# Prohousing Designation Program Application




## State of California
## Governor Gavin Newsom

## Tomiquia Moss, Secretary
## Business, Consumer Services and Housing Agency

## Gustavo Velasquez, Director
## Department of Housing and Community Development

## Megan Kirkeby, Deputy Director
## Division of Housing Policy Development

651 Bannon Street
Sacramento, CA 95811

Website: http://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program
Email: ProhousingPolicies@hcd.ca.gov

February 2025

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# 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.

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 sustentative 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**, Self-Scoring Sheet and Sample Self-Scoring Sheet, includes a blank template to be completed by the applicant as part of the application, as well as a Sample Self-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. *This appendix is listed on the application as a reference for applicants, it is not a required appendix that must be completed to apply for Prohousing Designation.*

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**Appendix 5** provides a sample template to assist applicants with confirming the treatment of homeless encampments within the jurisdiction is consistent with USICH's "7 Principles for Addressing Encampments."

**Appendix 6** provides a checklist to confirm that a Diligent Public Participation Process was conducted.

**Appendix 7** 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.

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## Application Checklist

| | Yes | No |
|---|---|---|
| Application Information | ☒ | ☐ |
| Certification and Acknowledgement | ☒ | ☐ |
| The Legislative Information form is completed. | ☒ | ☐ |
| The Threshold Requirements Checklist is completed. | ☒ | ☐ |
| A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See **Appendix 1** for the Formal Resolution for the Prohousing Designation Program form.) | ☐ | ☐ |
| If applicable, the Proposed Policy Completion Schedule is completed. (See **Appendix 2**.) | ☒ | ☐ |
| The Self-Scoring Sheet is completed. (See **Appendix 3** for the Self-Scoring Sheet and the Sample Self-Scoring Sheet.) | ☒ | ☐ |
| One-page summary describing consistency with the 7 Principles for Addressing Encampments is completed. (See **Appendix 5** for a template to assist.) | ☒ | ☐ |
| The checklist confirming that a Diligent Public Participation process was conducted. (See **Appendix 6** for the template.) | ☐ | ☐ |
| Additional information and supporting documentation (Applicant to provide as **Appendix 7**.) | ☒ | ☐ |

## Application Information

| | |
|---|---|
| Applicant (Jurisdiction): | Sacramento County |
| Applicant Mailing Address: | 827 7th Street, Room 225 |
| City: | Sacramento |
| ZIP Code: | 95816 |
| Website: | planning.saccounty.gov |
| Authorized Representative Name | Dave Defanti |
| Authorized Representative Title: | Deputy County Executive |
| Phone: | 916-874-5210 |
| Email: | defantid@saccounty.gov |
| Contact Person Name: | Riley Sholes |
| Contact Person Title: | Associate Planner |
| Phone: | 916-874-1016 |
| Email: | SholesR@SacCounty.gov |
| **Total Self-Score (Based on Appendix 3):** | 102 |

## CERTIFICATION AND ACKNOWLEDGMENT

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As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. ), 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: _____

Date: _____

**Legislative Information**

| District | Number | Legislators Name(s) |
|---|---|---|
| State Assembly District | 6, 7, 9, 10, & 11 | Maggy Krell, Josh Hoover, Health Flora, Stephanie Nguyen, & Lori Wilson |
| State Senate District | 3, 6, & 8 | Christopher Cabaldon, Roger Niello, & Angelique Ashby |

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/

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## 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. | ☒ | ☐ |
| The applicant has adopted a Compliant Housing Element. | ☒ | ☐ |
| The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation. | ☒ | ☐ |
| 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. | ☒ | ☐ |
| 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 Code 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). | ☒ | ☐ |
| 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. | ☒ | ☐ |
| 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.) | ☒ | ☐ |

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