

# **Prohousing Designation Program Application**



**State of California  
Governor Gavin Newsom**

**Melinda Grant, Undersecretary  
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director  
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January 2024

# Prohousing Designation Program Application Package Instructions

The applicant is applying for a Prohousing Designation under the Prohousing Designation Program (“**Prohousing**” or “**Program**”), which is administered by the Department of Housing and Community Development (“**Department**”) pursuant to Government Code section 65589.9.

The Program creates incentives for Jurisdictions that are compliant with State Housing Element Law and that have enacted Prohousing Policies. These incentives will take the form of additional points or other preference in the scoring of applications for competitive housing and infrastructure programs. The administrators of each such program will determine the value and form of the preference.

In order to be considered for a Prohousing Designation, the applicant must accurately complete all sections of this application, including any relevant appendices. The Department reserves the right to request additional clarifying information from the applicant.

This application is subject to Government Code section 65589.9 and to the regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) adopted by the Department in promulgation thereof (“**Regulations**”). All capitalized terms in this application shall have the meanings set forth in the Regulations.

All applicants must submit a complete, signed application package to the Department, in electronic format, in order to be considered for a Prohousing Designation. Please direct electronic copies of the completed application package to the following email address: [ProhousingPolicies@hcd.ca.gov](mailto:ProhousingPolicies@hcd.ca.gov).

A complete application will include all items identified in the Application Checklist.

In relation to **Appendix 1**, the Formal Resolution for the Prohousing Designation Program, please use ~~strikethrough~~ and underline if proposing any modifications to the text of the Resolution. Please be aware, any substantive deviations from the Formal Resolution may result in an incomplete application and will likely be subject to additional internal review and potential delays.

**Appendix 2**, the Proposed Policy Completion Schedule, applies only if an application includes proposed policies.

**Appendix 3**, Project Proposal Scoring Sheet and Sample Project Proposal Scoring Sheet, includes a blank template to be completed by the applicant as part of the application, as well as a Sample Project Proposal Scoring Sheet with an example of how this template may be completed.

**Appendix 4** lists examples of Prohousing Policies with enhancement factors to aid applicants in understanding how enhancement factors may be applied.

**Appendix 5** is where the applicant will include any additional information and supporting documentation for the application.

If you have questions regarding this application or the Program, or if you require technical assistance in preparing this application, please email [ProhousingPolicies@hcd.ca.gov](mailto:ProhousingPolicies@hcd.ca.gov).

### Application Checklist

	Yes	No
Application Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification and Acknowledgement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Legislative Information form is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Threshold Requirements Checklist is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See <b>Appendix 1</b> for the Formal Resolution for the Prohousing Designation Program form.)	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, the Proposed Policy Completion Schedule is completed. (See <b>Appendix 2</b> .)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Project Proposal Scoring Sheet is completed. (See <b>Appendix 3</b> for the Project Proposal Scoring Sheet and the Sample Project Proposal Scoring Sheet.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional information and supporting documentation (Applicant to provide as <b>Appendix 5</b> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Application Information

Applicant (Jurisdiction):	Town of Moraga
Applicant Mailing Address:	329 Rheem Boulevard
City:	Moraga
ZIP Code:	94556
Website:	<a href="https://www.moraga.ca.us/">https://www.moraga.ca.us/</a>
Authorized Representative Name	Scott Mitnick
Authorized Representative Title:	Town Manager
Phone:	925-888-7020
Email:	<a href="mailto:smitnick@moraga.ca.us">smitnick@moraga.ca.us</a>
Contact Person Name:	Brian Horn
Contact Person Title:	Principal Planner
Phone:	925-888-7044
Email:	<a href="mailto:bhorn@moraga.ca.us">bhorn@moraga.ca.us</a>
<b>Proposed Total Score (Based on Appendix 3):</b>	50

## CERTIFICATION AND ACKNOWLEDGMENT

As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. [ASK AMY HEAVENER]), which is attached hereto and incorporated by reference as if set forth in full, I hereby submit this full and complete application on behalf of the applicant.

I certify that all information and representations set forth in this application are true and correct.

I further certify that any proposed Prohousing Policy identified herein will be enacted within two (2) years of the date of this application submittal.

I acknowledge that this application constitutes a public record under the California Public Records Act (Gov. Code, § 6250 et seq.) and is therefore subject to public disclosure by the Department.

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

Name and Title: \_\_\_\_\_ Scott Mitnick, Town Manager \_\_\_\_\_

Date: \_\_\_\_\_ November 13, 2024 \_\_\_\_\_

### Legislative Information

District	Number	Legislators Name(s)
State Assembly District	16	Assemblymember Rebecca Bauer-Kahan
State Senate District	7	Senator Steven M. Glazer

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/>

## Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has adopted a Compliant Housing Element.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has completed or agrees to complete, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code sections 65583, subdivision (c)(1), and 65584.09, subdivision (a), and with California Coastal Commission certification where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to those included in Government Section 65585, subdivision (j); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); Permit Streamlining Act (Gov. Code, § 65920 et seq.); and provisions relating to timeliness of CEQA processing by local governments in Public Resources Code sections 21080.1, 21080.2, and 21151.5(a).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant further acknowledges and confirms that its treatment of homeless encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness and that it has submitted a one-page summary to the Department demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments," (June 17, 2022 update), hereby incorporated by reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has duly adopted and certified, by the applicant's governing body, a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant has demonstrated that they engaged in a diligent public participation process that included 1) outreach through a variety of methods and languages; 2) specific efforts to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers and special needs service providers; 3) availability of the draft document to the public, including notification to interested parties and all segments of the community for 30 days and subsequent versions for 7 days; 4) public hearings and informative meetings; and 5) consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies, as appropriate. The applicant has submitted documentation of comments received during this process.	<input type="checkbox"/>	<input type="checkbox"/>

