

## Planning Grant Application

Thank you for your interest in the California Strategic Growth Council's (SGC) Factory-Built Housing (FBH) Regional Pilot Program Planning Grant.

For more information on the Planning Grant, please see:

- [Notice of Funding Availability](#) and
- [FBH R3 Final Guidelines](#)

All applications must be received through [Submittable](#), **by 11:59 p.m. PST on Tuesday, May 5, 2026**. No late applications or application revisions will be accepted after the application submittal deadline. No hard copies, facsimiles, electronic transmissions via email, hand- delivered copies, or other method of submitting complete applications will be accepted.

Link to submit Planning Application: [here](#)

This document serves to outline the Planning Application on Submittable in its entirety, to give Applicants a comprehensive view of the overall Application prior to creating a Submittable account. **This document also contains additional details and instructions and should be used alongside the Submittable platform when answering application questions.**

## Application Instructions:

Notes on this application:

- SGC encourages applicants to closely review and reference the [Factory-Built Housing Regional Pilot Program Grant Guidelines](#) while preparing this application. Specifically, applicants should review the threshold criteria to ensure that they and their proposal are eligible, see [Section 3: Eligibility](#).
- Each application section includes high-level instructions as well as references to the section of the FBH Program Guidelines that correspond to that set of questions.



- The [Scoring Criteria found in Section 5 of the FBH Program Guidelines](#) provides a breakdown of the point system, weighting, and priorities that reviewers will use to assess each section and component of the application.
- All questions within the application form are required, unless it is marked as “optional”. required fields have Response Required or Response Optional text below the question.

On Submittable:

- Applicants can save a draft and return later by clicking "Save Draft" button at the bottom of the application; Submittable auto-saves progress but please be sure to check/save regularly. Applicants cannot edit applications after you've submitted.

If you wish to invite team members to collaborate with you on your application:

- Click on Manage Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you have invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you have sent invitations to collaborate, you can click on the 'Invite Collaborators' link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the Submission.
- For more information, go here: <https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms>

SGC will make no-cost technical assistance (TA) available to FBH applicants, subject to available capacity. Applicants may request application TA by emailing the FBH Program inbox at [factorybuiltinhousing@sgc.ca.gov](mailto:factorybuiltinhousing@sgc.ca.gov) with the subject line: **FBH Round 3 Technical Assistance Request** by no later than **11:59 p.m. PST on Friday, April 17, 2026**.

Office Hours: the SGC will also provide office hours, **every Wednesday from 2-3PM PST** to answer broader, application-level questions that may come up during the application process. To register for office hours, applicants may find details: [here](#).



Please contact [factorybuilthousing@sgc.ca.gov](mailto:factorybuilthousing@sgc.ca.gov) with any questions or issues.

This application will likely take an estimated amount of approximately 4-6 hours to complete.

## Section I: Submitter's Information

**Question 1:** Lead Applicant Organization Name

**Question 2:** Lead Applicant Unique Entity ID (Federal) (Optional)

*Please check for or register your entity's Unique Entity ID at [www.SAM.gov](http://www.SAM.gov). Please note that getting a UEI from SAM.gov may take ten business days. As such, if you are not able to receive this number by the time you submit this application, you may leave this blank.*

*However, if awarded, Lead Applicant will be required to submit their Entity ID.*

**Question 3:** Lead Applicant Mailing Address

**For question 4 only, please answer according to proposed project area/location.**

**Question 4a:** Project Congressional District

*Find district here: <https://www.house.gov/representatives/find-your-representative>*

**Question 4b:** Project State Senate District

*Find your district here: <https://findyourrep.legislature.ca.gov/>*

**Question 4c:** Project State Assembly District

*Find your district here: <https://findyourrep.legislature.ca.gov/>*

**Question 4d:** Project Area County

**Question 4e:** Project Metropolitan Planning Organization or Regional Transportation Planning Agency

**Question 5a:** Is Lead Applicant based in/operating in the State of California.

**Question 5b:** Lead Applicant Organization Type



*Please note that additional requirements apply to proposals with public entities as Lead Applicants. (Please reference [Section 4.2: Application Components](#) in the FBH R3 Final Guidelines and see the next question to upload your required documentation.)*

Select the entity type that best describes the Lead Applicant (select all that apply):

- a. Tribal Entity
- b. Local Government
- c. Multijurisdictional Entity
- d. Community-Based Organization or Nonprofit
- e. Community Development Financial Institution
- f. Private For-Profit Entity (privately held only)
- g. California Institution of Higher Education
- h. Public Authority
- i. Public Corporation (excluding state agencies)
- j. Special District
- k. Other Local or Regional Public Agency
- l. None of the above

*Please see [Section 3.1 Application Eligibility Requirements](#) in the FBH R3 Final Guidelines*

**Question 5c:** Is Lead Applicant a nonprofit/community-based organization

**Question 5d (optional):** IF the Lead applicant is a tribe or tribal serving nonprofit, which classification does the lead applicant fall under?

