

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021

REAP Grant Annual Report - 2025

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.

Mono County

Overall Context:

Mono County changed the Activity of this Regional Early Action Planning Grant to Eligible Activity #5 to create a Housing Policy Analysis. The goals of this analysis was to determine what has been done in the past in regard to housing and what has been the problems and direct impacts to Mono County. This analysis also will set the groundwork for Mono County on the best way to move forward with the housing needs in our community. Mono County's economy is mainly tourism and fluctuates throughout the year depending on the seasons. The influx of tourists creates a need for a majority of short term rentals throughout the county leaving very limited long term housing for residents. The limited amount of land available for development along with the housing stock has created a housing crisis therefore needing a plan of action moving forward for Mono County. A Housing Opportunities Manager was hired in October 2023 and tasked with developing solutions to this housing problem in turn creating the Housing Policy Analysis. This Housing Policy Analysis was completed in December 2024.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

The Mono County Housing Policy Analysis was completed in December 2024 and presented to the Board of Supervisors in early 2025 for adoption. The Mono County Housing Opportunities Manager collaborated with the Town of Mammoth Lakes, Eastern Sierra Community Housing and local tribes to gather the needed information necessary in the Housing Policy Analysis. There are many different housing solutions available it was this collaboration that determined what was most critical for the communities in Mono County. The Housing Opportunities Manager also collaborated internally with many different departments to find faster solutions to the housing needs in Mono County. During the development of this Housing Policy Analysis a short-term rental study was conducted to gather data necessary to see hard numbers for breakdown. An internal Mono County Ad-Hoc was also created involving two Board members to weigh in on their districts most critical housing needs. Mono County is very rural and there is only one incorporated city with amenities fit for a larger population. This Housing Policy Analysis has been a community driven effort.

Status of Activities:

The Housing Policy Analysis was completed in December 2024 with adoption by the Mono County Board of Supervisors in February 2024. This was the main goal of the Housing Opportunities Manager. After the analysis was completed it was determined that the best solution for housing in Mono County is a publicly led development process with a flexible model. This outcome will suit Mono County's rural nature.

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

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
#5	Creation of Housing Policy Analysis	\$121,517	\$121,517	14 months	completed	Created direction for unincorporated Mono County to move forward with long term housing for community.

Summary of Indicators of Housing Production:

There was no housing created with the use of REAP funds only a blueprint for Mono County to move forward with in order to create more affordable housing. The solution that was determined after the Housing Policy Analysis was completed determined that publicly led development which would be flexible is the best resolution. This allows for ownership with permanent affordability and control. This option also allows for a range of funding options and allows for enough units to be created to meet the housing needs of Mono County.

HCD post-submission corrections

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

Housing Production Indicator	Baseline Year 2019	Current Year 2024	Cumulative Change	Notes
Building Permits	N/A 58	N/A 149	N/A +91	
Certificates of Occupancy	N/A 41	N/A 73	N/A +32	
Completed Entitlements	N/A 210	N/A 121	N/A - 89	
Other				
Other				
Other				

Additional Information:

The long-term effects of the Housing Policy Analysis will enable Mono County to develop affordable housing in a cost-effective manner while remaining environmentally conscious. It will consider the longevity of the properties as well as the needs and preference of community members.