Regional Early Action Planning Grants of 2021 (REAP 2.0)

Annual Report Template for Metropolitan Planning Organizations



(Grantee Name)

For the reporting period of:

(Start Date) to (End Date)

Instructions

This form is to be used for satisfying the reporting requirements of California Health and Safety Code section 50515.10. The report must be submitted to the California Department of Housing and Community Development (HCD) via email at reap2021@hcd.ca.gov in Microsoft Word format by April 1 of the year following award of funding, and annually thereafter by April 1 until all funds are expended.

Details about the REAP 2.0 program can be found at:
<https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2021>

**Note:** This Microsoft Word form uses cross-references and formulas to autofill some fields using information inputted by the user. Cross-references and calculations may not update immediately upon input. The user may force updates to cross-references by entering and exiting the Print Preview of Word *(shortcut: Ctrl+P, Esc),* or by saving, closing, and then reopening the document. Formulas may be updated by right-clicking the field and selecting *Update Field*.

Refer to the following instructions to complete each part of the report.

## [Part I – Overall Context](#_Part_I_–)

In 500 words or less, provide a brief overview regarding the current status of each Proposed Use and Subtask(s)[[1]](#footnote-2).

* **Overview:** A general description of the overall Proposed Use(s) and Subtask(s).
* **Current Status:** A short summary of the information requested in Part III – Status of Activities on progress made by each Proposed Use to meet the REAP 2.0 objectives:
	+ Accelerating infill development that facilitates housing supply, choice, and affordability,
	+ Affirmatively Furthering Fair Housing (AFFH), and
	+ Reducing Vehicles Miles Traveled (VMT).

## [Part II – Highlights, Challenges, Opportunities, and Accomplishments](#_Part_II_–Highlights,)

In a paragraph or two per Proposed Use[[2]](#footnote-3), discuss the highlights, challenges, opportunities, and accomplishments realized at regional, subregional, or local levels to date. This part may include updates about:

* + Engaging stakeholders
	+ Building support for housing and transportation
	+ Developing strategies for reducing VMT
	+ Adopting policy reforms to remove barriers to housing production
	+ Completing project deliverables
	+ Fostering subregional collaboration on housing and transportation planning
	+ Administering technical assistance
	+ Best practices
	+ Exemplary highlights and program outcomes

## [Part III – Activity Status and Funding Summary](#_Part_III_–)

Provide details of each Proposed Use. Utilize the project timeline and budget from the approved advance allocation and full application to complete the tables for each Proposed Use according to the columns provided as follows:

* **Advance Allocation Application – Proposed Activities:**
	+ **Activity Title** – Input Proposed Activity title.
	+ **Timeline** – Approximate start and completion dates of work performed.
	+ **Amount Proposed & Amount Expended** – Specify the grant amounts proposed and expended for each approved Activity.
	+ **Status** – Select whether activity is not started, in progress, or completed as of the end of the reporting period.
* **Full Application – Proposed Uses & Subtasks:**
	+ **Activity No.** – Should correspond with Activity Number in Proposed Use Timeline and Budget in full application.
	+ **Activity Title** – Should correspond with Activity Title in Proposed Use Timeline and Budget in full application.
	+ **Eligible Uses** – Indicate which eligible uses are being achieved through the activity as listed in 50515.08 (c)(1)(E)(i-iv) (reference section [50515.08 (d)(4-7)](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=50515.08.&lawCode=HSC) for additional information):
* (i) Accelerating infill development, including housing;
* (ii) Supporting residents through realizing Multimodal Communities,
* (iii) Shifting travel behavior through reducing driving, and/or
* (iv) Increasing transit ridership.
	+ **Suballocation (Sub)** – Check the box for each activity that utilizes suballocated funds.
	+ **Timeline** – Approximate start and completion dates of work performed.
	+ **Amount Allocated & Amount Expended** – Specify the grant amounts allocated and expended for each approved Proposed Use and Subtask.
	+ **Status** – Select a status from the dropdown menu (not started, in progress, complete).

## [Part IV – Measurable Outcomes by Proposed Use](#_Part_IV_–)

Provide information in the tables provided related to accelerating infill housing, reducing VMT, and Affirmatively Furthering Fair Housing resulting from the performance of activities as of the end of the reporting period.

