

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	City of Del Mar
Applicant Address	1050 Camino del Mar Del Mar, CA 92014
Contact Name	Adriana Jaramishian
Title	Associate Planner
Phone	(858) 755-9313
Email	ajaramishian@delmar.ca.us

Project Information

Project Title	City of Del Mar – Housing Feasibility Assessment for Smart Growth Areas
Brief Project Summary	The project would help implement various City of Del Mar Housing Element programs to facilitate production of affordable housing in smart growth opportunity locations that would locate affordable housing near jobs, services, and transit. Currently, the City of Del Mar does not have housing options available for lower income households. Creation of new housing opportunities for lower income households is a primary objective to enhance and diversify the community for long term balance and sustainability and to affirmatively further

Project Manager

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

Name	Kristen Crane
Title	Assistant City Manager
Phone	(858) 755-9313
Email	kcrane@delmar.ca.us

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	Support in project management
Name	Amanda Lee
Title	Principal Planner
Phone	(858) 755-9313
Email	alee@delmar.ca.us

Role	Support in project management
Name	Adriana Jaramishian
Title	Associate Planner
Phone	(858) 755-9313
Email	ajaramishian@delmar.ca.us

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	Keyser Marston Associates, Inc.
Contact Name	Paul Marra
Title	Managing Principal
Phone	(619) 788-9500
Email	pmarra@keysermarston.com

Entity Name	Stephen Dalton Architects
Contact Name	Stephen Dalton
Title	Principal
Phone	(858) 792-5906
Email	steve@sdarchitects.net

Entity Name	
Contact Name	
Title	
Phone	
Email	

Project Budget

HAP Funding Request

Total HAP Grant Request Amount	\$ 225,000.00
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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	City of Del Mar (Staff time/in-kind)
Amount of Funding	\$ 100,000.00

Source of Funding	City of Del Mar - General Fund (Spent on Phase 1 Feasibility Studies)
Amount of Funding	\$ 86,500.00

Source of Funding	
Amount of Funding	\$

Total Matching Funds Provided	\$ 186,500.00
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Baseline Data

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

Single dwelling unit/duplex residential - 6-9 months
 Multi-unit residential - 9-12 months (Estimate is based on multi-unit project in process per streamlined SB 330/density bonus time lines - the City recently approved zones to allow multi-unit use in April 2021)

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

Planning fees: <https://www.delmar.ca.us/DocumentCenter/View/7663/Planning-Fee-Schedule>-
 Building permit fees:
<https://www.delmar.ca.us/DocumentCenter/View/7130/Building---Permit-Plan-Check-Inspection-and-Fire-Review-Fees-PDF>

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

One deed restricted low-income ADU

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

One deed restricted low-income ADU

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?

The proposed housing agreement for housing development at the State Fairgrounds would locate 54 lower income affordable units for workforce housing on an infill site that would be surrounded by urban uses within walking distance (i.e. City's village center, transit, jobs).

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).

The project area generally covers the entire City limits (Via de la Valle is northerly City boundary), but more specifically focuses on and includes the State Fairgrounds and City's downtown village center (along Camino del Mar between 9th Street and 15th Street) which are identified as smart growth priority locations on the regional Smart Growth Concept Map. The City identified housing as a priority in these smart growth opportunity areas because these locations are desirable by households in any income category and there is a specific need for a greater range of housing types in Del Mar to accommodate households in the moderate, low, very low, and extremely low income categories. The Fairgrounds location is well integrated into the Del Mar community, has existing infrastructure connectivity, and provides (existing and planned) multi-modal access that can provide connectivity between local housing, jobs, services, and amenities (i.e. public beaches and parks). The City's downtown village center location has similar smart growth opportunities for incorporation of mixed use development; however, due to the small size of the parcels and existing development constraints it is less feasible to expect affordable housing development to be produced in this location unless feasibility studies are conducted.

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

The project would implement land use strategies to facilitate a reduction in VMT by prioritizing housing in infill locations with access to jobs, transit, services, and amenities. The two main locations of focus (State Fairgrounds and downtown village center) are smart growth opportunity areas with existing infrastructure connectivity. Further, there is multi-modal access (existing and planned) in these locations that can provide connectivity between local housing, jobs, services, and amenities (i.e. public beaches and parks) to help reduce VMT.

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.

