

# New Housing Element Annual Progress Report Form

California Department of Housing and Community Development  
Housing Policy Development

January 29, 2019





# Agenda

- Overview
- APR Benefits
- Major Changes to APRs
- Overview of Tables
- Tools to Assist with APR Forms
- How to Submit APRS
- Online Data System Preview
- Prior APRs for 2017 and Prior Years
- Reminders



# Overview

Each jurisdiction (city council or board of supervisors) must prepare an annual progress report (**APR**) on the jurisdiction's status and progress in implementing its housing element (Government Code Section 65400)

SB 35 and AB 879 amended Government Code Section 65400 to include additional requirements for the APR.

HCD revised the form and instructions to include these new requirements.

- **Chapter 366, Statutes of 2017 (SB 35, Weiner)**
- **Chapter 374, Statutes of 2017 (AB 879, Grayson)**



# APR Benefits

- Several funding programs require up-to-date submission of APRs, including SB2 Building Homes and Jobs Act funds.
- APRs are a vehicle for reporting progress in meeting Regional Housing Need Allocation (RHNA) to the public and decision makers.
- APRs are required by state law and can help jurisdictions in meeting its requirement.



# Major Changes to APRs

## Old APR form

- 2017 and Prior Years
  - Focuses reporting on building permits issued



## New APR form

- 2018 and Beyond
  - Includes additional information based on new requirements

Building permits will continue to be counted as progress towards RHNA



# Overview of Tables

- Table A - Housing Development Applications Submitted
- Table A2 - Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units
- Table B - Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability
- Table C – Sites Identified or Rezoned to Accommodate Shortfall Housing Need
- Table D - Program Implementation Status
- Table E - Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites
- Table F – Commercial Development Bonus Approved

**All tables will report on activity that happen in the 2018 Calendar year**



# Overview of Table A

- **Table A – Housing Development Applications Submitted**
  - Includes data on housing units and developments for which an application was submitted (and deemed complete)

Table A																			
Housing Development Applications Submitted																			
Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes		
1				2	3	4	5							6	7	8	9	10	
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5, ADU, MH)	Tenure R= Renter O= Owner	Date Application Submitted	Vers Low-Income Deed Restricted	Vers Low-Income Non Deed Restricted	Low-Income Deed Restrict	Low-Income Non Deed Restricted	Moderate-Income Deed Restrict	Moderate-Income Non Deed Restrict	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes
Summary Row: Start Data Entry Below																			



# Overview of Table A2

- **Table A2 - Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**
  - Includes data on net new housing units and developments that have received any one of the following:
    - An entitlement
    - A building permit or a
    - Certificate of occupancy or other form of readiness





# Overview of Tables B & C

- **Table B - Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability**
  - Provides a summary of prior permitting activity in the current planning cycle, including permitting activity for the calendar year being reported.
- **Table C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need**
  - Jurisdiction identified an unaccommodated need of sites from the previous planning period, has shortfall of sites as identified in the housing element; or is identifying additional sites required by no net loss law



# Overview of Tables D & E

- **Table D - Program Implementation Status**
  - Report the status/progress of housing element programs
- **Table E - Commercial Development Bonus Approved**
  - Jurisdiction approved any commercial development bonuses



# Overview of Tables F & Summary

- **Table F - Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites**
  - Report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved
- **Summary Tables**
  - Tables for projects approved using streamlined ministerial approval process (SB 35 Streamlining)



# Tools to Assist with APR Form

- Affordability calculator tool
- Tool to assist sites identified or rezoned to accommodate shortfall housing need (Table C)

Let us know if you have input on additional tools that HCD can create



# How to Submit APRs

- Online Annual Progress Reporting System currently not available to submit 2018 APRs
- Once available jurisdictions will be able to upload form
- Until online data system is available 2018 APRs should be emailed to [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov)
  - Send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables.
- No longer accepting APRs by mail.

A screenshot of the Housing Element Tracking System web interface. The page title is "Upload Annual Progress Reports". The breadcrumb trail shows "Home" and "Admin". The page content includes a header for "2019 ALAMEDA COUNTY Progress Report for (50) 01/31/2015-01/31/2023". Below this, there is a "Select file to upload:" label, a text input field, and a "Browse..." button. At the bottom, there are "Upload" and "Cancel" buttons. The date "Tuesday, January 20, 2019" is visible in the top right corner.



# Online Data System Preview

Tuesday, January 22, 2019

Housing Element Tracking System  
Annual Progress Report Admin

APR Successfully Uploaded.