**Project Proposal**  
**Category 1: Favorable Zoning and Land Use**

Category	Prohousing Policy Description	Points
1A	Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total and income category. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	3
1B	Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of SB 9 (Chapter 162, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7).	3
1C	Sufficient sites, including rezoning, to accommodate 125 to 149 percent of the current or draft RHNA, whichever is greater, by total and income category. These points shall not be awarded if the applicant earns three points pursuant to Category (1)(A) above. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	2
1D	Density bonus programs that allow additional density for additional affordability beyond minimum statutory requirements (Gov. Code, § 65915 et seq.).	2
1E	Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law, (Gov. Code, §§ 65852.2, 65852.22) (e.g., permitting more than one converted ADU; one detached, new construction ADU; and one JADU per single-family lot), and in a manner that exceeds the requirements of SB 9 (Chapter 192, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7). These policies shall be separate from any qualifying policies under Category (1)(B).	2
1F	Eliminating minimum parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Gov. Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Gov. Code section 65915, subdivision (p).	2
1G	Zoning or incentives that are designed to increase affordable housing development in a range of types, including, but not limited to, large family units, Supportive Housing, housing for transition age foster youth, and deep affordability targeted for Extremely Low-Income Households in all parts of the Jurisdiction, with at least some of the zoning, other land use designation methods, or incentives being designed to increase affordable housing development in higher resource areas shown in the TCAC/HCD Opportunity Map, and with the Jurisdiction having confirmed that it considered and addressed potential environmental justice issues in adopting and implementing	2

	this policy, especially in areas with existing industrial and polluting uses.	
1H	Zoning or other land use designation methods to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	1
1I	Modification of development standards and other applicable zoning provisions or land use designation methods to promote greater development intensity. Potential areas of focus include floor area ratio, height limits, minimum lot or unit sizes, setbacks, and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (1)(B) above.	1
1J	Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a Housing Sustainability District, as defined in Government Code section 66200.	1
1K	Establishment of an inclusionary housing program requiring new developments to include housing affordable to and reserved for low- and very low-income households, consistent with the requirements of AB 1505 (Chapter 376, Statutes of 2017, Gov. Code, § 65850.01).	1
1L	Other zoning and land use actions not described in Categories (A)-(K) of this section that measurably support the Acceleration of Housing Production.	1



**Project Proposal**  
**Category 2: Acceleration of Housing Production Timeframes**

Category	Prohousing Policy Description	Points
2A	Establishment of ministerial approval processes for multiple housing types, including, for example, single-family, multifamily and mixed-use housing.	3
2B	Acceleration of Housing Production through the establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	2
2C	Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law, (e.g., Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).	2
2D	Establishment of permitting processes that take less than four months to complete. Policies under this category must address all approvals necessary to issue building permits.	2
2E	Absence or elimination of public hearings for projects consistent with zoning and the general plan.	2
2F	Priority permit processing or reduced plan check times for homes affordable to Lower-Income Households.	1
2G	Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	1
2H	Absence, elimination, or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	1
2I	Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	1
2J	Priority permit processing or reduced plan check times for ADUs/JADUs or multifamily housing.	1
2K	Establishment of a standardized application form for all entitlement applications.	1
2L	Documented practice of publicly posting status updates on project permit approvals on the internet.	1
2M	Limitation on the total number of hearings for any project to three or fewer. Applicants that accrue points pursuant to category (2)(E) are not eligible for points under this category.	1
2N	Other policies not described in Categories (2)(A)-(M) of this section that quantifiably decrease production timeframes or promote the streamlining of approval processes.	1

**Project Proposal**  
**Category 3: Reduction of Construction and Development Costs**

Category	Prohousing Policy Description	Points
3A	Waiver or significant reduction of development impact fees for residential development with units affordable to Lower-Income Households. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable housing impact fees, and commercial linkage fees).	3
3B	Adoption of policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	2
3C	Adoption of other fee reduction strategies separate from Category (3)(A), including fee deferrals and reduced fees for housing for persons with special needs. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	1
3D	Accelerating innovative housing production through innovative housing types (e.g., manufactured homes, recreational vehicles, park models, community ownership, and other forms of social housing) that reduce development costs.	1
3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes, creation of on-street parking for bikes, transit-related improvements, or establishment of carshare programs.	1
3F	Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.	1
3G	Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	1
3H	Adoption of ordinances that reduce barriers, beyond existing law, for the development of housing affordable to Lower-Income Households.	1
3I	Other policies not described in Categories (3)(A)-(H) of this section that quantifiably reduce construction or development costs.	1

**Project Proposal**  
**Category 4: Providing Financial Subsidies**

Category	Prohousing Policy Description	Points
4A	Establishment of a housing fund or contribution of funds towards affordable housing through proceeds from approved ballot measures.	2
4B	Establishment of local housing trust funds or collaboration on a regional housing trust fund, which include the Jurisdiction's own funding contributions. The Jurisdiction must contribute to the local or regional housing trust fund regularly and significantly. For the purposes of this Category, "regularly" shall be defined as at least annually, and "significant" contributions shall be determined based on the impact the contributions have in accelerating the production of affordable housing.	2
4C	Demonstration of regular use or planned regular use of funding (e.g., federal, state, or local) for preserving assisted units at-risk of conversion to market rate uses and conversion of market rate uses to units with affordability restrictions (e.g., acquisition/rehabilitation). For the purposes of this category, "regular use" can be demonstrated through the number of units preserved annually by utilizing this funding source.	2
4D	Provide grants or low-interest loans for ADU/JADU construction affordable to Lower- and Moderate-Income Households.	2
4E	A comprehensive program that complies with the Surplus Land Act (Gov. Code, § 54220 et seq.) and that makes publicly owned land available for affordable housing, or for multifamily housing projects with the highest feasible percentage of units affordable to Lower Income Households. A qualifying program may utilize mechanisms such as land donations, land sales with significant write-downs, or below-market land leases.	2
4F	Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at least 20 percent of the residences will be affordable to Lower-Income Households.	2
4G	Prioritization of local general funds to accelerate the production of housing affordable to Lower-Income Households.	2
4H	Directed residual redevelopment funds to accelerate the production of affordable housing.	1
4I	Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.	1

4J	Prioritization of local general funds for affordable housing. This point shall not be awarded if the applicant earns two points pursuant to Category (4)(G).	1
4K	Providing operating subsidies for permanent Supportive Housing.	1
4L	Providing subsidies for housing affordable to Extremely Low-Income Households.	1
4M	Other policies not described in Categories (4)(A)-(L) of this section that quantifiably promote, develop, or leverage financial resources for housing affordable to Lower-Income Households.	1

## Project Proposal Enhancement Factors

The Department shall utilize enhancement factors to increase the point scores of Prohousing Policies. An individual Prohousing Policy may not use more than one enhancement factor. Each Prohousing Policy will receive extra points for enhancement factors in accordance with the chart below.

