

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

April 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.

Nevada County REAP Program

Overall Context:

The Nevada County Regional Early Action Planning Program includes five projects to reduce barriers to housing production. Planning Department Staff have identified these projects to accelerate housing production and comply with recent changes to state housing, planning, and development laws.

1) ADU Workbook and Housing Master Plans: In collaboration with the Mother Lode Region counties of Amador, Calaveras and Mariposa, Nevada County desires to encourage the development of Accessory Dwelling Units and Housing Master Plans as one of the County's strategies to address the regional and statewide housing crisis. Therefore, Nevada County would like to use a portion of its grant allocation to support the development of an Accessory Dwelling Workbook prepared by Placeworks, Inc and the Housing Master Plans prepared by design partners Russell Davidson Architect and Jackson & Sands Engineering, Inc. The workbook would be tool for homeowners and developers to encourage the development of ADUs with the intention of streamlining the ADU development process and providing guidance on how to approach on-site well and septic services for an ADU. In addition, the Housing Master Plans will provide flexible housing options to the public by creating 4 -5 engineered plans for ADU's costing a flat rate of \$1,200. Based on a historical permitting average of eleven ADUs over the last three years, the County estimates that through the promotion of the workbook that the annual average ADU construction rate will increase by approximately 30% resulting in an average of fourteen ADUs per year.

2) Zoning Ordinance Amendment(s): The County's Density Bonus and Senior Citizen/Disabled Housing Ordinances are intended to provide incentives to developers to building affordable housing. These ordinances have fallen behind recent updates to State Density Bonus law, are somewhat redundant/confusing (both include provisions for allowing density bonus) and have been underutilized. The Community Development Agency has developed an Ordinance to bring these regulations into compliance with recent updates to the applicable laws, with the intention of encouraging the development of more affordable housing in Nevada County.

3) Zoning Ordinance Amendment(s): The County's 6th Cycle Housing Element included programs that require updates to the County's zoning regulation to ensure Nevada County remains compliant with State Housing Element laws and regulations. The overall purpose of these programs is to promote and streamline the approval of higher density and

affordable housing developments. The Community Development Agency has developed an Ordinance to remove barriers to housing production and maintain consistency between the Nevada County Land Use and Development Code and state law.

4) Tiny Homes on Wheels Staff Time: County staff has proposed reasonable regulations regarding Tiny Home on Wheels (THOW) in order to provide needed housing for County residents, improve housing diversity, encourage development of new, low-cost permanent housing, and to further the housing goals of the Housing Element of the County General Plan. Staff time includes drafting, outreach, public hearings, and adoption. Allocating staff time to the development of an ordinance for THOW addresses housing challenges in our county. By establishing clear regulations, engaging with the community, and ensuring interdepartmental collaboration, we can create a framework that promotes responsible and sustainable housing options. This initiative not only aligns with our commitment to affordable housing but also fosters innovative solutions to meet the diverse needs of our residents.

5) Regional Infrastructure Planning: One of the significant goals of the County General Plan is to coordinate with the cities/town in land use planning and development within their spheres (General Plan Goal 1.8). The General Plan further encourages growth within Community Regions as these areas typically have available infrastructure, services and amenities to support larger residential populations. The rural regions of the County are less suitable for compact higher density development due to the lack of available infrastructure, primarily regional public sewer and water. The purpose of this project would be to work with the County's regional jurisdictions to analyze potential infrastructure constraints, such as undersized sewer lines to develop a plan and a program for assisting those jurisdictions with infrastructure upgrades that would support the development of housing within the spheres. It is assumed that following review and approval of the County's application and execution of the Grantee' Standard Agreement with the Department, that the County will assign a multi-disciplinary team, with representatives from Planning and Public Works to this effort. The team will engage the two cities and the one town in the County as well as the Local Agency Formation Council (LafCo) to further refine the scope of work and identify infrastructure problem areas within each Jurisdiction's sphere of influence. Depending on the level of need and desire to participate, the County will establish Partnership Agreements with each jurisdiction. At this time, it is assumed that the sub-allocation amount will be proportionate to the jurisdictions population size, the overall size of the sphere and its potential to provide for housing, while taking into account the level of infrastructure deficiencies identified in the preliminary phase of the project. The County will then in collaboration with the cities and town will prepare and issue an RFP to procure the services of a qualified professional or firm to prepare the infrastructure needs study. It is plausible that each partnership will be independent and specific to each jurisdiction or that all three sphere's will be analyzed by one

consultant through a single study. Potential outcomes and deliverables, include determining where pinch points or trouble areas are, highlighting where upgrades are needed to support new housing, identifying the lifespan of existing facilities and preparing preliminary plans and engineers cost estimates to support any potential upgrades.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

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.

