



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

HOUSING ELEMENT ANNUAL PROGRESS REPORT (APR) INSTRUCTIONS

INTRODUCTION

Government Code section 65400 requires that each city, county, or city and county, including charter cities, prepare an annual progress report (APR) on the status of the housing element of its general plan and progress in its implementation, using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The following form is to be used for satisfying the reporting requirements of Government Code section 65400, subdivision (a)(2).

These forms and instructions, originally adopted March 27, 2010, have been updated to incorporate new housing element APR requirements pursuant to legislation including Chapter 374, Statutes of 2017 (Assembly Bill 879); Chapter 366, Statutes of 2017 (Senate Bill 35); Chapter 659 Statutes of 2022 (SB 6); and Chapter 647, Statutes of 2022 (AB 2011), and Chapter 778, Statutes of 2023 (Senate Bill 423)

One primary function of housing element APR data is for HCD to track each local government's progress towards meeting its annual Regional Housing Needs Allocation (RHNA) over the 5 or 8-year planning cycle. The key benchmark for tracking RHNA progress is issued building permits reported in Table A2.

How to submit the Housing Element Annual Progress Report (APR)

The APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year using the forms and tables specified by HCD. The APR provides information for the previous calendar year and must be submitted separately to both HCD and OPR (Gov. Code, § 65400.). There are two methods available for submitting APRs:

1. [New Online Annual Progress Reporting System \(HCD Connect\)](#) – This allows jurisdictions to upload directly into HCD's new database, HCD Connect. HCD Connect is an online portal that will provide the best user experience by allowing jurisdictions to submit Housing Elements, Sites Inventories and APRs on one platform. To use the online system, you must register with the link above to create a new account. For jurisdiction staff, you may need to create a primary user account or coordinate with your existing primary user to register. For consultants, registering will require coordinating with a representative from the appropriate jurisdiction. If you are experiencing issues creating or logging into your jurisdiction's account, please email HCDConnectHPD@hcd.ca.gov or review [HCD Connect User Portal Guide](#).

Please note: using the online system only provides the information to HCD. The APR must still be submitted to OPR through OPR.APR@opr.ca.gov. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - Jurisdictions complete the Excel APR forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. When using the email method, send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables. In addition to submitting housing element APRs, jurisdictions must also submit general plan APRs to both HCD and OPR. Please email these documents to APR@hcd.ca.gov and opr.apr@opr.ca.gov.

NOTE: When submitting successor entity reporting data as required pursuant to California Health and Safety Code 34176.1, the data must be identified as an addendum to the APR and emailed to APR@hcd.ca.gov concurrently with the APR submittal. When using the online system, this report should be sent separately to the APR email box to satisfy the Government Code section 65400 reporting requirement.

TABLE OF CONTENTS

Contents

HOUSING ELEMENT ANNUAL PROGRESS	1
REPORT (APR) INSTRUCTIONS.....	1
INTRODUCTION.....	1
DEFINITIONS	4
FORM INSTRUCTIONS.....	7
GENERAL INFORMATION	7
START HERE	7
TABLE A - Housing Development Applications Submitted.....	8
TABLE A2 - Annual Building Activity Report Summary – New Construction, Entitled, Permits and Completed Units	10
TABLE B - Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability	17
TABLE C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need.....	18
TABLE D - Program Implementation Status Pursuant to Government Code Section 65583	20
TABLE E - Commercial Development Bonus Approved Pursuant to Government Code Section 65915.7	21
TABLE F - Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites Pursuant to Government Code Section 65583.1, subdivision (c).....	22
TABLE F2 - Units Converted Pursuant to Government Code Section 65400.2.....	22
TABLE G - Locally Owned Lands Included in the Housing Element Sites Inventory, that have been sold, leased, or otherwise disposed of, Pursuant to Government Code Section 65400.1	24
TABLE H - Locally Owned or Controlled Lands Declared Surplus Pursuant to Government Code Section 54221, or Identified as Excess Pursuant to Government Code Section 50569	24
TABLE J - Student Housing Development with a Density Bonus Approved Pursuant to Government Code section 65915(b)(1)(F)	26
TABLE K - Tenant Preference Policy Adopted Pursuant to Government Code Section 7061	27
Local Early Action Planning (LEAP) Grant Reporting.....	27

DEFINITIONS

1. “Above moderate income” means households earning more than 120 percent of area median income.
2. “Annual Progress Report (APR)” means the housing element annual progress report required by Government Code section 65400 and due to HCD by April 1 of each year reporting on the prior calendar year’s activities.
3. “Application submitted” means an application submittal that has been determined complete by the jurisdiction.
4. “Area Median Income (AMI)” means the median household income based on household size of a geographic area of the state, as annually updated by HCD, pursuant to Health and Safety Code, section 50093.
5. “Certificate of occupancy date” is the date(s) the certificate(s) of occupancy, or other evidence of readiness for occupancy (e.g., final inspection, notice of completion), was/were issued.
6. “Committed Assistance” is when a local government has entered into a legally enforceable agreement within a specific timeframe spanning from the beginning of the RHNA projection and may be executed throughout the planning period. Committed Assistance includes obligating funds or other in-kind services for affordable units available for occupancy within two years of the agreement.
7. “Completed Entitlement” means a housing development or project which has received all the required land use approvals or entitlements necessary for the issuance of a building permit. This means that there is no additional action required to be eligible to apply for and obtain a building permit.
8. “Density Bonus” is as defined in Government Code section 65915.
9. “Discretionary” means left to individual choice or judgement. Discretionary projects are defined in section 15357 of the [2024 CEQA Guidelines](#).
10. “Extremely low-income” means a household income does not exceed the qualifying limits for extremely low income households pursuant to Health and Safety Code, section 50105.
11. “Infill housing unit” is defined as being a unit located within an urbanized area on a site that has been previously developed for urban uses, or a vacant site where the properties adjoining at least two sides of the project site are, or previously have been, developed for urban uses. For the purposes of this definition, an urbanized area is as defined by the United States Census Bureau.
12. “Locality” or “local government” means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.

