

# Housing Element Update Guidance



## Attachment 2: Completeness Checklist



<b>Public Participation (Section 65583(c)(8))</b>		
<small>(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php">http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php</a>)</small>		
	Page(s)	Comments
Description of diligent effort to include all economic segments of the community and/or their representatives in the development and update of the housing element (e.g., types of outreach, meetings, appropriate languages, list of invitees and general comments and how they were incorporated)		

<b>Review and Revise (Section 65588)</b>		
<small>(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php">http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php</a>)</small>		
	Page(s)	Comments
Progress in implementation – A description of the actual results or outcomes of the prior element’s goals (i.e., what happened), objectives, policies, and programs. Include quantification of results where possible (e.g., number of units rehabilitated) and may be qualitative where necessary (e.g., mitigation of governmental constraints)		
Effectiveness of the element – For each program, include an analysis comparing significant differences between what was projected or planned in the earlier element and what was achieved. Analyze the differences to determine where the previous housing element met, exceeded, or fell short of what was anticipated		
Appropriateness of goals, objectives, policies and programs – A description of what has been learned based on the analysis of progress and effectiveness of the previous element. A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element		



## Housing Needs Assessment (Section 65583(a)(1 and 2))

(See Building Blocks at [http://www.hcd.ca.gov/hpd/housing\\_element2/HN\\_home.php](http://www.hcd.ca.gov/hpd/housing_element2/HN_home.php))

	Page(s)	Data Source (if not identified in the housing element)	Comments
Quantification and analysis * of existing and projected housing needs			
Populations and employment trends, including documentation of projections			
Housing and Household characteristics, including: <ul style="list-style-type: none"> <li>• Level of payment compared with ability to pay (overpaying households)</li> <li>• Housing stock conditions</li> <li>• Overcrowded households</li> </ul>			
Existing and projected needs for all income levels, including: <ul style="list-style-type: none"> <li>• Regional Housing Need Allocation (RHNA)</li> <li>• Existing housing need for extremely low income households</li> <li>• Projected housing need for extremely low income households based on RHNA or Census (see Section 65583(a)(1))</li> </ul>			

\* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs



<b>Persons with Special Needs (Section 65583(a)(7))</b>			
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php">http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php</a> )			
	Page(s)	Data Source (if not identified in the element)	Comments
Identification and analysis of any special housing needs including:*			
• Elderly			
• Persons with disabilities, including developmental disabilities (See Memo at <a href="http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf">http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf</a> )			
• Large households			
• Farmworkers (seasonal and permanent)			
• Female headed households			
• Homeless (annual and seasonal) **			
• Other			
* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs			
** See Section 65583(a)(7) for additional information regarding this requirement			

<b>At-risk Units (Section 65583(a)(9))</b>		
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php">http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php</a> )		
	Page(s)	Comments
Inventory of at-risk units (10 years from the housing element due date) (Section 65583(a)(9)(A))		
Estimate of replacement versus preservation costs (Section 65583(a)(9)(B))		
Identification of qualified entities Section 65583(a)(9)(C))		
Identification of potential funding Section 65583(a)(9)(D))		
Note: Section 65583(a)(9) has many detailed requirements. Agencies with at-risk units should review the specific statutory requirements to ensure a complete analysis.		



## Potential Governmental and Non-governmental Constraints (Section 65583(a)(5 and 6))

(See Building Blocks at [http://www.hcd.ca.gov/hpd/housing\\_element2/CON\\_home.php](http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php))

	Page(s)	Comments
<p><u>Potential Governmental Constraints</u></p> <p>Include an analysis of actual and potential governmental constraints for each of the following:</p>		
Land use controls (e.g., parking, lot coverage, heights, unit sizes, open space requirements, floor area ratios, growth controls (e.g., caps on units or population or voter approval requirements))		
Building codes and their enforcement (e.g., current CBC, any local amendments and local code enforcement programs)		
Site improvement requirements (e.g., street widths, etc.)		
Fees and other exactions (e.g., analyze all planning and impact fees and impact on total development costs)		
Local processing and permit procedures (e.g., typical processing times, permit types by housing type, decision-making criteria and bodies)		
Housing for persons with disabilities (e.g., definition of family, concentration requirements, reasonable accommodation procedures)		
Potential and actual constraints on the development of a variety of housing types for all income levels, including multifamily rental housing, factory-built housing, mobiles homes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters and transitional housing		



	Page(s)	Comments
Local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need		
Local efforts to remove governmental constraints that hinder meeting the need for housing for persons with disabilities, supportive housing, transitional housing and emergency shelters		
Transitional housing and supportive housing as a residential use of property and subject only to those restrictions that apply to other residential dwellings of the same type in the same zone		
<b><u>Potential Non-governmental Constraints</u></b> Include an analysis of actual and potential non-governmental constraints for each of the following:		
Availability of financing		
Price of land		
Cost of construction		



Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))		
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php</a> )		
	Page(s)	Comments
<p>Listing of properties by parcel number or other unique, reference showing for each parcel (Section 65583.2(b)(1) – (3):</p> <ul style="list-style-type: none"> <li>• Size</li> <li>• General plan designation</li> <li>• Zoning category</li> <li>• For non-vacant sites, description of existing uses</li> <li>• Number of units that can be accommodated on each site</li> </ul>		
* Sites available for Above Moderate income households and not served by public sewer need not be identified on a site specific basis (Section 65583.2(b)(6))		
<p>General description of environmental constraints to the development of housing (Section 65583.2(b)(4)</p>		
<p>General description of infrastructure (planned/available) including water, sewer and other dry utilities, including availability and access to distribution facilities (Section 65583.2(b)(5)</p>		
<p>In determining the number of units on each site, indicate how the number of units was determined.</p> <ul style="list-style-type: none"> <li>• If development is required at minimum density, indicate the number of units at the minimum density. No further analysis is required.</li> <li>• If development is not required at minimum density, demonstrate how the number of units were determined and adjust, if necessary, for local land use controls.</li> </ul>		



