



DATE: June 23, 2020

CATEGORY: Consent

DEPT.: Community Development

TITLE: **LEAP Planning Grant
Authorization – Plan Permit System**

RECOMMENDATION

Adopt a Resolution Authorizing the Application for, and Receipt of, Local Early Action Planning Grants Program Funds, and Authorize the City Manager or Designee to Execute a Grant Funding Agreement with the State of California for Purposes thereof, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

In the State's 2019-20 Budget, Governor Gavin Newsom allocated \$250 million for all regions, cities, and counties to prioritize planning activities that accelerate housing production to meet the identified needs of every community. With this allocation, the State Office of Housing and Community Development (HCD) established the Local Early Action Planning (LEAP) Grant Program with \$119 million for cities and counties. LEAP provides one-time grant funding to cities and counties to update planning documents and implement process improvements to facilitate the acceleration of housing production and help local governments prepare for their sixth Regional Housing Needs Allocation (RHNA) cycle.

The LEAP program provides over-the-counter (i.e., noncompetitive) grants complemented with technical assistance to local governments for eligible activities that must be related to planning for housing and to facilitate the streamlining and acceleration of housing production.

The Notice of Funding Availability (NOFA) for the LEAP grant was released in early 2020, and cities have until July 1, 2020 to submit a grant proposal. Cities may be awarded a maximum grant amount based on a sliding scale depending on their population. For Mountain View, the maximum grant award can be \$300,000.

LEAP-eligible activities may include broad City initiatives such as:

- Updates to general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies;
- Updates to zoning ordinances;
- Environmental analyses that eliminate the need for project-specific review; and
- Local process improvements that improve and expedite local planning.

ANALYSIS

Staff proposes to apply for a LEAP grant to help fund CIP No. 4111801 for a new permitting system, which is an eligible grant activity. This system will include several modules accessible to different City departments to improve the organization's overall efficiency in processing planning and building permits.

The vendor for the system and scope of work have not yet been finalized. Staff will bring any vendor contract and scope to the City Council for approval later this fall.

The City's grant proposal includes several key tasks that will be necessary regardless of the approved scope of work or vendor. These tasks include implementation, maintenance/support, and annual subscription/hosting for the following components:

- **Paperless Permitting System**
 - Digital plan check review application system to enable online submittals for projects that require plan review. This system eliminates the inefficiency with paper submissions/revisions and improves the customer experience by providing a set of tools for applicants to review comments and provide corrections.
- **Digital Queuing System**
 - Digital queue management system that eliminates physical lines at the public counter. This system allows users to place themselves in a digital queue using a web browser or app. The user is notified on their mobile device when it is their turn to be serviced.

- **Land Management System**

- Permitting and scheduling system that utilizes automated work flows and allows property owners and developers to monitor their permits, pay fees, and schedule inspections online. This system is to be integrated with the Paperless Permitting system to create a “one-stop permitting shop” where someone can get all of their permits through a single interface to further expedite the process.

FISCAL IMPACT

The City’s budget for the CIP is \$2 million, including \$0.9 million in funds approved in the Fiscal Year 2020-21 CIP. If the grant is funded at the maximum amount of \$300,000, it will reduce the City’s net cost of the project to \$1.7 million.

ALTERNATIVE

Direct staff not to endorse the grant proposal.

PUBLIC NOTICING – Agenda posting.

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MA-KL-AS/6/CAM/891-06-23-20CR/200335

Attachment: 1. Resolution