Index of Regional Housing Technical Assistance Products

This document outlines all resources developed by the Regional Housing Technical Assistance (RHTA) Program. Please visit the [ABAG-MTC Technical Assistance Portal](#) for resources in energy, transportation, infrastructure and more.

Contents

Most Recent Technical Assistance (as of January 2025)

TA Document (with links)	Date Produced	Description
ADU Work Group – Session 4: Affordable ADUs: Fee Waivers, Loan Programs, Affordability and Financing	January 2025	This session provided an overview of incentives and strategies to make ADUs affordable to build and rent. Practical review of case studies and best practices for affordability policies, programs and financing. The session recording and slides are included.
Webinar: Updates to the APR and an overview of HCD Connect	January 2025	During this webinar, staff from the California Department of Housing and Community Development (HCD) gave an overview of updates to the Annual Progress Report (APR) and walked attendees through the new HCD Connect system for uploading APR materials.
2024 New Housing Laws Webinar and Materials	December 2024	The recent state legislative session brings many changes to housing laws in California. Several new laws impact jurisdictions' housing processes. In this webinar, staff from Goldfarb & Lipman LLP provided an overview of some of the most significant legislation and what it means for jurisdictions. The webinar recording, slide deck, and legislative summary are included in the linked materials.

ADU Products

TA Document (with links)	Date Produced	Description
AB 1332 Pre-Approved ADU Plan Information Sessions	September 2024	Under AB 1332, jurisdictions must create a program to pre-approve ADU plans by January 1, 2025. Session Two provided an overview of existing local pre-approved ADU plans programs, including challenges and recommendations for program development.
ADU Affordability Survey Tool	June 2024	To help document the affordability of new ADUs, the RHTA Program is launching an online survey tool to help jurisdictions meet ADU monitoring requirements made in their Housing Elements. The survey was developed in consultation with an advisory group of jurisdiction staff and has been reviewed by HCD. Resources included on this webpage include **instructions for jurisdictions**; **flyer templates for jurisdictions' use** and a link to the **online survey tool** found at https://bit.ly/ADUHomeownerSurvey.

TA Document (with links)	Date Produced	Description
[ADU Affordability Safe Harbor](#)	March 2022	This technical memo describes how to use accessory dwelling units (ADUs) as part of your Housing Element Sites Inventory section.

Inclusionary Zoning Products

TA Document (with links)	Date Produced	Description
[Inclusionary Zoning Policies across Bay Area Jurisdictions](#)	June 2024	This folder contains documents that summarize inclusionary zoning standards for each of the 109 Bay Area jurisdictions. These documents are meant to be a resource for jurisdiction staff who would like an overview of Bay Area inclusionary policies. Jurisdiction staff provided inclusionary information for their own jurisdictions in 2023. Please keep in mind that policies may have changed since the initial data collection. Jurisdiction staff may edit any outdated information by logging into a Box account and making direct changes in the document. If staff are unable to make direct edits, please email HousingTA@bayareametro.gov.
[Inclusionary Housing Template Presentation](#)	May 2024	This template offers jurisdiction staff a ready-to-use presentation for giving an entry-level talk about creating or updating inclusionary housing policies. Included with the presentation is a document that provides sample talking points and instructions for each slide.
[Case Study: Berkeley Housing Preference Policy](#)	May 2024	The City of Berkeley collaborated with community leaders and organizations to create a list of housing preferences that considers the histories and needs of past, present and future residents of Berkeley. This Housing Preference Policy will result in a process to prioritize affordable housing applicants who meet the adopted standards for priority access to the city's below market rate (inclusionary) units and nonprofit affordable units supported by the city's Housing Trust Fund.
[Sample Affordable Housing Ordinances](#)	May 2024	These samples from Belmont, Hayward and Richmond can be adapted by jurisdictions creating or updating their inclusionary housing ordinances.
[Recently Updated Inclusionary Zoning Ordinances](#)	March 2024	This document provides a summary and links to recently updated to inclusionary zoning regulations across multiple jurisdictions in the Bay Area.

TA Document (with links)	Date Produced	Description
[Feasibility Study Requirements](#)	March 2024	This document explains what an inclusionary zoning feasibility study is, why it might be helpful and when it is required.
[Inclusionary Affordable Housing Program Considerations](#)	May 2023	This guidance paper is intended to present policy considerations for creating or updating an inclusionary housing program, to implement certain state program requirements as of 2022, and to identify major items that are typically addressed in developer agreements, rent regulatory agreements, and affordable homebuyer agreements.

ODDS and Rezoning Products

TA Document (with links)	Date Produced	Description
[Getting Rezoning Right Resources](#)	June 2024	This page offers advice and resources for staff and officials working on rezoning initiatives to achieve local housing goals. Resources include an **overview of the six guiding principles to getting rezoning right**; **checklist for rezoning**; other **RHTA resources**; **external resources** and **rezoning project profiles** from communities in the Bay Area.
[Housing, Density & Design Resources](#)	June 2024	These resources were created for local government staff to support constructive conversations with residents and community leaders about residential rezonings. Resources include **two presentations** that outline the value of rezoning and what different levels of density look like**; two engagement activities**; **a user guide** with talking points for the presentations and folders with **images and other assets** included in the materials.
[Objective Design Standards Handbook for Residential and Mixed-Use Projects](#)	April 2024	Resources on this page include an Objective Design Standards Handbook (in PDF, InDesign, Word, and image files), a template presentation, and a staff report template. These resources provide a how-to manual for creating objective design standards that are rooted in a community's design values and its existing policies. They provide curated design standards and zoning graphics for a range of building and site design topics that planners can select from and refine to meet their community's needs.

TA Document (with links)	Date Produced	Description
Programs to Rezone: Technical Memo	August 2023	This technical memo describes how to use a program to rezone if you have a shortfall of sites in your inventory in your Housing Element. This memo was updated in July 2023 to incorporate the Clovis Court of Appeal decision (Martinez v. City of Clovis (2023) 90 Cal.App.5th 193.).

SB 9 Products

Note, these products will be updated in Spring 2025 following 2024 legislative changes.

TA Document (with links)	Date Produced	Description
SB 9 Resources	August 2022	These resources are meant to help staff and elected officials communicate about SB 9 with colleagues and constituents. Resources include: • Webinar, slide deck, memo templates, Summaries, FAQ and Other References • Model ordinance • Objective Design and Development Standards (ODDS) Toolkit • SB 9 application checklist for two-unit developments and urban lot splits • Sample deed restrictions for two-unit development and lot splits Sample Affidavit regarding owner-occupancy

AB 2011 and SB 6 Products

TA Document (with links)	Date Produced	Description
Understanding AB 2011 and SB 6	July 2023	This technical overview includes policy decisions and recommended actions, site criteria and development standards, and general project requirements and review timelines for both AB 2011 and SB 6.
Overview of AB 2011 and SB 6	July 2023	AB 2011, the Affordable Housing and High Road Jobs Act of 2022 and SB 6, the Middle Class Housing Act of 2022, are intended to permit residential development on sites currently zoned and designated for commercial or retail uses. Both bills were signed into law by Governor Gavin Newsom on September 29, 2022, and will go into effect on July 1, 2023. This document presents a summary of key details of each bill.

TA Document (with links)	Date Produced	Description
AB 2011 and SB 6 Staff Resources for Implementation	June 2023	AB 2011, the Affordable Housing and High Road Jobs Act of 2022 and SB 6, the Middle Class Housing Act of 2022, are intended to permit residential development on sites currently zoned and designated for commercial or retail uses. Both bills will go into effect on July 1, 2023. These guides and templates are meant to prepare staff for implementing these bills and prepare for accepting and reviewing AB 2011 project applications.

Other Regional Products

TA Document (with links)	Date Produced	Description
Mitigation Fee Act Templates	June 2024	These templates are intended to help jurisdictions meet the requirements of The Mitigation Fee Act, which requires local agencies to report information about their development impact fees. There are four versions of the form to accommodate jurisdictions that want to 1) have separate one- and five-year reports versus a combined report and 2) have a separate form for each impact fee versus combining all impact fees in one form.
Streamlining Housing Project Processing	June 2024	These reference documents, in Excel and Word formats, summarize key aspects of state laws that affect how jurisdictions review housing development applications. They are intended for jurisdiction staff use or to help jurisdictions produce information for the public or applicants.
AB 894 Shared Parking Agreements	June 2024	AB 894 allows sites to share parking spaces if the site providing the shared parking spaces ("provider site") has excess parking. If the site receiving parking ("receiving site") uses the shared parking spaces to satisfy the local parking requirements, both sites and the agreement must meet certain requirements. This explanation document describes the criteria and requirements under AB 894.
Farmworker Housing Tools & Resources	June 2024	These tools and resources are designed to encourage the production of farmworker housing. The templates are designed for local jurisdictions to adapt based on their specific community needs and context.

