Regional Early Action Planning Grants of 2021 (REAP 2.0)

Regional Competitive Grant Program (RCGP) Application

**Deadline: August 31, 2023**

# Applicant(s):

# Project Name:

# Instructions

Please complete the AMBAG REAP 2.0 **Regional Competitive Grant Program (RCGP)** application by submitting the following to AMBAG by August 31, 2023 to be considered for the award:

1. A completed REAP 2.0 RCGP application along with all required supporting documents within the application period.
2. A fully executed Government Agency Taxpayer ID Form (see Attachment 1).

All applications must be submitted electronically to AMBAG by email to phierling@ambag.org. No hard copies will be accepted.

# AMBAG Contact:

Paul Hierling

Senior Planner

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phierling@ambag.org

1. **Background:**

This application to the Association of Monterey Bay Area Governments (AMBAG) is for a grant authorized under the California Department of Housing and Community Development’s (HCD) Regional Early Action Planning Grants (REAP 2.0) program. The REAP 2.0 program builds on the REAP 1 grant program but expands the focus by integrating housing and vehicle miles travelled (VMT) reduction goals, and by allowing for broader planning and implementation investments, including infrastructure investments supporting housing development. This includes accelerating housing production and facilitating compliance with the 6th Cycle Regional Housing Needs Assessment (RHNA).

REAP 2.0 is specifically designed to provide Eligible Entities with tools and resources to help implement and advance plans, primarily including Sustainable Communities Strategies (SCS) as part of Regional Transportation Plans to pursue greenhouse gas emission reduction targets through land use and transportation changes.

The REAP 2.0 Program Framework includes three core components:

1. Regional Competitive Grant Program (RCGP)
2. Local Suballocation Grant Program (LSGP)
3. AMBAG SCS Implementation, Technical Assistance, REAP 2.0 Program Development and Administration

This is the application for the REAP 2.0 Regional Competitive Grant Program (RCGP). The RCGP sets aside $6,000,000 for jurisdictions throughout the region for eligible projects which meet all REAP 2.0 goals and objectives. The goal of this competitive program is to provide all cities and counties with an opportunity to propose REAP 2.0 eligible projects while allowing for both implementation and planning uses. All projects or programs must achieve all REAP 2.0 goals, objectives, and pass grading criteria. Full guidance and requirements for this grant program can be found in [AMBAG REAP 2.0 Regional Competitive Grant Program Final Guidelines](https://ambag.org/plans/regional-early-action-planning-grants-program).

1. **REAP 2.0 Program Goals, Objectives, and Example Projects**

**REAP 2.0 Program Goals:**

Invest in housing, planning, and infill housing-supportive infrastructure across the entire state in a manner that reduces VMT, increases housing affordability, and advances equity, consistent with all of the following:

* Advances the State Planning Priorities, as described in Section 65041.1 of the Government Code;
* Affirmatively Furthering Fair Housing;
* Facilitating Housing Element compliance and progress for the sixth cycle RHNA;
* Advancing and implementing the region’s SCS.

**REAP 2.0 Program Objectives:**

* Accelerating Infill Development that Facilitates Housing Supply, Choice, and Affordability
* Affirmatively Furthering Fair Housing (AFFH)
* Reducing Vehicle Miles Traveled (VMT)

To apply for project funding, all sections of this application, including attachments, must be complete and accurate. A jurisdiction or eligible applicant may submit multiple applications through the final due date for eligible projects and activities until it has reached its funding maximum.

**Example Projects:**

Example project categories include the following. These are examples only, and proposed projects falling under the general project categories below must be shown to significantly achieve all grading criteria in Section E of this application to be approved for funding.

* Projects or programs leading to or supporting affordable housing development programs or unit production or preservation;
* Planning activities that lead to increased residential and/or mixed-use zoned capacity in areas identified as infill (see Section D, 1 for infill definition), or land use planning, related studies and/or programs that result in implementable/adoptable programs and policies (meaning subject to adoption or approval of the legislative body) required to meet the programs, projects, and commitments in draft, adopted and/or compliant 6th Cycle Housing Elements;
* Program-level environmental clearance for infill projects (see Section D, 1 for infill definition) with AFFH component (See Section D, 2 for more detail on AFFH) s;
* Upgrading infrastructure for sewer, water, and dry utility systems that may serve affordable infill housing;
* Housing mobility strategies that serve affordable housing;
* Housing mobility strategies that serve affordable housing;
* Reductions to barriers to higher density Housing, buildings with four or more units, and accessibility;
* Outreach strategies to address local opposition to Proposed Use;
* Anti-displacement protections;
* Expanded Housing options;
* Housing-supportive infrastructure;
* Activities that develop, support, or implement land use planning, policies, or investment strategies that result in substantial changes to travel behavior from increasing population and employment densities, land use mix, street network connectivity, linkages and pathways with active transportation infrastructure, accessibility between destinations, and/or contiguousness of land uses and transportation networks; Activities, subject to applicable program funding requirements, that would develop, support, or implement transportation planning, policies, and investment strategies that support Infill development that facilitates housing supply, choice, and affordability such as n. Increasing transit services and access;
* Building at walkable community scales;
* Enhancing pedestrian and bicycling safety measures;
* Protecting pedestrian and bicycling amenities;
* Multimodal infrastructure connections with multimodal-mobility transportation systems.
* Other Eligible Activity consistent the program guidelines.
1. **Timeline**

Below is a tentative schedule and is subject to change in the final guidelines.

* April 2023: Released draft RCGP Guidelines for public review
* June 2023: AMBAG adopts final RCGP Program guidelines.
* August 31, 2023: Final application and list of prioritized projects from eligible applicants due to AMBAG.
* September 2023: Grant applications are reviewed and evaluated
* October/November: AMBAG approves applications and awards REAP 2.0
* December 2023 – February 2024: Execute grant agreements with REAP 2.0 awardees
* June 30, 2024: Deadline to encumber REAP 2.0 funds
* March 31, 2026: All REAP projects and activities must be completed; final activity reports due to AMBAG; final project invoices due to AMBAG
1. **Applicant Information and Application Details**

|  |
| --- |
| ***Complete the following Applicant information*** |
| Agency Name |  |
| Agency Type |  |
| Applicant’s Mailing Address\* |  |
| City |  |
| State | California | Zip Code |  |
| County |  |
| Website |  |
| Authorized Representative Name |  |
| Authorized Representative Title |  |
| Phone |  | Fax |  |
| Email |  |
| Contact Person Name |  |
| Contact Person Title |  |
| Phone |  | Fax |  |
| Email |  |
| Grant Amount (See program guidelines, Section 2a for amount which your jurisdiction is eligible to apply) | $ |  |
| Project Start Date |  |
| Project End Date |  |
| Requested Amount ($) |  |
| Can your project be partially funded? (Yes/No) If yes, explain. |  |

|  |
| --- |
| If your agency is submitting multiple applications, please prioritize them below. |
| Number of Applications Submitted: |   | Application Priority(Ex. 1 of 3):  |
| If your agency is partnering with additional agencies, jurisdictions, or community-based organizations for this project, please list them here and identify their roles. |
| Partner Name: |   | Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Partner Name: |   | Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Project Description**

Please provide a short summary of your project including the major deliverables and a summary of estimated project costs.

|  |
| --- |
| Provide a description of the project including a description of the project’s impact on accelerating housing production, affirmatively furthering fair housing, and reducing vehicle miles traveled. If consultants will be used, identify what activities they will be responsible for. **(500-word limit)** |
| Enter Text Here. |

**Project Schedule and Budget**

All tasks, budget amounts, dates and deliverables should be included under one line item. Do not add additional rows to the table below. Indicate what tasks will be completed by the consultant and include dates for draft and final deliverables, if applicable. Budget must account for the full amount which the jurisdiction is eligible to apply. Include project location(s). All tasks and spending must be completed by March 31, 2026.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks | Budget | Start Date | EndDate | Description and Deliverables |
|  |  |  |  |  |
| **Total:** |  |  |

