

A blue-toned illustration of a city skyline with various buildings, trees, and people riding bicycles.

Factory-Built Housing  
Pre-Development Pilot Program  
**Application Workshop**

August 2024



CALIFORNIA  
STRATEGIC  
GROWTH  
COUNCIL

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# Welcome & Introductions



**Sean Kennedy**  
Deputy Director of Energy  
Investments



**Justin DeWaele**  
Program Analyst, Affordable  
Housing & Sustainable  
Communities



**Shep Wilbun**  
Program Analyst, Affordable  
Housing & Sustainable  
Communities

Support from:



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# Overview of Today

## AGENDA

1. Program Overview
2. Eligibility & Threshold Requirements
3. How to Submit an Application
4. Timeline & Next Steps
5. Q + A

## GOALS

1. Provide overview of the FBH application timeline and process
2. Provide clear instructions and resources to support complete and timely application submission



# How to Ask Questions

- **Use the Q + A function to submit questions**
  - You can ask a question any time during the workshop using the Q + A or chat feature
  - SGC will address all outstanding questions during the Q + A segment
  - During Q + A, we will also take verbal questions and folks who “raise their hand” will be invited to unmute
- Webinar slides will be emailed to registered attendees
- Email [factorybuihousing@sgc.ca.gov](mailto:factorybuihousing@sgc.ca.gov) with any non-application process/Submittable questions



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Factory-Built Housing  
Pre-Development Pilot Program

# Program Overview

<https://sgc.ca.gov/grant-programs/factory-built-housing/>



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# California Strategic Growth Council



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**Council Chair**  
Director, Governor's Office  
of Planning & Research



**Frank Cardenas**  
**Council Vice Chair**  
Public Member, Assembly  
Appointee



**Nicole Capretz**  
**Council Member**  
Public Member, Senate  
Appointee



**Wade Crowfoot**  
**Council Member**  
Secretary, California  
Natural Resources Agency



**Yana Garcia**  
**Council Member**  
Secretary, California  
Environmental Protection  
Agency



**Mark Ghaly**  
**Council Member**  
Secretary, California  
Health & Human Services  
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**Karen Ross**  
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Secretary, California  
Department of Food &  
Agriculture



**Toks Omishakin**  
**Council Member**  
Secretary, California State  
Transportation Agency



**Juan Sánchez Muñoz**  
**Council Member**  
Public Member, Governor's  
Appointee



**Tomiquia Moss**  
**Council Member**  
Secretary, California  
Business, Consumer  
Services & Housing  
Agency





# What We Do: Programs and Initiatives

Over \$4 billion invested since 2008



Investment Programs



Collaborative Policy Initiatives



Integrated Policy & Planning



Capacity Building & Technical Assistance



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# Factory-Built Housing Pre-Development Fund

## Goals

- Build new/expand energy-efficient FBH manufacturing facilities in California
- Expand FBH market in California and co-benefits that support State priorities

## Policy Priorities

- Accelerate supply of affordable and energy-efficient housing in CA
- Support Justice40 and California priority communities through community & workforce benefits
- Support disaster relief, recovery, and resilience

**Funds Available:** \$12M to support applicants applying for Part II of the DOE Title 17 Clean Energy Financing Loan

- Environmental assessments, financial planning, community benefits plan development, and other activities needed to apply for federal funding

**Funding Source:** Affordable Housing & Sustainable Communities (AHSC) Program set-aside

- Part of California Climate Investments (CCI) to reduce GHGs and benefit Disadvantaged Communities



# Timeline & Next Steps

Time Period	Milestones
February 16, 2024	Draft Guidelines Released, Public Comment Period open
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# Eligibility & Threshold Requirements

[FBH Program Guidelines: Technical Amendment June 26, 2024](#)



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# Eligibility for SGC Pre-Development Fund



To be eligible for the SGC FBH Program all proposals must:

1. Have already passed DOE Title 1703 Clean Energy Financing Fund Part I
2. Be in the process of applying for DOE Title 1703 Part II

Eligible Entities	Eligible Proposals	Eligible Activities
<ul style="list-style-type: none"> <li>• Commercial firms</li> <li>• Nonprofit organizations</li> <li>• Financing firms and developers sponsoring decarbonization projects</li> </ul>	<p>Must be developing an application for Title 17 Part II to build new and/or expand, retrofit, or repurpose existing FBH manufacturing facilities in California, which will:</p> <ul style="list-style-type: none"> <li>• Produce an energy-efficient end-use product</li> <li>• Prioritize co-benefits like energy-efficiency, affordability, &amp; workforce development.</li> </ul> <p>*Note: FBH facilities that plan to produce deed-restricted, multi-family units for rental developments, will be prioritized</p>	<p>Pre-development costs, such as:</p> <ul style="list-style-type: none"> <li>• Community engagement to develop a Community Benefits Plan (CBP)</li> <li>• Financial Planning</li> <li>• Infrastructure Planning</li> </ul>



# Six Threshold Requirements

Requirement	Description
Title 17 Application	Eligible Applicants must: <ul style="list-style-type: none"><li>• Provide proof they have completed Part I of the Title 17 Application</li><li>• Be preparing Part II of the Title 17 Application</li></ul>
Site Selection	Must describe process of securing a site and all permits and comply with Title 17 Part I site readiness requirements.
Applicant Capacity	Demonstration of sufficient capacity and expertise (comparable past work).
Energy Efficiency	Follow mandatory Title 24 (CalGreen) Compliance
Justice40 Initiative	Manufacturing facility must be sited in a Justice40-designated disadvantaged community. (Different from California-defined DAC)
Workforce & Community Benefits Agreement	Commit to Workforce and Community Benefits Agreement that ensures community and/or workforce benefits of project.



# Scoring Criteria & Key Topics

Scoring Criteria	Total Possible Points	Weight
<b>Project Description, Vision, and Location</b>	5	8%
<b>Feasibility &amp; Project Planning</b>	6	10%
<b>Energy Efficiency</b>	6	10%
<b>Site Selection</b>	6	10%
<b>Housing Affordability</b>	12	20%
<b>Community &amp; Workforce Benefits</b>	21	35%
<i>Community and Labor Engagement</i>	9	15%
<i>Quality Jobs and Workforce Continuity</i>	6	10%
<i>Justice40</i>	6	10%
<b>Disaster Mitigation and Recovery</b>	4	7%
<b>TOTAL</b>	<b>60</b>	<b>100%</b>



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# How to Submit an Application

Using the Submittable Platform



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# How do I create or sign in to my Submittable account?

- If you do not already have a Submittable account, [create one here](#).
  - Please be sure the email address you used to sign up for your Submittable account is one that you check regularly.
- If you have already created an account, [login here](#).
  - If you've lost or forgotten your password, follow the instructions here.
- Submittable works best with the most recent versions of these browsers: Google Chrome, Apple Safari, & Mozilla Firefox

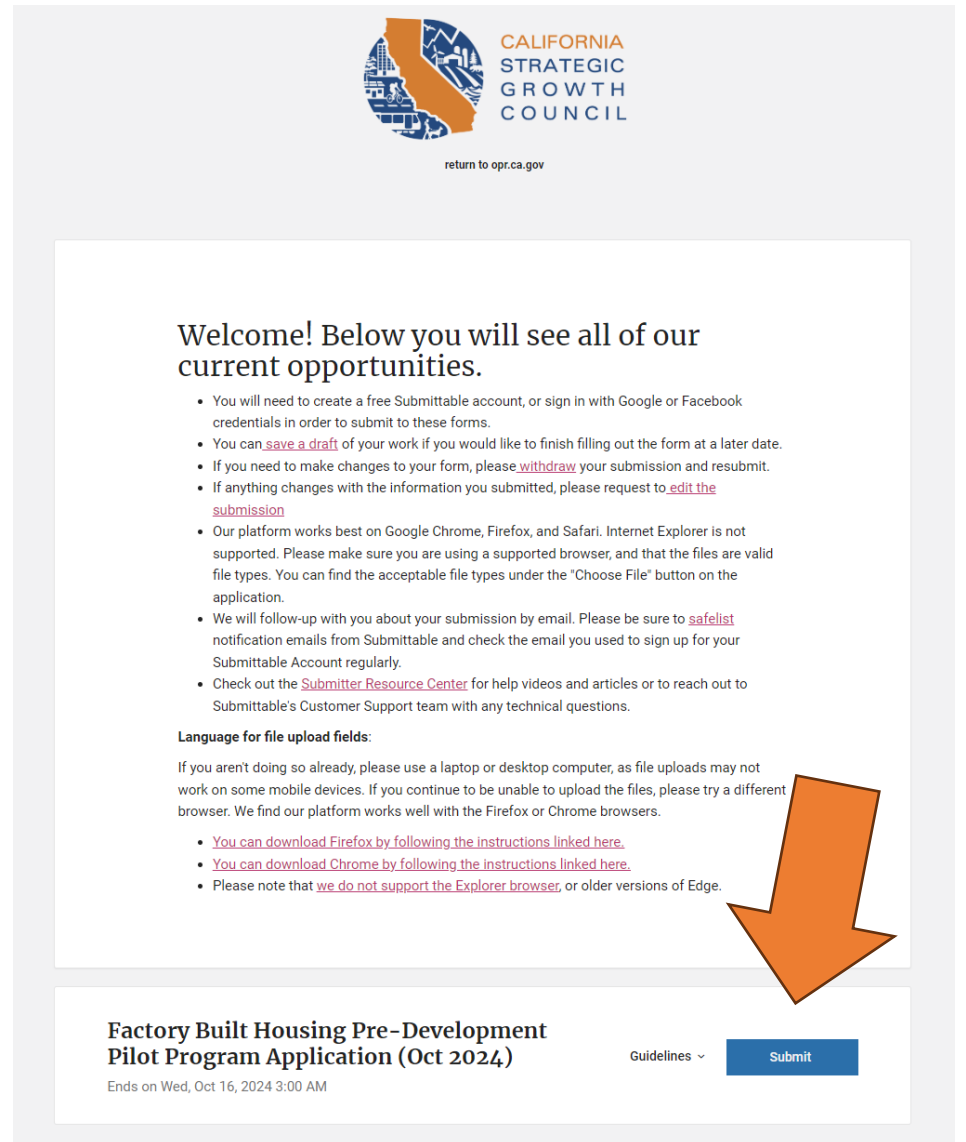
Check out this video for a guided walkthrough of the Submittable platform:

[Meet Submittable](#)



# How to find and access the FBH Application

1. Navigate to [SGC's Submittable webpage](#)
  - If you can't find the URL for the SGC Submittable page, you can always navigate to [www.Submittable.com](http://www.Submittable.com) and use the login pathway at the top right of the page
2. You will be prompted to sign up or sign into your Submittable account. Once you are signed up or signed in, you will be able to view our homepage and our available projects
3. Click the "Submit" button to open the FBH Program Application



The screenshot shows the top of a Submittable application page. At the top right is the California Strategic Growth Council logo and the text "return to opr.ca.gov". Below this is a welcome message: "Welcome! Below you will see all of our current opportunities." This is followed by a list of instructions for users, including requirements for accounts, draft saving, withdrawal, and editing submissions. A section titled "Language for file upload fields:" provides instructions on using a laptop or desktop computer for file uploads. At the bottom of the page, there is a header for the "Factory Built Housing Pre-Development Pilot Program Application (Oct 2024)" with a "Submit" button and a "Guidelines" link. A large orange arrow points to the "Submit" button.

CALIFORNIA STRATEGIC GROWTH COUNCIL  
return to opr.ca.gov

Welcome! Below you will see all of our current opportunities.

- You will need to create a free Submittable account, or sign in with Google or Facebook credentials in order to submit to these forms.
- You can [save a draft](#) of your work if you would like to finish filling out the form at a later date.
- If you need to make changes to your form, please [withdraw](#) your submission and resubmit.
- If anything changes with the information you submitted, please request to [edit the submission](#)
- Our platform works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser, and that the files are valid file types. You can find the acceptable file types under the "Choose File" button on the application.
- We will follow-up with you about your submission by email. Please be sure to [safelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.
- Check out the [Submitter Resource Center](#) for help videos and articles or to reach out to Submittable's Customer Support team with any technical questions.

**Language for file upload fields:**

If you aren't doing so already, please use a laptop or desktop computer, as file uploads may not work on some mobile devices. If you continue to be unable to upload the files, please try a different browser. We find our platform works well with the Firefox or Chrome browsers.

- [You can download Firefox by following the instructions linked here.](#)
- [You can download Chrome by following the instructions linked here.](#)
- Please note that [we do not support the Explorer browser](#), or older versions of Edge.

Factory Built Housing Pre-Development Pilot Program Application (Oct 2024) Guidelines ~ Submit

Ends on Wed, Oct 16, 2024 3:00 AM

<https://cagovoprdeptofenergy.submittable.com/submit>



# How to invite others to collaborate on an application

- Click **Manage Collaborators** at the top right of the application.
- A dialog box will appear - enter the email addresses of your collaborators and click **Invite**.
- Collaborators will receive an email from Submittable letting them know you've invited them to collaborate on an in-progress application. If they do not have a Submittable account, they will be prompted to create one.
- Collaborators can edit the form, but they cannot submit it. Only the main applicant can submit the form.
- For additional information about the collaboration feature, check out this article: [Inviting Collaborators](#)
- If your collaborator needs assistance accessing the application, have them check out this article: [Request to Collaborate](#).



# How to save & return to your application

- If you cannot finish your application all at once, that's okay!
- Submittable automatically saves a draft of your application after every change you make.
- You can also manually save your draft by clicking the 'save draft' button at the bottom of the application.
- To view your draft and continue working on an application, sign in to your Submittable account, click the 'drafts' button, and choose 'continue' on the application you want to keep working on.
  - [How can I return to a saved draft?](#)



# Important Notes for Applicants

- SGC **strongly** encourages applicants to closely review and reference the [FBH Pre-Development Pilot Program Guidelines](#) while preparing their application.
- **Each application section includes instructions** and directs the applicant to the section of the FBH Program Guidelines that corresponds to that set of questions.
- The **Scoring Criteria (Section 5.3 of the Program Guidelines)** provides a breakdown of the point system, weighting, and priorities that reviewers will use to assess each response and application component.
- **\*Red asterisks** next to a question or upload box mean that that component is required.
- Please note and apply required naming convention for each type of file before uploading documents.
- Please contact [factorybuihousing@sgc.ca.gov](mailto:factorybuihousing@sgc.ca.gov) with any questions or issues.



# Application Sections & Components

## Section 1: General Application Questions

- Applicant Information and Eligibility

## Section: 2 Required Components

- Application Workbook
- Applicant Capacity
- Site Readiness
- Description of Proposed Facility & Production

## Section 3: Narrative Questions

- Vision and Objectives
- Feasibility & Project Planning
- Affordable Housing
- Energy Efficiency & Resilience
- Community Profile and Engagement Plan
- Disaster Mitigation & Recovery
- Relation to SGC's Vision

## Section 4: Additional Documentation

- Upload additional documentation



# Tables

- Some application questions require the user to add data to an embedded table.
- When adding an entry, fill in each field/column for that entry.
- You can expand the table by clicking the button at the top right of the table window.


## 2.2 Applicant Capacity

- Use the Project Experience Table below to describe the Applicant team's experience successfully executing projects similar in type and scale to the proposed Project and/or sufficient prior experience relevant to the project.
- Please reference [FBH Program Guidelines - Section 3.3: Applicant Capacity](#) for additional guidance.

### How to use the Project Experience Table:

- Please provide the name and description of the project, the individual(s) on the Applicant team (including Co-applicant team members) who supported the project, the role(s) of the identified individual(s) on the project, and a description and level of effort of the role.
- Add a new row for each applicant or co-applicant team member.
- For-profit Applicants must provide a current annual organizational budget and recent financial statements
- Non-profit organizations must submit a copy of their most recent Federal Form 990 and a copy of the organization's IRS 501(c)(3) Tax Determination Letter in addition to their current annual budget and recent financial statements.

### 1. Project Experience (required)



	A	B	C	D
1	Project Name	Project Description	Project Team Member Name and Role	Level of Effort (% as FTE)
2				
3				
4				
5				
6				
7				
8				
9				
10				



# Branching Questions

- Some application questions will “branch” into other questions or required components depending upon the user’s response to that question.
- After the user selects a response to an branching question, another question or step will appear beneath the initial question.
- Example: answering “Yes” to whether co-applicants will be involved in the proposed project.

10. Have you identified any co-applicants that will be involved in the proposed project? *(required)*

Yes

No

10. Have you identified any co-applicants that will be involved in the proposed project? *(required)*

Yes

No

10a. Co-Applicant Organization Name *(required)*

10b. Co-Applicant Organization Type *(required)*

Select... ▼

10c. Co-Applicant Main Point of Contact Name *(required)*

First Name *(required)*

Last Name *(required)*



# Submitting & editing your application

Once you've submitted your application you will receive an email confirmation that your submission was received.

- For information on editing re-submitting an already submitted submission, check out this article: [Editing a Submission](#)

Submitters can withdraw an application they've submitted at any time.

- To withdraw an active submission, follow the steps found here: [Withdrawing a Submission](#)



# FBH Program Documents & Resources

- [Factory Built Housing Pre-Development Pilot Program Website](#)
- [FBH Program Guidelines](#)
- [FBH Notice of Funding Availability \(NOFA\)](#)
- Access the FBH Application at the [Strategic Growth Council Submittable Application Manager](#)
- Please contact [factorybuilthousing@sgc.ca.gov](mailto:factorybuilthousing@sgc.ca.gov) with any questions or issues.



# Submittable Resources

- [Guided walkthrough of the Submittable platform](#)
- If you are experiencing technical issues with Submittable [you can reach out to our Submitter help desk here.](#)
  - Submittable's Technical Support team is available and will respond to inquiries Monday through Friday, 9 a.m. to 5 p.m. MDT.
- [How to create and submit an application using Submittable](#)
- [How to edit and re-submit an already-submitted application](#)
- [How to return to a saved draft](#)
- [How to invite collaborators to a shared application](#)



# Timeline & Next Steps

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# Q & A

Ask a question by using the Q & A feature or  
“raise your hand” to be unmuted.



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**Thank you for attending!**

<https://sgc.ca.gov/grant-programs/factory-built-housing/>



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