



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING POLICY DEVELOPMENT

ANNUAL HOUSING ELEMENT PROGRESS REPORT

Housing Element Annual Progress Reports (APRs) forms and tables, must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400). There are three options for submitting APRs:

1. Use the Online Annual Progress Reporting system; this enters your information directly into HCD's database, limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov, and HCD will send you the login information for your jurisdiction.
2. If you prefer to submit via email, you can complete the excel Annual Progress Report forms, and submit to HCD at APR@hcd.ca.gov. Please send the excel workbook, not a scanned copy of the tables.
3. Or, you can submit your hard copy report by U.S. mail to:

**Department of Housing and Community Development
Division of Housing Policy Development**

P.O. Box 952053
Sacramento, CA 94252-2053

AND

Governor's Office of Planning and Research

P.O. Box 3044
Sacramento, CA 95812-3044

Instructions

Government Code Section 65400 establishes the requirement that each city, county or city, and county planning agency prepare an annual report on the status of the housing element of its general plan and progress in its implementation using forms and definitions adopted by the Department of Housing and Community Development. The following form is to be used for reporting on the status of the housing element and implements Sections 6200, 6201, 6202, and 6203 of the Department of Housing and Community Development California Code of Regulations, Title 25, Division 1, Chapter 6.

As part of the 2017 Housing Package SB 35 and AB 879 incorporated new APR requirements which are now included in the forms and in Government Code Section 65400.

Completing Tables

The following instructions refer to the tables below:

- **General Information**
- **Table A: Annual Building Activity Report Summary for New Construction Entitlements, Permits and Completed Units**
- **Table A2: Housing Development Applications Received**
- **TABLE B: Regional Housing Needs Allocation Progress**
- **TABLE C: Sites Identified or Rezoned to Accommodate Housing Need**
- **TABLE D: Program Implementation Status**
- **Table E: Commercial Development Bonus Approved**
- **TABLE F: Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites**

Definitions:

1. "Above moderate income" means the household income exceeds the moderate-income level.
2. "Annual Progress Report (APR)" means the housing element annual progress report required by Government Code section 65400 and due to the Department April 1 of each year reporting on the prior calendar year's activities.
3. "Application submitted" means a submission containing such information necessary for the locality to determine whether the development complies with the criteria outlined in Article IV of the Streamlined Ministerial Approval Process Guidelines. This may include a checklist or other application documents generated by the local government pursuant to Section 300(a) that specifies in detail the information required to be included in an application, provided that the information is not information that the locality regularly requires of applicants for discretionary permits, but does not regularly require of applicants for ministerial permits.
4. "Area Median Income (AMI)" means the median family income of a geographic area of the state, as annually estimated by the United States Department of Housing and Urban Development pursuant to Section 8 of the United States Housing Act of 1937.
5. "Certificate of occupancy date" is the date(s) the certificate(s) of occupancy, or other evidence of readiness for occupancy (e.g., final inspections), was/were issued.
6. "Committed Assistance" is when a local government has entered into a legally enforceable agreement within a specific timeframe spanning from the beginning of the RHNA projection period through the end of the second year of the housing element planning period, obligating funds for affordable units available for occupancy within two years of the agreement.
7. "Entitlement Approved" - means a housing development which has received all the required land use approvals or entitlements necessary for the issuance of a building permit
8. "Density Bonus" means the same as Government Code section 65915.
9. "Department" means the Department of Housing and Community Development.
10. "Extremely low-income" means household earning less than 30 percent of area median income pursuant to Health and Safety Code section 50105.
11. "Infill housing unit" is defined as being located within an urbanized area or within an urban cluster on a site that has been previously developed for urban uses, or a vacant site where the properties adjoining at least two sides of the project site are, or previously have been, developed for urban uses. For the purposes of this definition, an urbanized area or an urban cluster is as defined by the United States Census Bureau.
12. "Locality" or "local government" means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.
13. "Lower-income or Low-Income" means households earning less than 80 percent of area median income pursuant to Health and Safety Code section 50079.5.

