



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning and Development
Department No.: 053
For Agenda Of: June 16, 2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lisa Plowman, Director, Planning and Development Department,
Director(s) (805) 568-2086
Contact Info: Dan Klemann, Deputy Director, Long Range Planning Division,
(805) 568-2072
SUBJECT: Local Early Action Planning Grants Program Application

County Counsel Concurrence:

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence:

As to form: N/A

Recommended Actions:

Staff recommends that the Board of Supervisors (Board) take the following actions:

- a) Adopt a resolution (Attachment 1) authorizing the Director of the Planning and Development Department (P&D), or her designee, to:
 - i) Execute and submit to the California Department of Housing and Community Development (HCD) a grant application (Attachment A to Attachment 1) and Government Agency Taxpayer ID Form (Attachment B to Attachment 1) for the Local Early Action Planning (LEAP) Grants Program to help cover the cost of preparing and adopting the *2024-2032 Housing Element Update* (Housing Element Update) for Fiscal Years 2020-2021 through 2022-2023 in the amount of \$500,000;
 - ii) Execute and submit to HCD a State Standard Agreement (Standard Agreement), upon review and concurrence of County Counsel, Auditor-Controller, and Risk Manager, or his or her designee, if the project is awarded grant funding;
 - iii) Execute and submit to HCD all required grant documents and amendments, including, but not limited to, payment requests, deliverables, and reports, if the project is awarded grant funding; and

- b) Determine that the submittal of the LEAP grant application and required grant documents (Attachment 1) to HCD is not a project and, therefore, is not subject to environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Sections 15378(b)(5) and 15060(c)(3) (Attachment 2).

Summary Text:

P&D is requesting the Board's authorization to apply for a \$500,000 grant under HCD's LEAP Grants Program. P&D would use the funds to help cover the cost of preparing and adopting the State-mandated Housing Element Update. The grant funds would be available during Fiscal Year 2020-2021 through 2022-2023. The grant would not require matching funds or in-kind services.

Background:

1.0 Housing Element

The Housing Element is a part of the Santa Barbara County Comprehensive Plan. It contains housing goals, policies, and programs for the unincorporated areas of the county. The Housing Element must also demonstrate that the County has adequate sites available to accommodate its current Regional Housing Needs Allocation (RHNA). State law mandates that the County periodically update the Housing Element. The next update is due to HCD by February 15, 2023. New State laws will require the County to address topics that were not included in previous updates, making the next update more complex than in the past. In addition, the County expects to receive a higher RHNA than in previous years, which may present additional planning challenges.

2.0 Program Purpose

The LEAP Grants Program provides grants and technical assistance to local governments for the preparation and adoption of process improvements and planning documents, including housing elements, which accelerate housing production and/or facilitate compliance with the next RHNA.

3.0 Program Administration and Eligibility Requirements

HCD is administering the LEAP Grants Program. The program provides a non-competitive, over-the-counter application process. The County is eligible for up to \$500,000.

4.0 Program Timeline

The LEAP Grants Program application deadline is July 1, 2020. HCD intends to award grant funds by summer 2020. Recipients must expend the grant funds by December 31, 2023.

If awarded grant funding, staff will begin work on the Housing Element Update in fall 2020. Staff will submit the Housing Element Update to HCD for review by February 15, 2023. Please see the Project Timeline and Budget in Attachment 1 of the LEAP Grants Program application (Attachment A to Attachment 1) for additional details.

5.0 Environmental Review

The approval and submittal of the LEAP Grants Program application is an administrative government activity that will not result in direct or indirect physical changes to the environment. Thus, this activity is not a "project" pursuant to State CEQA Guidelines Section 15378(b)(5) and is not subject to environmental review pursuant to State CEQA Guidelines Section 15060(c)(3). Please see the Notice of Exemption (Attachment 2) for details.

Fiscal Analysis: The County is requesting a total grant amount of \$500,000 to help the cover cost of preparing and adopting the Housing Element Update during Fiscal Years 2020-2021, 2021-2022, and 2022-2023. The grant program requires no matching funds or in-kind services. The grant amount may not be

sufficient to cover the full cost of preparing and adopting the Housing Element Update. If P&D requires additional funding to complete the project, staff will request funding as part of future fiscal year budgets and, if the Board grants the funding, incorporate the remaining work into future fiscal year work programs.

For additional information regarding the Housing Element Update budget, please see Attachment 1 of the LEAP Grants Program application (Attachment A to Attachment 1).

Special Instructions:

The Clerk of the Board will provide one copy of the Minute Order and two signed, original resolutions to P&D, attention Jessi Steele, Planner.

Attachments:

1. Resolution Authorizing the Submittal of the LEAP Grants Program Application
 - A. LEAP Grants Program Application
 - B. Government Agency Taxpayer ID Form
2. Notice of Exemption

Authored by:

Jessi Steele, Planner, (805) 884-8082