropriate to the project. Below are sample tasks that could be included in a scope of work.

Task No.	Task Description	Deliverables	Start Date	Completion Date	Total Project Costs
Instructions	Enter task descriptions. Limit sub-tasks to major milestones. The following are examples of tasks – applicants should tailor their tasks as necessary.	Enter deliverables associated with each task. The following are examples of deliverables – applicants should tailor their deliverables as necessary.	Enter start date as number of months from NTP. Enter whole numbers.	Enter end date as number of months from NTP. Enter whole numbers.	Enter cost to complete each task. Sub-tasks should not have an associated cost. The total cost of all tasks should equal the total project cost (grant funds requested + matching funds).
1.	Develop and issue Request for Proposals (RFP)/Request for Qualifications (RFQ)	Draft RFP; final RFP	1 month	3 months	\$10,000
2.	Award consultant contract	Consultant contract	4 months	10 months	\$5,000
3.	Conduct community outreach	Workshop fliers, agendas, and meeting summaries			
4.	Prepare existing conditions report	Existing conditions report			
5.	Prepare technical studies	Names of technical studies to be provided			
6.	Prepare draft plan and final plan	Draft Plan; final Plan			
TOTAL PROJECT COST (grant request funds + matching funds)					

Schedule

- Applicants should ensure that the project schedule is realistic in an effort to meet the expenditure deadline, which is June 30, 2023
- The schedule must be based on months from the Notice to Proceed (NTP). NTPs for HAP grants are anticipated to be issued in Spring 2022.
- All grant funds must be expended by June 30, 2023. SANDAG will not reimburse for expenses incurred after the expenditure deadline.

Grant Application

Applicant Information

Applicant Name	
Applicant Address	
Contact Name	
Title	
Phone	
Email	

Project Information

Project Title	
Brief Project Summary	

Project Manager

List the day-to-day project manager/person who will manage the project.

Name	
Title	
Phone	
Email	

Additional Contacts for Grant-Related Correspondence

Include the individual(s) who will prepare the quarterly reports, submit invoices, or otherwise be involved in the project.

Role	
Name	
Title	
Phone	
Email	

Role	
Name	
Title	
Phone	
Email	

Role	
Name	
Title	
Phone	
Email	

Role	
Name	
Title	
Phone	
Email	

Project Partners

List the name(s) and contact information for any project partners.

Entity Name	
Contact Name	
Title	
Phone	
Email	

Entity Name	
Contact Name	
Title	
Phone	
Email	

Entity Name	
Contact Name	
Title	
Phone	
Email	

Project Budget

HAP Funding Request

Total HAP Grant Request Amount	\$
--------------------------------	----

Matching Funds

List the source(s) and associated dollar amounts of proposed matching funds. Matching funds can consist of in-kind services or cash match from local agencies, and/or funds from outside sources.

Source of Funding	
Amount of Funding	\$

Source of Funding	
Amount of Funding	\$

Source of Funding	
Amount of Funding	\$

Total Matching Funds Provided	\$
-------------------------------	----

Baseline Data

1. What is the average amount of time it takes to approve a housing permit?

2. What are the amounts charged to developers per unit of housing?

3. How many existing housing units are available and affordable?

4. How many affordable housing units are there available for ownership or rent?

5. How many housing units are located on an infill site surrounded by urban uses such as shopping, restaurants, and jobs that are available to rent or own?

1. Relationship to Regional Transit

Provide a brief description of the project area. The project area must include a regionally or locally defined priority area for smart growth; please see the [Smart Growth Concept Map](#) to confirm location (e.g. covers the entire City limits, is within the boundaries of 4th Avenue, 5th Avenue, C Street, and B Street).

2. Furthering Planning to Support Regional Mobility Hub Implementation Strategy

Category 1: Land Use Strategies that Facilitate Reduction in Vehicle Miles Traveled (VMT)

Please describe how the project implements land use strategies that accommodate future housing needs, facilitates VMT reduction, and improves jobs-housing balance. Include in your description the current zoning designations in the project area. Specific examples include:

- Increasing housing density near transit
- Adopting Transit Oriented Development Incentive Zones for Affordable Housing
- Reducing or eliminating parking minimums or other innovative parking management strategies such as shared parking or dedicated parking for carshare in lieu of dedicated parking for personal vehicles

Category 2: Projects that Connect Housing with Transportation

Please describe the elements of the project that will enhance the connection between housing and the existing/planned transportation network. Elements may include housing policies, Prohousing activities, and/or plans for transportation/mobility improvements. Note: REAP funds must be used for planning activities, not capital expenditures.

3. Prohousing Policy Implementation

The California Department of Housing and Community Development (HCD) has developed Prohousing regulations. These regulations guide how HCD prioritizes localities that have implemented certain housing policies for state housing funding. One goal of the HAP is to create incentives for localities in the region to achieve the Prohousing designation. Prohousing activities are grouped into four categories.

Select all proposed activities.