- a. An Indian Tribe as defined under USC Section 4103(13)(B) of Title 25;
- b. A Tribally Designated Housing Entity under 25 USC 4103(22)
- c. Listed in the Bureau of Indian Affairs Office of Federal Acknowledgement Petitioner List, pursuant to CFR Section 83.1 of Title 25
- d. Indian Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purpose of consultation pursuant to GOV Section 65352.3
- e. A Tribal serving nonprofit

**Question 5e (optional):** IF Lead Applicant Organization Type is a public entity, please upload required documentation.

*Lead Applicants who are public agencies must provide one of the following:*



- a. *A formal Authorizing Resolution or Letter of Authorization approved by their governing authority that enables the Grantee to enter into agreement with SGC and have authority to execute all proposed activities if awarded, OR*
- b. *A statement confirming that, if awarded, the Lead Applicant is able to submit a Formal Authorizing Resolution or Letter of Authorization no later than 60 days after notice of award.*

*Please see FBH R3 Final Guidelines [Section 4.2: Application Components](#) for Threshold Application Requirements for Catalyst and Planning Grants*

**Question 6a:** Application Submitter's Name

**Question 6b:** Application Submitter's Email

**Question 6c:** Application Submitter's Phone Number

**Question 7a (optional):** If the application submitter is NOT the main point of contact, what is the main point of contact's name?

**Question 7b (optional):** If the application submitter is NOT the main point of contact, what is the main point of contact's email?

**Question 7c (optional):** If the application submitter is NOT the main point of contact, what is the main point of contact's phone number?

**Question 8a:** Please provide name of a second point of contact.

**Question 8b:** Please provide email of a second point of contact.

**Question 9:** Have you used technical assistance through the state to prepare this application?

**Question 10a:** Has the Lead Applicant previously received another grant from the Strategic Growth Council or Office of Land Use and Climate Innovation?

**Question 10b:** IF answer to Question 10a was yes, from which program and round of SGC/LCI has the Lead Applicant previously received funding?

**Question 11:** Total amount of funding requested for this Planning project

*Planning applicants can request up to \$3,000,000*

## Section II: Project Proposal

**Question 12:** Before proceeding to Section II of the application, please ensure that you have the full Planning Grant Application (linked here) open for additional instructions and details. The Program requires that you complete this application, with the full application with its additional instructions side by side.

Please confirm you have the full Planning Grant Application open. y/n

**Question 13:** Proposal Name

**Question 14:** Vision Statement: Describe how your proposed activities and anticipated outcomes align to advance factory-built housing at a regional scale and advance the FBH Program Goals and Objectives (max 200 words).

Please see [Section 2.2 Program Goal](#) in the FBH R3 Final Guidelines.

**Question 15:** Please complete and upload Project Workplan and Budget Workbook\*

*Applicants must provide an Application Workbook using the template provided in the downloadable document below. The template includes a detailed Workplan and Budget outlined by task and cost category. The Workplan should have clear timelines, discrete tasks, and detailed deliverables, and Budget line items should clearly align with the tasks described in Workplan. Applicants should fill in the white cells only and should not edit any shaded cells.*

Steps to complete and upload the application Workbook and Budget:

- a. Download the [Planning Application Workbook and Budget](#).
- b. Complete and reupload your Workbook to Submittable in the file upload field provided below.
- c. Please rename your file using the following naming convention before uploading: [Lead Applicant]\_[Proposal Name]\_PG Workbook Budget.
- d. If you experience any difficulty with workbook formatting, formulas, or functionality, contact [factorybuiltinhousing@sgc.ca.gov](mailto:factorybuiltinhousing@sgc.ca.gov)

*As applicants develop the workbook and budget, please reference [Section 3.4 Eligible Activities](#), [Section 3.5 Eligible Costs](#) and [Section 3.6 Ineligible Costs](#) in the FBH R3 Final Guidelines to ensure no ineligible costs are contained within the workbook/budget.*



*Note that eligible activities must also be regional or multi-regional in scale and do not primarily benefit singular development projects. At the time of application, Lead Applicants must demonstrate that proposed activities will be conducted throughout the Project Area and are not limited to specific sites or jurisdictions.*

**Question 16:** Please describe how the proposed planning activities will build upon previous, early- stage work by the Lead Applicant and/or its Partners. Explain how the proposed planning activities will directly accelerate factory-built housing and implementation models/tools that could be scaled across jurisdictions (max 400 words).

*Please see Section 2.2 Program Goal in the FBH R3 Program Guidelines.*

**Question 17:** Describe the overall project design and feasibility of the proposed Planning Grant activities (max 400 words). In your response, address:

- a. How activities are logically sequenced over the grant term
- b. How tasks and deliverables are clearly defined and achievable
- c. How the proposed approach supports successful project implementation

**Question 18:** Please provide cost justification for costs proposed in the Budget and Workplan (max 400 words). In your response, address:

- a. Cost reasonableness and appropriate use of funds
- b. Clear justification for major cost categories
- c. Alignment between budget line items and Work Plan tasks

## Section III: Project Impact

**Question 19:** Before proceeding to Section III of the application, please ensure that you have the full Planning Grant Application (linked here) open for additional instructions and details. The Program recommends that you complete this application, with the full application with its additional instructions side by side.

Please confirm you have the full Planning Grant Application open. y/n

**Question 20a:** Project Area: Please describe the region you plan to serve through your proposed project. Ensure that your response includes the following information (max 550 words):



- a. The regional boundaries of the project area, this could also be demonstrated through shared natural, political, economic, and/or infrastructure systems
- b. Describe shared challenges and needs of your specified region: affordable housing strategies, planning/land-use, factory-built housing financing, disaster readiness, climate risks and/or workforce development constraints. Please use supporting documentation (previous community engagement, research studies, regional/local data) to underline your narrative response.

*The Project Area is the geographic region in which all proposed Factory-Built Housing (FBH) Regional Pilot Program activities will be conducted. Project Area eligibility requirements ensure that awarded projects align with Program Objectives related to regional scope and benefits to Priority Populations (if applicable).*

*For an application to the FBH Program to be considered, the Lead Applicant must propose a Project Area that meets all the following criteria:*

- a. *The Project Area is located in the State of California.*
- b. *The Project Area must be composed of, at minimum, one county and/or two local jurisdictions.*

*Priority Populations are defined as:*

- *Census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535*
- *Census tracts identified as low-income per AB 1550*
- *Low-income households per AB 1550*

*Please see [Section 3.3 Project Area Eligibility Requirements](#) in the FBH R3 Final Guidelines.*

*Please see [Appendix A: Glossary of Terms](#) in the FBH R3 Final Guidelines for Priority Populations (if applicable) definitions.*

**Question 20b:** Project Area: Is your proposed Project Area regional in scale and comprised of, at minimum, one county and/or two local jurisdictions?

**Question 21:** Please use the following tool to upload a photo of your Project Area. Your map must clearly identify project area boundaries and key jurisdictions.





Use the [California Climate Investments \(CCI\) Priority Populations Mapping Tool 4.0](#) to create your Priority Populations Map, following the steps below:

- a. Access the Tool: Navigate to the California Climate Investments Priority Populations Mapping Tool 4.0 using the hyperlink above.
- b. Navigate to Your Project Area: Use the search function or zoom controls to locate and display your proposed Project Area.
  - a. Please note that when using the search function, you may only enter a place or city name, census tract number, or address. If searching by census tract, you must enter the tract's 11-digit census tract GEOID (e.g. search by "06085503305". If you need assistance locating the census tract GEOIDs found in your Project Area, you can use the [U.S. Census Bureau's 2020 Census Tract Identifier tool](#).
- c. Understand the Priority Population Map Layers: Priority Populations are census tracts displayed on the map in any of the following colors: Blue, Yellow, Orange, Blue and Orange stripes with a White background, Green, Brown, or Pink.
  - a. *For those Project Proposals with Project Areas serving Priority Populations, please toggle on the Priority Populations Layers. It is not a requirement for Project Areas to serve Priority Populations; however, Applicants will receive additional points for proposing work in Project Areas that serve Priority Populations. Please see [Section 5.2 Planning Grant Scoring Criteria](#) in the FBH R3 Final Guidelines for Priority Points.*
- d. Capture Your Map: Adjust the map view to clearly show the extent of your Project Area and all Priority Populations within it. Capture a screenshot of your map.
- e. Save as a PDF: Save or convert your map screenshot image to a PDF format, and upload to the application.
- f. Please rename your file using the following naming convention before uploading: [Lead Applicant]\_[Proposal Name]\_PG Project Area Map
- g. If you experience any difficulty with the tool, contact [factorybuihthousing@sgc.ca.gov](mailto:factorybuihthousing@sgc.ca.gov)