14. “Moderate income” means the same as defined in Health and Safety Code Section 50093.
15. “Permitted units” mean units for which building permits for new housing construction have been issued by the local government during the reporting calendar year. For this purpose, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report, which is the same as the census definition of a housing unit.
16. “Production report” or “Annual Production Report (APR)” means the information reported pursuant to subparagraph (D) of paragraph (2) of subdivision (a) of Section 65400.
17. “Project” or “Development” refers to a housing related activity where new construction of a unit(s) has had a building permit issued during the reporting calendar year. This may include single family, mixed use, multifamily, second unit, or any other developments where housing units as defined by the US Census Bureau and the California Department of Finance are a component of the project.
18. “RHNA” means the local government’s share of the regional housing need allocation pursuant to Government Code Section 65584 et seq.
19. “Reporting period” means the timeframe for which annual progress reports are utilized to create the determination for which locality is subject to the Streamline Provisions.
20. “Subsidized” means units that are price or rent restricted such that the units are permanently affordable to households meeting the definitions of very low and lower income, as defined in Sections 50079.5 and 50105 of the Health and Safety Code.
21. Unit Category: type of units that are classified under the following categories:
 - **Single-Family House** – a one-unit structure with open space on all four sides or a one-unit structure attached to another unit by a common wall.
 - **2-, 3-, and 4-Plex Units per Structure** - a structure containing two, three, or four units and not classified as single-unit attached structure.
 - **5 or More Units per Structure** - means a housing project or development of 5 or more attached units.
 - **Accessory Dwelling Unit (ADU)** - means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated.
 - **Mobile Home Unit** – a one-unit structure that was originally constructed to be towed on its own chassis.
22. “Very low-income” means households earning less than 50 percent of area median income pursuant to Health and Safety Code section 50105.

NOTE: Authority cited: Government Code section 65400.

FORM INSTRUCTIONS

GENERAL INFORMATION

Enter general contact and report information including:

- City or County name
- Reporting calendar year (e.g., 2018). Please note that the reporting year will always be from January 1 – December 31 of the previous year.
- Mailing address
- Contact person
- Title
- Phone
- Email

This sheet includes information about submitting the APR to HCD and OPR.

TABLE A

Annual Building Activity Report Summary - New Construction Entitlements, Permits and Completed Units

Fields 1 through 10 Housing Development Information

Include data on net new housing units and developments for which an entitlement, a building permit and a certificate of occupancy or other form of readiness was issued during the reporting year. This table requires information for very low, low, moderate and above moderate income housing affordability categories and for mixed-income projects.

For this purpose, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report, which is the same as the census definition of a housing unit.

A house, an apartment, a mobile home, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have direct access from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants whenever possible.

If a building is being torn down to build the new units, the APR should report net new units. For example, if 10 units are being torn down on a site to build a 100-unit building, the APR should report 90 new units. In this case of demolitions or housing losses unrelated to new construction these do not need to be reported on the APR. In the case of new construction where fewer units are being built than were there previously do not report negative permits.

For example, if 10 units are being torn down on a site to build 5 units, this would not count as any new units on the APR and should not be reported as a negative number. Demolitions and other housing losses are reported to Department of Finance on their Annual Housing Unit Survey.

All new unit information is to be listed in the following fields:

1. Project Identifier: Include the Assessor Parcel Number (APN) and street address. The project name or other identifier are voluntary.

2. Unit Category Codes: Each development should be categorized by one of the following codes: Refer to “Unit Category” in definitions section for more details. Please note dormitories, bunkhouses, and barracks cannot be counted as housing units, but student housing that is set up as separate living quarters per the census definition can be counted.

- SF (single-family units)
- 2-4 (two- to four-unit structures)
- 5+ (five or more unit structure, multifamily)
- ADU (accessory dwelling unit)
- MH (mobile homes)

3. Tenure: Identify whether the units within the development project are proposed, planned or constructed for either:

- Renter occupant (R) or
- Owner occupant (O)

4. Affordability by Household Income: For each development, list the number of units including if the units are deed restricted or non-deed restricted that are affordable to the following income levels (refer to definitions for more detail):

- Very low-income households (VL)
- Low-income households (L)
- Moderate-income households (M)
- Above-moderate households (AM)

To verify income levels, refer to the income limit charts on the Department’s website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (see section for Official State Income Limits).

