

# **Regional Early Action Planning Grant Application (REAP)**



**State of California  
Governor Gavin Newsom**

**Lourdes Castro Ramirez, Secretary  
Business, Consumer Services and Housing Agency**

**Doug R. McCauley, Acting Director  
Department of Housing and Community Development**

**Zachary Olmstead, 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/reap.shtml>

Email: [EarlyActionPlanning@hcd.ca.gov](mailto:EarlyActionPlanning@hcd.ca.gov)

April 16, 2020

## REAP Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized under the Regional Early Action Planning Grants (REAP) provisions pursuant to Health and Safety Code Sections 50515 through 50515.05, specifically section 50515.02 governing allocations to councils of governments and other regional entities. The REAP program grant recipients shall use each allocation to increase housing planning and accelerate housing production, including preparing, adopting, and implementing plans that streamline housing approvals, facilitate compliance with the sixth cycle Regional Housing Needs Allocation (RHNA), activities, infrastructure planning and financing that will accelerate housing production. Please refer to the REAP Notice of Funding Availability (NOFA) for detailed information on eligible activities, applicants, and awards. If you have questions regarding this application or REAP, email [EarlyActionPlanning@hcd.ca.gov](mailto:EarlyActionPlanning@hcd.ca.gov).

If approved for funding, the REAP application shall be incorporated as part of the Grantee' 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.

Pursuant to Section M of the NOFA, all applicants must submit a complete, signed, original application package and an electronic copy on CD or USB flash drive (applicants may also email a copy of the application to [EarlyActionPlanning@hcd.ca.gov](mailto:EarlyActionPlanning@hcd.ca.gov)) to the Department postmarked by January 31, 2021 with the following:

- A complete, signed, original application.
- A fully executed resolution authorizing application for, and receipt of, REAP funds (template available as a download on REAP webpage).
- A fully executed Government Agency Taxpayer ID Form (available as a download on REAP webpage).
- Invoice for grant amount (template available as a download on REAP webpage).
- Any applicable supporting documentation (e.g., scope of work, project timelines, etc.).

**Pursuant to Section M of the REAP 2020 NOFA**, the application package must be postmarked on or before January 31, 2021, and received by the Department at the following address:

**Department of Housing and Community Development  
Division of Housing Policy Development  
Regional Early Action Grant Program/REAP  
2020 West El Camino Ave, Suite 500  
Sacramento, CA 95833**

## A. Applicant Information and Certification

Applicant										
Applicant's Agency Type										
Applicant's Mailing Address										
City										
State	California		Zip Code							
County (if applicable)										
Website										
Authorized Representative Name										
Authorized Representative Title										
Phone			Fax							
Email										
Contact Person Name										
Contact Person Title										
Phone			Fax							
Email										
25% Grant Amount (if applicable)		\$								
Remaining Request		\$								
Total Grant Amount		\$								
<b><i>Is a fully executed resolution included with the application package?</i></b>							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b><i>Does the address on the Government Agency Taxpayer ID Form exactly match the address listed above?</i></b>							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b><i>Completed all forms as applicable in the application section A – D?</i></b>							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b><i>Is an invoice included requesting the grant amount?</i></b>							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

As the official designated by the governing body (authorizing representative above and in resolution), I hereby certify that if approved by HCD for funding through REAP, that I assume the responsibilities specified in the NOFA and certifies that the information, statements and other contents contained in this application are true and correct.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

## **B. Legislative Information**

Please include an documentation with the following information: Federal Congressional District, State Assembly District, and State Senate District with district numbers and legislators name. 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/>. *If you submitted an 25% application, please skip this section.*

**Sections C & D are required pursuant to Health and Safety Code Section 50515.02(d)(1) in order to receive a REAP allocation.** Please include reference to the following application requirements that would be funded through this request:

Required Activity 1 - Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.

Required Activity 2 - An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.

***Please select:***

- Eligible Activity 3 - Developing an improved methodology for the distribution of the sixth cycle RHNA.
  
- Eligible Activity 4 - Suballocating moneys directly and equitably to jurisdictions or other subregional entities in the form of grants for planning that will accelerate housing production in ways that align with state planning priorities, housing, transportation, equity, and climate goals.
  
- Eligible Activity 5 - Providing jurisdictions and other local agencies with technical assistance, planning, temporary staffing or consultant needs associated with updating local planning and zoning documents, expediting application processing, or other actions to accelerate additional housing production. If proposing to use other actions, please describe in project description.
  
- Eligible Activity 6 - Covering the costs of administering this grants program.

**C. Allocation Budget & the amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.<sup>1</sup>**

Proposed Activity	Required Activity and/or Eligible Activity #	Timing of Proposed Activity	Amount of Funds Utilized for Proposed Activity
		<b>Amount Retained by Applicant</b>	<b>\$</b>
		<b>Amount Retained by Suballocations to Jurisdictions</b>	<b>\$</b>
		<b>SUBTOTAL</b>	<b>\$</b>

<sup>1</sup> See example application on the REAP Webpage.

