APPLICANT GUIDE

This guide is intended to assist applicants for Priority Development Area (PDA) Planning Grants. After reviewing this guide, applicants should complete the PDA Planning Grant Application checklist before submitting an Application electronically through the PDA Call for Projects application site by Friday, February 23, 2023 at 11:59 PM.

Eligible Applicants: Local governments with land use authority over a Priority Development Area (PDA) included in Plan Bay Area 2050.

Eligible Activities and Maximum Grant Awards:

1. **Plans:** Specific, Precise, or similar Plan that meets the minimum program requirements shown in Attachment A. **Maximum grant award:** $1.2 million.
2. **Plan Amendments:** Amendments to an adopted Plan, including one or both of the following:
    o Amending one or more section of the Plan, making any required zoning and general plan amendments, and completing any supplemental environmental analysis needed as a result of the amendment.
    o Add one or more sections to the Plan to meet the requirements identified in Attachment A, or to address an emerging issue critical to the Plan area, and making any required zoning and general plan amendments, as well as any supplemental environmental analysis required to minimize project-specific review.
    Maximum grant award: $600,000.
3. **Plan Implementation:** Technical Assistance to develop and adopt policies or programs that facilitate the implementation of an adopted Plan; may be applicable to two or more PDAs.
    Maximum grant award: $200,000

Total Anticipated Funding: $15 million. The share of this total allocated to the three grant categories will be determined by the volume and quality of applications. An additional $8 million is anticipated to be available in the second half of 2023 through a subsequent Call for Projects.

Priorities: Priority activities for this round of PDA Planning grants include, but are not limited to:

- Full Plan for an unplanned PDA that meets the minimum requirements of Attachment A.
- Plan Amendments for PDAs seeking to revise existing plans to exceed the requirements of MTC's Transit-Oriented Communities Policy, or to implement a Housing Element Update (especially to complete necessary rezoning). Combined with the contents of previously adopted Plans, Plan Amendments must result in Plans that meet the minimum requirements shown in Attachment A.
- Innovative Plan Implementation activities capable of delivering as a "proof of concept" for PDAs across the Bay Area.

All activities will be assessed based upon anticipated resulting increase in affordable housing production and preservation, overall housing production, and transit ridership, and decrease in in vehicle miles travelled. Detailed screening and evaluation criteria are shown in Attachment B.

How to Apply: Complete the steps identified on the application checklist on the following page, then submit an application electronically no later than Thursday, February 23, 2023 at 11:59 PM.

APPLICATION CHECKLIST

☐ **Review Minimum Requirements & Evaluation Criteria** (Attachments A and B)
☐ **Develop a Preliminary Scope of Work and Budget** (see Attachment C for a template, or click here for a standalone template)
☐ **Identify sources and amounts of committed or anticipated funding**
☐ **Brief City Council or Board of Supervisors** (Attachment D provides a briefing template and resources to document support)
☐ **Document local support for application:**   ☐ Council or Board of Supervisors action authorizing, or supporting, grant proposal *(recommended; see template language); or*   ☐ Plan is identified as a Housing Element Program and/or included in an adopted Budget or Work Plan, and an Information item has been presented to the Planning Commission, City Council or Board of Supervisors *(see template staff report and presentation)*
☐ **Fill out Online Application**
☐ **Upload all attachments**   ☐ Scope of Work   ☐ Evidence of City Council or Board of Supervisors Support
☐ **Submit Online Application**

MTC's Transit Oriented Communities Policy

Grant-funded plans will be subject to the Transit-Oriented Communities (TOC) Policy if applicable to the plan area. Adopted by MTC in October 2022, the TOC Policy establishes minimum standards for density, parking, and circulation in areas within a half mile of fixed-guideway transit stops. To identify the relevant standards applicable to your PDA, review this webmap. PDAs that are not shown on the map (i.e., PDAs to which the TOC Policy does not apply) are encouraged, but not required, to opt in to the TOC policy by meeting the Tier 4 standards outlined in the TOC Policy.