Category	Prohousing Policy Description	Points
1	The policy represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, housing affordable to Lower-Income Households, climate change solutions, and/or hazard mitigation.	2
2	Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.	1
3	Policies that diversify planning and target community and economic development investments (housing and non-housing) toward place-based strategies for community revitalization and equitable quality of life in lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the most recently updated TCAC/HCD Opportunity Maps, and disadvantaged communities pursuant to Health and Safety Code sections 39711 and 39715 (California Senate Bill 535 (2012)).	1
4	Policies that go beyond state law requirements in reducing displacement of Lower-Income Households and conserving existing housing stock that is affordable to Lower-Income Households.	1
5	Rezoning and other policies that support intensification of residential development in Location Efficient Communities.	1
6	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.	1
7	Zoning policies, including inclusionary housing policies, that increase housing choices and affordability, particularly for Lower-Income Households, in High Resource and Highest Resource areas, as designated in the most recently updated TCAC/HCD Opportunity Maps.	1
8	Other policies that involve meaningful actions towards Affirmatively Furthering Fair Housing outside of those required pursuant to Government Code sections 65583, subdivision (c)(10), and 8899.50, including, but not limited to, outreach campaigns, updated zoning codes, and expanded access to financing support.	1

## Project Proposal Scoring Sheet Instructions

The Department shall validate applicants' scores based on the extent to which each identified Prohousing Policy contributes to the Acceleration of Housing Production. The Department shall assess applicants' Prohousing Policies in accordance with statutory requirements and the Regulations.

The Department shall further assess applicants' Prohousing Policies using the following four scoring categories: Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs, and Providing Financial Subsidies. Applicants shall demonstrate that they have enacted or proposed at least one policy that significantly contributes to the Acceleration of Housing Production in each of the four categories. A Prohousing Designation requires a total score of 30 points or more across all four categories.

### Instructions

Please utilize one row of the Scoring Sheet for each Prohousing Policy.

- **Category Number:** Select the relevant category number from the relevant Project Proposal list in this application. Where appropriate, applicants may utilize a category number more than once.
- **Concise Written Description of Prohousing Policy:** Set forth a brief description of the enacted or proposed Prohousing Policy.
- **Enacted or Proposed:** Identify the Prohousing Policy as enacted or proposed. For proposed Prohousing Policies, please complete **Appendix 2: Proposed Policy Completion Schedule**.
- **Documentation Type:** For enacted Prohousing Policies, identify the relevant documentary evidence (e.g., resolution, zoning code provisions). For proposed Prohousing Policies, identify the documentation which shows that implementation of the policy is pending.
- **Web Links/Electronic Copies:** Insert the Web link(s) to the relevant documentation or indicate that electronic copies of the documentation have been attached to this application as **Appendix 5**.
- **Points:** Enter the appropriate number of points using the relevant Project Proposal list in this application.
- **Enhancement Category Number (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the appropriate category number using the relevant Project Proposal list in this application.
- **Enhancement Points (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the point(s) for that Prohousing Policy.
- **Total Points:** Add the enhancement point(s) to the Prohousing Policy's general point score.

## **Appendix 1: Formal Resolution for the Prohousing Designation Program**

### **Formal Resolution for the PROHOUSING Designation Program**

#### **RESOLUTION NO. [INSERT RESOLUTION NUMBER]**

#### **A RESOLUTION OF THE GOVERNING BODY OF TOWN OF MORAGA AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM**

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program (“Program”), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive Applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development (“Department”) has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program (“**Program Regulations**”), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the **Town of Moraga** (“Applicant”) desires to submit an Application for a Prohousing Designation (“Application”).

#### **THEREFORE, IT IS RESOLVED THAT:**

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code sections 21155-21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless encampments on public property comply do and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction

that are consistent with the United States Interagency Council on Homelessness’ “7 Principles for Addressing Encampments” (June 17, 2022, update).

- 4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the “Program Documents”).
- 5. Applicant acknowledges and agrees that it shall be subject to the Application, the terms and conditions specified in the Program Documents, the Program Regulations, and any and all other applicable law.

6. **[INSERT THE TITLE OF THE APPLICANT’S AUTHORIZED SIGNATORY]** is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED this day of \_\_\_\_\_, 2024, by the following vote:

AYES: [Insert #] NOES: [Insert #] ABSENT: [Insert #] ABSTAIN: [Insert #]

The undersigned, [INSERT NAME AND TITLE OF SIGNATORY] of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant’s governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE:	DATE:
NAME:	TITLE:



## Appendix 2: Proposed Policy Completion Schedule

Category Number	Concise Written Description of Proposed Policy	Key Milestones and Milestone Dates	Anticipated Completion Date	Notes
1I	Program 32 of the Town's Housing Element aims to modify the scenic corridor setbacks and upper story stepback requirements on Housing Opportunity Sites in the MSCP area to increase their capacity for development. The specific criteria for reduced setbacks would be consistent with State law and would include objective standards. Projects in scenic corridors should continue to support the General Plan objectives of creating focal points, providing a variety of housing types, and encouraging land use and transportation patterns that reduce automobile trips and greenhouse gas emissions. In addition, the Town will modify provisions of the R-20 zone that require special upper story setbacks for projects within 500 feet of a scenic corridor; these requirements should only apply on frontages that are adjacent to the scenic road.	Per the Housing Element, this action is programmed for completion by 2025. The Town will review Scenic Corridor regulations (Chapter 8.132 of the Moraga Municipal Code) adjacent to Housing Opportunity Sites in Rheem Park and Moraga Center to modify development regulations and reduce potential constraints to housing construction.	12/2025	
2B	The Town will initiate a standard operating procedure wherein the Planning Director determines if a project is exempt from CEQA within 30 days after deeming a development application complete. The 30-day timeframe is required by Public Resources Code 21080.2. In the event a project is found to be exempt from CEQA, then provisions of the Permit Streamlining Act shall apply, and the application shall be processed within 60 days (Gov. Code 65950(a)(5)). This should reduce permit processing times relative to current levels.	The Town intends to meet with developers, homeowners, and other applicants by 2026; based on input from applicants, identify and implement feasible changes to review procedures by 2027.	12/2027	
2F	Through Program 42, the Town will develop and implement a procedure for providing priority processing for development applications that include units for extremely low-income households and provide technical	The Town has updated applications for SB 35 and SB 330. The Town provides early assistance on development applications	12/2024	