## **D. An Explanation of How Proposed Uses Will Increase Housing Planning and Facilitate and Accelerate Local Housing Production**

Provide an explanation of the required/eligible activities in the following sections.

**Required Activity 1 – Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.**

*Provide a description of the activity and ensure the narrative speaks to the **Project Timeline and Budget for Required Activity 1 on the next page.***

**Project Timeline and Budget for Required Activity 1 - Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.**

Task	Est. Cost <sup>2</sup>	Begin	End <sup>3</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>2</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.

<sup>3</sup> End dates must be before November 1, 2023.



**Required Activity 2 - An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.**

*Provide a description of the activity and ensure the narrative speaks to the **Project Timeline and Budget for Required Activity 2 on the next page.***

**Project Timeline and Budget for Required Activity 2 - An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.**

Task	Est. Cost <sup>4</sup>	Begin	End <sup>5</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>4</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.  
<sup>5</sup> End dates must be before November 1, 2023.

**Eligible Activity 3 - Developing an improved methodology for the distribution of the sixth cycle RHNA.**

*Provide a description of the activity using the method outlined below, and ensure the narrative speaks to the **Project Timeline and Budget for Eligibility Activity 3 on the next page.***

- a) Summary of the activity and how it furthers RHNA objectives (see Attachment A) in subdivision (d) of Government Code Section 65584 its nexus to developing an improved methodology for the distribution of the sixth-cycle Regional Housing Need Assessment.*
- b) Impact of facilitating compliance and how it is accelerating production.*
- c) Brief description of the tasks, sub-tasks and timing.*
- d) Summary of the plans to implement.*

*Please be succinct. Additional space is provided on the following pages if needed.*

**Project Timeline and Budget for Eligible Activity 3 - Developing an improved methodology for the distribution of the sixth cycle RHNA.**

Task	Est. Cost <sup>6</sup>	Begin	End <sup>7</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>6</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.  
<sup>7</sup> End dates must be before November 1, 2023.

**Eligible Activity 3 - Developing an improved methodology for the distribution of the sixth cycle regional housing need assessment to further the objectives.**

Fill out the following chart and use additional space if needed for Eligible Activity 3. Pursuant to H&S Code Section 50515.02 (d) (C), applicants shall provide an explanation of how proposed uses will improve methodology for the distribution of the sixth cycle RHNA to further the objectives. Please attach documentation as necessary.

RHNA objectives <sup>8</sup>	Proposed Performance Indicator	5 <sup>th</sup> Cycle (baseline) <sup>9</sup>	Target outcomes <sup>10</sup>	Notes
Increasing supply equitably across the region.				
Promoting infill and socioeconomic equity while encouraging environmental protection and efficient development patterns. <sup>11</sup>				
Improved jobs-housing balance. <sup>12</sup>				
Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category.				
Affirmatively furthering fair housing.		N/A		

<sup>8</sup> See Attachment A.

<sup>9</sup> Current average conditions in the region.

<sup>10</sup> Expected conditions in the region because of the planning grant actions.

<sup>11</sup> New language for 6<sup>th</sup> cycle.

<sup>12</sup> New Low-wage jobs/affordable units' piece is new to 6<sup>th</sup> cycle.

**Additional space (optional)**

*Use this page to provide an additional explanation if needed of how proposed uses will improve methodology for the distribution of the sixth cycle RHNA to further the **Eligible Activity 3**.*

**Eligible Activity 4 - Suballocating moneys to jurisdictions or other subregional entities to support planning to accelerate housing production in ways which align with state planning priorities, housing, transportation, equity, and climate goals.**

*Provide a description of the activity using the method outlined below, and ensure the narrative speaks to **Project Timeline and Budget for Eligibility Activity 4 on the next page.***

- a) Summary of the suballocation process and implementation of equitable distribution.*
- b) Description of recipients and program delivery (e.g., timing, over the counter, competitive).*
- c) Description of eligible suballocation uses for planning (See Gov Code Section 50515.02(f)).*
- d) Explanation of how the suballocation will be used to accommodate housing and infrastructure to accelerate housing production.*
- e) Demonstration of alignment with state planning priorities, housing, transportation, equity and climate goals.*
- f) Brief description of the tasks, sub-tasks and timing.*
- g) Summary of the plans to facilitate completion or implementation.*

*Please be succinct. Additional space is provided on the following pages if needed.*

**Project Timeline and Budget for Eligible Activity 4 - Suballocating moneys to jurisdictions or other subregional entities**

Task	Est. Cost <sup>13</sup>	Begin	End <sup>14</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>13</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.

<sup>14</sup> End dates must be before November 1, 2023.



**Eligible Activity 4 - Suballocating moneys directly and equitably to jurisdictions or other subregional entities in the form of grant or contractual agreements to be used in accordance with Health and Safety Code section 50515.02(f)**

Fill out the following chart and use additional space if needed for Eligible Activity 4. Pursuant to H&S Code Section 50515.02 (d) (C), applicants shall demonstrate a nexus to suballocation goals. Please attach documentation as necessary.