13. “Lower-income or Low-Income” means a household whose income does not exceed the qualifying limits for lower income households established pursuant to Health and Safety Code, section 50079.5.
14. “Ministerial” describes a governmental decision involving little or no personal judgment by the public official as to the wisdom or manner of carrying out the project. Ministerial Projects are defined in section 15268 of the [2024 CEQA Guidelines](#).
15. “Moderate income” means households whose income does not exceed 120 percent of AMI pursuant to Health and Safety Code, section 50093.
16. “Permitted units” mean units for which building permits for new housing construction have been issued by the local government during the reporting calendar year. For this purpose, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report, which is the same as the Census definition of a housing unit.

Note: Accessory dwelling units (ADU) and junior accessory dwelling units (JADU) pursuant to Government Code sections 65852.2 and 65852.22 meet the definition above.
17. “Production report” or “Annual Progress Report (APR)” means the information reported pursuant to subparagraph (D) of paragraph (2) of subdivision (a) of Section 65400 of the Government Code.
18. “Project” or “Development” refers to a housing related activity where new construction of a unit(s) is proposed or has had a building permit and/or certificate of occupancy issued during the reporting calendar year. This may include single family, mixed use, multifamily, accessory dwelling unit, or any other developments where housing units, as defined by the U.S. Census Bureau and the Department of Finance, are a component of the project.
19. “Realistic Capacity” means an estimate of the number of units that can be accommodated on each site in the inventory. The estimate must include adjustments to reflect land use controls and site improvement requirements but may rely on established minimum density standards.
20. “Reporting period” means the prior calendar year’s activities for the housing element annual progress report required by Government Code section 65400 and due to HCD by April 1 of each year and utilized to create the determination for which locality is subject to the Streamlined Ministerial Approval (SB 423 Streamlining) Provisions.

21. “RHNA” means the local government’s share of the regional housing need allocation pursuant to Government Code section 65584 et seq.
22. Unit Category: type of units that are classified under the following categories:
- **Single Family-Detached Unit (SFD)**- a one-unit structure with open space on all four sides. The unit often possesses an attached garage.
 - **Single Family-Attached Unit (SFA)**- a one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.
 - **2-, 3-, and 4-Plex Units per Structure (2-4)**- a structure containing two, three, or four units and not classified as single-unit attached structure.
 - **5 or More Units per Structure (5+)**- a structure containing five or more housing units.
 - **Accessory Dwelling Unit (ADU)** - means a unit that is attached, detached or located within the living area of the existing dwelling or residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel on which the single-family dwelling is situated pursuant to Government Code section 65852.2. An ADU also includes the following: an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code or a manufactured home, as defined in Section 18007 of the Health and Safety Code.
 - **Mobilehome Unit/Manufactured Home (MH)** – a one-unit structure that was originally constructed to be towed on its own chassis. *Please note: Spaces in a mobilehome park can be counted towards RHNA, if the spaces counted are new hook-ups/spaces rather than new mobilehome park residents moving onto existing lots.*
 - **Student Housing (SH)** – Only applicable to projects reported in Table J.
23. “Very low-income” means households whose incomes do not exceed the qualifying limits for very low income families as established pursuant to Health and Safety Code, section 50105.

AUTHORITY CITED: Government Code section 65400.

FORM INSTRUCTIONS

GENERAL INFORMATION

Fields in gray auto-populate. No data entry is needed.

Some of the cells are locked to ensure data can be automatically uploaded to the online system.

Tables A and A2 of the worksheet are currently configured to accept up to 1,000 lines of data. Insert rows if needed.

Projects are now tracked at all stages of development, from initial application to final certificate of occupancy.

All dates must be entered as month/date/year (e.g., 6/1/2018).

The form works best with macros enabled in Excel.

Begin with the “Start Here” tab, as previous years’ information will pre-populate in Table B after the jurisdiction’s name is entered.

A print-friendly summary of the building activity reported on Table A and Table A2 is provided on the “Summary” tab.

START HERE

Enter general contact and report information in the “Start Here” tab.

It is important to start with this worksheet because the answers entered will affect how information is displayed (e.g., permit numbers from prior years are pre-populated when the jurisdiction’s name is entered).

Information to enter includes:

- City or County name
- Reporting calendar year (e.g., 2024). *Please note: The reporting year will always be from January 1 – December 31 of the previous year.*
- Contact Person
- Title
- Email
- Phone
- Mailing address

This sheet includes instructions regarding submitting the housing element APR to HCD and OPR.

TABLE A

Housing Development Applications Submitted

Only include data on housing units and developments for which an application was determined complete between January 1 and December 31 of the reporting year identified on the “Start Here” tab. In table A, an “application” is a formal submittal of a housing development for approval. This includes, but is not limited to, developments that involve no discretionary approvals and projects that involve both discretionary and nondiscretionary approvals.

Project Identifier: Include the Current Assessor Parcel Number (APN) and street address. The Prior APN, Project Name and Local Jurisdiction Tracking ID are optional.

- Prior APN – Enter an APN previously associated with the parcel, if applicable (optional field).
- Current APN – Enter the current available APN. If necessary, enter additional APNs in the notes section field number 10.
- Street Address – Enter the number and name of the street.
- Project Name – Enter the project name, if available (optional field).
- Local Jurisdiction Tracking ID – This may be the permit number or other identifier (required field).

2. Unit Types: Each development should be categorized by one of the following codes. Refer to “Unit Category” in the Definitions section for additional descriptions. Use the drop-down menu to select one of the following options:

- SFA (single-family attached unit)
- SFD (single-family detached unit)
- 2-4 (two-to four-unit structures)
- 5+ (five or more-unit structure, multifamily)
- ADU (accessory dwelling unit)
- MH (mobilehome/manufactured home)

3. Tenure: Identify whether the units within the development project are either proposed or planned at initial occupancy for either renters or owners. Use the drop-down menu to select one of the following options:

- Renter occupant (R) or
- Owner occupant (O)

4. Date Application Submitted: Enter the date the housing development application was submitted. If the application was incomplete at the time of submittal, enter the date the application was determined complete by the local government (refer to “application submitted” under Definitions). Enter date as month/day/year (e.g., 6/1/2020).