5. Entitlement Date Approved: Enter the date the entitlement was approved for the project. Refer to definition of “completed entitlements.”

6. Building permits: Enter the date the building permit was issued for the project. Refer to definition of “Permitted units.”

7. Certificates of Occupancy: Enter the date the certificate of occupancy or other form of readiness (e.g., final inspection, notice of completion) was issued for the project. For most jurisdictions, this is the final step before residents can occupy the unit.

8. Total units per project: Report the number of units within the identified development.

9. Was project approved using SB 35 streamlining? Enter “yes” if locality approved the project application pursuant to SB 35 streamlining provisions. Enter “no” for all other situations.

10. Are these infill units? To gain a greater understanding of the level of infill housing activity in the state, the Department asks that you clarify if the housing units reported are infill by selecting “yes” or “no.” Although completion of this field is voluntary, your assistance would be greatly appreciated.

Fields 11 through 13: Please note, if any units are reported as very-low, low, or moderate income in field 4 then information in fields 11, 12 and/or 13 must be completed to demonstrate affordability.

Fields 11 and 12 Housing with Financial Assistance and/or Deed Restrictions

Identify all housing units developed or approved with public financial assistance and/or have recorded affordability deed restriction or covenants.

11. Assistance Programs Used for Each Development: Enter information here if units received financial assistance from the city or county and/or other subsidy sources and have affordability restrictions or covenants, and/or recapture of public funds upon resale.

From the list of programs below, select the applicable funding program(s) that apply and include the program in Table A using the acronym(s) as noted.

- TCAC: California Tax Credit Allocation Committee
- CDLAC: California Debit Limit Allocation Committee
- RDA: Redevelopment Agency Low- and Moderate-Income Housing Fund
- HOME: HOME Program (federal or State administered)
- MHP: Multifamily Housing Program (HCD) or local (specify which)
- HCD: Any Other Programs administered by HCD (not HOME, MHP or CDBG)
- CalHFA: California Housing Finance Agency Programs
- MRB: Mortgage Revenue Bond funds
- CDBG: Community Development Block Grant Program (federal or State administered)
- LTF: Local Housing Trust Funds
- Other: Applicable Programs -- list any other programs (including local programs) not listed

12. Deed Restrictions: Enter information here if units in the project are considered affordable to very-low, low, and moderate income households due to a local program or policy, such as an inclusionary housing ordinance, regulatory agreement, or a density bonus. This field should not be used to enter the number of deed restricted units. Identify the mechanism used to restrict occupancy based on affordability to produce “deed restricted” units. For example:

- Inclusionary Zoning: Input “Inc” (inclusionary) in the field if the units were approved pursuant to a local inclusionary housing ordinance.
- Density Bonus: Input “DB” (density bonus) if applicable.
- For any other mechanism input the program policy identifier and attach description.

13. Housing Without Financial Assistance or Deed Restrictions: Enter information here if the units are affordable to very-low, low and moderate income households without financial assistance and/or deed restrictions. In these cases, affordability must be demonstrated by proposed sales price or rents.

- Sales prices and rents must meet the definition of affordable as defined in Health and Safety Code Section 50052.5.
- Describe how the newly constructed rental or ownership housing units were determined to be affordable to very- low, low, and moderate income households without either public subsidies or restrictive covenants. This may be based on sales prices or rents relative to the income levels of households or demonstrated through a survey of comparable units in the area that show the unit would be affordable to very-low, low, or moderate income households.
 - The locality can consider comparable rental prices or new sales prices (actual or anticipated). The locality should consider costs for renters (i.e., 30% of household income for rent and utilities) or owners (e.g., 30% of household income for principal, interest, taxes, insurance and utilities, pursuant to Title 25 CCR Section 6920)
 - Potential data sources include Zillow, Trulia and Realtor.
- In the absence of justification that the unit is affordable to a very- low, low, and moderate income household, the unit should be counted as above-moderate income.