#

1. **Grading Criteria**

**OBJECTIVES**

**Please respond to the following questions demonstrating how your projects fulfil each REAP 2.0 objective.**

**Objective 1: Accelerating Infill Development that Facilitates Housing Supply, Choice, and Affordability**

Throughout this application, the following definitions for “Accelerating Infill” and “Infill” apply:

All projects must meet the State REAP 2.0 infill definition. The REAP 2.0 infill definition pursuant to State guidelines provides that:

*“Infill”, for the purposes of the REAP 2.0 Program, is defined as the following:*

*Projects within Cities:*

Projects comply with REAP 2.0 Program goals and objectives and are in areas within an Existing/Planned Opportunity Area or Potential Opportunity Area as defined by the AMBAG 2045 MTP/SCS (Moving Forward Monterey Bay 2045) AND comply with the State infill definition in the REAP 2.0 Guidelines as detailed below.

*Projects within Counties:*

Projects comply with REAP 2.0 Program goals and objectives and are within an Existing/Planned Opportunity Area or Potential Opportunity Area as defined by the AMBAG 2045 MTP/SCS (Moving Forward Monterey Bay 2045) AND comply with the State infill definition in the REAP 2.0 Guidelines as detailed below. For more about these areas, see: [AMBAG 2045 MTP/SCS](https://www.ambag.org/plans/2045-metropolitan-transportation-plan-sustainable-communities-strategy).

*All Projects:*

In addition to the above, all projects must meet the State REAP 2.0 infill definition. The State REAP 2.0 infill definition pursuant to State guidelines provides that:

*“Infill”, for the purposes of the REAP 2.0 Program, means areas where all the following apply: (1) the area consists of unused or underutilized lands (2) within existing development patterns (3) that is or will be accessible to destinations and daily services by transit, walking, or bicycling and located in either:*

* 1. *An urban center, urban corridor, or area with transit‐supportive densities, or*
	2. *An established community that meets all the following criteria:*
		1. *The area consists or previously consisted of qualified urban uses*
		2. *The area is predominantly surrounded (approximately 75 percent of the perimeter) by parcels that are developed or previously developed with qualified urban uses. In counting this, perimeters bordering navigable bodies of water and improved parks shall not be included, and*
		3. *No parcel within or adjoining the area is classified as agricultural or natural and working lands.*
	3. *Under unique circumstances, applicants may propose an alternative definition of “Infill” subject to approval by the Department and State Collaborative Partners.*

Projects/Programs will also explain how the projects will further the SCS in focusing future development within transit corridors (within ½ mile of transit), actionize the [Infill Housing Toolkit](https://www.ambag.org/sites/default/files/2020-06/InfillHousingToolkitCutsheets.pdf) for SCS implementation with densities beyond single family housing preferred, and support other SCS investments.

1. Explain how the project is located in an eligible infill area as indicated by the definition above. Include the address(es) of the project area(s), satellite map (Google Maps or similar) of the project site(s) including surrounding parcels so AMBAG can verify that the project is not adjacent to natural or agricultural lands, and is in an appropriate infill site. If a zoning map is available to show the project location and associated land use designation, that will help assist in confirming the project is in an eligible infill area. (500-word maximum)
2. Explain how the project accelerates infill development (see definition above) near jobs and other key destinations to support housing choice and affordability that effectively reduces VMT and greenhouse gas emissions. (150-word maximum)
3. How does the location of the project support infill development and affordable components that service low- and moderate-income households? (150-word maximum)
4. How does the project support affordable housing development programs – which may involve predevelopment costs (studies, land acquisition, entitlements, etc.), that accelerate the supply of long-term affordable housing for lower and moderate-income households? (150-word maximum)
5. Explain how the projects will further the SCS in focusing future development within transit corridors (within ½ mile of transit), actionize the [Infill Housing Toolkit](https://www.ambag.org/sites/default/files/2020-06/InfillHousingToolkitCutsheets.pdf) for SCS implementation with densities beyond single family housing preferred, and support other SCS investments. (150-word maximum)
6. Explain how the project goes beyond existing commitments. (150-word maximum)

**Objective 2: Affirmatively Furthering Fair Housing (AFFH)**

“Affirmatively Furthering Fair Housing”, pursuant to Government Code section 8899.50 means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, Affirmatively Furthering Fair Housing means taking meaningful actions that, taken together, address significant disparities in Housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with Civil Rights and Fair Housing Laws. HCD provides an [AFFH Data Viewer](https://affh-data-resources-cahcd.hub.arcgis.com/) which may assist the applicant in evaluating the project’s AFFH impacts.

1. Explain how the project combats discrimination, overcomes patterns of segregation, and fosters equitable and inclusive communities? (150-word maximum)
2. Explain how the project include meaningful actions to address disparities in housing needs and in access to opportunity, replace segregated living patterns with balanced living patterns, and transform racially and ethnically concentrated areas of poverty into areas of opportunity? (150-word maximum)
3. Explain how the project supports regional and local efforts to work toward ensuring all people have full and equal access to opportunities enabling them to lead healthy lives? (150-word maximum)
4. Explain how the project:
	* Enhances housing mobility strategies that remove barriers to housing, housing-supportive infrastructure, increased transportation options, and affordability in areas of high opportunity and outside areas of concentrated poverty; or
	* Improves place-based strategies to encourage community revitalization; or
	* Protects existing residents from displacement and preserve housing choices and affordability in areas of lower- or moderate-opportunity and concentrated poverty?
5. Describe how the project address unique equity priorities in the community/region? (150-word maximum)

**Objective 3: Reducing Vehicle Miles Traveled (VMT):**

1. Explain how the proposed use promotes development and aligns housing production in infill locations consistent with the state’s climate targets and goals discussed in the [California Climate Change Scoping Plan](https://ww2.arb.ca.gov/our-work/programs/ab-32-climate-change-scoping-plan/2022-scoping-plan-documents). (150-word maximum)

2. Explain how the project is consistent with the [AMBAG 2045 MTP/SCS](https://ambag.org/sites/default/files/2023-04/REVISED2_AMBAG_MTP-SCS_Final_EntireDocument_PDFA_Updated041923.pdf) strategies through:

* + Land use planning, policies, and investment strategies by infill development that facilitates housing supply, choice, and affordability and is serviced by existing and planned expansions of a multimodal transportation system; and/or
	+ Transportation planning, policies, and investment strategies by increasing travel options to homes, jobs, services, and other key destinations that provide, support, or enhance multimodal communities and reduce the number or length of vehicle trips?
1. Explain how the project supports new housing development and shifts travel away from driving by implementing or supporting pedestrian, bicycle, transit, and other alternative transportation programs. (150-word maximum)

**PRIMARY FACTORS**

**Please respond to the following questions demonstrating how your projects fulfills each REAP 2.0 primary factor (150-word limit per question):**

**Factor 1: Supporting Compliance with your Jurisdiction’s Housing Element for the 6th Cycle Regional Housing Needs Assessment**

1. Explain how the project supports compliance with a jurisdiction’s draft 6th Cycle Housing Element.

**Factor 2: Transformative Planning and Implementation Activities**

“Transformative planning and implementation activities” means housing, planning, infrastructure investments supporting infill housing, and other actions that enable meeting housing goals that also result in per capita vehicle miles traveled reductions, including accelerating infill development, supporting residents through realizing Multimodal Communities, shifting travel behavior through reducing driving, and increasing transit ridership.

1. Explain how the project provides for housing, planning, or infrastructure investments supporting infill housing, and other actions that enable meeting housing goals that also result in per capita vehicle miles traveled reductions, including accelerating infill development, supporting residents through realizing multimodal communities, shifting travel behavior through reducing driving, and increasing transit ridership?

**Factor 3: Public Outreach**

1. Explain how the proposed project arose from or went through a public process to solicit community input?
2. If this is a planning project, explain how the scope of work includes a public process.

**Factor 4: Benefit to Disadvantaged Populations**

“Disadvantaged and Historically Underserved Communities” includes concentrated areas of poverty; Areas of High Segregation and Poverty and areas of low to moderate access to opportunity ([TCAC/HCD Opportunity Area Maps](https://www.treasurer.ca.gov/ctcac/opportunity.asp)); Communities of Concern, Disadvantaged Communities (SB 535 [Disadvantaged Communities](https://oehha.ca.gov/calenviroscreen/sb535) Map), and Low-Income Communities pursuant to Senate Bill 535 (De León, Chapter 830, Statutes of 2012) and Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016); areas of high Housing cost burdens; areas with high vulnerability of displacement; areas related to Tribal Entities; and other areas experiencing disproportionate impacts of California’s Housing and climate crisis.

1. Explain how the project targets funding to benefit disadvantaged and historically underserved communities?

**Factor 5: Significant Beneficial Impacts**

Significant beneficial impacts must lead to substantial changes in land use patterns and travel behaviors. In demonstrating significant beneficial impacts, applicants may consider rates of change (e.g., percent increase over a baseline), the magnitude of impact relative to variables or targets, the proportion of need achieved, and the impact relative to past trends, policies, and practices. Variables or targets may include but are not limited to benefitting households by income group; Regional Housing Needs Assessment; Housing units (new construction, preservation/conservation, and rehabilitation); density; infrastructure; infrastructure capacity and accessibility; public space; community amenities; investments; Vehicle Miles Traveled reduction goals or targets; regional or local equity policies and programs included in an adopted RTP/SCS; and GHG reduction goals or targets.

1. Explain how the project leads to substantial changes in land use patterns and travel behaviors, demonstrated by:
	* A rate of change compared to the baseline; or
	* The magnitude of impact relative to variables or targets; or
	* The proportion of need achieved; or
	* The impact relative to past trends, policies, and practices; or
	* A significant regionwide benefit which is not small in scope. Project contributes to spreading REAP 2.0 projects throughout the region to ensure a regionwide benefit.

**Factor 6: California Planning Priorities**

California Planning Priorities are defined per [Government Code 65041.1](https://codes.findlaw.com/ca/government-code/gov-sect-65041-1/).

1. Explain how the project supports promotion of infill development and equity by rehabilitating, maintains, and improves existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas, and to preserve cultural and historic resources.
2. Explain how the project supports protection of environmental and agricultural resources by protecting, preserving, and enhancing the state’s most valuable natural resources, including working landscapes such as farm, range, and forest lands, natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands, recreation lands such as parks, trails, greenbelts, and other open space, and landscapes with locally unique features and areas identified by the state as deserving special protection.

3. Explain how the project encourages efficient development patterns by ensuring that any infrastructure associated with development does all of the following (150-word limit per question/sub-question):

* 1. Uses land efficiently; and
	2. Is built adjacent to existing developed areas; and
	3. Explain how the project is located in an area appropriately planned for growth; and
	4. How the project location is served by adequate transportation and other essential utilities and services; and

e. Explain how the project minimizes ongoing costs to taxpayers?

**SECONDARY FACTORS:**

Secondary factors are considered in the scoring process. These are not tied directly to the REAP 2.0 program but demonstrate the thoroughness of the application and the effectiveness of the project.

**Please respond to the following questions demonstrating how your projects fulfills each REAP 2.0 primary factor (150-word limit per question):**

**Factor 1: Project Scope of Work and Budget**

A scope of work, schedule and budget must be included as part of the grant application.