5. Proposed Units Affordability by Household Incomes: For each development, list the number of units proposed in the application by affordability level and whether the units are deed restricted or non-deed restricted. The unit count is required and cannot be blank. The only exception is for SB 9 lot splits. If SB 9 lot split is selected (see 9 below) then the unit count can be blank or zero. Refer to the Definitions section for additional descriptions:

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI
- Moderate-income households: 80-120 percent AMI
- Above-moderate households: above 120 percent
- To verify income levels, refer to the income limit charts on HCD's website at <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits> (see section for Official State Income Limits).

6. Total Proposed Units by Project: This field auto-populates with the total number of units proposed, as entered in #5 (total of deed restricted & non-deed restricted units for Very Low-, Low-, Moderate- and Above Moderate- income households).

7. Total Approved Units by Project: Enter the number of units that the jurisdiction approved for this project application.

8. Total Disapproved Units by Project. If the project is denied or total number of units is reduced, please enter the number of units denied or reduced. This value should equal Total Proposed Units by Project minus Total Approved Units by Project.

9. Please select streamlining provision/s the application was submitted pursuant to. If the project was submitted under one or more of the following pieces of legislation, please indicate which bill or bills. Select NONE if none apply.

Use the drop-down menu to select one or more of the following options:

- NONE
- SB 9 (2021) - Duplex in SF Zone
- SB 9 (2021) - Residential Lot Split
- AB 2011 (2022)
- SB 6 (2022)
- SB 42335 (2023)

10. Was a Density Bonus requested for this housing development? Answer yes or no.

11. Was a Density Bonus approved for this housing development? Answer yes, no, or N/A.

12. Please indicate the status of the application. Use the drop drop-down menu to select one of the following options:

- Approved
- Pending
- Disapproved
- Withdrawn

13. Is the project considered a ministerial project or discretionary project? If a project has both ministerial and discretionary components, it is considered discretionary. Please select one of the following options:

- Ministerial
- Discretionary

14. Notes: Use this field to enter any applicable notes about the project or development. Completion of this field is optional.

TABLE A2
**Annual Building Activity Report Summary – New Construction,
Entitled, Permits and Completed Units**

Fields 1 through 15 - Housing Development Information

This table requires information for very low, low, moderate and above moderate income housing affordability categories and for mixed-income projects. Include data on all new housing units and developments that have received any one of the following:

- An entitlement
- A building permit
- A certificate of occupancy or other form of readiness that was issued during the reporting year

Please note: Only building permits are used for the purposes of determining progress towards RHNA (fields 7, 8 and 9 of this table, described below).

Additionally: please include final permits that signify the completion of a project in the certificate of occupancy section.

New housing units: For the APR, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report, which is the same as the census definition of a housing unit. This means the units consist of separate living quarters.

Development activity spanning multiple years: It is highly likely that the same project will be reported in multiple years of APRs. For example, a project should be listed in three separate APRs if it is entitled in one year, receives the building permit the next year, and the certificate of occupancy in the year following.

In scenarios where development activity spans multiple years, the jurisdiction must only report activity that occurred within the reporting year. For example, if a project received building permits in 2022, but received entitlements in 2021, the 2022 APR must only include the building permit information (fields 7, 8 and 9). Activity from prior years may be included but is not required.

Separate living quarters: A house, an apartment, a mobilehome, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have direct access from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants whenever possible.

Please note: Group quarters facilities, such as dormitories, student housing, bunkhouses, and barracks, cannot be counted as housing units.

Net new units: If a building is being demolished to build the new units, the APR should report all new units. For example, if 10 units are being demolished on a site to build a 100-unit building, the APR should report 100 new units in the appropriate affordability column/columns and 10 units in the demolished/destroyed column. In the case of new construction where fewer units are being built than were there previously, do not report negative permits.

To assist in reporting demolished/destroyed units, refer to section number 20 below (Table A2, column 20).

All new unit information is to be listed in the following fields:

Fields 1 through 3 – Project Identifier and Unit Types

1. Project Identifier: Include the Current Assessor Parcel Number (APN) and street address. The prior APN, project name or local jurisdiction tracking ID are optional.

- Prior APN – Enter an APN previously associated with the parcel, if applicable (optional field).
- Current APN – Enter the current available APN. This field allows a maximum of 40 characters. If necessary, enter additional APNs in the notes section field number 21.
- Street Address – Enter the number and name of the street.
- Project Name – Enter the project name, if available (optional field).
- Local Jurisdiction Tracking ID – This may be the permit number or other identifier (required field).

2. Unit Category Codes: Each development should be categorized by one of the following codes: Refer to “Unit Category” in the Definitions section for additional descriptions. Use the drop-down menu to select one of the following options:

- SFA (single-family attached unit)

- SFD (single-family detached unit)
- 2-4 (two- to four-unit structures)
- 5+ (five or more unit structure, multifamily)
- ADU (accessory dwelling unit)
- MH (mobilehome/manufactured home)

3. Tenure: Identify whether the units within the development project are either proposed or planned at initial occupancy for either renters or owners. Use the drop-down menu to select one of the following options:

- Renter occupant (R) or
- Owner occupant (O)

Fields 4 through 6 – Completed Entitlement

4. Affordability by Household Income – Completed Entitlement: For each development, list the number of units that have been issued a completed entitlement during the reporting year by affordability level and whether the units are deed restricted or non-deed restricted. Refer to the Definitions section for additional descriptions:

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI
- Moderate-income households: 80-120 percent AMI
- Above-moderate households: above 120 percent

To verify income levels, refer to the income limit charts on HCD's website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. (see section for Official State Income Limits)

5. Entitlement Date Approved: Enter the date within the reporting year that all required land use approvals or entitlements were issued by the jurisdiction; leave blank if entitlement was approved outside the reporting year. Enter date as month/day/year (e.g., 6/1/2020). Refer to definition of "Completed Entitlement."

6. # of Units Issued Entitlements: This is an auto-populated field. This field reflects the total number of units that were entitled for very-low, low, moderate, and above moderate income, as entered in field 4 on this table.