TA Document (with links)	Date Produced	Description
		Farmworker Housing tools and resources on this page include a **Zoning Ordinance Template**; **ADU Forgivable Loan Template**; **Case Studies on Opportunity Sites for City-County Partnerships**; **Finance Matrix**; and a **Process Roadmap**.
Density Bonus Model Ordinance & Program Guidelines	May 2024	These resources are meant to help staff adhere to Density Bonus requirements. The **Density Bonus Model Ordinance** provides template language for jurisdictions to adopt and the **Density Bonus Program Guidelines** provide administrative guidance for implementation of the State Density Bonus Law and the local agency's Density Bonus Ordinance.
SB 684 Small Lot Subdivision - Template Application Review Checklist and Streamlining Model Ordinance	May 2024	SB 684 requires a local agency to ministerially consider, without discretionary review or a hearing, a parcel map or a tentative and final map for a housing development project that meets certain requirements as long as the proposed subdivision will result in 10 or fewer parcels and the housing development project on the lot proposed to be subdivided will contain 10 or fewer residential units. These resources are meant to help staff implement SB 684 and process applications. The **Model Ordinance** provides template language for jurisdictions to implement the law. The **Template Application Review Checklist** can be used to review applications and ensure that a proposed subdivision and housing development meets all requirements of SB 684.
2023 New Housing Legislation Checklist	May 2024	This checklist contains potential action steps for the most common requirements based on new housing laws passed in 2023. Many state housing laws impose review and approval timelines on local agencies; consider making a table identifying each of the deadlines.
SB 35 Streamlining Application Processing and SB 35 Template Application Checklist	May 2024	SB 35 established a streamlined and ministerial approval process for certain multifamily housing development projects. Eligible projects must comply with objective planning standards, provide specified levels of affordable housing and meet other specified requirements. The **Application Processing for Local Governments Guide** can be used to develop an internal review

TA Document (with links)	Date Produced	Description
		process for housing development projects that invoke SB 35. The **Template Application Checklist** can be used to review applications and ensure that a proposed housing development meets all requirements of SB 35.
AB 2339 Housing Element Analysis Memo	August 2023	AB 2339 requires additional analysis related to emergency housing for Bay Area jurisdictions that 1) submit drafts of Housing Elements to HCD after April 1, 2023, or 2) did not submit a first draft to HCD until after January 31, 2023. This memo provides a framework for how to conduct that analysis. HCD will not certify a Housing Element subject to AB 2339 unless a satisfactory analysis is included.
2023 Potential New Housing Legislation: Overview and Presentation	August 2023	This is a summary of some of the housing legislation that could have a significant impact on local jurisdictions if it is enacted into law. These documents, including a slide deck, are intended solely as a technical overview of new housing-related legislation.
AB 725 General Plans Housing Element: Moderate-Income Housing	May 2023	Assembly Bill 725 General Plans: Housing Element: Moderate-Income Housing: Suburban and Metropolitan Jurisdictions (2019-2020), passed in 2021, adds new rules regarding the sites that can be used in Housing Elements. Generally, the legislation requires that jurisdictions' Housing Elements plan a portion of their regional housing needs for moderate-income and above-moderate-income units on medium-density sites. This document explains the requirements and how cities can comply with the new rules.
Guide to California State Replacement Housing Requirements	May 2023	This technical overview describes replacement housing requirements under three state laws - the Density Bonus Law, Housing Element law, and the Housing Crisis Act of 2019. The purpose of the replacement requirements is to prevent the loss of housing units and the displacement of lower income households.

TA Document (with links)	Date Produced	Description
Farmworker Housing Toolkit	June 2022	This Farmworker Housing Toolkit provides a one-stop source of information to assist local agencies in including the special housing needs of Farmworkers within their Housing Elements with the legislative framework, data, policies and programs that local jurisdictions can reference in the development of their farmworker housing needs analysis for their Cycle 6 Housing Element.
Pilot of Symbium Plancheck	December 2021	The Symbium Plancheck tool streamlines residential site plan review for applicants and planners by incorporating the participating jurisdiction's residential municipal code regulations into the tool for a customized plan review experience. ABAG offered up to seven free licenses to jurisdictions as part of the pilot.
Consequences of Non-Compliance with Housing Laws	October 2021	This two-page summary was developed to help answer the question of what may happen if jurisdictions fall out of Housing Element compliance.
Parking Presentation and Webinars	December 2014	These materials are meant to help users: • Acquire better understanding of the process for upgrading your parking technology • Learn about parking technology hardware and software being used locally • Share your experience and knowledge with others • Develop contact with others who are experienced and/or interested in this field – collaborations for parking technology endeavors
Parking Toolbox and Handbook	June 2007	This toolbox and handbook are designed to assist city officials, technical staff and decision makers with the planning and implementation of parking policies and programs designed to encourage and support Smart Growth and Transit Oriented Development (TOD).

