# Regional Early Action Planning Grants (REAP)

# Annual Report Template



[REAP Program Webpage](https://www.hcd.ca.gov/grants-funding/active-funding/reap.shtml)

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](https://app.powerbigov.us/view?r=eyJrIjoiMDA2YjBmNTItYzYwNS00ZDdiLThmMGMtYmFhMzc1YTAzMDM4IiwidCI6IjJiODI4NjQ2LWIwMzctNGZlNy04NDE1LWU5MzVjZDM0Y2Y5NiJ9&pageName=ReportSection3da4504e0949a7b7a0b0) (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.

[Insert Applicant Name]

# Overall Context:

*[Insert information on Overall Context]*

# Project Highlights, Best Practices and Recent and Anticipated Achievements:

*[Insert information on Project Highlights, Best Practices and Recent and Anticipated Achievements]*

# Status of Activities:

*[Insert information on Status of Activities]*

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

| Activity Category | General Description | Amount Allocated | Amount Expended | Timing | Status | Regional Impact on Housing  |
| --- | --- | --- | --- | --- | --- | --- |
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# 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]*

| Housing Production Indicator | Baseline Year | Current Year | CumulativeChange | Notes |
| --- | --- | --- | --- | --- |
| Building Permits |  |  |  |  |
| Certificates of Occupancy |  |  |  |  |
| Completed Entitlements |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

# Additional Information:

*[Insert additional information]*