Fields 7 through 9 – Building Permit

7. Affordability by Household Income – Building Permits: For each development, list the number of units that have been issued a building permit during the reporting year by affordability level and whether the units are deed restricted or non-deed restricted. Refer to the Definitions section for additional descriptions:

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI
- Moderate-income households: 80-120 percent AMI

- Above-moderate households: above 120 percent

To verify income levels, refer to the income limit charts on HCD's website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. (see section for Official State Income Limits)

8. Building Permits Date Issued: Enter the date within the reporting year that the building permit was issued by the jurisdiction; leave blank if the building permit was issued outside the reporting year. Enter the date as month/day/year (e.g., 6/1/2020). Refer to definition of "Permitted Units."

9. # of Units Issued Building Permits: This is an auto-populated field. This field will sum units that were permitted for very-low, low, moderate, and above moderate income, as entered in field 7 on this table.

Fields 10 through 12 – Certificates of Occupancy

10. Affordability by Household Income – Certificates of Occupancy: For each development, list the number of units that issued certificates of occupancy or other form of readiness (e.g., final inspection, final permit, notice of completion) during the reporting year by affordability level and whether the units are deed restricted or non-deed restricted. Refer to the Definitions section for additional descriptions:

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI
- Moderate-income households: 80-120 percent AMI
- Above-moderate households: above 120 percent

To verify income levels, refer to the income limit charts on HCD's website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. (see section for Official State Income Limits)

11. Certificates of Occupancy (or other forms of Readiness) Date Issued: Enter the date the certificate of occupancy or other form of readiness (e.g., final inspection, notice of completion) was issued for the project. For most jurisdictions, this is the final step before residents can occupy the unit. Leave blank if the certificate of occupancy was not issued in the reporting year. Enter the date as month/day/year (e.g., 6/1/2020).

12. # of Units Issued Certificates of Occupancy or other forms of Readiness: This is an auto-populated field. This field will sum units that were issued a certificate of occupancy for very-low, low, moderate, and above moderate income, as entered in field 10 on this table.

13. How many of the Units were Extremely-Low-Income (ELI) Units (required if very low-income units are reported): To gain a greater understanding of the level of building activity to meet the needs of extremely low-income households in the state, HCD asks that you estimate, to the extent possible, the number of units affordable to ELI households. This number will be a subset of the number of units affordable to very low-income households, as indicated in fields 4, 7 and 10 above. *Please note: The*

number entered in the very low section will not be reduced by the number entered here. Although completion of this field is optional, your input would be greatly appreciated.

14. Please select streamlining provision/s the application was approved under. If the project was approved under one or more of the following pieces of legislation, please indicate which bill or bills. Select NONE if none apply.

"Use the drop-down menu to select one or more of the following options:

- NONE
- SB 9 (2021) - Duplex in SF Zone
- SB 9 (2021) - Residential Lot Split
- AB 2011 (2022)
- SB 6 (2022)
- SB 42335 (2023)

15. Are these infill units? To gain a greater understanding of the level of infill housing activity in the state, HCD asks that you clarify if the housing units reported are infill by selecting "Yes" or "No." See the Definitions section for "infill housing units" definition.

Fields 16 through 18: Please note, if any units are reported as very-low, low, or moderate income in fields 4, 7 or 10, then the information in fields 16, 17 and/or 18 must be completed to demonstrate affordability. In the absence of justification that the unit is affordable to a very- low, low, and moderate income household, the unit must be counted as above-moderate income.

Fields 16 and 17 Housing with Financial Assistance and/or Deed Restrictions

For all housing units developed or approved with public financial assistance and/or have recorded affordability deed restrictions or covenants, identify funding sources and/or mechanisms that enable units to be affordable.

16. Assistance Programs Used for Each Development: Enter information here if units received financial assistance from the city or county and/or other subsidy sources, have affordability restrictions or covenants, and/or recapture of public funds upon resale.

Use the drop-down menu to select the acronym of the applicable funding program(s), as listed below. To select more than one funding source click once, then select the cell again, and click another source.

- Acq/Rehab: CalHFA Acquisition/Rehab Loan Program
- AHP: Affordable Housing Program - Fed Home Loan
- AHSC: Affordable Housing and Sustainable Communities
- CalHOME: CalHOME
- CDBG: Community Development Block Grant
- CDLAC: CDLAC Bonds (CA Debt Limit Allocation Committee)
- CESH: CA Emergency Solutions & Housing
- ESG: Emergency Solutions Grant

- GSAF: Golden State Acquisition Fund
- HEAP: Homeless Emergency Aid Program
- HHAP: Homeless Housing, Assistance and Prevention Program
- HKEY: Homekey
- HOME: Housing Investment Partnership Program
- HOPWA: Housing Opportunities for Persons with AIDS
- IIG: Infill Infrastructure Grant
- LHTF: Local Housing Trust Funds
- LIHTC: CTCAC/Low Income Housing Tax Credits
- MHP: Multifamily Housing Program - HCD
- MHSA: Mental Health Services Act Funding
- MPRROP: Mobilehome Park Rehabilitation & Resident Ownership Program
- MRB: Mortgage Revenue Bonds
- MyHOME: MyHome Down Payment Assistance
- NHTF: National Housing Trust Fund
- NPLH: No Place Like Home
- PBS8: Section 8 Project-Based Rental Assistance
- PDLP: Predevelopment Loan Program
- RAD: Rental Assistance Demonstration Program
- RDA: Redevelopment Agency or Successor Agency Funds
- Sec 202: HUD Section 202 Housing for the Elderly
- Sec 811: Section 811 Project Rental Assistance
- SERNA: Joe Serna, Jr. Farmworker Housing Program
- SHMHP: Supportive Housing MHP
- SNHP: Special Needs Housing Program - CalHFA
- TOD: Transit Oriented Development Program
- USDA: USDA Rural Development Housing Programs
- VHHP: Veterans Housing and Homeless Prevention Program
- Other: Describe in Notes

17. Deed Restriction Type: Enter information here if units in the project are considered affordable to very-low, low, and/or moderate-income households due to a local program or policy, such as an inclusionary housing ordinance, regulatory agreement, or a density bonus. This field should not be used to enter the number of deed restricted units. Identify the mechanism used to restrict occupancy based on affordability to produce “deed restricted” units. Use the drop-down menu to select one of the following options:

- “INC” if the units were approved pursuant to a local inclusionary housing ordinance.
- “DB” if the units were approved using a density bonus.
- “Other” for any other mechanism. Describe the source in notes section number 21.