Webinars

Since the RHTA program began, over 30 webinars have provided information on a variety of topics. All webinar materials are available on this webpage.

Webinar (with links)	Date Produced
AB 1332 Pre-approved ADU Plans Information Sessions	June 2024

Webinar (with links)	Date Produced
Working with BART on Transit-Oriented Development	May 2024
Preparing Objective Design Standards for Multifamily Housing: Introducing ABAG's Objective Design Standards Handbook	April 2024
2024 Changes to the APR with HCD	January 2024
2023 New State Housing Laws Overview	November 2023
Overview of AB 2011 and SB 6	March 2023
Annual Progress Reports with HCD	January 2023
Talking with the Media about Housing	December 2022
2022 New Housing Laws	November 2022
Bay Area Priority Sites Pilot Program	September 2022
How to Address HCD Comments for Certification	September 2022
Terner Center and ABAG Present: Best Practices to Implement SB 9 and Missing Middle Housing in the Bay Area	September 2022
Leveraging Your Land: Best Practices for Reusing Public Land for Housing	August 2022
Transforming Aging Malls and Office Parks: Reuse Challenges and Opportunities	August 2022
Webinar for Elected Officials: Learn About Available Assistance for Housing Element Updates	March 2022
Keep Calm and Certify On: Tips from Early Adopters	January 2022
New Annual Progress Report Requirements with HCD	January 2022
New Housing Law: Webinar and Presentation	November 2021
Surplus Public Land: What Local Agencies Need to Know	October 2021
HESS Tool 1.0 Tutorial Webinar	October 2021
Context of SB 9 and Potential Impacts	September 2021
Integrating Climate Adaptation/Resilience into Your Housing Element	July 2021
Affirmatively Furthering Fair Housing: Data Deep Dive	July 2021
Affirmatively Furthering Fair Housing: The Nuts and Bolts with HCD	June 2021
Engage How To! Introduction to Remote Meeting Tools	May 2021
Housing Sites Inventory - Deep Dive	May 2021
Incorporating Environmental Justice and Safety into your Housing Element	May 2021
How to Talk About Housing – Data-Driven Lessons on Housing Communications that Work and Those that Backfire	April 2021
Planning Collaboratives Kick-Off	April 2021
Using Data Effectively in Housing Element Updates – ABAG's Housing Needs Data Packets and Accessing the US Census	March 2021

Webinar (with links)	Date Produced
Creating Capacity: An Overview of the Sites Inventory	March 2021
Housing Element 101 - Overview and New Laws + Tips	February 2021
Planning Innovations Webinar: Regional Data Tools for the Housing Element	October 2020
Housing Planning: For the Future	July 2020

Peer Cohorts and Work Groups

Group Title	Description
ADU Work Group: First Three Sessions	The ADU Work Group is convened to help jurisdictions encourage ADU development and meet housing goals. Recordings and slide decks from the first three sessions are now available for review. The initial session topics include: - Session 1: ADU Landscape 101: Where are we now? - Session 2: Zoning, Streamlining, Preapproving: Steps to Promote ADUs - Session 3: Hot Topics: Amnesty and Condoization
Zoning for Affordability Work Group	The Zoning for Affordability Work Group was aimed at jurisdictions looking to: • Adopt an inclusionary zoning ordinance, density bonus policy or affordable housing overlay zone or similar program; or • Update their existence ordinance or program to make it more effective. Discussion topics included evaluating an inclusionary ordinance, evaluating financial feasibility, working with state programs and understanding the tradeoffs of fees versus units.
Malls & Office Parks Transformation Work Group	This work group was designed for local planning, housing and economic development staff interested in learning about the challenges and opportunities involved in transforming aging malls and office parks into neighborhoods that are affordable to households across the income spectrum. Session materials, as well as the Mall and Office Transformation Guide, provide a suite of resources to help communities and planners build homes, parks, and other community amenities in place of empty malls and offices.
Leading with Equity Work Group	This work group was comprised of 15 planning and housing department staff seeking to advance racial and housing equity policies and programs within their Housing Element work. The work group focused on promoting leadership development, capacity building toward navigating

