

# California Department of Housing and Community Development



Annual Progress Report

Frequently Asked Questions

December 2023

Note: For details on completing the APR, please see the  
[Housing Element Annual Progress Report \(APR\) Instructions](#)  
provided on the HCD website.

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## Recent Changes to the APR form

### What recent changes have been made to the APR fields for the 2023 CY form?

AB 1743(2022) added the requirement to report on whether housing developments reported on the APR were subject to either a ministerial or a discretionary approval process. This requirement has been added as an additional column on Table A.

SB 6 (2022) and AB 2011(2002) have added provisions that require reporting on any housing development that utilized these streamlining provisions. HCD has consolidated the various streamlining provisions that are required to be reported on into a single column in Table A (section 9, column S) and Table A2 (section 14, column AJ)

We have also added additional information to the Summary tab, which is populated from data entered on Tables A, A2, C, and D.

## How to Complete the APR Form

### Why can't I paste my data? It says the sheet is protected.

Greyed out cells contain formulas and are protected. White cells may be edited and/or copy/pasted into.

### Can I still download the APR form?

The APR form is available on HCD's website. To obtain a previously submitted APR form, please log into the reporting system, and download the form. You can also contact HCD at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov) and we can send you a previously submitted form.

### Which tables on the form are required?

The Start Here Tab must be completed, and every locality has housing element programs that must be reported on Table .. All other tables are required if reportable activity occurred during the reporting year.

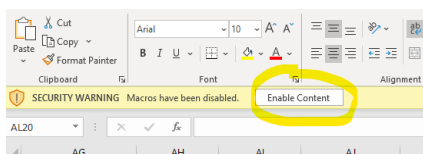
### Can I leave a row blank?

Yes, you may leave blank rows in between rows that have information. However, you may not leave more than 10 rows in a row blank in between rows with information.

### How do I delete rows?

Click on a cell in the row(s) and type Ctrl-d.

Note: Macros must be enabled.



## Why are the rows not summing correctly?

The summary tab and summary rows only include activities that occurred during the reporting year, according to the year entered in the "Start Here" tab. Please confirm the dates you enter in the applicable date columns occurred during the reporting year and are correctly formatted as dates.

## How do I print Table A2 so that all columns are visible?

The "Finish Here" tab contains a button that formats Table A2 for easier printing. Another option is to use HCD's APR system to submit the APR and download a pdf that is available.

Format A2 for easy printing

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

## Data Cells

### Why are some cells highlighted yellow or green?

**Yellow Cells:** Required cells for each row become highlighted yellow once any cell in the row contains a character. The affordability descriptions become highlighted and required once any lower or moderate-income units are entered into the form.

**Green Cells:** Cells highlighted green are where you indicate the number of units by affordability. This is required for any project in Table A. This is also required for the applicable sections (completed entitlement, issued building permits, issued certificates of occupancy) of Table A2. For example, if a project in Table A2 was issued a building permit, but not an entitlement or certificate of occupancy during the reporting year, you would enter the unit count in one of the green cells in the building permit section only. You may leave the other sections blank even though they are highlighted green, since they wouldn't apply to this example. Once a value is entered into this range, the range will no longer be highlighted green.

Note: If you wish to remove the highlighting, please contact HCD and we can remove it for you.

### Why are the date cells highlighted red?

Cells can be highlighted red for two reasons:

- 1) **Date cells:** Sometimes, dates that are copied and pasted into this form are formatted as text. When pasting dates into the form please paste with the "match destination formatting" option. If the date cells are still highlighted red, they contain text. These must be converted to dates. To do so, open a blank workbook and paste in the dates that are formatted as text. In an adjacent column, enter the function =DATEVALUE and refer the function to the cell with date formatted as text. This will result in a 5-digit number. Copy and paste these 5-digit numbers back into the APR form, then change the format of the cells to "Short Date" (i.e., 3/4/2012). You can also contact HCD for assistance.
- 2) **Text cells:** Cells can also be highlighted red if the length of the text entered in the cell exceeds the character limit.

### Can the same project be included in both Table A and Table A2?

Yes. Table A tracks all **applications** for residential development that were determined complete during the reporting year. Table A2 tracks all **entitlements, building permits, and certificates of occupancy** for residential development that were issued in the reporting year. If a project application was determined complete and received entitlements, building permits, and/or certificates of occupancy during the reporting year, that project would be listed in both Table A and Table A2.

### How do I correct or update the values in Table B?

Table B contains data HCD has received from prior APR submittals. If the numbers do not match your records, please contact HCD.