	assistance to applicants. Program 29 also provides priority for fee deferrals for projects that provide units for extremely low-income households.	with preliminary review and informal meetings to provide guidance on projects. Town intends to continue working on developing a procedure for providing priority processing and implementing it by December 2024.		
2G	Program 28 of the Town's Housing Element aims to reduce the number of hearings and submittal cycles and the associated cost and time delays to applicants and apply more objective approval findings for Planned Developments. While the intent of PDs is to encourage flexibility, the current process involves three application steps and hearings, each requiring Planning Commission approval and subject to appeal to the Town Council. The Town is currently exploring ways to simplify the process and reduce the length of the process so that projects are approved within two years after an application is deemed complete, in a way consistent with the General Plan. In addition, the Town is modifying its mixed use and higher-density zoning regulations so that a greater share of projects can be approved without relying on the PD process.	In 2023 the Town began conducting a fee review annually through Resolution Number 34-2023. The Town will continue to review fees on an annual basis and will make adjustments as necessary.  The Town intends to meet with developers, homeowners, and other applicants by 2026; based on input from applicants, identify and implement feasible changes to review procedures by 2027.	12/2027	
3B	With Program 16 of the Housing Element, the Town shall take the following actions to reduce restrictions on ADU production: a) Streamline ADU Approvals. b) Implement a proactive outreach campaign through direct mailers and by developing a website page dedicated to the ADU permit process. These materials should inform property owners of ADU development standards, permitting procedures, and construction resources, as well as the benefits of ADU construction. Moraga Housing Element   Housing Action Plan 6-17	"a) Completed. ADU's are approved ministerially. There were four units completed in 2023, all in highest-resource areas.  b) Completed. Website is updated. On-going, the Town shares ADU information at events.  c) Completed. The Town convened a community housing workshop on May 18, 2023, including a	12/2024	

	<p>c) As part of a community outreach event on housing, provide information on developing ADUs in Moraga.</p> <p>d) Designate a member of the Town staff to serve as the Town's ADU specialist.</p> <p>e) Maintain State-mandated fee reductions and waivers for ADUs (this action is encompassed in Program 29).</p> <p>f) In single family zoning districts (R-6 or lower), allow developers to meet inclusionary housing requirements by including ADUs in at least 25 percent of all new single-family homes.</p> <p>g) Develop a fair housing fact sheet, including information on source of income protections for households using housing choice vouchers, and provide the fact sheet with ADU application materials and on the Town's ADU webpage.</p>	<p>"station" on ADUs with posters and other collateral information on the process for applying for an ADU.</p> <p>d) Completed and on-going. The Town now has a designated ADU specialist.</p> <p>e) On-going, the Town supports State mandated fee reductions and waivers.</p> <p>f) Completed through Inclusionary Housing Ordinance adopted December 14, 2022.</p> <p>g) The Town will implement by December 2024."</p>		
3C	<p>The Town will develop and adopt a fee deferral policy for qualifying affordable housing developments and ADUs serving lower-income households through Program 29. Priority for fee deferrals will be provided for extremely low-income housing, housing for persons with disabilities, or housing that serves other special-needs groups. The Town shall also consider fee deferrals for qualifying market-rate developments until issuance of a Certificate of Occupancy to facilitate the development of housing in Moraga. In addition, the Town will review park impact fees and revise the fees as needed in the event constraints to multi-family and special needs housing are identified. By 2027, the Town will update the AB 1600 nexus study for its park impact fee. By 2028, it will make revisions to the fee structure as appropriate. As part of this process, the Town will evaluate the potential benefits of shifting to a fee calculated based on the number of bedrooms or the square footage of dwelling units, rather than on unit type.</p>	<p>Town prepared feasibility analysis and established eligibility criteria for deferred fees through Ordinance Number 303 on December 14, 2022</p> <p>Town implemented fee deferrals per Ordinance Number 303 on December 14, 2022</p> <p>Town intends to finalize plan to update the nexus study for park fees by 2027 and make changes by 2028.</p>	12/2028	

	While the fee structure already provides lower rates for multi-family and senior housing, a fee based on bedroom count or unit size could incentivize studio and one-bedroom units, which are more affordable by design than larger units. Other strategies and criteria for reducing the fee burden on multi-family housing will be explored.			
3D	The Town will amend Title 8 of the Moraga Municipal Code via Program 37 to include a definition of "Manufactured Housing" that clearly states that such housing is treated the same as other types of housing in each zoning district. By affirmatively stating that manufactured housing is permitted in all residential zones when placed on permanent foundations and consistent with Town Design Guidelines, the Town is clarifying to the public the feasibility of this type of innovative and affordable housing.	Add definition of manufactured housing to Moraga Municipal Code by 2024	12/2024	
3H	With the implementation of Program 13, the Town shall update the Zoning Ordinance to make co-housing and live/work units allowed uses. Co-housing developments provide units that are rented by the room or by the bed, typically within an apartment with a shared kitchen and common areas. This update to the zoning ordinance should reduce barriers to the development of existing units into housing for lower-income populations. These types of developments are often targeted to student populations and could help to address housing needs among Saint Mary's students. They can also provide an affordable housing option for older adults.	Adopt zoning update for co-housing and live/work units by December 2024.	12/2024	
4M	Housing Element Program 11 facilitates access to affordable housing subsidies by working to increase the number of households in Moraga that receive Section 8 housing assistance and facilitating access to subsidies necessary to produce at least 501 units affordable to low/very low-income households	Meet with the County Housing Authority to identify strategies for increasing the use of Section 8 subsidies in Moraga by December 2025. If feasible strategies are	12/2026	

	<p>to the extent that these units are not provided through private development of inclusionary units, ADUs, or other units that are affordable by design.</p> <p>Housing Element Program 38 aims to publicize senior housing resources by making information available on the web, at Town building, in the "About Town" newsletter, and at public events.</p> <p>In the last Housing Element, the Town worked to maintain and establish new housing partnerships, facilitate access to affordable housing subsidies, and publicize senior housing resources.</p>	<p>identified, begin implementation in 2026.</p> <p>Provide technical assistance and support for tax credit application to developers of affordable and special-needs housing as applications are processed by the Town</p> <p>Provided information on the Town website and in Town buildings by December 2023; update annually as needed</p> <p>Provide information in the "About Town"" newsletter on an annual basis</p> <p>Provide information at public events as events occur."</p>		
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## **Appendix 3: Project Proposal Scoring Sheet and Sample Project Proposal Scoring Sheet**

