

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021

Instructions

The following form is to be used for satisfying the annual reporting requirements of Health and Safety Code section 50515.04. The annual report utilizing this form must be submitted to HCD by April 1 of the year following receipt of funds and annually thereafter until funds are expended.

Applicants must submit the annual report to HCD by email at
reap@hcd.ca.gov.

Applicants should utilize the following instructions in completing the forms.

Overall Context: This section will provide an overview of the project, including needs, challenges, limiting factors, opportunities and solutions unique to the region. The section should also discuss the overall approach, goals and high-level summary of the status of the program.

Project Highlights, Accomplishments and Best Practices: This section will generally discuss some highlights for the overall project from the last year and any accomplishments resulting from the efforts in implementing the program. This section may also list and explain some of the best practices occurring through the program. This section can highlight efforts at a regional, sub-regional or local level and can include a wide ranging variety of efforts that facilitate housing impacts such as engaging stakeholders, building support for housing, major progress in zoning amendments, subregional collaboration, technical assistance outcomes.

Status of Activities: This section will provide a description of each of the major activities in the applicant's program. For major activities, the applicant can consult Section C from the application. The section will provide a general description of the overall activities, highlighting challenges, opportunities and accomplishment and will complete the status table. Column 1 of the status table is entitled Activity Category. This column will be completed with the relevant activity category (i.e., identification of best practices, education and outreach, improved RHNA methodology, suballocation, technical assistance and administration costs). Column 2 will include a brief description of the activity. Columns 3 and 4 will report the amount of money allocated to each activity and how much has been expended per activities as of the end of the calendar year. Column 5 will describe the overall timing of the project with beginning and anticipated completion dates. Column 6 will include a general status (i.e., not yet started, in progress, complete) and anticipated upcoming milestones. Column 7 will qualitatively and quantitatively, where possible, describe the regional impact on housing as a result of the activity.

Summary of Housing Production Indicators: This section will give an overview of housing production indicators and a summary of building permits, certificates of occupancy, or other completed entitlements issued by entities within the region or by the jurisdiction, as applicable. Applicants may use the Annual Progress Reports published the previous year to provide the total number of new units for the region. Self-reported data by cities and counties is available on HCD's [Housing Element and Implementation and APR Data Dashboard](#) (note: HCD cannot independently verify most project-level data). HCD recognizes REAP funds may not begin to impact housing production completed in 2019 and 2020, but that these numbers may be used as a baseline or context for indicating housing production at a regional scale. Baseline year will be the 2019 calendar year and current year will be the prior year annual progress report. Applicants may add other indicators of housing production and numerical outcomes and may also discuss any anticipated changes and limiting or confounding factors potentially impacting the effectiveness of the activities.

Additional Information: The applicant may add any applicable information as necessary to demonstrate the status and impacts of the overall program.

Additional Template Instructions: Please review and customize the footers of this document.

Amador County

Overall Context:

Our REAP Grant Project has four primary objectives:

- 1) *Preparation of a Joint Housing Element with the cities of Amador City, Lone, Jackson, Plymouth, and Sutter Creek.*

Needs: The project is need for compliance with State housing element law and to achieve RHNA land use availability.

Challenges: Six communities working together on the same project with sparse staffing and resources.

Limiting factors: Limited data availability and minimal residential development pressure across all income categories.

Opportunities: The occasion for six communities to save substantial funds by completing a joint project vs separate housing elements.

Solutions: Using a consultant familiar with several involved communities to expedite the process.

- 2) *General Plan Implementation/Zoning Code Update by additional staff funded by REAP Grant.*

Needs: The project is necessary to achieve compliance with State land use law that requires General Plan and zoning consistency.

Challenges: It was difficult to find a consultant to work on a limited project for a small community.

Limiting factors: Funding consultants would require substantially more funds that were available in the grant.

Opportunities: In-house staffing was determined to be more fiscally efficient.

Solutions: Authorization was given to hire additional staff to perform the work at substantial savings.

- 3) *GIS Hardware and Software Upgrades*

Needs: The project is necessary to provide current land use and zoning data to the public.

Challenges: The currently used software and hardware are over 10 years old and are no longer supported by their vendors.

Limiting factors: The County's GIS data has not been updated since 2011.

Opportunities: Needs for evacuation route planning, 911-addressing, and housing site analysis made GIS improvements a priority.

Solutions: Staff resources from multiple County agencies worked together to develop a plan to upgrade the GIS.

- 4) *Mother Lode Region ADU Collaborative*

Needs: ADU development needs to be encouraged to help with State-wide housing shortages.

Challenges: The State-mandated ADU rules are difficult for the public to understand and a permitting guide would encourage ADU development.

Limiting factors: Pre-approved ADU plans and easy-to-understand permitting processes are not available

Opportunities: Several counties with similar geography, demographics, and housing needs working together can solve this problem collectively to the benefit of all involved.

Solutions: Amador, Calaveras, Mariposa, and Nevada counties will develop a guidebook to streamline ADU development and providing guidance on how to approach on-site well and septic services for an ADU.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

1) *Joint Housing Element:*

Consultant selected, data gathering completed, public workshops held, administrative draft being prepared.

2) *General Plan Implementation/Zoning Code Update:*

New employee selected and begins work June 27, 2022. County proposal to amendment zoning code to expand the terms of permits for temporary manufacture homes and to reduce the minimum square footage of new dwellings is being reviewed by the Planning Commission June 14, 2022.

3) *GIS Hardware and Software Upgrades:*

Contractor selected to migrate 52 existing GIS layers from unsupported hardware and software to cloud-based ArcGIS Online format and to develop an application to allow seamless upload of ownership and parcel split/merger data from the Assessor's office.

ArcGIS software purchased to replace employee access to 60 workstations; remaining staff will be able to access layers through the public access portal.

4) *Mother Lode Region ADU Collaborative:*

A Request for Qualifications for professional services to draft and implement the ADU workbook is being evaluated.

Status of Activities:

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1, 2, 3, 5	Housing Element Update	\$159,040	\$12,728.75	10/21-11/22	In progress	Upon completion, the Housing Element will identify barriers to housing growth and identify areas to be zoned to accommodate the 6 th cycle RHNA
1, 3, 5	Zoning Code Update	\$202,064	0	6/22-12/23	In progress	Upon completion, the zoning code and map will be updated for consistency with the General Plan to expand areas needed for compliance with the 6 th cycle RHNA
1, 5	GIS hardware and software upgrades	\$45,400	12,800	10/21 – 10/23	In progress	Accurate GIS data will be made available to the public via an updated GIS viewer, which will remove an obstacle that the real estate and development community has in obtaining information on potential residential sites.
1, 2	Mother Lode Regional ADU Collaborative	\$37,500	0	10/22-10/23	In progress	The goal of this work effort is to provide more information and hands-on resources that will motivate and encourage homeowners to develop ADUs.

Summary of Indicators of Housing Production:

Housing Production Indicator	Baseline Year (2019)	Current Year (2021)	Cumulative Change	Notes
Building Permits	25 SFD, 2 ADU	39 SFD, 5 ADU	14 SFD, 3 ADU	
Certificates of Occupancy	27	44	17	
Completed Entitlements	1	15	14	New residentially-zoned parcels.