**Question 22:** Describe how the proposed Planning Grant activities in your application and workbook address previously identified barriers (in question 20) to deploying factory-built housing, specific to your Project Area (max 400 words). In your response, explain:

- a. How proposed activities are designed to reduce or overcome these barriers

- b. How these activities may reasonably contribute to increased effectiveness of future factory-built housing deployment

**Question 23:** Describe how the proposed Planning Grant activities will provide co-benefits to local or regional communities (max 300 words).

*Applicants should describe anticipated co-benefits as defined in [Appendix A: Glossary of Terms](#) in the FBH R3 Final Guidelines.*

**Question 24 (Optional):** For those projects with Project Areas serving Priority Populations, please demonstrate how your project vision and proposed activities intend to benefit Priority Populations (max 350 words).

*Priority Populations are defined as:*

- *Census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535*
- *Census tracts identified as low-income per AB 1550*
- *Low-income households per AB 1550*

*Please see [Appendix A: Glossary of Terms](#) in the FBH R3 Final Guidelines for Priority Populations (if applicable) definitions.*

## Section IV: Collaborative Partnerships

**Question 25:** Before proceeding to Section IV of the application, please ensure that you have the full Planning Grant Application open for additional instructions and details. The Program requires that you complete this application, with the full application with its additional instructions side by side.

Please confirm you have the full Planning Grant Application open. y/n

**Question 26:** Describe proposed partners that will collectively govern this Planning Project (max 600 words). Please address:

- a. For each proposed partner, identify the entity type (e.g., public agency, community-based organization, nonprofit, private entity, institution of higher education), organization name and type, individuals and titles if relevant, past experience



relevant for these proposed activities, and anticipated role in this FBH project if awarded.

- b. Please describe why this specific group of entities are well-suited to form a partnership for this Planning Grant project and include details on previous history working together, if relevant. If these partners are new to working together, please briefly share how partners are beginning to build trusting relationships together.
- c. Please also describe any additional partnerships and relationships that will be pursued during the grant term to expand representation and impact, even if not formally included in the partnership structure.

Please see [Section 3.2 Partnership Requirements](#) in the *FBH R3 Final Guidelines*.

**Question 27:** For each Partner, describe the entity's prior experience and/or demonstrated commitment to advancing factory-built housing, affordable housing, and/or community development initiatives in the proposed project area/region (max 600 words).

- a. Include relevant past projects, programs, or initiatives
- b. Include description of Partner's relevant experience and/or demonstrated commitment to work that benefits Priority Populations.

Please see [Section 3.2 Partnership Requirements](#) in the *FBH R3 Final Guidelines*.

**Question 28:** Does your proposed Partnership include a California Native American Tribe?

**Question 29a:** Does your proposed Partnership include a Community Based Organization or Nonprofit?

**Question 29b (optional):** IF the Lead Applicant is not a public agency, please confirm that at least ONE identified Partner is a public agency with the demonstrated authority to implement proposed activities. Please attach a letter of intent that commits this public agency to working on the project with the Lead Applicant, if awarded.

**Question 30:** Describe the public agency partner's authority to implement or support the proposed activities (e.g., land use changes, infrastructure planning, regulatory or permitting actions, public-private partnership development) (max 400 words).

Please see [Section 3.2 Partnership Requirements](#) in the *FBH R3 Final Guidelines*.



**Question 31:** Please complete and upload DRAFT Partnership MOU (unsigned and not to be signed until after awarded (if awarded) prior to grant execution)

*Planning Grant Applicants must provide a DRAFT Partnership MOU using the template provided in the downloadable document below. The template outlines overall Partnership structure and roles required to ensure robust and meaningful partnership and collaboration throughout all phases of the Grant. (Please reference FBH R3 Final Guidelines [Section 3.2 Partnership Requirements](#)).*

Steps to Complete the Partnership MOU Template:

- a. Download the [Partnership MOU Template](#).
- b. Complete, and re-upload to Submittable in the file upload field provided below.
- c. Please rename your file using the following naming convention before uploading:  
[Lead Applicant Name]\_[Proposal Name]\_PG Partnership MOU DRAFT

## Section V: Applicant Experience and Capacity

**Question 32a:** Does the Lead Applicant have the authority to enter into agreements and receive and hold public funds?

**Question 32b (optional):** If the answer to 32a was no, will the Lead Applicant operate under a fiscal sponsor with the authority to enter into agreements and receive and hold public funds? What is the name and organization type of the fiscal sponsor?

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

**Question 32c (optional):** For Applicants operating under fiscal sponsorship ONLY, please provide:

- a. A copy of the sponsor's most recent Federal Form 990, a copy of the sponsor's IRS 501(c)(3) Tax Determination Letter, and any audit findings from the last five years (depending on sponsor type) **and**
- b. A letter from the fiscal sponsor confirming sponsorship or stating intent to serve as fiscal sponsor

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

**Question 33:** Describe the Lead Applicant's prior experience and/or demonstrated commitment to advancing factory-built housing, affordable housing, and/or community



development initiatives in the proposed project area/region (max 500 words). In your response, describe:

- a. Relevant past projects, programs, or initiatives
- b. The roles and responsibilities of the Lead Applicant and (if applicable) project partners in past initiatives
- c. How this experience prepares the applicant to successfully carry out the proposed Planning Grant activities
- d. (optional) The Lead Applicant's prior experience and/or demonstrated commitment to work that benefits Priority Populations

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

See FBH R3 Final Guidelines [Section 5 Scoring Criteria](#).

**Question 34:** Describe the Lead Applicant's management and organizational capacity, including readiness and capacity to implement proposed Planning Grant activities (max 500 words). In your response, describe:

1. The Lead Applicant's organizational and staffing structure and how it is sufficient to implement the proposed activities, manage tasks, coordinate regional efforts, potentially subcontract to partners, and meet grant requirements
2. The Lead Applicant's management and decision-making structures, including readiness to implement the proposal and experience managing collaborative or coalition-based efforts
3. The in-house and/or contracted technical expertise that will support successful project execution; please include previous work experience of key personnel who will be contributing to the grant
4. Include information about previous experience administering grants with a similar volume of funds.

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

See FBH R3 Final Guidelines [Section 5 Scoring Criteria](#).

**Question 35:** Upload: Financial documents required for the Lead Applicant's entity type

- a. For-Profit Entities
  - Current annual operating budget



- Two most recent years of: balance sheets, income statements, cash flow statements
- b. 501(c)(3) Nonprofits or Fiscal Sponsors
  - Most recent IRS Form 990
  - IRS 501(c)(3) determination letter
  - EIN
  - Disclosure letter for any audit findings within the last five years
- c. Please rename your file using the following naming convention before uploading:  
[Lead Applicant Name]\_[Proposal Name]\_PG Financial Doc (Number 1,2,3,etc)

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

## Section VI: Additional Questions

**Question 36:** Briefly describe which elements of the proposed project, if funded, have the potential to scale or be replicated in other regions (max 300 words).

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

See FBH R3 Final Guidelines [Section 5 Scoring Criteria](#).

**Question 37:** Briefly describe how the proposed project advances creative or innovative approaches to factory-built housing design, construction, delivery, or financing (max 300 words).

See FBH R3 Final Guidelines [Section 4.2 Application Components](#).

See FBH R3 Final Guidelines [Section 5 Scoring Criteria](#).

## Congratulations on completing the FBH Regional Pilot Program Planning Grant Application!

Please go back and review all application components and responses. Ensure that all information provided is accurate. Please double-check that all attachments are correct and current.

Once you have double-checked your application, submit your form by clicking the 'submit' button below. You will not be able to edit your application once you click submit.



You will receive an e-mail confirmation when your application has been successfully submitted. Please check your email to confirm receipt. If you do not receive a confirmation email, be sure to check the following:

- The junk/spam filters for your email account
- Check which email address you used to set up your Submittable account
- Make sure you have submitted the application and that it is not still saved as a draft
- If you do not receive the confirmation email, you will not receive other important information. Please reach out to [factorybuiltinhousing@sgc.ca.gov](mailto:factorybuiltinhousing@sgc.ca.gov) to resolve submission issues.

Applications are due by 11:59PM on Tuesday, May 5, 2026, after which interagency reviewers will complete their reviews of all received applications. Top-scoring Planning Applicants will be invited to a one-hour interview with SGC and/or the interagency review panel.