Please note: If “DB” is provided, the Density Bonus section (columns AS through AV) is required.

18. Housing without Financial Assistance or Deed Restrictions: Enter information here if the units are affordable to very-low, low and moderate-income households without financial assistance and/or deed restrictions. In these cases, affordability must be demonstrated by proposed sales price or rents.

- Sales prices and rents must meet the definition of affordable as defined in Health and Safety Code Section 50052.5 for owner-occupied units or Health and Safety Code section 50053 for renter-occupied units.
- Describe how the newly constructed rental or ownership housing units were determined to be affordable to very- low-, low-, and moderate-income households without either public subsidies or restrictive covenants. This may be based on various methods considering sales prices or rents relative to the income levels of households, such as through a survey of comparable units in the area that show the unit would be affordable to very-low-, low-, or moderate-income households.
 - The jurisdiction can consider comparable rental prices or new sales prices (actual or anticipated). The jurisdiction should consider costs for renters (i.e., 30 percent of household income for rent and utilities) or owners (e.g., 30 percent of household income for principal, interest, taxes, insurance and utilities, pursuant to Title 25 CCR Section 6920).
- In the absence of justification that the unit is affordable to a very- low, low, and moderate-income household, the unit must be counted as above-moderate income.

19. Term of Affordability or Deed Restriction: If the units have committed financial assistance and/or are deed restricted, enter the duration of the affordability or deed restriction. If the units are affordable in perpetuity, enter 1,000. If multiple funding sources or deed restrictions on the development have different terms of affordability, please enter the longest term of affordability. Although completion of this field is optional, your input would be greatly appreciated.

20. Demolished/Destroyed Units: This section is to report if the project and associated APN has a permit, entitlement or certificate of occupancy in the reporting year, and the APN previously had demolished or destroyed units.

- Enter the “Number of Demolished or Destroyed Units” in the reporting calendar year.
- From the drop-down menu select “demolished” if the units were torn down. Select “Destroyed” if the units were lost due to fire or other natural disaster.
- From the drop-down menu “Demolished/Destroyed Units Owner or Renter” select “R” for renter or “O” for owner.

Fields 21 through 24 Density Bonus Detail: The following fields must be completed for at least a sample of density bonus projects reported by the jurisdiction and should only be completed if “DB” is one of the selections in section 17.

21. **Total Density Bonus Applied to the Project:** Please indicate the percentage of density bonus that was applied to the project.
- If the planning area's maximum allowable density is calculated based on the allowable number of units, express your response as a percentage $(\text{New total number of units} - \text{Old total number of units}) / (\text{Old total number of units})$.
 - Alternatively, if the planning area's maximum allowable density is form- or volume-based, express your response as a percentage $(\text{New maximum allowable residential gross floor area} - \text{Old maximum allowable residential gross floor area}) / (\text{Old maximum allowable residential gross floor area})$
22. **Number of incentives and other modifications:** Enter the total number of other incentives, concessions, waivers, or other modifications given to the project (exclude parking waivers or parking reductions).
23. **List the specific incentives, concessions, waivers, or other modifications given to the project using the drop-down menu.** You may choose more than one.
- On-Site Improvements
 - Off-site Improvements
 - Development Standards
 - Other
24. **Parking Reduction:** Did the project receive a reduction or waiver of parking standards? Answer Yes or No.
25. **Notes:** Use this field to enter any applicable notes about the project or development. Completion of this field is optional.

TABLE B
Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability

Table B is a summary of prior permitting activity in the current planning cycle, including permitting activity for the calendar year being reported. Please note, the last year of the 5th cycle will only contain units with permit dates that occurred before the end of the cycle. The first year of the 6th cycle will only contain units with permits that occurred on or after the beginning of the cycle. Units permitted since the start of the 6th cycle RHNA projection period is also displayed on Table B. To assist jurisdictions in completing this form, HCD has pre-filled permit data as reported to HCD on prior APRs. Past unit information will auto-populate when the jurisdiction’s name in the general information section of the “Start Here” tab is entered. Current year permitted units will auto-populate from data reported in Table A2. If permit activity for the current year is inaccurate,

jurisdictions should make adjustments on field number 7, Affordability by Household Income – Building Permits in table A2.

Please contact HCD at APR@hcd.ca.gov if data from previous years does not populate or if different than the information supplied in Table B. Any changes made by localities to previous years' data in Table B will not update prior APR records maintained by HCD.

Table B reports the number of units for which permits were issued to demonstrate progress in meeting the jurisdiction's share of the RHNA for the planning period.

Table B includes a subcategory which is a report on the extremely low-income unit housing need as determined by Government Code 65583(a)(1). The housing need for this income category is quantified in the housing element. This section is auto populated based on data entered in Table A2, Section 8 and Section AI.

1. Regional Housing Needs Allocation by Income Level: Lists the jurisdiction's assigned RHNA for the planning cycle by income group. This field will auto-populate once the jurisdiction's name is entered in the "Start Here" tab.

2. Year: Lists the building permit data for each year of the RHNA planning cycle beginning in the first year and ending with the data from the current reporting year, which can be found in Table A2. Includes the portion of the RHNA projection period that occurs before the start of the planning period.

3. Total Units to Date (all years): Totals the number of units permitted in each income category.

4. Total Remaining RHNA by Income Level: This field uses the information from the "Total Units to Date" category and deducts the units by income category from the jurisdiction's assigned RHNA number. Note: The total units remaining to meet the RHNA allocation is in the bottom right-hand corner.

5. Extremely Low-Income (ELI) housing need: Chapter 649, Statutes of 2022 (AB 2094) requires reporting progress toward meeting the housing need for ELI households as determined by Government Code 65583(a)(1) and quantified in the housing element. Default value included in Table B is half of the very low-income housing need determined pursuant to Government Code 65584. The value in the cell may be modified.