### Do I need to report Assessor's Parcel Numbers with a particular formatting?

APN formats can vary by county. HCD prefers that APNs reported on the APR match the formatting particular to your county. Row 6 of Table H describes the APR format that is particular to your county.

## Counting and Categorizing Units

### What if my APR reporting year occurs during a change in planning cycles?

The APR must contain a report on all applicable activities that occurred during the entire reporting year. If your reporting year includes a change in planning cycles, submit one APR which reports on the entire calendar year. Table B will only count units with date occurring within the cycle it is displaying. However, the data from other tables is stored in our database and will count toward the applicable cycle. For example, if your 6<sup>th</sup> cycle starts on 10/15/21, then all units with building permits issued before that date will count toward your 5<sup>th</sup> cycle and be included in Table B. All units with permit dates on or after the start of the 6<sup>th</sup> cycle will count toward your 6<sup>th</sup> cycle progress. This is tracked in our database, but may not be visible on Table B. If you would like a version of Table B that shows a different cycle, please contact HCD. For Table D, include information on the most recently adopted element in the reporting year. You may also include programs from the previous adopted element by differentiating them by including the previous cycle name before the program name.

### How do I report Homekey Units in my APR?

Any application for a Homekey project that is determined complete must be reported on Table A. Units are reported on Table A2 once they have been converted from interim to permanent or if they were acquired as permanent units. Interim units do not meet the definition of "unit" should not be reported. Contact HCD if you have any questions on a specific project. Permanent Homekey projects that did not receive building permits may still be reported in all sections of Table A2. This ensures jurisdictions receive RHNA credit toward Homekey projects.

### How does HCD define "unit" for the purposes of Annual Progress Reports?

A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building, and which have direct access from the outside of the building or through a common hall. Single room

occupancy (SRO) units, ADUs, and JADUs, and permanent Homekey conversions are included in this definition.

### What living quarters do not count as a housing unit for the purposes of my APR?

Dormitories, bunkhouses, and barracks; quarters in predominantly transient hotels, motels, quarters in institutions, general hospitals, and military installations except those occupied by staff members or resident employees who have separate living arrangements. Tents and boats are excluded if vacant, used for business, or used for extra sleeping space or vacations. Student housing of any type is not considered housing units, even if the student housing consists of separate living quarters for students. If the housing is restricted to students, it is considered group quarters and thus not counted as a housing unit. Certain student housing developments must be reported on Table J if they meet reporting requirements. They may not be reported on any other table. Senior or assisted living facilities are considered group quarters if residents are in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services to the residents. Senior housing that consists of separate living quarters for residents are considered housing units.

### Do I only report net new units, or can I report all units and including demolished and rebuilt units?

APR reporting requirements now require a report on all units, not just net-new units. You may report demolitions that were associated with construction of a new unit on Table A2, in the applicable section.

### How do I report demolished units?

Demolished units are not reported unless they are associated with or replaced by a new housing development that is reportable on the APR. In those cases, those units should be included in the demolished/destroyed units' column.

### How does HCD count units from the calendar year submitted toward RHNA progress?

The date associated with the activity must be within the reporting year of that APR form to get counted. Building permits must be issued in the same calendar year you are reporting to be counted toward RHNA. For example, a 2020 permit must be noted on the 2020 APR form to be counted towards RHNA progress. You may update an APR from a previous year if needed.

### How do I report single-family housing developments and subdivisions?

If the housing development consists of multiple units, you may list all units on one row of Table A as a single housing development application. Once units have individual APNs and street addresses, they must be reported on each row on Table A2.

### How do I know if a property should be reported as surplus land? How do I know if it is surplus land, exempt surplus, or excess?

“Surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Land shall be declared either “surplus land” or “exempt surplus land,” as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency’s policies or procedures. A local agency, on an annual basis, may declare multiple parcels as “surplus land” or “exempt surplus land.”

If an application was submitted in 2022, but not determined complete until 2023 -- do we report the project in the 2022 or the 2023 APR?

The project would be reported on the 2023 APR, the APR for the year the project is determined complete. The project would not be reported on the 2022 APR because it was not determined complete in 2022.

What is the definition of “locally owned?”

Locally owned means owned by the city or county.

What is Streamlining field on Tables A and A2?

This field refers to a variety of streamlining provisions that must be reported on in the APR. These include SB 9 (2022), AB 2011 (2022), SB 6 (2022) and SB 35 (2017).

