

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021-June 2024

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 Sierra

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.

Overview of the Project: Sierra County and the City of Loyalton will cooperate where appropriate to complete the Workforce Housing at former Sierra Pacific Mill site and Low- to Moderate-Income Housing at former Loyalton Mobile Home Park site.

1) Affordable Housing Master Plans (AHMP): Partner with Nevada County to create "Affordable Housing Master Plans": Sierra County will partner with Nevada County, Town of Truckee, and City of Grass Valley to help fund the development of Affordable Housing Master Plans. An RFP was already released, and an architectural firm was selected. REAP funding will help cover the costs of developing at least three different affordable housing options with full Title 24 compliance and engineering sufficient for housing in mountain communities (including snow loads, etc.). These plans will be made available to the public to promote and streamline ADU development and affordable housing options in both Nevada and Sierra Counties. Once finished, Sierra County will make the plans available at the Building and Planning Departments, as well as sent to local building associations to distribute among their members. The plans will allow for streamlined ministerial approval of ADUs and/or small primary housing.

2) Infrastructure Capacity Analysis: Items 3a and 3b (below) require an infrastructure analysis resulting in engineering recommendations for improvement(s). The environmental document and infrastructure analysis will cover both projects and rely on the same technical studies.

3) General Plan Zoning Code Update: As of January 31, 2024 the Scope of Work was amended for updating the General Plan's Zoning Code to incorporate State Legislative requirements and to streamline the affordable housing process.

Challenges & Limiting Factors: There have been several challenges and limiting factors in executing this project, including:

- 1) **Delays in Grant Processing:** The REAP Grant application was submitted to the State on January 28, 2021 and revised on June 30, 2023 but the award and fully executed Agreement authorizing work to begin was not received by the County until May 16, 2023 (with the approval date back dated to May 31, 2022). Nonetheless, the County committed to the other regional jurisdictions under Task 1 (AHMP) and begun work on that project prior to grant approval.
- 2) **Distressed Infrastructure:** The City of Loyalton experienced significant degradation of their water system. Multiple failures in the plumbing caused millions of gallons of water to leak into the ground. The City of Loyalton cannot adequately service existing homes, and has instated water rationing mandates, and applied for grant funding to repair the infrastructure. The limited access to a water supply for the City of Loyalton and surrounding unincorporated areas of the County dramatically impacts development in this area, which was designated as an area for affordable housing.
- 3) **Housing Element Update:** We have experienced challenges with the Housing Element Update, as a consultant provided us with our Sixth Cycle Housing Element update for free to qualify for the SB-2 grant, and then subsequently the County was informed by HCD that our Seventh Cycle Housing Element update is not eligible to be reimbursed with the grant funding. After consulting with HCD, Sierra County now intends to amend the grant(s) to focus on General Plan and Zoning policy updates to facilitate streamlined, ministerial affordable housing. Specific areas of focus are streamlining project approvals, implementing past Housing Element goals and policies, including a new ADU ordinance, and addressing State legislative mandates pertaining to affordable Housing programs.
- 4) **Constrained Parcels:** Over 70% of Sierra County is public land managed by the U.S. Forest Service, and a majority of the remaining parcels have other physical or zoning constraints that often make them ineligible for affordable housing and/or high-density housing.

Goals: Complete the update to our General Plan and Housing Element; provide affordable housing master plans to the public.

Status: Sierra County entered a partnership with Nevada County, Placer County, the Town of Truckee, the City of Grass Valley, and Nevada City to offer Affordable Housing Master Plans to the public. These plans are free to the first seven applicants of each jurisdiction and are then \$1,200 for each applicant. In addition to saving on engineered plans, the permit

process is streamlined because the plans have been pre-reviewed and approved under general conditions; and as a result, permitting fees are greatly reduced. These plans address the need to build more housing and reduce the costs associated with constructing a new primary residence or an ADU. The plans are available to the public via our website: <http://sierracounty.ca.gov/794/Affordable-Housing-Master-Plans>

As included in the amendment to the Scope of Work, Sierra County also has consultants under contract to update the General Plan (Mintier Harnish), in particular Zoning Codes, and the Housing Element (Price Consulting).

Infrastructure capacity analysis to facilitate amending policies for higher-density/affordable housing development in MUR and R-3 adjacent to the city of Loyalton. The only municipal sewer system in Sierra County, with existing extensions of service (both sewer and community water supply) outside the City's jurisdictional boundaries. This study will satisfy MSR requirements for a LAFCo review and approval of SOI and potential extension of services to these areas to facilitate amending zoning policies and regulations in these unincorporated areas to inform maximum potential building density and streamline the approval process for higher-density affordable housing projects.

Preliminary discussions and meetings between Sierra County and the City of Loyalton, and preliminary discussions with consulting firms only. The project was temporarily put on hold due to waterline breaks and local declaration of emergency, water rationing, and a moratorium was placed on new service connections. The County hopes to proceed at least with MSR analysis with respect to sewer infrastructure capacity.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

Part of Original Scope of Work for REAP Application & Contract: Sierra County entered a partnership with Nevada County, Placer County, the Town of Truckee, the City of Grass Valley, and Nevada City to offer Affordable Housing Master Plans to the public. These plans are free to the first seven applicants of each jurisdiction and are then \$1,200 for each applicant. In addition to saving on engineered plans, the permit process is streamlined. These plans address the need to build more housing and reduce the costs associated with constructing a new primary residence or an ADU. The plans are available to the public via our website: <http://sierracounty.ca.gov/794/Affordable-Housing-Master-Plans>

Amendment to REAP Scope of Work Contract: Sierra County also has a consultant under contract to update the General Plan, in particular Zoning Codes and the Housing Element. We anticipate releasing our updated 7th Cycle Housing Element in August 2024, which addresses zoning for higher density/lower-income housing.

Status of Activities:

- *Updated Housing Element with Price Consulting to release the 7th Cycle Housing Element to the public with a target date of August 2024.*
- *Amending the General Plan with Mintier Harnish (consultant).*
- *Amending the REAP Contract scope of work to address the work being completed/unforeseen infrastructure damage in the City of Loyalton and the inability to have complete the infrastructure analysis during the leak.*

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

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
	Update to General Plan/Zoning Code	Approx. \$350k	\$12,762.50	2024	In progress; currently reviewing a draft with updates pertaining to residential zones and accessory dwelling units.	These updates specifically address accessory dwelling units, encouraging
	Update to Housing Element	\$65,000	\$42,355	Now through August 2024	In progress; currently in the public review	The Housing Element identifies areas where higher density, affordable housing can

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
					processes before submittal to HCD for comment.	be placed throughout the County.

Summary of Indicators of Housing Production:

[Insert information on Indicators of Housing Production]

[Insert data in the following table regarding Summary of Indicators of Housing Production]
HCD post-submission corrections

Housing Production Indicator	Baseline Year 2019	Current Year 2023	Cumulative Change	Notes
Building Permits	8	2024 8	+47 0	47 permits issued in 2024 as of 6/13/2024
Certificates of Occupancy	2	2024 6	+1 +4	1 CoO issued for a manufactured home in 2024
Completed Entitlements	0	2024 0	n/a 0	n/a
New Residences		2024	+3	3 permits for new residences issued in 2024

Additional Information:

[Insert additional information]