Group Title	Description
	institutional change, peer-support and one-on-one coaching. The lessons from the work group helped participants develop tools and products to aid jurisdiction staff in embedding equity into their housing policy and planning work.
"Big 3" Cohort	The "Big 3" Cohort includes planning and housing staff from Oakland, San Francisco and San Jose. Staff meet on a bi-monthly basis to discuss housing-related topics.
Wildfires – How to Preserve and Protect Housing	This work group was designed for local planning and housing staff interested in learning about how the emerging regular reality of wildfires can be included in agencies land use planning efforts, including Housing Elements and Safety Elements.
Making Missing Middle Housing Work	This work group focused on "missing middle" housing and how to develop and implement a middle housing strategy. Products from this group included: • Middle Housing Feasibility Tool • Bay Area Middle Housing Market Report • "Zoning for Middle Housing" Guidebook • "Making Middle Housing Affordable" Guidebook • Middle Housing Zoning Changes and RHNA • Middle Housing Mythbusters • "What is Middle Housing?" customizable slide deck

County Planning Collaboratives

County-based groups staffed by a paid coordinator who provides technical assistance and facilitates cross-jurisdiction engagement for the Housing Element updates and other housing-related topics.

Collaborative Contacts

Counties	Contact Name	Organization/Agency	Contact Information
Alameda	Carla Violet	Urban Planning Partners	cviolet@up-partners.com
Contra Costa	Dana Ayers	MIG	dayers@migcom.com
Marin	Jillian Zeiger	Marin County	jillian.zeiger@marincounty.gov
Napa/Sonoma	Jane Riley	4LEAF	jriley@4leafinc.com
Santa Clara	Samantha Dolgoff	Community Planning Collaborative	dolgoff@planningcollaborative.com
San Mateo	Josh Abrams	Community Planning Collaborative	abrams@planningcollaborative.com
Solano	Robert Guerrero Jennifer Gastelum	STA Placeworks	rguerrero@sta.ca.gov jgastelum@placeworks.com

The Planning Collaboratives kick-off on April 13, 2021 with a webinar. Please see the links below:

- Planning Collaboratives Kick-Off: Webinar video recording
- Planning Collaboratives Kick-Off: Presentation
- Additional resource from the webinar: A Collaborative Approach to Addressing our Housing Challenges

Affirmatively Furthering Fair Housing

TA Document (with links)	Date Produced	Description
Affirmatively Furthering Fair Housing Policies and Programs Toolkit	September 2022	This toolkit was created to assist local jurisdictions with completing the crucial step of establishing AFFH goals, policies and actions in the Housing Element. The toolkit highlights 15 key strategies Bay Area jurisdictions can implement to further fair housing. The AFFH Policies and Programs Toolkit was reviewed by HCD staff and incorporates their feedback.
Segregation and Land Use Reports	August 2022	Each jurisdiction's report and accompanying dataset provide segregation measures for both the local jurisdiction and the region using several indices, as required by the AFFH guidance issued by the California Department of Housing and Community Development (HCD). Local jurisdiction staff can use the segregation report and dataset to complete a component of the Assessment of Fair Housing, which requires analysis of segregation patterns related to race, other protected characteristics, and lower-income households.
AFFH Tips Memo	March 2022	This document provides a summary review of HCD comments on Housing Elements submitted from other jurisdictions throughout the state to identify common pitfalls and make recommendations about how Bay Area jurisdictions can craft policies to meet AFFH goals -streamlining the path towards certification.
Leading with Equity Working Group	March 2022	This working group launched in March 2022 with 15 planning and housing department staff who sought to advance racial and housing equity policies and programs within their Housing Element work. The group focused on promoting leadership development, capacity building toward understanding and navigating institutional change, peer-support and one-on-one coaching.