This field may not be left blank; please use NONE if none of the available streamlining provisions apply to this housing development. If selecting a streamlining provision or provisions, please ensure the project requested those streamlining provisions before selecting.

### Accessory dwelling Units

Do Accessory Dwelling Units (ADUs) or Single-Family Homes (SFH) belong on Table A?

Yes, the application for any residential development must be reported on Table A. A housing development application can consist of an application for a single unit, or for multiple units.

Do SFHs/ADUs belong on Table A2?

SFHs/ADUs must be counted on Table A2 if they were entitled, permitted, or construction was completed during the reporting year.

What do I report on Table A?

Any application that is determined complete for a housing development that may require discretionary or nondiscretionary (ministerial) approvals. Please report the first housing development application submitted for the project. If this is an application for planning department review and approval, please report that application. If this was an application for a building permit with no corresponding application for planning approval, please report that. Please note, issued building permits must also be reported on Table A2.

### Affordability and Density Information

Which fields must be filled for affordability information and other highlighted fields?

If any units are reported as very-low, low, or moderate-income in sections 4, 7 or 10 (affordability by household income) then the information in fields 16 (financial assistance program), 17 (deed restriction type) or 18 (affordability explanation) must be completed to demonstrate affordability. In the absence of justification that the unit is affordable to a very- low, low, and moderate-income household, the unit must be counted as above-moderate income.

Is there a difference when reporting state or local density bonuses?

References to density bonus in the APR form refer to provisions described in Government Code section 65915 (State Density Bonus Law). Projects that received incentives or concessions, including a density

bonus, pursuant to a local density bonus ordinance apart from State Density Bonus Law should indicate OTHER in the Deed Restriction Type column and provide additional description in the Notes section.

### Can a jurisdiction fulfill above-moderate unit allocations with an excess of moderate, low, or very low-income units?

For APR reporting on progress toward the regional housing needs allocation, excess units in one income category do not count toward the higher income category. The exception to this is in the SB35 determination, where excess very low-income units count toward low-income units.

### How do I report extremely low-income units?

Progress in meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1) must be reported on the APR. HCD provides space on Table B for this reporting requirement. Data is auto populated for 2018 and onwards based on data entered on Table A2 on the current and prior APR submissions. Projects must report a valid building permit date in section 8 and reportable units included in section 13. Units reported in section 13 must be in-addition to units reported in section 7. For example, an extremely low-income unit must be reported as very low in section 7, and also reported in section 13 to be included in the extremely low-income portion of Table B.

## Error Validator

### How do I use the error validator on the APR Excel Form?

The Finish Here tab contains several tools that may assist you in completing the APR form. The first tool is a validator, which will run a check of all required information. The Validator will create two files: one file is a copy of the APR with problematic cells highlighted. The second file will be a list of problematic cells, with the exact cell number with the error.

Check for potential errors	<b>Optional:</b> This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.
Format A2 for easy printing	<b>Optional:</b> Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.
Ensure all dates are valid	<b>Optional:</b> This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR>

Submittal Instructions
<p><b>Please save your file as Jurisdictionname2019 (no spaces).</b> Example: the city of San Luis Obispo would save their file as SanLuisObispo2019</p> <p>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 pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none"><li><b>1. Online Annual Progress Reporting System (Preferred) - Please see the link to the online system to the left.</b> This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email <a href="mailto:APR@hcd.ca.gov">APR@hcd.ca.gov</a> and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is <a href="mailto:opr.apr@opr.ca.gov">opr.apr@opr.ca.gov</a>.</i></li><li><b>2. Email -</b> If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at <a href="mailto:APR@hcd.ca.gov">APR@hcd.ca.gov</a> and to OPR at <a href="mailto:opr.apr@opr.ca.gov">opr.apr@opr.ca.gov</a>. Please send the Excel workbook, not a scanned or PDF copy of the tables.</li></ol>

In addition, HCD's Online APR Submission System provides an error validator as well. You may login to the system and run the validator against the file to identify any errors. This will not submit the APR to HCD.



## LEAP Table

### How do I fill the LEAP table, and should I include information about separate reimbursement requests?

Task and award amount must match the LEAP application tasks. Enter 0 for cumulative reimbursement if none, "None" for other funding if no matching funds. All fields aside from notes must be completed for each row with a task listed.

Detailed instructions can be found on page 21 of the [Housing Element Annual Progress Report \(APR\) Instructions](#).