## [Part V – Web Report](#_Part_VI_–)

Provide the URL(s) on the grantee’s public website containing existing maps that illustrate VMT generation patterns in their region. A grantee may submit maps produced in the development of the grantee’s adopted sustainable community strategies. If public maps are not available on the grantee’s website, a statement confirming that the VMT information in [Site Check (https://sitecheck.opr.ca.gov)](https://sitecheck.opr.ca.gov/) accurately visualizes VMT patterns in their region is sufficient. Additional maps relevant to the proposed use(s) may also be included.

## [Part VI – Additional Information](#_Part_VI_–_2)

Provide materials produced for REAP 2.0 activities as supplemental documentation to this report. This may include templates, announcements, or other program guidance. Common file formats such as PDF, Word document, JPEG, etc. are sufficient.

The grantee may add any other information as deemed appropriate to demonstrate the status and impacts of the overall REAP 2.0 activities. The grantee may also discuss any anticipated changes and limiting or confounding factors potentially impacting the effectiveness of the activities.

The grantee may also add recent developments to the data inputted in the Annual Report submitted in the previous reporting period, if applicable. Self-reported data by cities and counties is available on [HCD’s Housing Element and Implementation and APR Data Dashboard (https://www.hcd.ca.gov/planning-and-community-development/housing-open-data-tools/housing-element-implementation-and-apr-dashboard)](https://www.hcd.ca.gov/planning-and-community-development/housing-open-data-tools/housing-element-implementation-and-apr-dashboard) (note that HCD cannot independently verify most project-level data). HCD recognizes REAP 2.0 funds may not immediately impact production indicators for projects completed in 2023 and 2024, but that these numbers may be used as a baseline or context for indicating housing production at a regional scale.Report

## Part I – Overall Context

### Overview of Proposed Use(s) and Subtask(s):

(Input text here.)

### Current Status:

(Input text here.)

## Part II –Highlights, Challenges, Opportunities, and Accomplishments

## Part III – Activity Status and Funding Summary

*Insert data in the tables below regarding the status of activities and funding allocations and expenditures for each Proposed Activity/Use.*

### Advance Allocation Application – Proposed Activities

*If the grantee did not submit the REAP 2.0 advance allocation application, check the following box and proceed to Full Application – Proposed Uses & Subtasks*: [ ]  Not Applicable

| **Activity Title** | **Timeline** | **Amount Proposed** | **Amount Expended** | **Status** |
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| **Total** | N/A | $ 0.00 | $ 0.00 | N/A |

### ***Full Application – Proposed Uses & Subtasks***

| **Activity No.** | **Activity Title** | **Eligible Uses** | **Sub** | **Timeline** | **Amount Allocated** | **Amount Expended** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.0 |       | ex: (i), (iii) | [ ]  |       |       |       |  |
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| **Total** | N/A | N/A | N/A | N/A | $ 0.00 | $ 0.00 | N/A |

## Part IV – Measurable Outcomes by Proposed Use

*Input estimates in the tables below resulting from the performance of each REAP 2.0 activity. Please complete to the best of your ability regardless of whether the activity has been fully implemented or not.*

### Accelerating Infill Development

| **Proposed Use** | **Measurable Outcome** | **Baseline** | **Target** | **Results**  |
| --- | --- | --- | --- | --- |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |
| 6 |       |       |       |       |
| 7 |       |       |       |       |
| 8 |       |       |       |       |

### Affirmatively Furthering Fair Housing

| **Proposed Use** | **Measurable Outcome** | **Baseline** | **Target** | **Results**  |
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| 7 |       |       |       |       |
| 8 |       |       |       |       |

### Reducing Vehicle Miles Traveled

| **Proposed Use** | **Measurable Outcome** | **Baseline** | **Target** | **Results**  |
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## Part V – Web Report

URL(s):

## Part VI – Additional Information

*Provide any additional indicators, outcomes, and anticipated changes, if applicable.* [ ]  Not Applicable

1. If one or more Proposed Uses includes suballocations, please provide additional context for each suballocated award. [↑](#footnote-ref-2)
2. For Proposed Uses that are suballocated, please provide this detail for each suballocation award. [↑](#footnote-ref-3)