TA Document (with links)	Date Produced	Description
AFFH Data Guidance Checklist	February 2022	This checklist provides sources to data points outlined in the AFH.
Affirmatively Furthering Fair Housing Policy Resources Annotated Bibliography	February 2022	This document summarizes existing housing policy resources which help identify goals, policies and actions to address a range of fair housing issues.
AFFH Template Staff Report	August 2021	This template staff report can be used by jurisdiction staff to introduce new AFFH requirements to their local decisionmakers.
AFFH Template Staff Slide Deck	August 2021	This template staff slide deck can be used by jurisdiction staff to introduce new AFFH requirements to their local decisionmakers.
AFFH: The Nuts and Bolts with HCD Webinar	June 2021	This webinar covers the basics of AB 686 and outlined new requirements for the Housing Element.
AFFH: Data Deep Dive Webinar	July 2021	This webinar served as a more focused look into the analysis required for the Assessment of Fair Housing (AFH), and specifically the segregation and integration patterns analysis, which featured ABAG's work with UC Merced via the STIR Labs partnership.

Communications, Messaging & Community Engagement

TA Document (with links)	Date Produced	Description
Tribal Consultation Toolkit	May 2024	Tribal consultation is a process that local governments conduct to consult and coordinate with California Native American tribes within the jurisdiction of a proposed project. The goal of tribal consultation is to ensure that any new project – such as constructing affordable housing - properly identifies, respects, and cares for tribal cultural resources that may be present. This toolkit provides local governments and project proponents guidance and supporting information for use during tribal consultation under Senate Bill 35 (2018) and Assembly Bill 168 (2020).
RHTA Photo Catalog	June 2023	This catalog provides photos illustrating neighborhoods with varied types of housing. All photos are available for use by Bay Area jurisdictions working on housing public engagement.
508 Compliance Guidelines	August 2022	These resources may help organizations meet Section 508 compliance. Section 508 of the Rehabilitation Act of 1973 is a federal government code that requires

TA Document (with links)	Date Produced	Description
		organizations that receive federal funds to have websites, web apps and electronic documents that are accessible to people with disabilities.
Bay Area Community Based Organizations (CBO) and Media Contact Lists	July 2022	This list includes contact information for community-based organizations and media organizations. Contacts are organized by county, area of advocacy, and media type.
"Let's Talk About Housing:" Communications Guide for Local Government	June 2022	This document is a data-driven communications guide for use by staff and elected officials to foster productive conversations with residents about housing. The guide is based on existing and new research and includes consistent, clear language for discussions about affirmatively furthering fair housing (AFFH) legislation.
Best Practices for Equitable Engagement Primer	June 2022	This document shares effective ways to engage communities and stakeholder organizations that traditionally are underrepresented in local government processes. It is designed to provide local jurisdictions with a range of tools, strategies and best practices for engaging all community members.
Template Housing Survey	March 2022	This template survey is for jurisdictions to gather information about housing issues and concerns from community members.
Best practices for engaging multilingual constituents	November 2021	This document includes tips on various topics for effective public outreach and community engagement, including translating materials, speaking effectively, creating break-out groups, and getting interpreters involved upfront.
Social Media Toolkit	October 2021	This toolkit gives jurisdictions sample language and a photo library to communicate with residents online about Housing Element updates.
Guide to Housing Element + AFFH Public Participation	September 2021	This guide can be used to reference best practices for public outreach and participation. This was prepared by a consortium of community groups to guide equitable public outreach for the Housing Element update.

Communications Products and Services Offered during REAP 1.0

- Consultant support, including communications coaching, meeting facilitation services, and meeting materials.

- Licenses for Balancing Act, an online public engagement housing simulation tool, available to 25 jurisdictions. Reduced rates also negotiated for additional jurisdictions.
- Translation and interpretation services.

