

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021

REAP Grant Annual Report - 2024

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 a 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 2022. An extension to the term of the grant was approved on August 15, 2023 that extended the expenditure deadline to December 31, 2024. The additional time was needed to complete the scope of work.

The grant includes one sub-recipient, the City of Crescent. Following the execution of the agreement the County and City worked together on a subrecipient agreement that was approved by the County Board of Supervisors on October 24, 2022 and approved and signed by the City Council on November 10, 2022. The term of the subrecipient ended on August 15, 2023. A new subrecipient agreement was approved by the County Board of Supervisors on February 13, 2024, and approved and signed by the City Council on February 20, 2024. The term of the new agreement is from August 16, 2023 to June 30, 2024. A change in staffing in the Office of County Counsel resulted in the agreement taking longer to complete than intended.

The approach to the project taken by the City and the County is working in that both jurisdictions are positioned to complete the remaining scope of work by the first half of 2024. It should be acknowledged that no work was initiated on Task 2 of Activity 2 which was for the County to public outreach survey/questionnaire to help inform the local agency of the need and benefits of taking early action related to the sixth cycle regional housing need allocation. By the time the original agreement was executed on September 8, 2022, the County's sixth cycle regional housing need allocation was already set and the draft Housing Element had its first review by HCD staff. The County's consultants extensively interviewed stakeholders and offered multiple public workshops to gather information.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

As of December 31, 2023, the following work was completed by the County:

- 1. Selection of a vendor for the County's permit software program. Most of the year was spent customizing the program to suit the County's need. (Activity 5, Task 2, 90% complete)*
- 2. Staff was trained on how to use the new software program. (Activity 5, Task 5 – 90% complete)*
- 3. Close to 36,000 Building Permits were scanned and are now in a database. (Activity 5, Task 1 – 100% complete)*
- 4. Bluebeam Software was purchased for one year for one of the inspectors. (Activity 5, Task 3 – 50% complete)*

Remaining Work

Activity 5

Online implementation of the building permit program and purchase of two tablets.

As of December 31, 2023, the following work was completed by the City:

- 1. Overall 57% of the tasks assigned to the City's consultants were completed. Activity 4, Task 1, Increase Zoning Capacity was at 79% complete, Task 6, Housing Entitlement Assistance was 84% complete and Task 2, Infill Development was at 75% complete. The City has had notable success in entitling multiple multi-family projects within the last year.*

Remaining Work

Activity 4

Task 4, Public Engagement and Task 7, CEQA Fees were 0% complete. Housing Checklists and templates (Task 3) is 45% complete.

Status of Activities:

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1	Identification of BMPs	\$	\$-	8/15/2023	Ongoing	None at this time.
2	Education and Outreach	\$	\$436.45	8/15/2023	Completed	Housing Element Adopted
4	Suballocation of Moneys	\$	\$47,579.55	7/31/2023	Ongoing	Several projects assisted.
5	Technical Assistance	\$	\$80,828.00	7/31/2023	Ongoing	None at this time.
6	Grant Administration	\$	\$1,247.09	8/15/2023	Ongoing	None at this time.

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

Housing Production Indicator	Baseline Year 2019	Current Year 2023	Cumulative Change	Notes
Building Permits	83	71	-12	
Certificates of Occupancy	52	88	+36	
Completed Entitlements	53	80	+27	
Other				
Other				
Other				

Additional Information:

Nothing more to add at this time.