	Page(s)	Comments
<p>For Non-vacant sites, specify the additional development potential for each site within the planning period and provide an explanation of the methodology to determine development potential considering factors, including the extent to which existing uses may constitute an impediment to additional residential development, development trends, market conditions and regulatory or other incentives to encourage additional residential development (Section 65583.2(b)(7))</p>		
<p>Demonstration of zoning to accommodate the housing need for lower income households (Section 65583.2(c)(3)) and (d) – (f))</p>		
<ul style="list-style-type: none"> <li>• Indicate those sites that can accommodate lower income households</li> <li>• Indicate those sites where the density allowed is at the “deemed appropriate” [default] density (65583.2(c)(3)(B))</li> <li>• For sites that can accommodate lower income households, but with allowed densities less than the “deemed appropriate” density, provide analysis demonstrating how the adopted densities accommodate the need for lower income housing. The analysis must include: <ul style="list-style-type: none"> <li>○ Market demand</li> <li>○ Financial feasibility</li> <li>○ Project experience within a zone providing housing for lower income households (65583.2(c)(3)(A))</li> </ul> </li> </ul>		
<p>Map of Sites included in the inventory (Section 65583.2(b)(7))</p>		
<p>Number of units built between the start of the projection period and the deadline for adoption of the housing element (Government Code Section 65583.1(d))</p>		
<p>Number of units proposed using alternative provisions such as rehabilitation, conversion, preservation or second units (Section 65583.1). See checklist at <a href="http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf">http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf</a>)</p>		





	Page(s)	Comments
Identification of zoning for a variety of types:		
Multifamily rental housing		
Factory-built housing		
Mobilehomes		
Housing for agricultural employees		
Emergency shelters (See Section 65583(a)(4) and the Department’s memo at <a href="http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf">http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf</a> )		
Transitional and supportive housing (See Section 65583(a)(5) and the Department’s memo at <a href="http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf">http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf</a> )		
Carryover obligation (AB 1233: Section 65584.09 – See memo at <a href="http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf">http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf</a> )		



## Quantified Objectives and Housing Programs (Section 65583(b) and (c)(1 through 6))

(See Building Blocks at [http://www.hcd.ca.gov/hpd/housing\\_element2/PRO\\_home.php](http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php))

	Page(s)	Comments
Provide statement of quantified objectives (Section 65583(b)):		
<p>Maximum number of units, by income group, including extremely low-income of:</p> <ul style="list-style-type: none"> <li>• new construction;</li> <li>• rehabilitation; and</li> <li>• conservation.</li> </ul>		
Include programs (Section 65583(c) and (c)(7)) with:		
<ul style="list-style-type: none"> <li>• Schedule of specific actions;</li> <li>• Timeline for implementation with a beneficial impact in the planning period; and</li> <li>• Identification of agencies and officials responsible for implementing each program.</li> </ul>		
Program(s) providing adequate sites (Section 65583(c)(1)):		
Programs to rezone and any other programs needed to address a shortfall of sites to accommodate the regional housing need, if applicable, and any programs included pursuant to Section 65583.2(h) and (i) or carryover obligation pursuant to Section 65584.09		
Programs to rezone and any other programs needed to address a shortfall of capacity for housing for farmworkers that could not be accommodated on sites identified in the inventory, if applicable.		
If applicable, programs to facilitate a variety of housing types, including multifamily rental, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single room occupancy, emergency shelters and transitional and supportive housing		



	Page(s)	Comments
Programs to assist in the development of housing for extremely low, very low, low and moderate income households (Section 65583(c)(2))		
Program(s) to address governmental constraints (Section 65583(c)(3)):		
Programs to address governmental constraints and where appropriate and legally possible, to remove constraints to the maintenance, improvement and development of housing		
Program to remove constraints on housing for persons with disabilities and provide reasonable accommodation for housing for persons with disabilities		
Program(s) to conserve and improve the condition of the existing affordable housing stock (Section 65583(c)(4))		
Program(s) to promote housing opportunities for all persons (Section 65583(c)(5))		
Program(s) to preserve at-risk units (Section 65583(c)(6))		



Other Requirements		
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php">http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php</a> ) and <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php</a> )		
	Page(s)	Comments
Description of general plan consistency (Section 65583(c)(7))		
Analysis of construction, demolition and conversion of housing for lower income households in the Coastal Zone (Section 65588)		
Description of opportunities for energy conservation in residential development (Section 65583(a)(8))		
Water and Sewer Priority (Section 65589.7) See the HCD Memo at <a href="http://www.hcd.ca.gov/hpd/memo_sb1087.pdf">http://www.hcd.ca.gov/hpd/memo_sb1087.pdf</a> . *		
SB 5 and AB 162 (Flood Hazard Land Management) See the HCD Memo at <a href="http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf">http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf</a> *		
SB 244 (Disadvantaged Communities) See Governor’s Office of Planning and Research for technical assistance at <a href="http://opr.ca.gov/">http://opr.ca.gov/</a> *		
* These are not required for a complete housing element and are not required to be part of the housing element and have been include as an information item to assist local governments in meeting requirements triggered by the housing element update schedule.		