6. Total Units to Date (all years): Total number of extremely low-income units reported in the planning period. HCD provides auto-populated data, based on prior APR submissions, starting with reporting year 2018.

7. Total Remaining Units: This field uses the information from the "Total Units to Date" category and deducts the number of units reported from the jurisdiction's ELI need.

TABLE C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Please note: This table should only be filled out when a city or county identified an unaccommodated need of sites from the previous planning period pursuant to Government Code section 65584.09, has a shortfall of sites as identified in the housing element pursuant to Government Code section 65583, subdivision (c)(1); or is identifying additional sites required by No Net Loss law pursuant to Government Code section 65863. The data in this inventory serves as an addendum to the housing element sites inventory. This table should not include rezoning for a specific project.

1. Project Identifier: Include the Assessor Parcel Number (APN) and street address. The project name and local jurisdiction tracking ID are optional.

2. Date of Rezone: If a rezone was required, identify the date the rezone occurred. Enter the date as month/day/year (e.g., 6/1/2020).

3. RHNA Shortfall by Household Income Category: For each development or site, list the number of units that are affordable to the following income levels (refer to the Definitions section for more detail):

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI
- Moderate-income households: 80-120 percent AMI
- Above moderate-income households: greater than 120 percent AMI

4. Rezone Type: From the dropdown list, select one of the following for each project:

- **No Net Loss** (Government Code section 65863): When a jurisdiction permits or causes its housing element sites inventory site capacity to be insufficient to meet its remaining unmet Regional Housing Needs Allocation (RHNA) for lower and moderate-income households. In general, a jurisdiction must demonstrate sufficient capacity on existing sites or make available adequate sites within 180 days of there being insufficient sites to meet the remaining RHNA.
- **Unaccommodated Need** (Government Code section 65584.09): When a jurisdiction failed to identify or make adequate sites available in the prior planning period to accommodate its RHNA by income category. Note: When this condition occurred, the housing element in the current planning period in most cases will have a program to make available adequate sites to address the unmet RHNA by income category in the first year of the planning period.
- **Shortfall of Sites** (Government Code section 65583, subdivision (c)(1)): When a jurisdiction does not identify adequate sites to accommodate its RHNA by income category in the current planning period. Note: When this condition occurred, the housing element for the current planning period must have included a program to make available adequate sites to address the unmet RHNA by income category. For jurisdictions on an eight-year planning period, the rezones must be complete within the first three years of the planning period.

5. Parcel Size (Acres): Enter the size of the parcel in acres.

6. General Plan Designation: Enter the new General Plan Land Use designation. If no change was made, enter the current designation.

7. Zoning: Enter the new zoning designation for the parcel. If no change was made, enter the current zoning designation.

8. Density Allowed: Enter the minimum and maximum density allowed on each parcel. This is the density allowed after any zoning amendments are made. If no maximum density, enter N/A.

9. Realistic Capacity: Enter the estimated realistic unit capacity for each parcel. Refer to the Definitions for more information about “Realistic Capacity.”

10. Vacant/Non-vacant: From the drop-down list, select if the parcel is vacant or non-vacant. If the parcel is non-vacant, then enter the description of existing uses in Field 11.

11. Description of Existing Uses: Include a description of existing uses. Description must be specific (i.e., SFR, MF, surplus school site, operating business, vacant commercial building, parking lot). Classifications of uses (i.e., “commercial”, “retail”, “office”, or “residential”) are not sufficient.

TABLE D
Program Implementation Status Pursuant to Government Code
Section 65583

Report the status/progress of housing element program and policy implementation for **all** programs described in the housing element:

- 1. Name of Program:** List the name of the program as described in the housing element.
- 2. Objective:** List the program objective (for example, “Update the accessory dwelling unit ordinance”).
- 3. Timeframe in Housing Element:** Enter the date the objective is scheduled to be accomplished.
- 4. Status of Program Implementation:** List the action or status of program implementation.

In addition, please note the following when updating each of the programs in Table D:

- Programs that include more than one objective should include a status for each objective.
- When a program or objective is complete:
 - Include ordinance/resolution number that was adopted or other relevant documentation. Please include link if possible.
- Provide as much information as possible, including # of units, dates of approval and other information to demonstrate how the program was completed.

For your information, the following list includes the statutory requirements for housing element programs:

- Adequate sites (Gov. Code, § 65583, subd. (c)(1)). *Please note: Where a jurisdiction has included a rezone program pursuant to Government Code section 65583.2, subdivision (h) to address a shortfall of capacity to accommodate its RHNA, Table C must include specific information demonstrating progress in implementation including total acres, brief description of sites, date of rezone, and compliance with by-right approval and density requirements.*
- Assist in the development of low- and moderate-income housing (Gov. Code, § 65583, subd. (c)(2)).
- Remove or mitigate constraints (Gov. Code, § 65583, subd. (c)(3)).
- Conserve and improve existing affordable housing (Gov. Code, § 65583, subd. (c)(4)).
- Promote and affirmatively further fair housing opportunities (Gov. Code, § 65583, subd. (c)(5)).
- Preserve units at-risk of conversion from low-income use (Gov. Code, § 65583, subd. (c)(6)).

Please note: Jurisdictions may add additional rows in Table D to include all housing element programs, or to provide clarification or information relevant to demonstrating progress towards meeting RHNA objectives.

TABLE E
Commercial Development Bonus Approved Pursuant to Government Code Section 65915.7

Government Code section 65915.7 states:

“(a) When an applicant for approval of a commercial development has entered into an agreement for partnered housing described in subdivision (c) to contribute affordable housing through a joint project or two separate projects encompassing affordable housing, the city, county, or city and county shall grant to the commercial developer a development bonus as prescribed in subdivision (b). Housing shall be constructed on the site of the commercial development or on a site that...” meets several criteria.

If the jurisdiction has approved any commercial development bonuses during the reporting year, enter the following information:

1. Project Identifier: Include the parcel’s APN number and street address. The project name and local jurisdiction tracking ID are optional.

