

Regional Early Action Planning Grants (REAP)

Annual Report Template



[REAP Program Webpage](#)

March 2021

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.

San Diego Association of Governments (SANDAG)

Overall Context:

The State of California face a persistent housing crisis, and the San Diego region is no exception. Housing affordability has become a big problem across the region, especially for low-income families and younger residents. Addressing housing availability and affordability requires action at the local, regional, and state levels. Through REAP, the San Diego region will supplement the planning resources of all 18 local cities and the unincorporated county which collectively serve a population of 3.3 million people. The REAP program: (1) will identify challenges facing local jurisdiction in achieving housing production goals and assess the willingness of member agencies to participate in a regional housing program; (2) develop regional housing policy that aligns with adopted regional planning principles and encourages member agencies to adopt housing policies and process improvements to streamline housing approvals and accelerate housing production; (3) develop a regional housing incentive program where funds will be passed-through to member agencies to incentivize the development of housing, including affordable housing; and (4) develop a funding clearinghouse that supports housing development, smart growth, and transportation improvement projects with a nexus to encouraging housing production.

SANDAG's DRAFT REAP Program goals are consistent with the state's goals for REAP to increase and/or accelerate housing and we have added an emphasis on supporting the development of housing near mobility hubs and transit leap which have a strong nexus to SANDAG's Regional Plan. Below is a high-level summary of our REAP Program:

Regional Housing Policy – Will adopt a regional housing policy that aligns with adopted regional planning principles including, open space preservation, smart growth, transit-oriented development, and greenhouse gas emission reductions. This may require revisions to SANDAG's existing Board Policy 033, which address housing production and grant programs.

Local Government Grants – SANDAG is in the process of developing a Housing Incentive Program. The program will require the approval of the SANDAG Board of Director later this year. The Draft Housing Incentive Program would allocate our REAP funds as grants to each jurisdiction for housing planning that has a nexus to increased or accelerated housing

production. SANDAG is determining what factors to use to allocate the funds including basing them on the latest RHNA allocation for each jurisdiction.

Pilot Projects – To support SANDAG’s Regional Plan, a portion of REAP funds may be used to fund a pilot competitive program across the region. The purpose of this grant is to support housing planning aligned with SANDAG’s Regional Plan within [Mobility Hubs](#) and [Transit Leap](#). Mobility Hubs are places of connectivity where different travel options – walking, biking, transit, and shared mobility – come together. They offer on-demand travel options and supporting infrastructure and technology to enhance connections to Transit Leap services while helping people make short trips around the community on Flexible Fleets. Mobility Hubs can span one, two, or a few miles based on community characteristics and are uniquely designed to fulfill a variety of travel needs while strengthening sense of place. Housing within mobility hubs enable residents to access and use these improved transportation services instead of relying on single occupancy vehicles. Housing development within a Mobility Hub must include measures to reduce required on-site parking to maximize the land for housing and travel amenities while encourage greater transit use.

Regional Funding Clearing House – The program will also include a comprehensive list of funding sources that support housing development, smart growth, and transportation improvement projects with a nexus to encouraging housing production and establish guidelines for evaluating regional and local projects for potential funding consideration. SANDAG’s goal would be to more federal and state housing grant funding be awarded in the region.

Project Highlights, Best Practices and Recent and Anticipated Achievements:

In the first year of the project, SANDAG has taken numerous steps to begin the development of the REAP program. For starters, SANDAG has worked on setting up its own agency to be able to effectively administer the REAP Program. SANDAG applied for a 25% advance allocation which will be utilized to develop various activities proposed in our initial application. With a portion of those funds, SANDAG also hired an entry level staff member to assist with housing issues, administer state funding programs, and all things related to REAP. Further, SANDAG has actively participated in the REAP group facilitated by CALCOG where best practices and tools are shared among other MPOs and COGs.

In November 2020, staff began conducting interviews with member agencies to assess the willingness of member agencies to participate in a regional housing program including technical assistance, policy discussion, and information-sharing. The interviews also served as a mechanism to develop the framework that would outline and guide the goals and objectives of the housing incentive program.

In early 2021, staff submitted its full REAP application to HCD to obtain the remaining 75% of its allocation. The 75% of SANDAGs allocation will be pass-through funds that will be sub-allocated for the housing incentive program. Staff has drafted a preliminary distribution method that will be based on member agencies share of their RHNA allocation so that the funding is proportional to their unit allocation.

To date, SANDAG has procured a consultant team to fully begin the development of SANDAGs Housing Incentive Program and all other components associated with the development of the program. The kick-off meeting with the consultant team has occurred and the activities will continue to be on-going.

Status of Activities:

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
4, 5	Needs assessment	\$122,000	~\$40,000	To be completed by June 2021	In-progress/on-going	Identifies challenges facing cities and the County of San Diego (member agencies) in achieving housing production goals
5	Education and outreach	\$50,000	\$0	November 2020 – December 2020 and April 2021 – December 2021	In progress/on-going	Will inform member agencies of the need and benefits of taking early action in achieving the 6th Cycle Regional Housing Need Allocation (RHNA) goals
3	SANDAG's role in supporting acceleration of housing production	\$50,000	\$0	To be completed by December 2021	Not yet started	Will identify opportunities for SANDAG to support member agencies in achieving 6th Cycle RHNA goals
4, 5	Regional housing policy	\$30,945.75	\$0	To be completed by December 2021	Not yet started	Creates a regional housing policy that defines SANDAG's role in housing development and encourages member agencies to adopt housing policies and

Activity Category	General Description	Amount Allocated	Amount Expended	Timing	Status	Regional Impact on Housing
						process improvements to streamline housing approvals and accelerate housing production
1, 2, 3, 4, 5	Housing incentive program development	\$325,000	~\$100,000	To be completed by December 2021	In progress/On-going	Will develop a program budget, including amount of REAP funding to allocate to member agencies as pass-through funds
2, 3, 4, 5	Pass-through funds	\$5,574,096	\$0	To be completed by December 2021/January 2022	Not yet started	Will fund activities that support increased or accelerated housing, including affordable housing in the region
6	Staff and administrative costs	\$342,584	\$0	To be completed by December 2023	In progress/on-going	

Summary of Indicators of Housing Production:

HCD post-submission corrections

Housing Production Indicator	Baseline Year 2019	Current Year 2020	Cumulative Change	Notes
Building Permits	2019 9,206	2021 10,998	9,203 +1,792	Data retrieved from HCDs Dashboard.
Certificates of Occupancy	N/A 3,834	N/A 3,471	N/A - 363	Currently, SANDAG only collects APRs and does not track certificates of occupancy.
Completed Entitlements	2019 4,309	2021 8,457	4309 + 4,148	Currently, SANDAG only collects APRs and does not track completed entitlements. Data retrieved from HCDs Dashboard.
Other				
Other				
Other				

Additional Information: