

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**June 25, 2024**

**FROM**

**MARK WARDLAW, Director, Land Use Services Department**

**SUBJECT**

Amendment to extend the Contract with PlaceWorks, Inc. to Prepare the Housing Element and Other Related Work, Utilizing Local Early Action Planning Grant Funding.

**RECOMMENDATION(S)**

Approve **Amendment No. 1 to Contract No. 21-92** with PlaceWorks, Inc. to prepare the 6<sup>th</sup> Cycle Housing Element and other land use and infrastructure planning for the community of Bloomington, exercising the option to extend the contract term by one additional year for a total contract period of February 15, 2021, through June 30, 2025, with no change to the total contract amount of \$637,500.

(Presenter: Mark Wardlaw, Director, 387-4431)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The total not-to-exceed contract amount of \$637,500 is funded by the Local Early Action Planning (LEAP) Grants Program Funds (Grant No. 20-LEAP-15357) provided by the California Department of Housing and Community Development (HCD). No local matching funds are required for use of LEAP Grant Program Funds. This grant also covers research and administration costs provided by San Bernardino County (County) staff. Sufficient appropriation and revenue have been included in the Land Use Services (LUS) Planning Division 2024-25 budget.

**BACKGROUND INFORMATION**

On August 25, 2020 (Item No. 30), the Board of Supervisors (Board) adopted modified Resolution 2020-167, as part of the application for the LEAP Grant Program. LEAP provides one-time grant funding to cities and counties to update their general plan housing elements and implement process improvements that will facilitate and accelerate housing construction.

On October 6, 2020, HCD notified the County of its approval of the LEAP funds in the amount of \$750,000. The LEAP Grant was awarded to the County for the preparation of the 6th Cycle Countywide Housing Element, along with additional land use and infrastructure planning to expand housing development opportunities in Bloomington and other communities. On December 15, 2020, the Director of LUS executed the Standard Agreement to accept the grant award pursuant to Resolution 2020-167.

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On February 9, 2021 (Item No. 38), as the result of a non-competitive procurement, the Board approved Contract No. 21-92 with PlaceWorks, Inc. (PlaceWorks) to prepare the 6th Cycle Housing Element and other land use and infrastructure planning for the community of Bloomington, in an amount not to exceed \$637,500, for the period of February 15, 2021 through June 30, 2024, with a one-year option to extend.

On September 27, 2022 (Item No. 85), the Board adopted the 6th Cycle Housing Element. On November 28, 2022, HCD certified the County's adopted Housing Element, thereby completing the first task of the contract.

The Countywide Plan (CWP) identifies Bloomington as a growth focus area and mobility focus area with potential for additional housing growth. LEAP funding is also being used for land use and infrastructure planning needed to accelerate housing construction in unincorporated communities, including Bloomington.

Approval of the recommended extension will exercise the one-year option to extend the contract for a total contract period of February 15, 2021, through June 30, 2025, with no change to the total contract amount of \$637,500. This extension is necessary due to staffing shortages at LUS, resulting in unforeseen delays in the completion of LEAP tasks. LUS anticipates finishing pending tasks within the upcoming year.

**PROCUREMENT**

N/A.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jason Searles, Supervising Deputy County Counsel, 387-5455) on June 10, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on June 12, 2024; Finance (Penelope Chang, Administrative Analyst III, 387-4886) on June 13, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 13, 2024.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 25, 2024



cc: LUSD - Bakunawa w/agree  
Contractor - c/o LUSD w/agree  
File - w/agree  
CCM 07/11/2024