

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021

REAP Grant Annual Report - 2023

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.

County of Del Norte

Overall Context:

The County applied for REAP 1.0 grant funds later than most jurisdictions. An application was filed in January 2021 and notification was provided to the County in August 2021 of the grant award. The grant agreement was sent to the County on September 8, 2022 and fully executed on September 20, 2022.

The grant includes one sub-recipient, the City of Crescent City. Following the execution of the agreement the County and City worked together on a sub-recipient agreement that was approved by the County Board of Supervisors on October 25, 2022 and approved and signed by the City Council on November 10, 2022.

At this point, the City and the County began to establish a framework for completion of the activities included in the grant application. For the County, this meant identifying potential software vendors for permit tracking and identifying a plan for scanning archived building and planning permit files. An RFP was posted for the software and six vendors were interviewed in November 2022. Due to the holidays, the second round of interviews were scheduled for January 2023.

The City did not begin work on Activity 4.

Both jurisdictions plan to complete the required activities in 2023.

Project Highlights, Best Practices and Recent and Anticipated Achievements: *The reporting period correlates with the early implementation period for the program where the County and its sub-recipient were setting up the stage to perform the actual work needed to accomplish the activities included in the application. The primary highlight or accomplishments were:*

- 1) execution of the grant agreement with HCD*
- 2) inclusion of the REAP 1.0 Budget into the Planning Division Budget. Since the execution of the final agreement occurred after the adoption of the Countywide FY Budget, this required a separate Budget Transfer Request approved at regular meeting of the Board of Supervisors.*
- 3) coordination with the City of Crescent City (sub-recipient) to develop a subaward agreement.*
- 4) approval of the subaward agreement by the Del Norte County Board of Supervisors and Crescent City City Council.*
- 5) posting of an RFP by the County for Permit Tracking Software vendors with six responses.*

Status of Activities:

[Insert information on Status of Activities]

[Insert data in the following table regarding Status of Activities]

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1	Identification of BMPs	0.00	0.00	by 8/15/23	ongoing	None at this time.
2	Education and Outreach	6,185.00	436.45	by 8/15/23	ongoing	None at this time.
4	Suballocation of moneys	90,000.00	0.00	by 7/31/23	ongoing	None at this time.
5	Technical Assistance	99,785.00	0.00	by 7/31/23	ongoing	None at this time.
6	Grant Administration	5,000.00	2,362.81	by 8/15/23	ongoing	None at this time.

Summary of Indicators of Housing Production: *Data is taken from the Housing Element Implementation and APR Dashbard provided by the California Department of Housing and Community Development.*

[Insert data in the following table regarding Summary of Indicators of Housing Production]

Housing Production Indicator	Baseline Year 2019	Current Year 2022	Cumulative Change	Notes
Building Permits	83	167	+84	
Certificates of Occupancy	52	99	+47	
Completed Entitlements	53	176	+123	
Other				
Other				
Other				

Additional Information:

Nothing more to add at this time.