ATTACHMENT A: MINIMUM REQUIREMENTS

Purpose of this document. This document defines the minimum requirements for Priority Development Area (PDA) Planning Grants. In addition to the requirements shown here, grant-funded plans must also comply with MTC's Transit-Oriented Communities (TOC) Policy where applicable.

I. Requirements. PDA Planning grants must include, or refer to previously adopted plans or policies for the planning area that include: (a) a Plan; (b) amendments to zoning, general plans, and other relevant policies and processes to achieve consistency with the plan; (c) an environmental document; (d) community assessment; and (e) community engagement.

(a) Plan: Specific, Precise, or similar plan including, at a minimum, the following content, which is described in greater detail in Appendix A1:[1]

  (1) Vision: Overview of the Plan written in Plain Language including the structure and intended outcomes of the Plan, a summary of the area's history and planning process, and future actions to advance the Plan.

  (2) Development Standards: Objectively verifiable standards applicable to proposed development projects in the Plan area. Standards should be quantitative and presented concisely in text, tables, and diagrams, and must establish a diagram of districts to which standards apply and specify permitted uses, share of required affordable housing, parking, building design, site design, and project approval process.

  (3) Public Realm Standards: Objectively verifiable standards applicable to improvements to existing public rights-of-way and to the design of new public rights-of way and public spaces. Public realm standards must include right of way design standards, a circulation network diagram to which the right of way design standards apply, public space design standards, and a public space network diagram to which these standards apply.

  (4) Community and Equity: Policies to integrate equity and inclusion into the development projects and public works associated with the Plan, including, at a minimum, affirmatively furthering fair housing, ensuring equal access to people of all physical and mental abilities, addressing climate impacts on vulnerable populations, and equity metrics for development projects and public works.

  (5) Capital Improvements: Description and location of projects that will be carried out by the local jurisdiction or special districts responsible for public works in the Plan area, including improvements to the public right-of-way, public facilities, infrastructure, publicly accessible open space, and the preparation of publicly-owned land for redevelopment.

  (6) Implementation: Defined set of actions and investments with associated dates, responsible parties, and cost estimates. At a minimum, the implementation plan must address design and construction of capital improvements, policy updates not adopted concurrently with the Plan, and a transparent process for ongoing tracking and reporting.

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[1] Plan organization, such as chapter titles and order, may diverge from that shown below, but must in its totality meet the requirements.

(b) Amendments. Amendments to relevant sections of the local jurisdiction's code of ordinances, as well as any other regulatory or planning polices, necessary to achieve consistency with the contents of the Plan, including zoning, General Plan, and any relevant public right-of-way design standards or development review standards.

(c) Environmental Document. Environmental analysis and, if necessary, mitigations sufficient to eliminate the need for project-specific review of development proposals consistent with the Plan. Typically, this involves completing a programmatic EIR for the Plan area, though other approaches that eliminate the need for project-specific review are acceptable. Grants may not be used to fund analysis of CEQA Environmental Factors that are eligible for exemption under state law, including transportation impacts.

(d) Community Assessment. Assessment of the planning area and surrounding communities, both as unique places and as locations within the greater Bay Area and surrounding subregion, to inform the Plan. Assessments must address equity, affordable housing and jobs, mobility, community assets and infrastructure, and resilience and climate adaptation.

(e) Community Engagement. Engagement throughout the planning process that elicits meaningful input from a full range of community members living within and nearby the planning area. Engagement efforts must ensure participation of residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, and staff from public agencies providing services in the area.

II. Exemptions from Requirements. Grantees may partially or fully satisfy the (a) Plan or (c) Environmental Document with plans, policies, or environmental documents adopted in the past 10 years. Grantees may partially or fully satisfy the (d) Community Assessment through studies completed in the past 5 years, such as analysis included in updates to Housing and other General Plan Elements.

Which Requirements Apply to my Grant?

√ **Full Plan:** All requirements, except that (c) Environmental Document can be limited only to analyses required to address increased development capacity if a programmatic EIR has already been certified for the Plan area.

√ **Plan Amendment:** Requirements not already fulfilled by the Plan that will be amended.

√ **Partial plan:** Requirements not already fulfilled in another plan or EIR.

APPENDIX A1: Detailed Guidance for Grant-funded Plans

How to use this Appendix

- **When applying for a PDA Planning Grant:** Understand requirements, develop grant request content and amount; Communicate grant expectations to colleagues and elected officials

- **When developing a detailed scope of work:** Use as starting point for scope and/or to ensure plan scope addresses grant requirements

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All Plans funded through the Priority Development Area program must include or refer to previously adopted plans or policies for the planning area that include, the sections below. The specific structure is based upon best practices established through the PDA Planning Program and is intended to guide staff and consultants. Plan organization, such as chapter titles and order, may diverge from that shown below, but must in its totality meet the requirements. Plans that include areas affected by MTC's Transit-Oriented Communities (TOC) Policy shall comply with applicable standards from that Policy. To identify if any of the Plan area is affected by the TOC Policy, see this map.

(1) Vision: Overview of the Plan written in Plain Language that includes:

   (A) Intended outcomes
   (B) Summary of the area's history
   (C) Summary of planning process
   (D) Explanation of plan structure
   (E) Summary of implementation actions and timeline

(2) Development Standards: Objectively verifiable standards applicable to proposed development projects in the Plan area that establish:

   (A) **Applicability**
   (B) **Districts:** land use districts into which the development standards are organized
   (C) **Use:** Permitted, conditionally permitted, prohibited, and, if applicable, required, uses
   (D) **Affordable Housing**:
      o Minimum share of deed-restricted affordable housing units for developments that include residential floorspace
      o Any linkage fee for non-residential development
   (E) **Parking:**[2]
      o Maximum permitted automobile parking spaces
      o Minimum required bicycle parking spaces
      o Shared parking standards
      o Requirement to "unbundle" parking from rent or sale price of housing
   (F) **Building Design:**[3]

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[2]TOC Policy may apply to maximum parking allowances
[3] TOC Policy may apply to permitted density resulting from building standards

- o Minimum and maximum total building height, floor-to-floor height, and floor depth;
- o Permitted encroachments;
- o Maximum distance between entrances along public rights-of-way;
- o Façade composition, including maximum distance between vertical elements; and
- o Any contextual requirements for rear or side property lines abutting existing residences.

(G) **Site Design:** Maximum distance between public rights-of-way; Maximum setbacks from property lines; Required stormwater treatment; Minimum distance between automobile and loading access points; and Prioritization of locations for automobile and loading access.

(H) **Project Approval Process**: Submission instructions, required review, criteria for exemptions from review, applicable fees, criteria for fee reductions or exemptions, and any applicable review or fees from external agencies.

Where applicable, development standards must comply with MTC's Transit-Oriented Communities Policy.

(3) Public Realm Standards: Objectively verifiable standards applicable to improvements to existing public rights-of-way and to the design of new public-rights-of way and public spaces that include:

(A) **Circulation network diagram(s):** Map(s) illustrating:

   i. The location of existing and future public rights-of-way, distinguished by category and indicating user priority;
   ii. Location of existing and future transit stops; and
   iii. Any Rights-of-way that are included in the regional Active Transportation Network.

(B) **Right of Way design**:[4] Dimensioned plans, cross-sections, and tables for each category illustrated on the Circulation network diagram, including
   - o Minimum and maximum width and function of vehicle travel lanes;
   - o Minimum sidewalk and planting zone widths;
   - o Minimum and maximum distance between street trees;
   - o Maximum distance between light fixtures intended to illuminate pedestrian areas; and
   - o Maximum distance between protected pedestrian crossings.

(C) **Public space network diagram:** map illustrating the general location of existing and future publicly accessible spaces that are outside of the Right of Way, such as parks and plazas. Public spaces can be organized by category, or refer to specific

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[4] MTC's Complete Streets Policy may apply

(D) **Public space design:** Table Standards including maximum distance between access points and desired or required features.