2. Units Constructed as Part of the Agreement: For each development, list the number of units that are affordable to the following income levels (refer to the Definitions section for more detail):

- Very low-income households: 0-50 percent AMI
- Low-income households: 50-80 percent AMI

- Moderate-income households: 80-120 percent AMI
- Above-moderate households: above 120 percent

3. Description of Commercial Development Bonus: Include a description of the commercial development bonus approved by the jurisdiction.

4. Commercial Development Bonus Date Approved: Enter the date that the jurisdiction approved the commercial development bonus. Enter the date as month/day/year (e.g., 6/1/2018).

TABLE F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites Pursuant to Government Code Section 65583.1, subdivision (c)

Please note this table is optional: Pending consultation and approval by HCD, a jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net new housing units and must be reported in Table A2 and not reported in Table F.

Units that Do Not Count Toward RHNA: The jurisdiction may list, for informational purposes only, units that do not count toward RHNA but were substantially rehabilitated, acquired or preserved.

Units that Count Toward RHNA: To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields.

In order to count units reported in this table as progress towards RHNA, the jurisdiction must demonstrate the units meet the standards set forth in Government Code section 65583.1, subdivision (c) which are summarized on the [Alternative Adequate Sites Checklist](#).

If HCD finds that the units meet the standards set forth in Government Code section 65583.1, subdivision (c), these units may credit up to 25 percent of the jurisdiction's adequate sites requirement per income category.

TABLE F2

Units Converted Pursuant to Government Code Section 65400.2

Please note this table is optional: Jurisdictions may receive credit for up to 25% of their moderate-income RHNA for units converted to moderate income. The jurisdiction can use this table to report multifamily units that have been converted to deed restricted

moderate-income housing pursuant to Government Code section 65400.2 to receive RHNA credit. The report shall clearly indicate that these were not newly constructed units.

For purposes of this section, a unit may be reported as a converted unit only if the following apply to the unit:

- The rent for the unit prior to conversion was not affordable to very low, low-, or moderate-income households.
- The unit is subject to a long-term recorded regulatory agreement with a public entity that requires the unit to be affordable to, and occupied by, persons of moderate income for a term of 55 years.
- The initial post conversion rent for the unit is at least 10 percent less than the average monthly rent charged over the 12 months prior to conversion.
- The unit is in decent, safe, and sanitary condition at the time of occupancy following the conversion.
- The unit was not acquired by eminent domain as part of the conversion.
- The unit is subject to a governmental monitoring program to ensure continued affordability and occupancy by qualifying households.

Please refer to Government Code 65400.2 for complete list of requirements the conversion must meet to be reportable on the APR.

1. APN: Enter the parcel number of the identified property.

2. Street Address/Intersection: Enter the street address of the property. If no street address is available, enter the closest known intersection.

3. Project Name – Enter the project name, if available (optional field).

4. Local Jurisdiction Tracking ID – This may be the permit number or other identifier (optional field).

5. Unit Category Codes: Each development should be categorized by one of the following codes: Refer to “Unit Category” in the Definitions section for additional descriptions. Use the drop-down menu to select one of the following options:

- 2-4 (two- to four-unit structures)
- 5+ (five or more units structure, multifamily)

6. Tenure: Applicable projects may only be available as rental housing.

- Renter occupant (R)

7. Affordability by Household Income After Conversion – Affordability – Enter the number of units by affordability in the housing development after conversion. If there were new units added to the housing development, also include only the new units in Tables A and A2 as applicable.

8. Total Moderate-Income Units Converted from Above Moderate – Total number of units that were converted to moderate income. Units entered in the column will count for up to 25 percent of the moderate-income RHNA.

9. Date – Enter the date the conversion took place. This could be the date that the new regulatory agreement was effective. Must have occurred during the reporting year to receive RHNA credit.

10. Notes (Optional): Please include any applicable notes providing additional description or information.

TABLE G
Locally Owned Lands Included in the Housing Element Sites Inventory, that have been sold, leased, or otherwise disposed of, Pursuant to Government Code Section 65400.1

Chapter 664, Statutes of 2019 (AB 1486) added to the Government Code section 65400.1, which requires jurisdictions to include in this APR a listing of sites owned by the locality that were included in the housing element sites inventory and were sold, leased, or otherwise disposed of during the reporting year.

The listing of sites must include the entity to whom the site was transferred, and the intended use of the site.

TABLE H
Locally Owned or Controlled Lands Declared Surplus Pursuant to Government Code Section 54221, or Identified as Excess Pursuant to Government Code Section 50569

Chapter 661, Statutes of 2019 (AB 1255) amended Government Code section 54230 to require cities and counties to create an inventory of surplus lands defined in subdivision (b) of Section 54221, and all lands in excess of its foreseeable needs, if any, identified pursuant to Section 50569, located in all urbanized areas as designated by the United States Census Bureau, within the jurisdiction of the county or city that the county or city or any of its departments, agencies, or authorities owns or controls. Please note: Jurisdictions are only required to report on property located in an urban area. For a map of urban areas please see the HCD website here:
<https://cahcd.maps.arcgis.com/apps/webappviewer/index.html?id=5a63b04d7c494a6eb2aa38a2c3576f5>.

Cities and counties must make a description of each parcel described in paragraph (1) of Government Code section 54230 and the present use of the parcel a matter of public record and shall report this information to HCD no later than April 1 of each year, beginning April 1, 2021, in a form prescribed by HCD, as part of its APR submitted pursuant to paragraph (2) of subdivision (a) of Section 65400.

“Surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Land shall be declared either “surplus land” or “exempt surplus land,” as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency’s policies or procedures. A local agency, on an annual basis, may declare multiple parcels as “surplus land” or “exempt surplus land.”

“Surplus land” includes land held in the Community Redevelopment Property Trust Fund pursuant to Section 34191.4 of the Health and Safety Code and land that has been designated in the long-range property management plan approved by the Department of Finance pursuant to Section 34191.5 of the Health and Safety Code, either for sale or for future development, but does not include any specific disposal of land to an identified entity described in the plan.

