HELPFUL TIPS WHEN APPLYING TO THE SB 2 PLANNING GRANTS PROGRAM

These tips can help you craft a better application and speed up review and approval!

These tips are intended to supplement technical assistance and help you avoid the most common requests for modification and accelerate approval of your PGP application.

You are welcome and encouraged to reach out to your Regional Liaisons for free one-on-one technical assistance with preparing your application.

HCD staff are also available to review your draft applications and resolutions.

In some cases, to ensure applications meet all requirements of the program, the Department will request applications be modified prior to preliminary approval.

Section A, Section B, and Authorizing Resolutions (Authorized Designees)

☐ Use the sample resolution to avoid costly delays such as repeating public hearings. If needed, jurisdictions may make non-substantive changes to the sample resolution. However, if your jurisdiction declines to use the sample resolution, you should, at minimum, consult the Department’s resolution checklist and ensure your resolution meets all checklist requirements.

☐ Do NOT use earlier versions of the sample resolution. Prior versions of the Department’s sample resolution contained typos regarding the date of the NOFA (errantly March 29) and the wrong amount of the NOFA ($1.2 Million). Only use this sample resolution (same as above).

☐ Ensure that the title of the designee(s) authorized in the resolution to submit the PGP application on behalf of the jurisdiction is the same as the authorized representative in Section A, Application Information and the signatory in Section B, Applicant Certification.

☐ Ensure that the person certifying the resolution is NOT the same person as the designee(s) authorized in the resolution to submit the PGP application on behalf of the jurisdiction.

Sample Resolution

Applicant Information/Certification

WE ARE HERE TO ASSIST YOU AND ANSWER YOUR QUESTIONS!
For the quickest assistance, contact your Regional Liaison
Or you can email SB2PlanningGrant@HCD.CA.gov
Section C.3 and Section D (Types and Categories of Activities)

☐ Only mark checkboxes for Priority Policy Areas (Section C.3) and Proposed Activities (Section D) that:

1. Are consistent with your proposed activities, project description, timeline, and budget; and
2. Will be funded by your SB 2 Planning Grant.

A good approach is to mark these checkboxes after the project description and timeline are finalized to ensure the boxes checked are consistent with your project description and timeline.

☐ Ensure that only the appropriate checkbox(es) on the left side of section C.3 is/are marked based on the content of your application; e.g., PPA only (first checkbox only), non-PPA only (second checkbox only), or both PPA and non-PPA (first and third checkboxes).

Section E (Project Description)

☐ Include a quantified “ballpark” estimate of the anticipated outcome for each of your proposed activities (e.g. the increase in unit capacity, increase in number of units approved per year, decrease in time needed for permit approval, etc). Please note that these estimates need only be approximate and will NOT serve as a benchmark for future evaluation of your proposed activity and/or eligibility for reimbursement. Please contact HCD or your regional liaison if you need assistance with this.

☐ Incorporate language regarding implementation steps (e.g., adoption, public outreach, etc.)

☐ Avoid extraneous detail and focus on concrete actions/steps that clearly demonstrate the eligibility of activities and/or their status as Priority Policy Areas.

Have a question? Check out the FAQ!

The FAQ discusses common questions about completing and submitting applications, eligible activities, awards/reimbursements, grant administration, and more!

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Include items in your timeline for each major activity described in the Project Description.

Ensure that your Project Description (Section E) matches your Timeline and Budget (Section F). Each major activity should have sub-steps in the process, including an adoption or final action step that enables implementation. For example, if a major activity is adopting an ADU ordinance, the timeline should include at least outreach, draft ordinance, and adoption. The timeline may include additional sub-steps but should not be overly detailed. In all cases, each activity must have an adoption, completion or whatever final action date that enables implementation. Adoption dates should be mindful of the program’s expenditure deadline date of June 30, 2022. See the Department’s website for sample applications and the SB 2 planning grant interactive map for additional information, see the grant application status tabs for some sample applications.

Group items in the Project Timeline and Budget by proposed activity, if you are planning to fund multiple projects with your SB 2 Planning Grant. (i.e., avoid listing all items sequentially, irrespective of what project/activity they relate to.) For each line item, include the title of the corresponding project/activity in the “Notes” column.

Optional, but recommended: Include community engagement and/or inter-departmental coordination items in your timeline to support successful adoption/implementation of your activity.

Attachment 1 (State and Other Planning Priorities Certification)

Only include initiatives that were adopted within the last five years.

Optional, but recommended: Go beyond the minimum requirement to fill out one line in the State and Other Planning Priorities Certification. Applicants are encouraged to reflect multiple local efforts that align with State and Other Planning Priorities. In time, this information will likely be available to the public on the SB 2 planning grant interactive map.
Attachment 2 (Application Nexus to Accelerating Housing Production)

- Only complete this section if you are proposing at least one non-PPA activity. (If proposing a mix of PPA and non-PPA activities, only include estimates for the non-PPA activity or activities.)

- Ensure you are completing only those lines that are applicable to your proposed non-PPA activities. For example, a project to increase the FAR for a particular multi-family zoning designation should not include an estimate of increased infrastructure capacity; but should instead include an estimate of impact on housing supply and affordability.

- Select appropriate baselines when completing rows in Attachment 2. For example, if your proposed activity will increase your jurisdiction's housing capacity, it is best to use your jurisdiction's current housing capacity as the baseline, rather than its current housing supply.

Other Forms and Documentation

- Check that the address in Section A of the application matches the address listed on the Government Agency Taxpayer ID form (TIN).

Visit the SB 2 Planning Grant Mapping Tool

The State's first-ever local housing strategies map tracks how California jurisdictions are implementing SB 2 Priority Policy Areas and other planning practices. This interactive map also includes data on HCD's outreach efforts, grant eligibility, and application submission status.

FOR ASSISTANCE
Contact your Regional Liaison
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