1. The Motherlode Accessory Dwelling Unit Workbook and Housing Master Plan: The goal of the project was to develop a tool for homeowners and developers to encourage the development of ADUs with the intention of streamlining the ADU development process. Nevada County partnered with the Mother Lode counties of Mariposa, Amador, and Calaveras and entered into a memorandum of understanding (MOU) to pool awarded funds and select a consultant to create an ADU Guidebook. The Mother Lode ADU team selected Community Planning Collaborative (CPC, formerly known as Baird & Driskell) to create the ADU Guidebook. On August 28, 2023, a press release was sent announcing that the Draft ADU Guidebook was available for public comment until September 18, 2023. The ADU Guidebook was also the focus of the Planning Department's booth at Collaboration Day at the Rood Center on September 8, 2023. The Planning Department has found the Guidebook to be a helpful resource to homeowners as they develop plans and budgets for ADUs, and provide guidance on regulations and requirements related to septic systems. The Housing Master Plan, developed in partnership with Russell Davidson Architect and Jackson & Sands Engineering, Inc., presents a comprehensive strategy to address community housing needs through a focus on affordability, accessibility, and sustainability. Key highlights include extensive community engagement, the integration of mixed-use developments, and a commitment to sustainable practices. Best practices such as stakeholder involvement and data-driven decision-making ensure equitable solutions. Recent achievements include securing funding for affordable housing projects and initial project approvals, while anticipated outcomes feature the public release of the plan and the launch of innovative pilot programs aimed at enhancing community living standards.

2 & 3. The Community Development Agency has identified potential changes to the General Plan and Land Use and Development Code (LUDC) to reduce barriers to housing production. Planning Department staff implemented an Outreach and Engagement Strategy with the goal of generating meaningful, inclusive community participation throughout the planning effort to remove barriers to housing development in unincorporated Nevada County. Through the engagement and outreach process, a number of areas were identified where the LUDC could be amended to accelerate housing production and maintain consistency with recent changes to state housing, planning, and development laws. The proposed changes were scheduled to be heard in front of the Nevada County Planning Commission in April 2024 and approved.

4. Tiny Homes on Wheels: The upcoming proposal for Tiny Homes on Wheels (THOW) aims to enhance housing diversity and provide affordable, permanent housing options for county residents. With a focus on clear definitions and regulations, the project allows THOWs as single-family and accessory units while ensuring compliance with safety and aesthetic standards. Key practices include long-term rental restrictions to promote housing stability and regular monitoring for compliance. The Planning Commission will review the proposal on October 24, followed by the Board of Supervisors on November 26, with anticipated outcomes including formal approval of regulations that will facilitate the development of THOWs and contribute to the county's housing goals.

5. Regional Infrastructure Planning Study Project: The RFP was sent to the Cities of Grass Valley and Nevada City and the Town of Truckee along with other Municipal Public Agencies with services located within spheres of incorporated Cities / Town and within the boundaries of Nevada County. As was approved as part of the REAP Grant, the RFP outlined that \$170,722 was available to fund consultant preparation of the Needs Study and included that the goal of the proposed Study would be to remove potential pinch points in sewer and water infrastructure which has historically limited housing development potential within sphere areas or legacy neighborhoods still utilizing septic systems. Once funds are allocated, the awarded jurisdictions will collaborate with Nevada County to issue an RFP through their respective jurisdictions to qualified consultants to prepare the study.

Status of Activities:

1. ADU Work Book & Housing Master Plans

The Accessory Dwelling Unit (ADU) Workbook and Housing Master Plans have been successfully completed and are now available for public access on the Nevada County website. Hard copies are also provided at the Planning Department for residents to take home. The Planning Department is actively promoting these resources to encourage community engagement and facilitate the development of additional housing options within the county. These tools aim to empower residents with the knowledge and guidelines necessary to navigate the ADU process and support the county's broader housing initiatives. Completed.

2 &3. Density Bonus/Senior Citizen Updates and Housing Element Program Implementation.

The Housing Development Constraints Zoning Update Program includes 2 projects under the REAP grant award; Density Bonus/Senior Citizen Updates and Housing Element Program Implementation. As part of this work, Planning Staff have developed and implemented an Outreach and Engagement Strategy. Following this proposal, in June Planning Staff conducted four (4) formal stakeholder interviews with housing developers, affordable housing advocates, contractors' associations, and other housing stakeholders to identify additional barriers to housing development. Planning Staff also held five (5) intergovernmental roundtables and a public workshop to identify constraints and discuss update proposals. As a result of the public outreach and engagement strategy Planning Staff have also developed code updates for the specific areas outlined in the outreach strategy. The proposed changes are scheduled to be heard in front of the Nevada County Planning Commission in June 2023. Completed.