### **Project Proposal Scoring Sheet**

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as <b>Appendix 5</b>	Points	Enhancement Category Number	Enhancement Points	Total Points
1D	<p>The Town has enacted a local density bonus program that supplements the State Density Bonus Law and helps developers achieve densities that improve the economic feasibility of their projects. The local density bonus program will include higher densities for senior housing and student housing, recognizing the need for these housing types in Moraga.</p> <p>Enhancement Factor 7: This policy falls under Housing Element 6.1.2: Goal 2: Provide a Variety of Housing Types and Affordability Levels. According to the TCAC/HCD Opportunity Maps, all of the tracts in Moraga are in the High and Highest Resource categories, so this zoning policy effectively increases housing choices and affordability for lower-income households in high resource areas.</p>	E	<p>Housing Element Program 9</p> <p>Town of Moraga Ordinance No. 303</p> <p>Town of Moraga Ordinance No. 304</p>	<p><a href="#">2023-2031 Housing Element</a> (page 239)</p> <p><a href="#">Ordinance No. 303</a></p> <p><a href="#">Ordinance No. 304</a></p> <p><a href="#">±</a></p>	2	7	1	3

1F	<p>Program 27 of the Housing Element reduced the parking requirements for studio and one-bedroom multi-family housing units outside the R-20 zone. The adopted R-20 parking standards are 1 space per studio unit, 1 space per 1-bedroom unit, 2 spaces per 2-bedroom unit, 2 spaces per 3-bedroom unit, and no stated guest spaces per unit. The R-20 will be used as a benchmark for new standards that can be applied town wide. The revisions will also include reduction of the guest parking requirements, so they are comparable to those used in other communities.</p>	E	Housing Element Program 27	<a href="#">2023-2031 Housing Element</a> (page 239)	2			2
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1G	<p>Policies H6.8 Transitional and Supportive Housing and H6.9 Extremely Low-Income Housing Needs are designed to increase affordable housing development in higher resource areas with environmental justice issues considered. The Town shall treat supportive and transitional housing as a residential land use subject to the same standards and procedures as other residential uses of the same type in the same zone. The Town will proactively support the siting, production, rehabilitation, and preservation of housing for extremely low-income Households.</p> <p>Enhancement Factor 7: This policy aims to ensure that a range of housing opportunities are readily available and affordable for residents with a variety of special needs. According to the TCAC/HCD Opportunity Maps, all of the tracts in Moraga are in the High and Highest Resource categories, so these zoning and production policies effectively increases housing choices and affordability for lower-income households in high resource areas.</p>	E	Housing Element Goal 6	<a href="#">2023-2031 Housing Element</a> (page 245-248)	2	7	1	3
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1H	<p>The Town has the following mixed-use zones established under Moraga Municipal Code that allow for residential use: Rheem Park Mixed Commercial Residential District (RMCR), Rheem Park Mixed Office Residential District (RMOR), MCSP Mixed Retail/Residential District (MCSP MU-RR), Moraga Center Specific Plan Area (MCSP), and MCSP Mixed Office/Residential District (MU-OR). The Town has taken significant action to allow for residential and mixed uses in the Moraga Center and Rheem Center areas.</p> <p>Enhancement Factor 7: This zoning policy increases housing options and affordability by promoting the development of 12-24 dwelling units per acre in a high resource zone.</p> <p>According to the TCAC/HCD Opportunity Maps, all of the tracts in Moraga are in the High and Highest Resource category.</p>	E	<p>Moraga Municipal Code, Chapters 8.37, 8.38, 8.39, 8.41, and 8.42</p>	<a href="#">Moraga Municipal Code</a>	1	7	1	2
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11	<p>Program 32 of the Town's Housing Element aims to modify the scenic corridor setbacks and upper story stepback requirements on Housing Opportunity Sites in the MSCP area to increase their capacity for development. The specific criteria for reduced setbacks would be consistent with State law and would include objective standards. Projects in scenic corridors should continue to support the General Plan objectives of creating focal points, providing a variety of housing types, and encouraging land use and transportation patterns that reduce automobile trips and greenhouse gas emissions. In addition, the Town will modify provisions of the R-20 zone that require special upper story setbacks for projects within 500 feet of a scenic corridor; these requirements should only apply on frontages that are adjacent to the scenic road.</p>	P	Housing Element Program 32	<a href="#">2023-2031 Housing Element</a> (page 242)	1			1
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1K	<p>Town established an Inclusionary Zoning/ Affordable Housing Ordinance requiring new projects with more than five residential units to comply. Rental projects must set aside 10% of units as “lower income” and for-sale projects must set aside 10% of the units as “moderate income.” Enhancement Factor 7: This inclusionary housing policy creates rental properties for “lower income” renters in a “highest resource” area, expanding choices and affordability. According to the TCAC/HCD Opportunity Maps, all of the tracts in Moraga are in the High and Highest Resource category.</p>	E	<p>Housing Element 5-22</p> <p>Moraga Municipal Code Chapter 8.180</p>	<p><a href="#">2023-2031 Housing Element</a> (page 186)</p> <p><a href="#">Moraga Municipal Code</a></p>	1	7	1	2
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1L	<p>The Housing Plan includes a program to accommodate SB 9 projects (Program 19), shared housing (Program 20), and rooms for rent in single-family homes (Program 21), all of which can provide affordable housing opportunities in single-family neighborhoods. All of the programs cited above will help to affirmatively further fair housing by providing additional housing opportunities for lower-income households in existing single-family neighborhoods and future single-family developments.</p> <p>Enhancement Factor 4: These programs help lower income and older residents to stay in their residences by providing supplemental income. In turn, these programs also help people who can not afford to rent an entire rental unit or purchase a property, improving access to affordable housing.</p>	E	<p>Housing Element Program 19, Program 20, Program 21</p> <p>Town of Moraga Senate Bill 9 (SB9) Web Page</p>	<a href="#">2023-2031 Housing Element</a> (pages 234-237)  <a href="#">Senate Bill 9 (SB9)</a>	1	4	1	2
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2A	<p>Town has ministerial approval process for streamlined ADUs and developments in R-20 and R-24 districts. Additionally, consistent with SB 35 and SB 330, the Town hopes to adopt objective development and design standards for the new Mixed Office-Residential and Mixed Commercial-Residential zones to facilitate ministerial approval of future multi-family residential and mixed-use projects in the Rheem Park Commercial area. Program 30 of the Housing Element outlines the Town's plans to amend the Municipal Code as needed to clarify the circumstances under which the Planning Director (rather than the Planning Commission) can issue design review permits for multi-family and mixed use projects eligible for ministerial review (e.g., "by right" approval).</p>	E	<p>Housing Element Program 2, Program 4, Program 30</p> <p>Moraga Municipal Code Chapters 8.124 and 8.34</p>	<p><a href="#">2023-2031 Housing Element</a> (pages 220, 222, &amp; 240)</p> <p><a href="#">Moraga Municipal Code 8.124</a></p> <p><a href="#">Moraga Municipal Code 8.34</a></p>	3			3
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2B	The Town will initiate a standard operating procedure wherein the Planning Director determines if a project is exempt from CEQA within 30 days after deeming a development application complete. The 30-day timeframe is required by Public Resources Code 21080.2. In the event a project is found to be exempt from CEQA, then provisions of the Permit Streamlining Act shall apply and the application shall be processed within 60 days (Gov. Code 65950(a)(5)). This should reduce permit processing times relative to current levels.	P	Housing Element Program 28	<a href="#">2023-2031 Housing Element</a> (pages 239-240)	2			2
2D	The Town does not issue building permits but performs design and zoning approval and stamps off on plans to go to the County for permitting. The Town has a typical permit processing timeframe for building permits with no design review (1-2 days), building permits with administrative design review (45 days), and use permits (120 days) that falls at or under 4 months.	E	Housing Element Table 5-7	<a href="#">2023-2031 Housing Element</a> (page 200)	2			2

2E	To streamline the development review process, the Town consolidated the responsibilities of the former Design Review Board with the Planning Commission. The merger was an efficiency measure to reduce the time required for approval and number of hearings required. Because the Planning Commission and DRB are now the same body, design review permits can be issued concurrently with other Planning Commission permits and do not require additional hearings.	E	Housing Element – Progress Implementing 5 <sup>th</sup> Cycle Housing Element Programs  Planning Commission / Design Review Board Webpage	<a href="#">2023-2031 Housing Element</a> (page 36)  <a href="#">Planning Commission/Design Review Board   Moraga, CA</a>	1			1
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2F	<p>Through Program 42, the Town will develop and implement a procedure for providing priority processing for development applications that include units for extremely low-income households and provide technical assistance to applicants. Program 29 also provides priority for fee deferrals for projects that provide units for extremely low-income households.</p> <p>Enhancement Factor 1: This program falls under the Housing Element Goal 6: Provide Housing to Address Special Housing Needs, which focuses on making housing affordable to a variety of lower-income households. Program 42 represent one element of a unified, multifaced strategy to promote multiple planning objectives.</p>	P	<p>Housing Element Program 42</p> <p>SB 330 Preliminary Application</p> <p>SB 35 Streamlined Housing Development Application</p>	<p><a href="#">2023-2031 Housing Element (page 250)</a></p> <p><a href="#">SB 330 Application</a></p> <p><a href="#">SB 35 Application</a></p>	1	1	2	3
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2G	<p>Program 28 of the Town's Housing Element aims to reduce the number of hearings and submittal cycles and the associated cost and time delays to applicants and apply more objective approval findings for Planned Developments. While the intent of PDs is to encourage flexibility, the current process involves three application steps and hearings, each requiring Planning Commission approval and subject to appeal to Town Council. The Town is currently exploring ways to simplify the process and reduce the length of the process so that projects are approved within two years after an application is deemed complete, in a way consistent with the General Plan. In addition, the Town is modifying its mixed use and higher-density zoning regulations so that a greater share of projects can be approved without relying on the PD process.</p>	P	Housing Element Program 28	<a href="#">2023-2031 Housing Element</a> (page 239)	1			1
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2H	<p>Town adopted Objective Design and Development Standards for Moraga Center Specific Plan Area in November 2020 and Rheem Center in April 2023. Objective design standards have also been created for R-20/R-24 DUA Zoning Districts, which when followed allow for by-right construction of multi-family housing. Additionally, the Town is in the process of replacing many of its design guidelines with more objective design standards, allowing predictable outcomes and reducing the length of time required for approval.</p>	E	<p>Moraga Municipal Code Chapter 8.34.070, 8.210</p>	<p><a href="#">Moraga Municipal Code 8.34</a>  <a href="#">Moraga Municipal Code 8.210</a></p>	1			1
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2J	Streamlined permitting process consisting of ministerial approval within residential or mixed-use zones for ADUs and JADUs that comply with the requirements of MMC 8.124.080 and applicable standards described in MMC 8.124.110. The Planning Director shall approve a building permit for ADUs and JADUs meeting the requirements for the streamlined process within sixty days after receiving the application. ADUs that do not meet the streamlining criteria are subject to additional standards but may still be approved ministerially by the Planning Director without discretionary review, public hearings, or further design review.	E	Moraga Municipal Code Chapter 8.124	<a href="#">Moraga Municipal Code 8.124.110</a>	1			1
2K	The Town provides a standard Application Form that is utilized for all Planning Entitlements.	E	Standard Application	<a href="#">Standard Planning Application PDF</a>	1			1

2L	<p>The Town has a documented practice of publicly posting status updates on project permit approvals for major land use projects on the Town website. The page provides details of developments, like shopping centers and affordable housing projects, including the developer, project type, location, and status. Current projects on the page as listed as Under Review, Pre-Construction, or Complete. Each project has its own page that includes additional details and important documents. The main page also includes a map of major project locations. Additionally, the Town prepares Quarterly Land Use Update Reports which include permit numbers for both in progress and completed projects. In the future, the report will be made available to the public through the Town website.</p>	E	Development Activity Web Page	<a href="#">Development Activity</a>	1			1
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2N	<p>The Town is implementing a program for by-right approval on carry over sites to comply with California Government Code 65583.2(c). Per the provisions of Moraga Municipal Code Section 8.34.080 (Ministerial Review) and 8.34.070 (Objective Design Standards), residential and mixed use projects on vacant sites (D1 and D2) in which at least 20 percent of the units are affordable to lower income households shall be approved by right.</p> <p>Enhancement Factor 1: This program is under Housing Element Goal 1: Maximize Opportunities for the Development of Housing and represents one element of a strategy for efficient land use and making housing affordable to lower-income households.</p>	E	<p>Housing Element Program for By-Right Approval on Carry Over Sites</p> <p>Moraga Municipal Code Chapter 8.34</p>	<p><a href="#">2023-2031 Housing Element (page 223)</a></p> <p><a href="#">Moraga Municipal Code 8.34</a></p>	1	1	2	3
3A	<p>Waiver of impact fees for ADU's less than 750 square feet in floor area and fractional impact fees based on the size of the ADU, if larger than 750 square feet, relative to the primary unit.</p>	E	<p>Accessory Dwelling Unit Application</p> <p>Moraga Municipal Code Chapter 8.124.070</p>	<p><a href="#">Secondary Living Unit Application</a></p> <p><a href="#">Moraga Municipal Code 8.124</a></p>	3			3