Parcel description must include the following:

- 1. APN:** Enter the parcel number of the identified property.
- 2. Street Address/Intersection:** Enter the street address of the property. If no street address is available, enter the closest known intersection.
- 3. Existing Use:** Select the existing use of the property. Use the drop-down menu to select one of the following options:
 - Residential
 - Commercial
 - Industrial
 - Public Facilities
 - Vacant
 - Air Rights
 - Other
- 4. Number of Units:** If the existing use is residential, please enter the number of units on the property.
- 5. Designated Surplus Land, Exempt Surplus Land or Excess:** Please identify if the property has been designated surplus or exempt surplus pursuant to Government Code section 54221, or excess pursuant to Government Code section 50569.
- 6. Parcel Size (in acres):** Enter the parcel size in acres.
- 7. Notes (Optional):** Please include any applicable notes providing additional property description. This could include a description of any characteristics of the property.

TABLE J

**Student Housing Development with a Density Bonus Approved
Pursuant to Government Code section 65915(b)(1)(F)**

Note: Student housing is considered group quarters and does not count as progress toward the RHNA. Do not enter projects entered on Table J onto Tables A or A2.

Student housing developments must meet the following requirements in order to be included in Table J:

- Twenty percent of the total units for lower income students in a student housing development that meets the following requirements:
- All units in the student housing development will be used exclusively for undergraduate, graduate, or professional students enrolled full time at an institution of higher education accredited by the Western Association of Schools and Colleges or the Accrediting Commission for Community and Junior Colleges. The developer shall, as a condition of receiving a certificate of occupancy, provide evidence to the city, county, or city and county that the developer has entered into an operating agreement or master lease with one or more institutions of higher education for the institution or institutions to occupy all units of the student housing development with students from that institution or institutions.
- The applicable 20-percent units will be used for lower income students.
- The rent provided in the applicable units of the development for lower income students shall be calculated at 30 percent of 65 percent of the area median income for a single-room occupancy unit type.
- The development will provide priority for the applicable affordable units for lower-income students experiencing homelessness. A homeless service provider, as defined in paragraph (3) of subdivision (e) of Section 103577 of the Health and Safety Code, or institution of higher education that has knowledge of a person's homeless status may verify a person's status as homeless for purposes of this subclause.

For purposes of calculating a density bonus granted pursuant to this subparagraph, the term "unit" as used in this section means one rental bed and its pro rata share of associated common area facilities. The units described in this subparagraph shall be subject to a recorded affordability restriction of 55 years.

1. APN: Enter the parcel number of the identified property.

2. Street Address/Intersection: Enter the street address of the property. If no street address is available, enter the closest known intersection.

3. Project Name – Enter the project name, if available (optional field).

4. Local Jurisdiction Tracking ID – This may be the permit number or other identifier (optional field).

5. Unit Category Codes: Each development should be categorized by one of the following codes: Refer to “Unit Category” in the Definitions section for additional descriptions. Use the drop-down menu to select one of the following options:

- SH (student housing)

6. Date – Enter the date the student housing development was approved (entitled).

7. Units Approved – Affordability – For purposes of calculating a density bonus granted pursuant to this subparagraph, the term “unit” as used in this section means one rental bed and its pro rata share of associated common area facilities. The units described in this subparagraph shall be subject to a recorded affordability restriction of 55 years.

8. Total Additional Units Created Due to Density Bonus – Enter the total number of units that were added to the development as a result of the granting of the density bonus. For purposes of calculating a density bonus granted, the term “unit” as used in this section means one rental bed and its pro rata share of associated common area facilities. The units entered in this section shall be subject to a recorded affordability restriction of 55 years.

9. Notes - Use this field to enter any applicable notes about the project or development. Completion of this field is optional.

TABLE K

Tenant Preference Policy Adopted Pursuant to Government Code Section 7061

A local government adopting a tenant preference policy shall provide, on an annual basis, to the Department of Housing and Community Development a current link to the webpage, as described in paragraph (1), in its annual housing element report, as required by paragraph (2) of subdivision (a) of Section 65400.

1. Does the Jurisdiction have a local tenant preference policy? Select Yes or No

2. If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials. Please include an active URL to the website containing the ordinance.

3. Notes: Add any applicable notes (optional).

Local Early Action Planning (LEAP) Grant Reporting

Pursuant to Health and Safety Code section 50515.04, recipients of Local Early Action Planning (LEAP) grants shall annually report by April 1 of the year following receipt of those funds on the status of proposed uses in the application. The report shall address the housing impact within the jurisdiction, including a summary of building permits, certificates of occupancy or other completed entitlements. Data sources may include the LEAP application (e.g., Attachment 1: Project Timeline and Budget), re-imbursement requests, other portions of the APRs, and other summary records of program activities.

- 1. Total Award Amount:** Utilizing the LEAP application and award letter, fill in the total award amount for all proposed LEAP activities.
- 2. Task:** Utilizing Attachment 1: Project Timeline and Budget from the LEAP application, fill in all project level tasks. Do not fill in sub-tasks. For example, an application might include a project level task to prepare and adopt a downtown specific plan. In this case, simply fill in the downtown specific plan and do not fill in sub-tasks such as outreach, traffic studies, drafting and adoption.
- 3. \$ Amount Awarded:** Utilizing Attachment 1: Project Timeline and Budget from the LEAP application, fill in the total amount awarded for each project level task.
- 4. \$ Cumulative Reimbursement Requested:** Utilizing reimbursement requests sent to HCD, add up all requested amounts for each project level task. Note, this is reimbursement “requested” and not reimbursement “received”. At the time of reporting, some reimbursement requests may be in process. The table does not need to address reimbursements in process.
- 5. Task Status:** Select either completed, in progress or other for project level tasks. Include additional description in the note’s column as appropriate for information such as upcoming milestones, anticipated completion dates, any schedule slippage or progress as a percentage of completion (e.g., 50 percent complete).
- 6. Other Funding:** Note any other funding sources by amount being utilized to complete each project level task. If no other funding sources are being utilized, enter N/A. Examples of other funding include the SB 2 planning grants program, the SB 1 sustainability planning grants program and local general funds.
- 7. Notes:** Enter any other relevant information related to progress and impacts such as reasons for delays, anticipated numerical outcomes, etc.
- 8. Summary of Entitlements, Building Permits and Certificates of Occupancy:**
These tables will auto-populate from Table A2.