4. Tiny Homes on Wheels

The proposed ordinance regulating tiny homes on wheels will be open for public comment on October 24, 2024. The Planning Department, having drafted the initial guidelines, will facilitate the session to gather community feedback. Following this, the department will collaborate with other county departments to review comments and make necessary adjustments to the ordinance, with a revised draft to be shared. This process aims to create a clear and inclusive framework that

addresses the needs and concerns of residents while promoting innovative housing solutions. To be completed by November 21.

5. *Regional Infrastructure Planning Project*

As a result of the RFP, the Planning Department received three complete proposals from the City of Grass Valley with a partnership with the Nevada Irrigation District in the amount of \$115,000, the City of Nevada City in the amount of \$60,000, and from the Truckee Sanitary District in the amount of \$30,000. As proposed, all three of the received proposals would allow each jurisdiction to perform an analysis of its infrastructure with the goal of promoting future housing development. A panel of County staff from the Department of Public Works and the Planning Department reviewed all the proposals independently and recommended that they all be funded based on their comprehensive responses to the RFP. The goal of the proposed studies is to remove potential pinch points in sewer and water infrastructure which has historically limited housing development potential within sphere areas or legacy neighborhoods still utilizing septic systems. By utilizing REAP Grant funding the County was able to assist neighboring jurisdictions with infrastructure upgrades that would support the development of housing within their sphere, spurring economic development in the region. Completed.

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1, 2	Motherlode Accessory Dwelling Unit Workbook- (Amador, Calaveras, Mariposa, Nevada County) & Housing Master Plans	126,400	126,400	Started January 2022; Projected Completion October 2024	Completed	The County estimates that through the promotion of the workbook and Housing Master Plans that the annual average ADU construction rate will increase by approximately 30% resulting in an average of fourteen ADUs per year.
1, 2	Update County's Density Bonus and Senior Citizen/Disabled Housing Ordinances	75,000	75,000	Started November 2021; Completed September 2023	Completed	The County estimates to surpass the RHNA by 5% (conservative estimate) in areas with more accessible resources/services.
1, 2	Implementing Housing Element Programs- Zoning Ordinance Update	35,000	35,000	Started November 2021; Completed September 2023	Completed	The County estimates to surpass the RHNA by 5% (conservative estimate) in areas with more accessible resources/services.
1, 2	Tiny Homes on Wheels	55,577	55,577	Started January 2022;	In progress to be completed by November 2024.	Provide needed housing for County residents, improve housing diversity, encourage development of new, low-cost permanent housing.

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1, 2, 4, 5	Sub-allocating funding for water and sewer infrastructure analysis in sphere of influences	170,722	170,722	Started January 2022; Projected Completion October 2023	Completed	The County estimates to surpass the RHNA by 10% which reflects a conservative estimate of the infrastructure the county hopes to identify for future upgrades.

Summary of Indicators of Housing Production:

Housing Production Indicator	Baseline Year (2019)	Current Year (2024)	Cumulative Change
Building Permits	242	181	- 61
Certificates of Occupancy	191	242	+ 51
Completed Entitlements	139	123	- 16

Jurisdiction		Nevada County - Unincorporated		ANNUAL ELEMENT PROGRESS REPORT										This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs. Please contact HCD if your data is different than the material supplied here															
Reporting Year		2023 (Jan. 1 - Dec. 31)		Housing Element Implementation																									
Planning Period		6th Cycle 08/15/2019 - 08/15/2027																											
Table B																													
Regional Housing Needs Allocation Progress																													
Permitted Units Issued by Affordability																													
		1		2										3		4													
Income Level		RHNA Allocation by Income Level		Projection Period - 01/01/2019- 08/14/2019		2019		2020		2021		2022		2023		2024		2025		2026		2027		Total Units to Date (all years)		Total Remaining RHNA by Income Level			
Very Low	Deed Restricted	475		-		-		-		31		31		6		-		-		-		-		-		125		350	
	Non-Deed Restricted			-		13		10		13		13		8		-		-		-		-		-					
Low	Deed Restricted	367		-		-		-		-		-		-		-		-		-		-		-		169		198	
	Non-Deed Restricted			-		30		42		32		32		33		-		-		-		-		-					
Moderate	Deed Restricted	346		-		-		-		-		-		-		-		-		-		-		-		127		219	
	Non-Deed Restricted			-		20		34		24		24		25		-		-		-		-		-					
Above Moderate		874		-		39		52		31		31		39		-		-		-		-		-		192		682	
Total RHNA		2,062																											
Total Units				-		102		138		131		131		111		-		-		-		-		-		613		1,449	

Additional Information:

2023 Annual Housing Element Report