


**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

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January 27, 2011

MEMORANDUM FOR: Planning Directors
Interested Parties

FROM: 
Glen A. Campora, Assistant Deputy Director
Division of Housing Policy Development

SUBJECT: **Housing Element Annual Progress Report (APR)**

Government Code Section 65400 requires each governing body (City Council or Board of Supervisors) to prepare an annual report on the status and progress in implementing the jurisdiction's housing element using forms and definitions adopted by the Department of Housing and Community Development (Department). The forms and definitions adopted by the Department on March 27, 2010, after considerable public input, and are to be used for the 2010 APR. The APR is an important tool to facilitate implementation of a community's housing element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the jurisdictions' progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element and efforts to remove governmental constraints.

In addition, submittal of an APR to the Department is one of the threshold requirements to qualifying for Housing Related Parks (HRP) Program funds. The HRP Program rewards local governments for the approval of housing for affordable to lower-income households, providing grant funds for park-related projects to eligible local governments for every qualifying housing start, beginning calendar year 2010. More specific information about the HRP Program is available on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

APRs for calendar year 2010 are due April 1, 2011. Please be aware, pursuant to Chapter 888, Statutes of 2006 (AB 2511), a jurisdiction may be compelled by a court to comply with this requirement or be subject to sanctions should an APR not be submitted to the Department within 60 days of the deadline. Copies of the report must be submitted to HCD and the Governor's Office of Planning and Research at:

HCD - Division of Housing Policy Development
P.O. Box 952053, Sacramento, CA 94252-2053

Governor's Office of Planning and Research
P.O. Box 3044, Sacramento, CA 95812-3044

Regulations, forms, and instructions on the content of the APR are available on the Department's *Building Blocks*' website at http://www.hcd.ca.gov/hpd/housing_element2/OR_apr.php. If you have any questions or need assistance in completing the APR, please contact Melinda Benson, of our staff, at (916) 445-5307 or mbenson@hcd.ca.gov.