<b>Suballocation Goals</b>	<b>Proposed Performance Indicator</b>	<b>Baseline<sup>15</sup></b>	<b>Target outcomes<sup>16</sup></b>	<b>Notes</b>
Suballocating moneys directly and equitably.				
Planning that will accommodate the development of housing and infrastructure.				
State planning priorities, housing, transportation, equity, and climate goals.				
Affirmatively furthering fair housing. <sup>17</sup>				

<sup>15</sup> Current average conditions in the region.

<sup>16</sup> Expected conditions in the region because of the planning grant actions.

<sup>17</sup> See Best Practices on the REAP webpage for examples.

**Additional space (optional)**

*Use this page to provide an additional explanation if needed of how proposed uses will increase housing planning and facilitate local housing production for **Eligible Activity 4**.*

**Project Description for Eligible Activity 5 - Providing jurisdictions and other local agencies with technical assistance, planning, temporary staffing or consultant needs associated with updating local planning and zoning documents, expediting application processing, and other actions to accelerate additional housing production.**

*Provide a description of the activity using the method outlined below, and ensure the narrative speaks to **Project Timeline and Budget for Eligibility Activity 5 on the next page.***

- a) Summary of the activity.*
- b) Description of what is being provided.*
- c) Demonstration of uses for planning and zoning documents, expedited permit processing and other actions.*
- d) Explanation of impact on how activity will increase housing planning and facilitate local housing production.*
- e) Description of the tasks, sub-tasks and timing.*

*Please be succinct. Additional space is provided on the following pages if needed.*

**Project Timeline and Budget for Eligible Activity 5 – Technical Assistance and other actions**

Task	Est. Cost <sup>18</sup>	Begin	End <sup>19</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>18</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.

<sup>19</sup> End dates must be before November 1, 2023.

**Eligible Activity 5 - Technical assistance, planning, temporary staffing or other necessary actions to accelerate housing production**

Fill out the following chart and use additional space if needed for Eligible Activity 5. Pursuant to H&S Code Section 50515.02 (d) (C), applicants shall provide an explanation of how proposed uses will increase housing planning and facilitate local housing production. Please attach documentation as necessary.

<b>Proposed Activity<sup>20</sup></b>	<b>Proposed Performance Indicator</b>	<b>Baseline<sup>21</sup></b>	<b>Target outcomes<sup>22</sup></b>	<b>Notes</b>
<p><b>Public engagement:</b> Develop engagement and educational strategies to build support from stakeholders that encourage promoting affordable housing.</p>				
<p><b>Consulting:</b> Establish consulting benches on regional priorities such as SCS implementations, housing elements, ADUs, CEQA, infrastructure, etc.</p>				
<p><b>Tools:</b> Create tools that encourage the development of a variety of housing types and facilitate accelerating housing production</p>				
<p><b>Collaboration:</b> Facilitate regional and sub-regional collaboration to develop regional activities such as peer-to-peer learning collaboratives.</p>				
<p><b>Other:</b> Regional activities that support the facilitation of accelerating housing production for local governments.</p>				

<sup>20</sup> See Best Practices document on the REAP Webpage for examples.

<sup>21</sup> Current average conditions in the region.

<sup>22</sup> Expected conditions in the region because of the planning grant actions.

**Additional space (optional)**

*Use this page to provide an additional explanation if needed of how proposed uses will increase housing planning and facilitate local housing production for **Eligible Activity 5**.*

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide an additional explanation as instructed in the text above.

**Project Description for Eligible Activity 6 - Covering the costs of administering this grants program.**

*Provide a description of the project and each activity using the method outlined below, and ensure the narrative speaks to **Project Timeline and Budget for Eligibility Activity 6 on the next page.***

*a) Summary of activities covering the costs of administering the program.*

*Please be succinct. Additional space is provided on the following pages if needed.*

**Project Timeline and Budget for Eligible Activity 6 – Costs of administrating any programs (no more than 5% of the total grant amount)**

Task	Est. Cost <sup>23</sup>	Begin	End <sup>24</sup>	Deliverable
<b>Total Project Cost \$</b>				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), REAP budget amounts, begin and end dates and deliverables.

<sup>23</sup> If the project/task is combined with other sources of funds, please disclose amounts and sources in Notes.

<sup>24</sup> End dates must be before November 1, 2023.



## **Attachment A: RHNA Objectives Health & Safety Code 65584(d)**

(d) The regional housing needs allocation plan shall further all the following objectives:

(1) Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very low income households.

(2) Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's greenhouse gas reductions targets provided by the State Air Resources Board pursuant to Section 65080.

(3) Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.

(4) Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent American Community Survey.

(5) Affirmatively furthering fair housing.

(e) For purposes of this section, "affirmatively furthering fair housing" means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.