2019 ALAMEDA COUNTY Progress Report for ALAMEDA COUNTY

**TABLE A - Housing Development Applications Submitted**

Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Types			Proposed Units Affordability by Household Incomes							Total Disapproved Units by Project	Total Approved Units by Project	Was Application Submitted Pursuant to SB 35 Streamlining	Notes	
					Unit Category	Tenure Renter/Owner	Date Application Submitted	Very Low Income Deed Restricted	Very Low Income Non Deed Restricted	Low Income Deed Restricted	Low Income Non Deed Restricted	Moderate Income Deed Restricted	Moderate Income Non Deed Restricted	Above Moderate Income					Total Proposed Units by Project
123-abc	456-def	1 Main St	1st Project	1-a	SFA	Renter	2019-01-01	1	2	3	4	5	6	7	28	8	20	No	1st note
234-bcd	567-efg	2 Main Ave	2nd Project	2-b	2 to 4	Owner	2019-01-02	2	3	4	5	6	7	8	35	5	30	Yes-But No Action Taken	2nd note
<b>Total by Income</b>								3	5	7	9	11	13	15	63	13	50		

  

**TABLE A2 - Annual Building Activity Report Summary - New Construction**

Entitlements | Building Permits | Certificate of Occupancy | Project Information

Current APN	Street Address	Local Jurisdiction Tracking ID	Affordability by Household Income - Entitlements							Entitlement Date Approved	# of Units Issued Entitlements
			Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income		
456-def	1 Main St	1-a	1	2	3	4	5	6	7	2019-01-03	28
567-efg	2 Main Ave	2-b	2	3	4	5	6	7	8	2019-01-04	35
<b>Total by Income</b>			3	5	7	9	11	13	15		63

  

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Current APN	Street Address	Local Jurisdiction Tracking ID	Affordability by Household Income - Entitlements							Entitlement Date Approved	# of Units Issued Entitlements						
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456-def	1 Main St	1-a	1	2	3	4	5	6	7	2019-01-03	28						
567-efg	2 Main Ave	2-b	2	3	4	5	6	7	8	2019-01-04	35						
<b>Total by Income</b>			3	5	7	9	11	13	15		63						
567-efg	2 Main Ave	2nd Project	2-b	2018-12-02	2	3	4	5	Unaccommodated Need	150.99	GP Designation 2	2 Zon	2	200	4	Non-Vacant	#1 Description
<b>Total by Income</b>			3	5	7	9	0		160.74				7				
<b>Shortfall Remaining (# of Units)</b>										7							



# Online Data System Preview

**TABLE D - Program Implementation Status**

Program Description		Housing Programs Progress Report - Government Code Section 65583		
Name of Housing Element Program	Objective	Timeframe in H.E.	Status of Program Implementation	
Program #1	1st Objective	25 million/low income	Underway - 1/16/18	
Program #2	2nd Objective	To lobby and beyond	Delayed - 1/15/19	

567-ef)	2 Main Ave	2nd Project	2-b	2018-12-02	2	3	4	5	Unaccommodated Need	150.99	GPI Designation -2	2,200	2	200	4	Non-Vacant	#1 Description
<b>Total by Income</b>					3	5	7	9		180.74					7		
<b>Shortfall Remaining (# of Units)</b>										7							

**TABLE D - Program Implementation Status**

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Program #1	1st Objective	25 million/low income	Underway - 1/16/18	
Program #2	2nd Objective	To lobby and beyond	Delayed - 1/15/19	

**TABLE F - Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Activity Type	Affordability by Household Incomes				TOTAL UNITS	Description of Activity
	Extremely Low-Income	Very Low-Income	Low-Income			
Rehabilitation Activity	0	0	0		0	null
Preservation of Units At-Risk	0	0	0		0	null
Acquisition of Units	0	0	0		0	null
<b>Total Units by Income</b>	0	0	0		0	

General Information



# Prior APRs for 2017 and Prior Years

Jurisdictions have two options to submit APRs for 2017 or prior years

1. **Online Annual Progress Reporting System** is available to submit APRs for 2017 and prior years
2. **Email** – submit excel workbook to [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov)

Jurisdictions should continue to use prior form for any APRs for 2017 or prior years.





# Reminders

APRs are due **April 1<sup>st</sup>**

Questions or comments can be submitted to  
***APR@hcd.ca.gov***

More information about APRs is on our  
website at:

**[http://www.hcd.ca.gov/community-  
development/housing-element/index.shtml](http://www.hcd.ca.gov/community-development/housing-element/index.shtml)**



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