

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

June 2024-January 1, 2025

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.

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: There were initially two (2) separate projects (composed of four [4] tasks or cost allocations) identified under the REAP grant, some of which overlapped with Sierra County's LEAP grant. Then it was amended (twice).

The first project was the development of AFFORDABLE HOUSING MASTER PLANS and rolling out a permit-streamlining process with free, pre-approved plans and significantly-reduced permitting fees for three (3) different model homes (1-bedroom, 2-bedroom, and 3-bedroom options each with or without attached garage, and each designed for five different snow loads). This project was carried out in partnership with 5 other jurisdictions in the region, with Sierra County's \$48,607 REAP allocation contributing to the overall \$400k+ project cost.

The second project that was initially proposed under the REAP grant was the preparation of an INFRASTRUCTURE CAPACITY ANALYSIS in partnership with the City of Loyalton (in eastern Sierra County), with the goal of informing new streamlined affordable housing policies and max. allowable-by-right densities and even preliminary site planning designs (under the LEAP grant) for low-income affordable housing projects in two areas previously identified in the Sierra County General Plan that are adjacent to the city limits, and (with LAFCo approval) proposed extension of city water and sewer services into these unincorporated areas currently with no adequate infrastructure to support higher-density development. The REAP grant initially allocated \$24,303 (plus \$22,750 from LEAP) toward for the infrastructure capacity analysis, plus \$42,531 for preparation of environmental review (plus \$9,750 allocated from LEAP; plus other LEAP funds for public outreach and administrative costs). HOWEVER, before the infrastructure analysis and preliminary site planning could commence, the city of Loyalton began to experience failures to its existing infrastructure necessitating emergency repairs and moratoriums on new connections---and it became obvious that an expensive technical study was not needed to realize that

the city in fact currently has NO additional/supplemental capacity to extend its utility services into outlying areas for new development projects. Instead, the County pivoted and successfully amended both its LEAP and REAP grants to delete the infrastructure analysis/site planning/CEQA/public outreach components, to instead focus the remaining funds (under REAP specifically) to: (1) updating our ca. 1973 Zoning Code to specifically address housing-related policies to implement changes to State Housing Law and related policies; and (2) provide supplemental funding for a collection of housing-related planning tasks that the County identified as: “Continued updating to General Plan with consultant Mintier Harnish, ADU Ordinance, streamlining permit application process with Cloudpermit/county staff, vacant sites inventory analysis with the help of Price Consulting Services and County staff...” and related background studies. For this REAP close-out report, we will refer to this amended grant scope as: Task 1 – Affordable Housing Master Plans, and Task 2 – Development of Housing Policies & Procedures (collectively).

Challenges & Limiting Factors: Perhaps the greatest challenge has been the lack of funding and local resources to accomplish all that we had set out to do. The REAP grant program has been immensely helpful in assisting our tiny jurisdiction initiate and complete planning projects and policy development that we would have been unlikely to do otherwise; but the cost and complexity of completing these kinds of tasks today is immense. And this money (though greatly appreciated) has required creative supplementing from various other sources—mainly the county’s General Fund—to try and get the projects completed...and managing multiple grants and funding sources across a variety of project tasks has proved challenging for a Planning Department staff of 2 or 3 these last few years.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

Three (3) of the most prominent project highlights were: (1) completing and making available to the public three different sets of affordable housing master plans (pre-approved plan sets available in 1-, 2-, or 3-bedroom floorplans, each with- or without an attached garage option); (2) completing a set of six (6) different housing-related ordinances, including a large update to our badly-outdated ADU ordinance; and (3) after a full year of hard work, we rolled out a new online permit-tracking application that should greatly simplify and facilitate faster and easier permitting in Sierra County.

Best practices include collaborating with other neighboring jurisdictions in the development of pre-approved affordable housing master plans was key for our small, rural jurisdiction. This is a project we would not easily have completed on our own. Working together with other rural jurisdictions, we could not only pool our limited resources to complete a large, complicated project for mutual benefit; but also collaborate at the staff level to complete tasks that would have been very difficult independently—both in terms of man-hours and expertise (sharing of information, collaborative review, sharing best practices, and more).

As far as the other tasks/projects under our REAP grant (mostly development of new policies/procedures for streamlining housing projects), we did not encounter or figure out tools or best practices that could effectively be used by other agencies. Sorry.

Even though we have not realized significant gains in housing development (or increases in permit applications) thus far, all of the projects undertaken through this REAP grant have been learning experiences and should make it easier for county staff to implement similar projects in the future which is considered an anticipated achievement.

Status of Activities:

- Updated Housing Element with Price Consulting to release the 7th Cycle Housing Element to the public.
- Amending the General plan with Mintier Harnish (consultant).
- Affordable Housing/ADU Master Plans are available to the public.
- Cloudpermit (online Permit-tracking app.) executed Agreement with Services and Implementation Description.

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
	Update Housing Element	\$65,000	\$65,000	Completed	In progress; waiting on approval from the Board of Supervisor on March 4, 2025	The Housing Element identifies areas where higher density, affordable housing can be placed throughout the County.
	Update to General Plan/Zoning Code	Approx. \$160k	\$42,531.00	2025	In progress	Approved updates pertaining to residential zones and accessory dwelling units.
	Cloudpermit	\$27k	\$27k	2025	In progress	Streamline permits

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing

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 2024	Cumulative Change	Notes
Building Permits	8	5	+18 -3	135 permits issued in 2024
Certificates of Occupancy	2	8	-2 +6	
Completed Entitlements	0	0	n/a 0	n/a
New Residences		2025	-3	3 permits for new residences issued in 2024
Other				
Other				

Additional Information:

[Insert additional information]