## Summary Page

HCD has added to the Summary page, which will display a summary of the information reported on Tables A, A2, C, and D. This includes units permitted by structure type, units reported in density bonus projects, units permitted pursuant to streamlining provisions, sites rezoned, and other information. The summary page is formatted for printing. If totals are not matching what was reported in the source tables, please confirm the dates of all activities occurred during the reporting year. Please contact HCD if totals are still not matching.

## Submitting the APR

### What if I have nothing to report?

At minimum, the "Start Here" tab and Table D must be completed. If you have nothing to report in any of the other tables, please leave them blank, do **NOT** put N/A or something similar.

### How do I upload the prepared APR form to HCD?

The Online Annual Progress Reporting System is available to submit 2023 APRs and is located at <https://apr.hcd.ca.gov/APR>

If you need your login information, please email HCD at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

To submit for the most recent reporting year, log into HETS and click on the year you are reporting. Click "choose" file and upload your prepared APR. A green banner following the upload indicates success. An email will automatically be sent to HCD notifying us the APR was submitted. You have the option to run the error validator on the file that will identify any errors, without submitting the file.

A red banner means the upload was unsuccessful and that the form is likely missing required information. If you cannot identify the missing information, please contact your HPD representative.

### Do I need to take the form to my Council or Board prior to submitting the APR?

Government Code section 65400 requires the planning agency to provide this report to the legislative body (i.e. local Council or Board), HCD, and OPR by April 1 of each year. The statute does not specify in which order they be provided, and HCD does not require the report to be submitted to the legislative body prior to submitting it to HCD. HCD recommends you provide the report to your legislative body prior to sending it to HCD and OPR.

## Does submitting the Housing Element APR fulfill the requirements of submitting a General Plan APR?

No. Government Code section 65400 requires jurisdictions to also submit a General Plan Annual Progress Report to OPR and HCD. These can be emailed to [opr.apr@hcd.ca.gov](mailto:opr.apr@hcd.ca.gov) and [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov). If you have further questions about the General Plan APR (sometimes referred to as the GP APR), please see OPR's webpage at [General Plan Information - Office of Planning and Research \(ca.gov\)](http://www.opr.ca.gov/General-Plan-Information-Office-of-Planning-and-Research).

## Previous APRs

### Can I use this form for a prior year?

You can use this form for 2018 -2022. Make sure to change the reporting year in row 5 of the "Start Here" tab. Table G is not required for 2018. Table H and LEAP are not required for 2018-2019. For the years 2017 and prior, you must use the old version of the APR. Please contact HCD at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov) to obtain this form.

APR forms for calendar years 2018 and onward are available for download in the online APR system. If your APR form is not available, please contact your HCD Representative.

The screenshot displays the 'Housing Element Tracking System' interface. At the top, there are navigation links for 'Home', 'Admin', and 'Logout'. Below this, a 'Planning Period' dropdown menu is set to '(6S) 01/21/2023-01/31/2031'. The main content area is divided into two sections:

- ANNUAL PROGRESS REPORTS**: A table with columns for 'Year (Click to View)', 'Submitted Date', 'Status', and 'Jurisdiction Representative'. The 'Year' column lists years from 2023 to 2031. The table is currently empty, and the status is 'Viewing: 1 to 9 of 9'.
- UPLOADED ANNUAL PROGRESS REPORT FILES**: A table with columns for 'Year', 'Status', 'File Upload DateTime', and 'File (Click to Download)'. It shows three entries for the years 2018, 2019, and 2020, all with a 'Success' status. The 2020 entry includes a download link for 'housing-element-annual-progress-report-2020.xlsx'.

### How do I import information from a prior APR form into the 2023 APR Form?

Importing of a completed APR form into a blank copy of the form is done through Excel, not through the online APR system. To do this, download a blank copy of the form, go to the "Start Here" tab, and click "Import Last Year's Data" and select the APR file that was submitted last year. Most data will be copied into the new version of the form. Make sure you update the year in the "Start Here" tab. Please note, the columns which as to describe if any streamlining provisions apply to the housing development will not copy over, as the data validation for the column has been changed.

You can delete any project that might not be applicable to the new reporting year by selecting a cell in the row and typing **ctrl + d**. you may want to do this for all Table A projects and any project that was completed in 2023 (certificate of occupancy issued) and no longer has any reportable activity.

### How do I correct errors on past APR forms?

You can update your 2018-2023 APR forms by downloading them from the APR reporting system, importing the data into the most recent version of the form on HCD's website, correcting the form, and then uploading it to the system once again. You may also contact HCD for assistance