Category 1: Favorable Zoning and Land Use

- Program would implement housing element plan for zoned capacity of >150% of RHNA
- Permitting missing middle uses (e.g., duplexes, triplexes, fourplexes, townhomes) in existing low-density single-family zones
- Eliminating minimum parking requirements

- Allowing residential in commercial zones
- Allowing more/larger accessory dwelling units (ADUs) than state law requires
- Density bonus that is >10% more than state requirements
- Establishment of Workforce Housing Opportunity Zone (WHOZ) or housing sustainability district
- Modify development standards to promote more density
- Program would implement housing element plan for zoned capacity of >125% of RHNA
- Reducing parking requirements

Category 2: Acceleration of Housing Production Timeframes

- Ministerial approval of housing
- Streamlined/program level California Environmental Quality Act (CEQA) Environmental Impact Report (EIR) for general plans/specific plans etc.
- Establishing permit process that is less than 2 months
- Elimination of public hearings for projects consistent with zoning/general plan
- One stop shop permitting processes or single point of contact
- Priority permit processing or reduced plan check times for ADUs/junior ADUs, multifamily, or affordable housing
- Streamlining housing development at project level
- Establishing permit process that is less than 4 months
- Limitation to 3 public hearings for projects consistent with zoning/general plan
- Eliminate or replace subjective design standards with objective standards that simplify zoning
- Standard entitlement application
- Publicly posting online status updates on permit approvals

Category 3: Reduction of Construction and Development Costs

- Waive development impact fees for housing
- Adoption of universal design ordinances
- Preapproved prototype plans for missing middle housing (e.g., duplexes, triplexes, fourplexes, townhomes)
- Measures that reduce costs for transportation related infrastructure or that encourage active transit or other alternatives to cars
- Reduce development impact fees for housing
- Less restrictive ADU standards than state requirements
- Fee reduction including deferrals or reduced fees for housing with people with special needs
- Promoting innovative housing types that reduce development costs

Category 4: Providing Financial Subsidies

- Establishment of local housing trust fund or collaboration on regional fund
- Program to comply with Surplus Lands Act and make publicly owned land available for affordable housing
- Establish Enhanced Infrastructure Financing District (EIFD)
- Prioritization of local general funds for affordable housing
- Grants/low interest loans for affordable ADUs
- Direct residual redevelopment funds to affordable housing
- Development and regular use of housing subsidy pool, local/regional trust, or similar funding source

Describe how this project will achieve the Prohousing policy goals marked above.

4. Housing Equity

In accordance with SANDAG's Commitment to Equity, applicants will receive points for planning activities that advance housing equity. Applicants may choose to implement multiple activities.

- Establishment of rent stabilization
- Establishment of anti-displacement policies in conjunction with transit improvements
- Creation of a strategy or fund to preserve naturally occurring affordable housing
- Creation of tenant protection policies such as access to legal counsel, just cause eviction policy, etc.
- Rezoning and other policies that result in a net gain of housing capacity while concurrently mitigating development impacts on or from environmentally sensitive or hazardous areas.
- Programs, land use plans and new policies (other than those indicated in the Prohousing Policy Implementation section 3 above) that are intended to result in increased investment (such as infrastructure, housing, open space, etc.) in lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the [2021 California Tax Credit Allocation Committee \(CTCAC\)/HCD Opportunity Maps](#), and [disadvantaged communities pursuant to California Senate Bill 535 \(2012\)](#).
- Zone changes or other policies (other than those listed in the Prohousing Policy Implementation section 3 above) that increase housing choices and affordability in High Resource and Highest Resource areas, as designated in the [2021 CTCAC/HCD Opportunity Maps](#).
- Displacement risk studies
- Creating a publicly available database of affordable housing properties at risk of losing affordability restrictions through expiration of rent restrictions or tenant voucher programs
- Proactive monitoring of housing at risk of losing affordability restrictions and proactive enforcement of state mandated tenant notification provisions

Describe how this project will achieve the Equity Goals marked above.

5. Partnerships

To leverage resources and create consistency across the region, SANDAG is encouraging jurisdictions to partner together to share information, plan, and adopt policies together. Additionally, SANDAG encourages jurisdictions to partner with a community-based organization or nonprofit to ensure the benefits of Prohousing activities are realized by a broad population and in an equitable manner. **Partnerships must be evidenced by a letter of support submitted with this application.**

- Interjurisdictional Prohousing partnership
- Community-based organization partnership

Describe how the partnership will enhance the benefits and outcomes of the project.

6. Sustainability

Describe how the project is in a climate resilient area OR how it will minimize the impacts of climate change:

Describe how this project will reduce greenhouse gas emissions and implement a jurisdiction's Climate Action Plan:

A large, empty rectangular box with a thin black border, intended for the applicant to describe how the project will reduce greenhouse gas emissions and implement the jurisdiction's Climate Action Plan.

Applicant Statement Form

Please indicate application completeness by checking the following boxes and sign and date below.

As an authorized delegate, I certify that my agency:

- Has read the Grant Agreement Template and accepts and can meet the terms and conditions therein.
- Understands that SANDAG will not reimburse the applicant for expenses incurred prior to issuance of the Notice to Proceed, after the grant term expiration, or after the June 30, 2023, expenditure deadline.

If this application is approved for funding, I certify that my agency:

- Understands the responses in this application will become requirements reflected in the Grant Agreement with SANDAG.
- Agrees to sign and return the Grant Agreement to SANDAG, without exceptions, within 45 days of receipt.
- Will comply with [SANDAG Board Policy No. 035: Competitive Grant Program Procedures](#)
- Will submit progress reports, performance measures, and invoices documenting the use of both grant and matching funds to SANDAG no less frequently than quarterly using the method required by SANDAG.
- Will set-up a separate project account that will be in accordance with a quarterly reporting and invoicing schedule.

I certify that I agree with the above statements and that the information submitted in this application is complete, accurate, and in accordance with these guidelines.

I have the authorization to submit this Grant Application on behalf of my agency.

Authorized Delegate Name

Title

Signature

Date