14. Total Extremely-Low Income Units (Voluntary): To gain a greater understanding of the level of building activity to meet the needs of extremely low-income households in the state, the Department asks that you estimate to the extent possible, the number of units affordable to extremely-low income households. This number will be a subset of the number of units affordable to very low-income households, as indicated in field 4, above. Although completion of this field is voluntary, your assistance would be greatly appreciated.

TABLE A2

Housing Development Applications Received

Include data only on housing units and developments for which an application was received during the reporting year.

1. Project Identifier: Include the Assessor Parcel Number (APN) and street address. The project name or other identifier are voluntary.

2. Date Application Received: Enter the date the housing development application was received by local government.

3. Unit Category Codes: Each development should be categorized by one of the following codes. Refer to “Unit Category” in definitions section for more details. Please note dormitories, bunkhouses, and barracks cannot be counted as housing units, but student housing that is set up as separate living quarters per the census definition can be counted.

- SF (single-family units)
- 2-4 (two- to four-unit structures)

- 5+ (five or more unit structure, multifamily)
- ADU (accessory dwelling unit)
- MH (mobile homes)

4. Tenure: Identify whether the units within the development project are either proposed or planned at initial occupancy for either:

- Renter occupant (R) or
- Owner occupant (O)

5. Proposed Units Affordability by Household Incomes: For each development, list the number of units including if the units are deed restricted or non-deed restricted that are affordable to the following income levels (refer to definitions for more detail):

- Very low-income households (VL)
- Low-income households (L)
- Moderate-income households (M)
- Above-moderate households (AM)

To verify income levels, refer to the income limit charts on the Department’s website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (see section for Official State Income Limits).

6. Total Proposed Units by project: Represent the number of units proposed by the identified development.

7. Total Approved Units by Project: Represent the number of units that was approved by the locality by project.

8. Was “application submitted” pursuant to SB 35 streamlining? Enter “yes” if developer submitted the project application pursuant to SB 35 streamlining provisions. Enter “no” for all other situations.

9. Was project approved using SB 35 streamlining? Enter “yes” if locality approved the project application pursuant to SB 35 streamlining provisions. Enter “no” for all other situations.

TABLE B

Regional Housing Needs Allocation Progress

Report the number of units for which permits were issued to demonstrate progress in meeting its share of regional housing need for the planning period.

1. Regional Housing Needs Allocation by Income Level: Lists the jurisdiction’s assigned RHNA for the planning cycle by income group.

2. Year: For each year of the planning cycle, list the building permit data year by year beginning in the first year and ending with the data from the current reporting year which can be found in Table A and F. This data should be reported as deed restricted, or non-deed restricted, as appropriate.

3. Total Units to Date (all years): – Add together the total number of units permitted in each income category.

4. Total Remaining RHNA by Income Level: Use the information from the “Total Units to Date” category to deduct from your locality’s assigned RHNA number. In the bottom right hand corner, note the total units remaining to be developed to meet the RHNA allocation.

TABLE C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Please note this table should only be filled out when a city or county identified a no net loss shortfall, 1233 Carryover or a current shortfall. The data in this inventory should serve as an addendum to the housing element sites inventory.

Identify Shortfall: Enter the shortfall in number of units.

Shortfall Remaining: This field indicates whether there is a shortfall remaining. Please note this field has a formula (identified shortfall minus total realistic capacity).

1. Project Identifier: Include the Assessor Parcel Number (APN) and street address. The project name or other identifier are voluntary.

2. Date of Rezone: If rezone was required, identify the date the rezone occurred.

3. Affordability by Household Income: For each development, list the number of units that are affordable to the following income levels (refer to definitions for more detail):

- Very low-income households (VL)
- Low-income households (L)
- Moderate-income households (M)
- Above-moderate households (AM)

4. Type of Shortfall: From the dropdown list, select one of the following for each project:

- No Net Loss Shortfall
- 1233 Carryover
- Current shortfall

5. Parcel Size (Acres): Enter the size of the parcel in acres.

6. General Plan Designation: Enter the zoning as designated on the General Plan.

7. Zoning: Indicate the current zoning for the identified parcel.

8. Density Allowed: Enter the minimum and maximum density allowed on each parcel.

9. Realistic Capacity: Enter the estimated realistic unit capacity for each parcel.

10. Vacant/Non-vacant: From the drop-down list enter if the parcel is vacant or non-vacant. If the parcel is non-vacant then enter the description of existing uses.

11. Description of Existing Uses: Include a description of existing uses. Description must be specific, i.e. SFR, MF, surplus school site, operating business, vacant commercial building, parking lot. Classifications of uses, i.e. “commercial”, “retail”, “office”, or “residential” are not sufficient.

TABLE D

Program Implementation Status

Report the status/progress of housing element program and policy implementation for all programs described in the housing element:

- 1. Name of Program:** List the name of the program as described in the element.
- 2. Objective:** List the program objective (for example, “Update the accessory dwelling unit ordinance.”).
- 3. Timeframe in Housing Element:** Enter the date the objective is scheduled to be accomplished.
- 4. Status of Program Implementation:** List the action or status of program implementation.

Include local efforts, as identified in the housing element, to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Section 65583(c).

For your information, the following describes the statutory program requirements:

- Adequate sites (65583 (c)(1)) Please note: Where a jurisdiction has included a rezone program pursuant to GC Section 65583.2(h) to address a shortfall of capacity to accommodate its RHNA, Table C must include specific information demonstrating progress in implementation including total acres, brief description of sites, date of rezone, and compliance with by-right approval and density requirements.
- Assist in the development of low- and moderate-income housing (65583 (c)(2))
- Remove or mitigate constraints (65583 (c)(3))
- Conserve and improve existing affordable housing (65583 (c)(4))
- Preserve units at-risk of conversion from low-income use (65583 (c)(6)(a))
- Promote equal housing opportunities (65583 (c)(5))

Please note: Jurisdictions may add additional rows in Table D to provide clarification or information relevant to demonstrating progress towards meeting RHNA objectives.

TABLE E

Commercial Development Bonus Approved pursuant to Government Code Section 65915.7

Government Code Section 65915.7 states:

“(a) When an applicant for approval of a commercial development has entered into an agreement for partnered housing described in subdivision (c) to contribute affordable housing through a joint project or two separate projects encompassing affordable housing, the city, county, or city and county shall grant to the commercial developer a development bonus as prescribed in subdivision (b). Housing shall be constructed on the site of the commercial development or on a site that...” meets several criteria.

If the locality has approved any commercial development bonuses during the reporting year, enter the following information:

1. Project Identifier: Include the parcel’s APN number. The project name and street address are voluntary.

2. Units Constructed as Part of the Agreement: For each development, list the number of units that are affordable to the following income levels (refer to definitions for more detail):

- Very low-income households (VL)
- Low-income households (L)
- Moderate-income households (M)
- Above-moderate households (AM)

3. Description of Commercial Development Bonus: Include a description of the commercial development bonus approved by the locality.

4. Commercial Development Bonus Date Approved: Enter the date that the locality approved the commercial development bonus.

TABLE F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code Section 65883.1(c)(1)

Please note this table is optional: If the locality has units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved consistent with the standards set forth in Government Code Section 65583.1(c)(1) please contact the department at APR@hcd.ca.gov. The locality will need to provide information (detailed below) to demonstrate that the units meet the standards set forth in GC Section 65883.1(c)(1).

If the department agrees that the units meet the standards set forth in GC Section 65883.1(c)(1) these units may credit up to 25 percent of their adequate sites requirement per income category.

To count these units towards RHNA, the jurisdiction shall document *how* the units meet the standards set forth the requirements of the Government Code 65583.1(c) (2).

For the locality to count units in Table F, the locality must have included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1). These program requirements are summarized on the [Alternative Adequate Sites Checklist](#).