HOUSING POLICY
DEVELOPMENT, HCD

AUG 26 2011

Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Clovis

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Reporting Period by Calendar Year: from Jan. 2010 to Dec. 2010

These forms and tables, (see sample – next page) 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) at the addresses listed below:

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

Please note, per Government Code Section 65700, charter cities are exempt from preparing an annual report on the status of the housing element. However, all jurisdictions including charter cities must submit annual reports in those cases where submittal is required for certain funding programs. In addition, the Department encourages all jurisdictions to submit an annual report as the report is a useful tool in meeting the review and revise requirement of subsequent housing element revisions per Government Code Section 65588.

Completing Tables

The following instructions refer to the tables of Attachment 1:

- Table A: *Annual Building Activity Report- Low-, and Very Low-Income Units and Mixed-Income Multifamily Projects*
- Table A2: *Annual Building Activity Report -Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)*
- Table A3: *Annual Building Activity Report Summary for Moderate- and Above Moderate-Income Units*
- Table B: *Regional Housing Needs Allocation Progress*
- Table C: *Program Implementation Status*

The instruction numbers coincide with the fields in the tables.

Table A

Annual Building Activity Report Summary for New Construction Of Very Low-, Low--Income Units and Mixed-Income Multifamily Projects

Fields 1 through 5

Housing Development Information

Include data only on housing units and developments for which a building permit for new residential construction was issued during the reporting year. This table requires information for two of the four housing affordability categories and for mixed-income projects (very low-, low--income units). Local governments should report project specific data on moderate – and above moderate-income units in Table A only where the reported units are part of a mixed-income multifamily project. Aggregate data for units affordable to moderate- and above moderate-income households should be reported in Table A2.

Cities and counties which have issued permits for 1,500 or more multifamily units in the reporting period are not required to report the information required on Table A on a project-by-project basis for projects of less than 25 units. Information on these units may be summarized on one line of the Table but should be clearly identified in the project identifier of Table A as units that fall within this category. For example, as part of field one (project identifier) the qualifying jurisdiction could state "projects with 25 units or less" and report the subsequent information in the following fields in aggregate. In addition, information related to affordability of these units may be provided based on information other than building permits. However, if the information on the number of such units is not based on building permit data, the jurisdiction must provide an explanation as an attachment as to how these units were determined to be assigned to the reporting period. Upon request by the Department, the city or city and county shall provide back-up documentation for the information provided.

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

1. Project Identifier: Can be the development's address, project name or the parcel's APN.

2. Unit Category Codes: Each development should be categorized by one of the following codes:
   - SF (single-family units)
   - 2-4 (two to four unit structures)
   - 5+ (five or more unit structure, multifamily)
   - SU (second-unit)
   - MH (mobilehomes)

Table A
(continued)

3. Tenure: Identify whether the units within the development project are either proposed or planned at initial occupancy for either (i) Renter occupant (R) or (ii) Owner occupant (O) where apparent at time of project application.

4. Affordability by Household Income: For each development, list the number of units that are affordable to the following income levels (refer to *Definitions* in the regulations section for more detail):
   - very low-income households (VL)
   - low-income households (L)
   - moderate-income households (M) - when part of a mixed-income multifamily project
   - above-moderate households (AM) - when part of a mixed-income multifamily project

   To verify income levels, refer to the income limit charts on the Department's website of http://www.hcd.ca.gov/hpd (see section for Housing Element Annual Progress Reports, to be posted).

5. Totals: Represent the number of units within the identified development.

5a. (Voluntary). To gain a greater understanding of the level of infill housing activity in the state, the Department asks that you estimate to the extent possible, the number of infill housing units permitted during the reporting period. Although completion of this field is voluntary, your assistance would be greatly appreciated.

   An 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.

Table A *(continued)*

Fields 6 through 8: Please note, affordability information is not required for all fields but should provide any one source of information demonstrating affordability.

Fields 6 and 7

Housing Developed with Public Financial Assistance and/or Other Mechanisms that Restrict the Affordability of the Unit

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

6. Assistance Programs Used for Each Development: Assisted units are units that 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 - 4 or 9 percent program (both federal and State tax programs)
   - 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 Trust Funds
   - Other: Applicable Programs -- list any other applicable programs (including local programs) not listed

7. Deed Restricted Units: If units in a project are considered affordable to moderate- and lower-income households due to a local program or policy, such as an inclusionary housing ordinance, or regulatory agreement, such as a density bonus, identify the mechanism used to restrict occupancy on the basis of 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.

Table A
(continued)

- Density Bonus: Input "DB" (density bonus) if applicable.
- For any other mechanism input the program policy identifier and attach description.

Field 8

Housing without Financial Assistance or Deed Restrictions

8. To claim units as affordable to lower- -income households without financial assistance and/or deed restrictions, 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--income households without either public subsidies or restrictive covenants based on sales prices or rents relative to the income levels of households.

   Where information is unavailable pertaining to unit affordability and a jurisdiction cannot account for how the identified unit was properly categorized, the unit should be counted in the moderate or above moderate-income category depending on market conditions.

   Total the number of units per each income category permitted during the calendar year.

Fields 9 through 10

Determine the total units permitted in the reporting year

9. Enter in the total number of units reported in Table A3.

10. Total by income units (field 10 is located in the lower left hand corner of Table A): Add the number of units for each income category listed in Field 4, and enter the totals in Field 10. The result is the total number of dwelling units permitted during the reporting year.

Field 11

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

Annual Building Activity Report
Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65883.1(c)(1)

Fields 1 through 3

Units by Activity Type Pursuant to GC Section 65883.1(c)(1)

Please note: Units may ONLY be credited when a jurisdiction has 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).

Enter the number of units eligible under each activity by income level.

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. Although data on units affordable to extremely low income is voluntary, your assistance would be greatly appreciated.

Field 4

Description of Activity

Provide a brief description of how these units meet the statutory criteria including project name and housing element program reference pursuant to Government Code 65883.1(c)(7). This information must also be reported in Table C when demonstrating progress in program implementation. Jurisdiction may not use Table A2 to credit activity towards progress in meeting its RHNA for units rehabilitated, preserved, or acquired when no program was included in the housing element.

Field 5

Total units by income Group Category

Calculate the total units by income level for all activities to be used to calculate RHNA progress in Table B.

Table A3

Annual Building Activity Report
Summary for Moderate- and Above Moderate-Income Units

Fields 1 through 6

Report the total number of units affordable to moderate- and above moderate-income households for which building permits were issued during the reporting period by unit category (i.e., single-family, 2-4 units, 5 or more units, second-unit, or mobilehome). In order to prevent double counting, units identified as part of a mixed-income multifamily project in Table A should not be included in Table A2.

Field 7
(Voluntary)

To gain a greater understanding of the level of infill housing activity in the state, the Department asks that you estimate to the extent possible, the number of infill housing units permitted during the reporting period. Although completion of this field is voluntary, your assistance would be greatly appreciated.

An 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

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.

- The "income level" field lists the income level categories.
- "Regional Housing Needs Allocation by Income Level" – List the jurisdiction's assigned RHNA for the planning cycle by income group.
- For each year of the planning cycle, list the 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 A2. This data should be reported as deed restricted or non-deed restricted as appropriate.
- "Total Units to Date (all years)" – Add together the total number of units permitted in each income category.
- "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.

NOTE: Since forms are being completed in the middle of most local government's planning period, information as specified may not be available for prior years. However, in future years (new planning period) the table should be completely filled out.

Table C

Program Implementation Status

Report the status of housing element program and policy implementation.

In particular, list 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). Also detail the progress in implementing all specific programs and policies:

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 second-unit ordinance).

3. "Deadline 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.

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 attach additional page(s) to provide clarification or information relevant to demonstrating progress towards meeting RHNA objectives.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Clovis

Reporting Period Jan-10 - 1-Dec-10

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
Stanford Addition	SF	O		L			1	1	RDA	1	
Parcel Map 55-37	SF	O		L			1	1	RDA	1	
Southern Cal. Presbyterian Homes	5+	R	VL				60	60	RDA\HUD202	59	
(9) Total of **Moderate and Above Moderate** from Table A3 ▶ ▶					0	0	0				
(10) Total by income Table A/A3 ▶ ▶			60	2				62			
(11) Total **Extremely Low-Income** Units*			0								

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Clovis

Reporting Period Jan-10 - 1-Dec-10

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for **Moderate**						0	
No. of Units Permitted for **Above Moderate**	382					382	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Clovis

Reporting Period Jan-10 - 1-Dec-10

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.													Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted						59						59	-59
	Non-deed restricted													
Low	Deed Restricted						2						2	-2
	Non-deed restricted													
Moderate	Deed Restricted													
	Non-deed restricted													
Above Moderate														
Total RHNA by COG. Enter allocation number:														
Total Units ► ► ►							61						61	-61
Remaining Need for RHNA Period ► ► ► ► ►														

Note: units serving extremly low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Clovis

Reporting Period Jan-10 - 1-Dec-10

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
Please see Attachment 1			

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Clovis		
Reporting Period	Jan-10	-	1-Dec-10

General Comments: