

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2022

REAP Grant Annual Report - 2023

Mendocino Council of Governments

Overall Context:

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.

The overall goal of the project is to facilitate housing production in the Mendocino County region. The Mendocino Council of Governments (MCOG), in its role as the region's Council of Governments (COG), has sub-allocated the majority of its REAP funds to the area's five jurisdictions (County of Mendocino, cities of Fort Bragg, Point Arena, Ukiah, and Willits), providing assistance for various projects that will help simplify the residential development process through the respective local planning agencies.

To date, the individual community development departments are in the process of completing projects approved through the REAP program. Further, many of the original time frames will need to be extended. These noted delays stem primarily from reduced staffing levels and/or turnover among the local agencies, which have struggled (even under "normal," non-pandemic circumstances) to maintain workloads with increasingly constrained budgets.

MCOG has yet to receive reimbursement requests from the local agencies carrying out the projects. However, administrative and monitoring costs borne by MCOG will be sent to HCD for reimbursement in the coming months.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

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.

The region's approved REAP funds were mainly sub-allocated for local projects involving methods of facilitating housing production such as zoning code updates and online permitting/public participation platforms. MCOG has made periodic inquiries as a means of monitoring progress on the projects, receiving mixed feedback from the region's five local planning agencies. For instance, several of the projects listed in the approved application are currently moving forward while others have been delayed due to unforeseen shifts in local needs, priorities, and staffing issues. As a result, timeline revisions will be pursued as estimated completion dates have or will have been exceeded by several months or more. As noted, reimbursement requests from the local jurisdictions have yet to be received by MCOG.

While development and overall growth pressures are not as prevalent in rural Mendocino County as they might be in other urban areas of the State, its County and city planning agencies are making efforts to simplify, update, or improve their respective permitting processes. Timely implementation is often made difficult by limited staffs, employee turnover, or workload challenges faced by the local departments.

Status of Activities:

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.

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
1	Regional status meetings, monitoring legislation, reporting to local agencies	\$12,500.00	To be determined	Ongoing tasks through 9/30/23	Ongoing	N/A
2	Regional RHNA meetings, prepare RHNA educational materials	\$6,662.50	To be determined	Ongoing tasks through 9/30/23	Ongoing	N/A
4	Suballocate to City of Ukiah to update permitting software	\$69,536.37	To be determined	3/1/21 through 12/31/21	Will need a timeline revision	Unable to determine

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
4	Suballocate to City of Point Arena to update ADU ordinance	\$16,380.67	To be determined	10/1/19 through 12/31/22	Ongoing	Unable to determine
4	Suballocate to City of Willits to prepare an administrative draft environmental document for GP amendment	\$35,364.85	To be determined	5/1/21 through 8/21/22	Ongoing	Unable to determine
4	Suballocate to County of Mendocino for updating permitting & GIS software, coordination with City of Ukiah, and development of MAC academies	\$177,228.42	To be determined	3/1/21 through 9/30/23	Ongoing	Unable to determine
4	Suballocate to City of Fort Bragg to preserve affordable housing and develop a feasibility study for a community land trust	\$46,410.19	To be determined	3/1/21 through 9/30/23	Ongoing	Unable to determine
6	Administration costs	\$19,162.00	To be determined	Ongoing tasks through 9/30/23	Ongoing	N/A

Summary of Indicators of Housing Production:

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.

HCD post-submission corrections

Housing Production Indicator	Baseline Year 2019	Current Year 2022	Cumulative Change	Notes
Building Permits	142	246	+104	Website down - data unavailable
Certificates of Occupancy	97	208	+111	Website down - data unavailable
Completed Entitlements	97	16	-81	Website down - data unavailable