(4) Community and Equity: Policies to integrate equity and inclusion into the development projects and public works associated with the Plan, including:

(A) Affirmatively furthering fair housing,
(B) Ensuring equal access to people of all physical and mental abilities,
(C) Addressing climate impacts on vulnerable populations, and
(D) Equity metrics for development projects and public works

(5) Capital Improvements: Map and table of projects that will be carried out by the local jurisdiction or special districts responsible for public works in the Plan area, including:

(A) Public right-of-way
(B) Public facilities
(C) Infrastructure
(D) Publicly accessible open space

(6) Implementation: Actions and investments to implement the Plan, including capital improvements and programs identified in the Plan. For each action and investment, the following should be specified:

(A) Milestones and Dates
(B) Responsible parties
(C) Estimated cost, committed funding, and anticipated funding sources
(D) Ongoing tracking and reporting process.

ATTACHMENT B: EVALUATION CRITERIA

Screening Criteria. Eligible projects must meet all the following criteria:

1. **Plan Area.** Geographic area included in project encompasses entirety of one or more PDA, or the portion(s) of the PDA not included in the project are addressed in an adopted plan or in-progress plan.
2. **Complete Plan.** Proposed project includes all required sections for grant-funded plans (see Attachment A), or the required sections not included in the proposed project have been addressed, or will be addressed, in a related planning process.
3. **City Council or Board of Supervisors Support**. One of the following: a) Resolution from City Council or Board of Supervisors authorizing, or indicating support for, the application (recommended); or b) Project is identified as a Housing Element Program or in an adopted Budget and staff has presented the grant application as an information item to the Planning Commission, City Council, or Board of Supervisors.
4. **Housing Element.** The jurisdiction must have an adopted 6th Cycle Housing Element certified as in substantial compliance with state law by the California Department of Housing and Community Development by December 31, 2023. If the jurisdiction does not have a certified 6th Cycle Housing Element by the time of award, then any award will be conditional subject to satisfaction of the December 31, 2023 certification deadline. Failure to meet the December 31, 2023 certification deadline may result in revocation of the grant award.

Evaluation Criteria. Proposals that meet all screening criteria will be evaluated using the following criteria:

1. Program Priorities (up to 40 points)
- Plan for unplanned PDA established prior to 2019
- Plan amendment to establish policies that exceed the requirements of MTC's Transit-Oriented Communities Policy
- Located in Equity Priority Community
- Council or Board of Supervisors Resolution authorizing application

2. Housing Protection, Preservation, and Production (15 points)

- Anticipated new homes resulting from plan
- Anticipated increase in deed-restricted affordable homes resulting from plan, supported by current or new policies, programs, and investments applicable to the planning area
- Policies, programs, and investments to protect low-income residents and preserve existing affordable homes established or implemented through plan

3. Mobility and VMT Reduction (15 points)
- Policies, programs, and investments to expand transportation choice and reduce vehicle miles travelled established or implemented through plan
- Improved pedestrian, bicycle and transit connectivity between destinations within the plan area, including major transit stations resulting from plan
- Increased transit ridership resulting from plan

4. Inclusive Communities (15 points)

- Current or new fair housing policies, programs, or investments advanced by the plan
- Anticipated racial equity outcomes of the plan
- Universal design and access outcomes of the plan

5. Strategic Impact (15 points)

- Plan Bay Area 2050 Strategies and regional policies implemented by the plan
- Implementation of 6th Cycle Housing Element update (2023-2031) resulting from plan
- Innovative or replicable program or policies implemented or introduced

ATTACHMENT C: PRELIMINARY SCOPE OF WORK TEMPLATE

INSTRUCTIONS: If you have already developed a Scope of Work for your grant proposal, you may upload that document as part of your application. If not, this template is intended to provide a resource for developing a Preliminary Scope of Work. An editable MS word version of this template available here.

- Describe the **task(s)** to be supported by the PDA Planning Grant. For guidance on minimum requirements, see Attachment A.

- Identify **anticipated deliverables** related to each task.

- Delete any unused tasks in the template.

- Once you have completed the tasks and deliverables portion, fill the **preliminary schedule** at the end of the document, adding **anticipated dates of completion**

- Save and upload the completed template to your PDA application.

