**Regional Early Action Planning Grants (REAP) Program**

**Annually and/or Close Out Report Template**

*(1) Pursuant to Health and Safety Code 50515.04 (a), please use the following template to complete annual reports and the close out report due April 1, 2024.*

*(2) Applicants may use this template for their annual report due each year, or applicant may consult with HCD on the frequency of submitting reports (e.g. applicants may opt to submit quarterly reports with their reimbursement requests). Report(s) must be received at minimum once per year no later than April 1 of each year.*

Applicant Name:

Standard Agreement #:

**Eligible Category #1 – Improved 6th Cycle RHNA Methodology**

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| Eligible Project | Project Description (4-5 sentences) | Project Start Date, End Date, & Duration: | Project Goals & Relevance to REAP Goals (Accelerating Housing Production & State Planning Priorities) | Current and Projected Outcomes (if possible, please quantify). |
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**Eligible Category #2 – Suballocations to Jurisdictions**

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| Eligible Project | Project Description (4-5 sentences) | Is the suballocation to jurisdictions for A) Technical Assistance, B) Establishing Housing Trust Funds, C) infrastructure planning, D) feasibility studies to determine the most efficient locations to site housing, or E) temporary staffing/consultant needs for the above 4 actions? | Project Start Date, End Date & Duration: | Project Goals & Relevance to REAP Goals (Accelerating Housing Production & State Planning Priorities) | Current and Projected Outcomes (if possible, please quantify). |
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**Eligible Category #3 – Providing Jurisdictions with TA, Planning, Temporary Staff or Consultant Needs Associated with Updating Local Planning and Zoning Documents, Expediting Application Processing, and Other Actions to Accelerate Additional Housing Production**

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| --- | --- | --- | --- | --- | --- |
| Eligible Project | Project Description (4-5 sentences) | Providing jurisdictions with A) technical Assistance needs, B) planning needs, C) temporary staff needs or 4) consultant needs? | Project Start Date, End Date & Duration: | Project Goals & Relevance to REAP Goals (Accelerating Housing Production & State Planning Priorities) | Current and Projected Outcomes (if possible, please quantify). |
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**Entitlements**

1. Have all the jurisdictions within your region submitted their Annual Progress Reports? Y/N:
   * If No, which jurisdictions are still missing? Please ensure these jurisdictions submit their Annual Progress Report, and please provide a summary of building permits, certificates of occupancy or other completed entitlements within these missing jurisdictions as applicable:

**Drivers**

1. What local, state, or federal legislation or mandates drive the project? (SB 35, AB 1397, etc.)
2. What part of this effort was community driven?
3. What additional funding opportunities were present?

**Engagement Process**

1. Who were your stakeholders?
2. What did the engagement process look like?
3. What role did stakeholders play in the process? (Keep in mind: training, education, council formation, technical assistance, etc.)
4. What were the outcomes of the engagement process?
5. What did you do to make sure you were reaching hard to reach populations (AFFH… build out)

**Challenges**

1. What challenges were encountered?
2. What solutions were encountered or created?
3. What are areas for improvement of policy alignment at the state or federal level to help achieve proposed outcomes more easily?

**Outcomes**

1. What are the current or projected outcomes? Benefits?
2. Which actions taken had the greatest impact on accelerating housing production?
3. Were outcomes as anticipated?
4. What new opportunities have arisen as a result of this project?
5. What are the next steps?

**Replicability**

1. What aspects of the project could be replicated in other communities?
2. Useful resources and tools? For a specific region or sector?

**Additional Resources**

1. Links to the project itself
2. Links to resources used throughout and any other relevant resources

**Further Information**

1. Who can be reached to ask more questions about this project?
2. Name
3. Number and/or email