**Factor 2: Project Risk Assessment:**

Risks alone should not result in a deficiency, but should be considered if they are unmitigated, not fully understood, or unmanageable. Capacity and project experience of the applicant(s) will be considered as part of the project risk assessment.

1. How has the applicant considered risk in delivering the project within the required timeframe?

**LETTERS OF SUPPORT**

**Local Support: Inclusion in Plan and Letters of Support**

Letters of support are not an application requirement. They can influence scores to the extent that they add value to any other response.

1. **Signature and Certifications**

As the official designated by the governing body, I hereby certify that the proposed project is consistent with the [AMBAG REAP 2.0 Regional Competitive Grant Program Final Guidelines.](https://ambag.org/plans/regional-early-action-planning-grants-program)

I further certify that, if approved by AMBAG for a suballocation of funding through the REAP 2 program, the **[Insert Agency Name Here]** assumes the responsibilities specified in this application and certifies that the information, statements and other content contained in this application are true and correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring:**

Scores for each project will be assigned on a 1 to 100 basis. Scores from each committee member will be averaged and converted to project rankings.

* **81-100:** Exceptional evidence of meeting or exceeding requirements
* **61-80:** Strong evidence of meeting requirements
* **41-60:** Suitable evidence of meeting requirements
* **21-40:** Limited evidence of meeting requirements
* **1-20:** Weak evidence of meeting requirements

**Weighting:**

The scoring values for each factor were informed by public input received during the outreach process. Through this approach, public input will affect project selection.

|  |  |  |
| --- | --- | --- |
| Scoring Factor\* | Weight (%) | Max. Score |
| **REAP 2.0 Objectives** |
| 1. Accelerating Infill Development |  | 25 |
| 2. Affirmatively Furthering Fair Housing |  | 25 |
| 3. Reducing VMT |  | 25 |
| Subtotal |  | 75 |
| **Primary Factors** |
| 1. Housing Element Compliance |  | 3 |
| 2. Transformative Planning and Implementation Activities |  | 3 |
| 3. Public Outreach |  | 3 |
| 4. Benefit to Disadvantage Populations |  | 3 |
| 5. Significant Beneficial Impacts |  | 3 |
| 6. California Planning Priorities |  | 3 |
| Subtotal |  | 18 |
| **Secondary Factors** |
| 1. Scope of Work and Budget |  | 4 |
| 2. Project Risk Assessment |  | 3 |
| Subtotal |  | 7 |
| Total |  | 100 |

\* Scores of 0 for any REAP 2.0 Objectives or Primary Factors will result in disqualification of the application.

**Subsequent Steps:**

The project selection process will involve three steps. This document focuses primarily on the first step.

1. The scoring committee assigns scores to each application. The scores for each project are averaged.
2. The Review Committee will work to ensure geographic equity and the split between planning and capital projects is incorporated into the projects recommended for funding. The Review Committee will make a formal recommendation to the AMBAG Board of Directors.
3. The AMBAG Board of Directors will consider the work of the Review Committee and approve the projects selected for inclusion in the full application.

Financial Information System for California (FI$Cal)

**Attachment 1: Government Agency Taxpayer ID Form**

**GOVERNMENT AGENCY TAXPAYER ID FORM**

2000 Evergreen Street, Suite 215

Sacramento, CA 95815 [www.fiscal.ca.gov](http://www.fiscal.ca.gov/)

1-855-347-2250

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

|  |  |
| --- | --- |
| Principal Government Agency Name |  |
| Remit-To |  |  |  |  |  |  |
| Address (or PO Box) |  |  |  |  |  |  |
| City |  |  | State |  |  Zip Code+4 |  |
|  |  |  |  |  |  |  |
| Government Type: |  City |  County |  |  |  |  |

 Employer

Federal

Special District

 Federal

 Identification

Other (Specify)

 Number

 (FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

 Dept/Division/Unit

 Name

 Complete

 Address

 Dept/Division/Unit

 Name

 Complete

 Address

 Contact Person

Title

Email Address

 Phone number

 Signature

 Date