3B	<p>With Program 16 of the Housing Element, the Town shall take the following actions to reduce restrictions on ADU production:</p> <p>a) Streamline ADU Approvals. b) Implement a proactive outreach campaign through direct mailers and by developing a website page dedicated to the ADU permit process. These materials should inform property owners of ADU development standards, permitting procedures, and construction resources, as well as the benefits of ADU construction. Moraga Housing Element   Housing Action Plan 6-17</p> <p>c) As part of a community outreach event on housing, provide information on developing ADUs in Moraga.</p> <p>d) Designate a member of Town staff to serve as the Town's ADU specialist.</p> <p>e) Maintain State-mandated fee reductions and waivers for ADUs (this action is encompassed in Program 29).</p> <p>f) In single family zoning districts (R-6 or lower), allow developers to meet inclusionary housing requirements by including ADUs in at least 25 percent of all new single-family homes.</p> <p>g) Develop a fair housing fact sheet, including information on source of income</p>	P	<p>Housing Element Program 16</p> <p>Moraga Municipal Code Chapter 8.124 – Accessory Dwelling Units</p> <p>Accessory Dwelling Units (ADUs) Web Page</p> <p>Community Engagement Web Page</p> <p>Development Incentives Policy for Affordable Housing Resolution</p>	<p><a href="#">2023-2031 Housing Element</a> (pages 232-233)</p> <p><a href="#">Moraga Municipal Code 8.124</a></p> <p><a href="#">Accessory Dwelling Units (ADUs)</a></p> <p><a href="#">Community Engagement</a></p> <p><a href="#">Resolution No. 96-2022</a></p>	2	8	1	3
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	<p>protections for households using housing choice vouchers, and provide the fact sheet with ADU application materials and on the Town's ADU webpage.</p> <p>Enhancement Factor 8: This program involves meaningful actions towards Affirmatively Furthering Fair Housing through outreach campaigns that increase the production of ADUs.</p>							
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3C	<p>The Town will develop and adopt a fee deferral policy for qualifying affordable housing developments and ADUs serving lower-income households through Program 29. Priority for fee deferrals will be provided for extremely low-income housing, housing for persons with disabilities, or housing that serves other special-needs groups. The Town shall also consider fee deferrals for qualifying market-rate developments until issuance of a Certificate of Occupancy to facilitate the development of housing in Moraga. In addition, the Town will review park impact fees and revise the fees as needed in the event constraints to multi-family and special needs housing are identified. By 2027, the Town will update the AB 1600 nexus study for its park impact fee. By 2028, it will make revisions to the fee structure as appropriate. As part of this process, the Town will evaluate the potential benefits of shifting to a fee calculated based on the number of bedrooms or the square footage of dwelling units, rather than on unit type. While the fee structure already provides lower rates for multi-family and senior housing, a fee based on bedroom count or unit size could incentivize</p>	P	<p>Housing Element Program 29</p> <p>Town of Moraga Ordinance No. 303</p>	<p><a href="#">2023-2031 Housing Element</a> (page 240)</p> <p><a href="#">Ordinance No. 303</a></p>	1			1
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	studio and one-bedroom units, which are more affordable by design than larger units. Other strategies and criteria for reducing the fee burden on multi-family housing will be explored.							
3D	The Town will amend Title 8 of the Moraga Municipal Code via Program 37 to include a definition of "Manufactured Housing" that clearly states that such housing is treated the same as other types of housing in each zoning district. By affirmatively stating that manufactured housing is permitted in all residential zones when placed on permanent foundations and consistent with Town Design Guidelines, the Town is clarifying to the public the feasibility of this type of innovative and affordable housing.	P	Housing Element Program 37	<a href="#">2023-2031 Housing Element</a> (page 246)	1			1

3E	<p>In October 2016, the Town adopted the Moraga Walk   Bike Plan (Plan) which contains numerous strategies aimed at encouraging bicycling and walking by making various improvements to the Town's transportation infrastructure in order to increase safety for bicyclists and pedestrians. The Plan, which has a lifespan of 15 years, identifies specific infrastructure improvement projects and prescribes a number of support programs that address safety, education, promotion and enforcement efforts. The Livable Moraga Road project is a community-based planning effort for Moraga Road, looking at ways to improve the function, character and livability of the corridor between Campolindo High School and St. Mary's Road. Key issues to be addressed in the Livable Moraga Road project include traffic flow, safety and connectivity along the corridor for all users - auto, bicycles, pedestrians and transit; connections to neighborhoods, schools and shopping areas; and the design and character of the roadway as a key gateway to and through Moraga.</p>	E	Moraga Walk Bike Plan	<a href="#">Walk-Bike Plan (PDF)</a>	1			1
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3H	<p>With the implementation of Program 13, the Town shall update the Zoning Ordinance to make co-housing and live/work units allowed uses. Co-housing developments provide units that are rented by the room or by the bed, typically within an apartment with a shared kitchen and common areas. This update to the zoning ordinance should reduce barriers to the development of existing units into housing for lower-income populations. These types of developments are often targeted to student populations and could help to address housing needs among Saint Mary's students. They can also provide an affordable housing option for older adults.</p> <p>Enhancement Factor 1: This program falls under Housing Element Goal 2: Provide a Variety of Housing Types and Affordability Levels and represents one element of a strategy to promote efficient land use and making housing affordable to lower-income households.</p>	P	Housing Element Program 13	<a href="#">2023-2031 Housing Element</a> (page 229)	1	1	2	3
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4A	<p>Measure X is a countywide 20-year, ½ cent sales tax approved by Contra Costa County voters on November 3, 2020; collection of the tax began on April 1, 2021. On November 16, 2021, the County Board of Supervisors approved Measure X funding for a new Housing Fund. Beginning in 2023, Measure X will provide up to \$12M million annually for housing and related services across Contra Costa County. The 20-year total is anticipated to be \$258 million. Moraga voters voted majority yes to this ballot measure.</p>	E	<p>Measure X Housing Fund Web Page</p> <p>Measure X Breakdown of Votes Cast Spreadsheet (The Excel Sheet linked provides a breakdown of the votes that were cast by precincts in Contra Costa County. Moraga is denoted by "MORG." A total of 9,738 votes were cast, with 4,932 voting yes, meaning 50.65% of Moraga residents voted in favor of the ballot measure.)</p>	<p><a href="#">Measure X Housing Fund Statement of Votes Cast</a> (Navigate to the tab labelled "Measure X" and find the county of Moraga denoted as "MORG.")</p>	2			2
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4M	<p>Housing Element Program 11 facilitates access to affordable housing subsidies by working to increase the number of households in Moraga that receive Section 8 housing assistance and facilitating access to subsidies necessary to produce at least 501 units affordable to low/very low-income households to the extent that these units are not provided through private development of inclusionary units, ADUs, or other units that are affordable by design. Housing Element Program 38 aims to publicize senior housing resources by making information available on the web, at Town building, in the “About Town” newsletter, and at public events. In the last Housing Element, the Town worked to maintain and establish new housing partnerships, facilitate access to affordable housing subsidies, and publicize senior housing resources.</p> <p>Enhancement Factor 8: This program aims to take meaningful action towards Affirmatively Furthering Fair Housing by expanding access to financing support through by working to increase the number of Moraga households that</p>	P	<p>Housing Element Program 11 and 38</p> <p>Housing Resources Web Page</p>	<p><a href="#">2023-2031 Housing Element</a> (pages 227-228, 248)</p> <p><a href="#">Housing Resources</a></p>	1	8	1	2
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	qualify for affordable housing subsidies.							
TOTAL					37		13	50

### Sample Project Proposal Scoring Sheet

**Note: This is a Sample Project Proposal Scoring Sheet; an actual submission may include more specificity when an applicant completes the “Concise Written Description of Prohousing Policy.”**

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as <b>Appendix 5</b>	Points	Enhancement Category Number	Enhancement Points	Total Points
1B	Permitted missing middle housing uses by allowing duplexes and triplexes by right in existing low-density, single-family residential zones beyond what is required by SB 9.	E	Zoning code	Electronic copy attached	3	6	1	4
1C	Sufficient sites to accommodate 131 percent of the current RHNA with rezoning by total or income category.	P	Resolution	Electronic copy attached	2	1	2	4
1D	Density bonus program exceeds statutory requirements by 12 percent.	E	Zoning code	Electronic copy attached	2			2
1F	Eliminated parking requirements for residential development as authorized by Government Code section 65852.2.	E	Zoning code	Electronic copy attached	2			2

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as <b>Appendix 5</b>	Points	Enhancement Category Number	Enhancement Points	Total Points
1G	Zoning that that is designed to increase affordable housing for a range of types and for extremely low-income households.	E	Zoning code	Electronic copy attached	1	1	2	3
1H	Modified development standards/other applicable zoning provisions to allow for residential uses in non-residential zones (light industrial).	E	Zoning code	Electronic copy attached	1	1	2	3
1L	Other zoning and land use actions that measurably support the Acceleration of Housing Production.	P	Resolution	Electronic copy attached	1			1
2B	Streamlined program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	E	Zoning code	Electronic copy attached	2			2
2G	Consolidated permit processes that minimize the levels of review and approval required for projects.	E	Zoning code	Electronic copy attached	1			1



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2I	Established a one-stop-shop permitting process.	P	Resolution	Electronic copy attached	1	1	2	3
2N	Other actions that quantifiably decrease production timeframes.	E	Zoning code	Electronic copy attached	1			1
3A	Waiver of residential development impact fees.	E	Zoning code	Electronic copy attached	3			3
3B	Adopted policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22.	P	Resolution	Electronic copy attached	2	1	2	4
3E	Measures that reduce costs for transportation-related infrastructure.	E	Zoning code	Electronic copy attached	1			1
3I	Other actions that quantifiably reduce construction or development costs.	E	Zoning code	Electronic copy attached	1			1
4A	Local housing trust funds.	E	Zoning code	Electronic copy attached	2			2
4C	Regular use of funding for preserving assisted units at-risk of conversion to market-rate uses.	E	Zoning code	Electronic copy attached	2	2	1	3
4E	Establishes a program that complies with the Surplus Land Act and offers below-market	E	Zoning code		2			2

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as <b>Appendix 5</b>	Points	Enhancement Category Number	Enhancement Points	Total Points
	land leases for affordable housing.							
4G	Prioritization of local general funds for affordable housing.	E	Zoning code		2			2
4M	Other actions that leverage financial resources for housing.	E	Zoning code		1			1
TOTAL					33		12	45

## **Appendix 4: Examples of Prohousing Policies with Enhancement Factors**

If a Prohousing Policy incorporates any of the enhancement factors specified in the Project Proposal Enhancement Factors chart, it will receive extra points as indicated therein. Examples of such qualifying Prohousing Policies include the following:

### **Category 1: Favorable Zoning and Land Use**

- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in Location Efficient Communities.
- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Rezoning to accommodate 125 to 149 percent of the Regional Housing Needs Allocation in downtown commercial corridors or other infill locations.
- Expanding density bonus programs to exceed statutory requirements by 10 percent or more in Location Efficient Communities.
- Reducing or eliminating parking requirements for residential development as authorized by Government Code section 65852.2 in Location Efficient Communities.
- Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Modification of development standards and other applicable zoning provisions to promote greater development intensity in downtown commercial corridors or other infill locations.
- Coupling rezoning actions with policies that go beyond state law requirements in reducing displacement of lower-income households and conserving existing housing stock that is affordable to lower-income households.

### **Category 2: Acceleration of Housing Production Timeframes**

- Ministerial approval processes for multifamily housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Streamlined, program-level CEQA analysis and certification of specific plans in Location Efficient Communities.
- Documented practice of streamlining housing development at the project level in downtown commercial corridors and other infill locations.
- Expedited permit processing for housing affordable to lower-income households in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

### **Category 3: Reduction of Construction and Development Costs**

- Fee waivers for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

- Fee waivers or reductions for higher density housing in downtown commercial corridors or other infill locations.
- Measures that reduce costs and leverage financial resources for transportation-related infrastructure or programs in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Adoption of universal design ordinances to increase housing choices and affordability for persons with disabilities in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Permitting innovative housing types, such as manufactured homes, recreational vehicles or park models, in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

#### **Category 4: Providing Financial Subsidies**

- Targeting local housing trust funds to acquisition or rehabilitation of existing affordable units, or to affordable units at risk of converting to market rate uses, in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Marketing grants and other financial products for ADUs/JADUs in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Utilizing publicly owned land for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Establishment of an Enhanced Infrastructure Financing District or similar local financing tool in a Low Resource or High Segregation & Poverty area (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Directing residual redevelopment funds or general funds to conservation or preservation of affordable housing in areas at high risk of displacement.

## **Appendix 5: Additional Information and Supporting Documentation**