<u>SCOPE OF WORK</u>

<u>INSERT PROJECT NAME</u>

<u>Task 1 – INSERT TASK NAME HERE</u>

INSERT DETAILS OF DISCRETE TASK TO BE ACCOMPLISHED:

- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 1 Deliverables:
1.1: INSERT NAME AND DESCRTIPTION
1.2: INSERT NAME AND DESCRTIPTION
1.3: INSERT NAME AND DESCRTIPTION
1.4: INSERT NAME AND DESCRTIPTION
1.5: INSERT NAME AND DESCRTIPTION

<u>Task 2 – INSERT TASK NAME HERE</u>

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:

- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 2 Deliverables:
2.1: INSERT NAME AND DESCRTIPTION
2.2: INSERT NAME AND DESCRTIPTION
2.3: INSERT NAME AND DESCRTIPTION
2.4: INSERT NAME AND DESCRTIPTION
2.5: INSERT NAME AND DESCRTIPTION

<u>Task 3 – INSERT TASK NAME HERE</u>

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:

- INSERT TEXT

- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 3 Deliverables:
3.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
3.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
3.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
3.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
3.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 4 – INSERT TASK NAME HERE

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 4 Deliverables:
4.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
4.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
4.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
4.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
4.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 5 – INSERT TASK NAME HERE

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 5 Deliverables:
5.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
5.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
5.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
5.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 6 – <u>INSERT TASK NAME HERE</u>

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 6 Deliverables:
6.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
6.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
6.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
6.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
6.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 7 – <u>INSERT TASK NAME HERE</u>

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 7 Deliverables:
7.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
7.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
7.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
7.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
7.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 8 – <u>INSERT TASK NAME HERE</u>

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 8 Deliverables:
8.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
8.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
8.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
8.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
8.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 9 – INSERT TASK NAME HERE

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 9 Deliverables:
9.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
9.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
9.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
9.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
9.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

Task 10 – INSERT TASK NAME HERE

INSERT NARRATIVE DESCRIPTION OF TASK HERE

INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT
- INSERT TEXT

Task 10 Deliverables:
10.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
10.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
10.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE
10.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

PRELIMINARY SCHEDULE & BUDGET

DELIVERABLE	ESTIMATED DATE OF COMPLETION	ESTIMATED BUDET
Task 1 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
1.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
1.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
1.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 2 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
2.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
2.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
2.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 3 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add	[INSERT APPROXIMATE AMOUNT; OK to

DELIVERABLE	ESTIMATED DATE OF COMPLETION	ESTIMATED BUDET
	single date for full task]	add single amount for full task]
3.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
3.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
3.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 4 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
4.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
4.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
4.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 5 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
5.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
5.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]

DELIVERABLE	ESTIMATED DATE OF COMPLETION	ESTIMATED BUDET
5.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 6 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
6.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
6.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
6.3 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 7 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
7.1 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
7.2 [INSERT NAME]	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
7.3	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 8 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
8.1	[INSERT APPROXIMATE	[INSERT APPROXIMATE

DELIVERABLE	ESTIMATED DATE OF COMPLETION	ESTIMATED BUDET
	DATE if sub-task detail available]	AMOUNT if sub-task detail available]
8.2	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
8.3	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 9 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
9.1	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
9.2	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
9.3	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
Task 10 - [INSERT NAME]	[INSERT APPROXIMATE DATE; OK to add single date for full task]	[INSERT APPROXIMATE AMOUNT; OK to add single amount for full task]
10.1	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
10.2	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]
10.3	[INSERT APPROXIMATE DATE if sub-task detail available]	[INSERT APPROXIMATE AMOUNT if sub-task detail available]

ATTACHMENT D: LOCAL BRIEFING TEMPLATE & RESOURCES

INSTRUCTIONS: Use the templates in this attachment to brief your City Council or Board of Supervisors about your application for a PDA Planning Grant, and to secure approval of a resolution demonstrating support for your application. These templates include:

- Staff report
- PowerPoint presentation
- Resolution of support for grant application