Housing Data Tools

Tool	Description
Housing and Land Use Viewer (HLUV) Tool	Launched in May 2023, HLUV is a publicly accessible website that builds on the HESS tool. The website includes regional, county, and jurisdictional views of housing element sites (from the 4th, 5th, and 6th cycles), environmental constraints (including wildfire and sea level rise risks), and planning considerations (including Transit Oriented Communities, Equity Priority Communities, Plan Bay Area 2050 Growth Geographies, zoning, infrastructure access, and data identified in HCD's AFFH Guidance Memo). ABAG will continue to update the website with housing inventories in newly certified housing elements, major updates to the parcel basemap, and zoning and general plan data for the region.
Housing Element Site Selection (HESS) Tool	Launched in Fall 2020, HESS is a web-based mapping platform that assists Bay Area jurisdictions with site identification for Housing Element site inventories and flags sites that will likely require rezoning to be used under new state laws. In Fall 2021, ABAG launched a **1.0 update** to the HESS Tool based on feedback received from local planning staff, consultants, subject-matter experts and HCD. Updates included more granular screening categories, additional filters, an editing module to update underlying local land use data, and more.
HESS Tool 2.0 Modules	Released in April 2022, the first module is an **AFFH Map** which allows local planners to visualize the distribution of their site inventories alongside key AFFH data layers. The second module supports jurisdictions with the **Realistic Capacity Calculations** for sites included in their inventories. ABAG has collected and analyzed data from local jurisdictions' Annual Progress Reports, Zoning Ordinances, and General Plans to adjust the theoretical maximum capacity of sites to reflect historical building trends more accurately. Users can generate realistic capacity reports prepopulated with this data, which can be submitted to HCD as supportive documentation. AFFH attributes have also been added to the site inventory form and local staff can produce their own pivot tables.
Housing Needs Data Packets	These data packets for all 109 Bay Area jurisdictions contain tables, figures, and accompanying text for over 60 data points that can be placed directly into the Housing Needs section of each jurisdiction's housing element. The data packets were pre-reviewed by HCD for consistency with state requirements to create predictability during the Housing Element review process.

- To walk through the tools or make data requests, please email Heather Peters at hpeters@bayareametro.gov.

Housing Elements Adoption Templates

These templates can be used by jurisdictions to present final Housing Elements to governing bodies for adoption.

TA Document (with links)	Date Produced	Description
RHNA 6 Housing Element Statutory Provisions Checklist	July 2023	This update includes statutory provisions as of January 1, 2023. Any amendments effective on that date apply to a housing element draft submitted to HCD after April 1, 2023 and to any housing element which has not yet been adopted, where the first draft was not submitted to HCD before January 31, 2023.
Staff Report Template for Adopting the Housing Element	January 2023	This template can be used by jurisdictions to present their final Housing Elements to their governing bodies for adoption.
Planning Commission Resolution Template	January 2023	This template can be used by jurisdictions to present final Housing Elements to their governing bodies for adoption.
City Council or Board of Supervisors Resolution Template	January 2023	This template can be used by jurisdictions to present final Housing Elements to their governing bodies for adoption.
Response to HCD Findings Template	January 2023	This template can be used by jurisdictions to present final Housing Elements to their governing bodies for adoption.

Housing Element Timing Requirements

TA Document (with links)	Date Produced	Description
Timing Requirements for Adoption of the Housing Element and Required Rezoning	April 2023	This document summarizes timing requirements for the adoption of housing elements and required rezoning. It also notes some of the potential risks that may result from missing these deadlines, including limitations on denials of housing projects and loss of eligibility for certain funding programs. This version, revised in April 2023, clarifies HCD's interpretation of when a jurisdiction is considered in compliance.
Requirements for Adoption of the Housing Element and Consequences of Late Adoption	July 2022	This document provides an overview of requirements for the 6th Cycle Housing Element and the consequences of late adoption.

Housing Elements & HCD Comments

This page includes all the RHTA resources on draft Housing Elements and HCD comments.

TA Document (with links)	Date Produced	Description
Housing Element Compliance and Key Funding Programs Summary	February 2023	This overview memo and table summarize housing element requirements and key deadlines for several funding programs.
How to Engage Farmworkers in the Housing Element Process	January 2023	This guide is intended to provide practical advice to cities, towns and counties for conducting outreach and engagement — even if there are not farms or farmworkers living within your community. The accompanying templates can be downloaded and edited to fit your jurisdiction's needs.
Analysis of HCD Comment Letters from the ABAG Region	September 2022	ABAG staff and consultants have reviewed Housing Element comment letters for Bay Area jurisdictions as HCD has released them. A total of six jurisdictions have received comment letters as of September 15, 2022. This document summarizes key findings from the comments.
Responding to HCD Comments for Certification	September 2022	These case studies summarize how four cities in Southern California and the Sacramento region responded to challenging HCD comments related to sites inventory, AFFH and other Housing Element topics. The documents present important strategies that cities in the ABAG region can use to prepare their Housing Elements for certification.
Learning from Southern California and Sacramento	May 2022	This is an analysis of HCD comment letters and lessons for Bay Area jurisdictions as they prepare their 6th cycle Housing Elements.
CommentBot (C-Bot) *(link is external)*	2022	The RHTA Program has created CommentBot (C-Bot), a tool to help Bay Area jurisdictions address HCD's comments in their next draft housing element. C-Bot provides suggestions and links to RHTA and HCD resources to help jurisdictions address common concerns that HCD has raised in past comment letters.