The project would enhance the connection between housing, transit, and jobs by facilitating implementation of the City's identified priority locations for infill housing with access to jobs, transit, services, and amenities. The two main locations of focus (State Fairgrounds and downtown village center) are smart growth opportunity areas with existing infrastructure connectivity. Further, there is multi-modal access (existing and planned) in these locations that can provide connectivity between local housing, jobs, services, and amenities (i.e. public beaches and parks) to help reduce VMT. Regional planning efforts coordinated by SANDAG and NCTD have focused on enhancing multi-modal transportation access to the State Fairgrounds (i.e. special events platform for railroad transit and various options to connect people for first/last mile transit connection needs). The State Fairgrounds and City's downtown village center are located in general proximity to the Solana Beach Transportation Center.

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.

The project would implement the following Prohousing policy goals in accordance with the City's adopted 6th Cycle Housing Element:

- 1) The City's Housing Element identifies various action programs to allow and facilitate residential in commercial zones. This project would help implement that goal by facilitating future development of affordable housing at the State Fairgrounds property (commercial) and at a minimum density of 20 dwelling units per acre in the North Commercial zone, Central Commercial zone, and Professional Commercial Zone, which are located along the City's main commercial corridor that runs north-south from the Fairgrounds along Jimmy Durante Boulevard and Camino del Mar.
- 2) The Phase I feasibility studies in process will be used and applied as part of the project to facilitate design of a range of housing innovative housing types and alternatives for future development of affordable housing at the State Fairgrounds and for promotion of this vision and how it fits in with the future strategic planning goals of the State 22nd DAA.
- 3) The Phase II feasibility studies portion of the project would facilitate implementation of incentives to make available additional favorable zoning and land use changes in accordance with the Housing Element including modifying development standards to facilitate affordable housing, reducing parking requirements to facilitate affordable housing, and streamlining permit processing for affordable housing.
- 4) The project is a priority for the City and would involve significant public outreach and communication that would include public posting online of status updates for each of the affordable housing programs and projects in process.
- 5) The City Council has already committed funds in the FY 22-23 budget to facilitate implementation of the project and additional affordable housing implementation programs, which shows the City's priorities, commitment, and willingness to comply with State Housing law and prioritize use of local general funds for affordable housing.

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.

In addition to implementing the Prohousing policy goals described above, the project would also help the City address housing equity. Currently, the City of Del Mar does not have housing options for lower income households. However, the City rates high on the regional opportunity index. The project would facilitate creation of new housing choices for lower income households consistent with the City's adopted strategies to affirmatively further housing.

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.

The City of Del Mar works collaboratively with the State 22nd DAA and will be participating in the States strategic planning process. In accordance with the adopted Housing Element, the City is ultimately seeking to secure a housing agreement with the State 22nd DAA to build 54 units of workforce housing on the State Fairgrounds property. The 22nd DAA submitted a letter in support of the City's grant application.

6. Sustainability

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

The City of Del Mar has an adopted Climate Action Plan and a Sea Level Rise Adaptation Plan. Planning for climate adaptation and implementation of climate resiliency measures are City priorities. The housing planning strategies in this project are consistent with the City's goals for climate resiliency and sustainability, including the City's Housing Element goal to "ensure a sustainable approach to new housing opportunities that protects the quality of life and future of Del Mar". The State Fairgrounds and downtown village center locations are smart growth opportunity areas that are opportunities to reduce VMT and greenhouse gas emissions. While most of the State Fairgrounds property is located in the Floodplain as identified on FEMA's Flood Insurance Rate Map, the focus of the project is on opportunity locations on the State Fairgrounds property that are located outside of the Floodplain.

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

The housing planning strategies in this project are consistent with the City's goals for climate resiliency and sustainability, including the City's Housing Element goal to "ensure a sustainable approach to new housing opportunities that protects the quality of life and future of Del Mar". The State Fairgrounds and downtown village center locations are smart growth opportunity areas that are opportunities to reduce VMT and greenhouse gas emissions by locating housing in areas that are close to jobs, services, and transit. The City's housing plan and the proposed project focus opportunities for the accommodation of density (at least 20 dwelling units per acre) on infill properties in commercial zones where there is existing infrastructure and transportation connectivity. In addition, the accommodation of ADUs throughout the City on existing developed sites is a sustainable approach to help accommodate small housing units as a new housing option to accommodate choices for seniors to remain living in Del Mar (i.e. by accommodating housing options on-site for caregivers, housing caretakers, or extended family), which is a strategy to reduce greenhouse gas emissions and implement the City'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.

Ashley Jones

City Manager

Authorized Delegate Name

Title



01/20/2022

Signature

Date