Templates

TA Document (with links)	Date Produced	Description
SB 330 Request for Tenant Information Form and Tenant Statement Template	May 2023	This template can be used by jurisdictions as part of the SB 330 application package for developers or in conjunction with the SB 330 Tenant Letter to request information directly from tenants.
SB 330 Replacement Housing Tenant Letter Template	May 2023	This template can be used to inform tenants of their potential eligibility for certain benefits under SB 330 and request information from tenants to determine a developer's replacement housing obligations.
Housing Element Update Timeline	April 2023	This customizable two-year project timeline template identifies key dates associated with the 2023 Housing Element update for Bay Area jurisdictions, covering from January 2021 through May 2023.
Jurisdiction Housing Element RFP Template	September 2021	This document can be used as the template for developing a Request for Proposals (RFP) for hiring a consultant to undertake a Housing Element Update, including potential rezoning and California Environmental Quality Act (CEQA) work.
Housing Element Staff Report Template	July 2021	This customizable template can be used for introducing the Housing Element.
What is a Housing Element? Briefer Template	February 2021	This two-page overview addresses common questions about Housing Elements and helps explain definitions, certification and legal components, and RHNA.
What is a Housing Element? Briefer Template (Spanish translation version)	February 2021	This Spanish-language, two-page overview addresses common questions about Housing Elements and helps explain definitions, certification and legal components, and RHNA.
What is a Housing Element? Briefer Template (Chinese translation version)	February 2021	This Chinese-language, two-page overview addresses common questions about Housing Elements and helps explain definitions, certification and legal components, and RHNA.
Housing Element FAQs Template	July 2021	This template can be used to inform the public about the Housing Element using frequently asked questions.

Resilience TA

TA Document (with links)	Date Produced	Description
Briefer on Integrated Planning - EJ and Safety Element Updates	May 2021	This document contains a five-page review of resilience planning legislation, status, considerations and resources.
Sample Agenda for Integrating Planning	May 2021	This sample staff meeting agenda can be used by jurisdictions to discuss whether to take an integrated planning approach.
Safety Element New Requirements	May 2021	This document provides a summary of new safety element requirements to include climate change vulnerability and adaptation and greater attention to wildfire and evacuation routes.
Status of Resilience and EJ Planning in the Bay Area	May 2021	This list of counties and cities includes the expiration date of the Local Hazard Mitigation Plan (LHMP) for each, and whether regional and state scans of data suggest if Senate Bill No. 1000 or Senate Bill No. 1241 must be met.
Incorporating Environmental Justice and Safety into your Housing Element: Webinar Video Recording	May 2021	This webinar was co-hosted by ABAG and the California Office of Planning & Research.
Incorporating Environmental Justice and Safety Into Your Housing Element: Webinar Presentation	May 2021	These presentation slides accompany the webinar that was co-hosted by ABAG and the California Office of Planning & Research.

Regional Planning Consulting Bench

ABAG has established a Regional Planning Bench with 92 consultants in 11 service categories. The Bench is available to all jurisdictions in the Bay Area to use in accordance with their local procurement rules.

ABAG launched a labor-saving online tool from City Innovate that allows jurisdictions to easily search bench consultant profiles and compare consultants' qualifications and rates. The tool also facilitates informal solicitations of quotes for work when applicable procurement rules allow.

Related Links
- Frequently Asked Questions regarding the Grants and Regional Planning Consulting Bench
- Request for Qualifications used to seat the Regional Planning Consulting Bench

Local Grants (REAP 1.0)

Funding amounts can be found in this Grant Amounts spreadsheet. Draft funding agreements were sent to all Bay Area jurisdictions in July 2021 offering each the option of receiving reimbursements for eligible expenses, or the option of electing to have ABAG hold the funds and administer consulting contracts on behalf of the recipient jurisdiction. REAP Non-competitive Allocation: Eligible Activities

HCD TA

Website (with links)	Description
Housing Planning Hub Site	Repository of statewide and regional toolkits, factsheets, and guidance on a variety of housing policy areas with a specific focus on priority policy areas. HCD will continually update the resource center as new tools become available.
Prohousing Designation	Free technical assistance to gain designation and bonus points for state funding programs.
Housing Element Educational Video	Educational video for the 6th cycle housing element update targeting local elected officials, stakeholders, and the public. This video is available for free in English and Spanish with closed captioning. Local governments can embed links to the video on their websites.