



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

HOUSING ELEMENT ANNUAL PROGRESS REPORT (APR) INSTRUCTIONS

INTRODUCTION

Note: Some instructions and definitions can be found in the column headers of the tables. (Cells with red markers)

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 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 APR requirements pursuant to Chapter 374, Statutes of 2017 (Assembly Bill 879); Chapter 366, Statutes of 2017 (Senate Bill 35); and Chapter 664, Statutes of 2019 (Assembly Bill 1486).

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

The APR must be submitted to the Department of Housing and Community Development (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. Online Annual Progress Reporting System - This allows jurisdictions to upload directly into HCD's database, limiting the risk of errors. To use the online system, email APR@hcd.ca.gov, and request login information for your jurisdiction. *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 Annual Progress Reports 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.

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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 the California Department of Housing and Community Development (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
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 and obtain a building permit.
8. "Density Bonus" as defined in Government Code section 65915.
9. "Extremely low-income" means a household earning less than 30 percent of area median income pursuant to Health and Safety Code, section 50105.
10. "Infill housing unit" is defined as being a unit located within an urbanized area or within an urban cluster 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 or an urban cluster is as defined by the United States Census Bureau.

11. "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.
12. "Lower-income or Low-Income" means a household earning less than 80 percent of area median income pursuant to Health and Safety Code, section 50079.5.
13. "Moderate income" means households whose income does not exceed 120 percent of area median income pursuant to Health and Safety Code, section 50093.
14. "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.
15. "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 Government Code.
16. "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 California Department of Finance, are a component of the project.
17. "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.
18. "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 (SB35 Streamlining) Provisions.
19. "RHNA" means the local government's share of the regional housing need allocation pursuant to Government Code section 65584 et seq.
20. 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.
 - **Mobile Home Unit/Manufactured Home** – a one-unit structure that was originally constructed to be towed on its own chassis. *Please note: Spaces in a mobile home park can be counted towards RHNA, if the spaces counted are new hook-ups/spaces rather than new mobile home park residents moving onto existing lots.*
21. "Very low-income" means households earning less than 50 percent of area median income 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.

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 jurisdiction's name is entered).

Information to enter includes:

- City or County name
- Reporting calendar year (e.g., 2019). *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 submitted (and deemed complete) between January 1st and December 31st of the reporting year identified on the “Start Here” tab. In table A, an “application” is a formal submittal of a project for approval. This application is either an application for a discretionary entitlement, or where only a ministerial process is required (e.g., zoned by right), the application for a building permit.

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 street.
- Project Name – Enter the project name, if available (optional field).
- Local Jurisdiction Tracking ID – This may be the permit number or other identifier (optional 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 (mobile home/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 determined complete by the local government (refer to “application submitted” under definitions). Enter date as month/day/year (e.g., 6/1/2018).

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. Refer to the Definitions section for additional descriptions:

Very low-income households: 0-50% AMI

Low-income households: 50-80% AMI

Moderate-income households: 80-120% AMI

Above-moderate households: above 120%

[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>](http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml) (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 (auto-populated, can be overwritten). This field will subtract “Total Approved Units by Project” from “Total Proposed Units by Project” *Note: This field is auto-populated, but can be overwritten.*

9. Was “Application Submitted” pursuant to Government Code section 65913.4, subdivision (b) (Streamlined Ministerial Approval Process (SB 35 Streamlining))? Use the drop-down menu to select one of the following options:

- No
- Yes – But no action taken
- Yes – Approved
- Yes – Denied

10. 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 net 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).

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.

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 next year, and the certificate of occupancy in the year following.

In scenarios where development activity spans multiple years, the jurisdiction should only report activity that occurred within the reporting year. For example, if a project received building permits in 2018, but received entitlements in 2017, the 2018 APR should only report the building permit information (fields 7, 8 and 9), and not include entitlement information (fields 4, 5 and 6).

Separate living quarters : A house, an apartment, a mobile home, 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, bunkhouses, and barracks cannot be counted as housing units, but student housing that is set up as separate living quarters per the census definition can be counted. This type of student housing must be counted per unit, and not on a bedroom or per person basis.

Net new units : If a building is being demolished to build the new units, the APR should report net new units. For example, if 10 units are being demolished on a site to build a 100-unit building, the APR should report 90 new units. In the case of new construction where fewer units are being built than were there previously, do not report negative permits. For example, if 10 units are being torn down on a site to build 5 units, this would not count as any new units on the APR and should not be reported as a negative number.

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 street.
- Project Name – Enter the project name, if available (optional field).
- Local Jurisdiction Tracking ID – This may be the permit number or other identifier (optional 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 (mobile home/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% AMI
- Low-income households: 50-80% AMI
- Moderate-income households: 80-120% AMI
- Above-moderate households: above 120%

To verify income levels, refer to the income limit charts on HCDs 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., 6/1/2018). 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% AMI
- Low-income households: 50-80% AMI
- Moderate-income households: 80-120% AMI
- Above-moderate households: above 120%

To verify income levels, refer to the income limit charts on HCDs 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 building permit was issued outside the reporting year. Enter date as month/day/year (e.g., 6/1/2018). 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, 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% AMI
- Low-income households: 50-80% AMI
- Moderate-income households: 80-120% AMI
- Above-moderate households: above 120%

To verify income levels, refer to the income limit charts on HCDs 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 certificate of occupancy was not issued in the reporting year. Enter date as month/day/year (e.g., 6/1/2018).

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 Units (Optional): 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 extremely-low income 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. Was Project approved using Government Code section 65913.4, subdivision (b) (Streamlined Ministerial Approval Process (SB 35 Streamlining))?

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

- “Y” if jurisdiction approved the project application pursuant to the streamlined ministerial approval process (SB 35 Streamlining).
- “N” for all other situations.

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.” Although completion of this field is optional, your input would be greatly appreciated. See 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 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 restriction 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
- HOME: Housing Investment Partnership Program
- HOPWA: Housing Opportunities for Persons with AIDS
- IIG: Infill Infrastructure Grant
- LHTE: 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 Rehab & 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.

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% of household income for rent and utilities) or owners (e.g., 30% 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 units have committed financial assistance and/or are deed restricted, enter the duration of the affordability or deed restriction. If 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.

21. Notes: Use this field to enter any applicable notes about the project or development.

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. 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 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](mailto: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 regional housing need for the planning period.

- 1. Regional Housing Needs Allocation by Income Level:** Lists the jurisdiction’s assigned RHNA for the planning cycle by income group. This field will be auto-populated 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.
- 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.

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 Government Code section 65584.09, has Shortfall of Sites as identified in the housing element 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 rezone was required, identify the date the rezone occurred. Enter date as month/day/year (e.g., 6/1/2018).
- 3. RHNA Shortfall by Household Income:** For each development or site, list the number of units that are affordable to the following income levels (refer to Definitions section for more detail):
 - Very low-income households: 0-50% AMI

- Low-income households: 50-80% AMI

Note: rezoning is not required to accommodate moderate or above moderate RHNA shortfall.

4. Type of Shortfall: 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 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 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 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.

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 definitions for more detail):
 - Very low-income households: 0-50% AMI
 - Low-income households: 50-80% AMI
 - Moderate-income households: 80-120% AMI
 - Above-moderate households: above 120%

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 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)(2)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved consistent with the standards set forth in Government Code section 65583.1, subdivision (c)(2).

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 will need to provide information (detailed below) to demonstrate that the units meet the standards set forth in Government Code section 65583.1, subdivision (c)(2).

If HCD agrees that the units meet the standards set forth in Government Code section 65583.1, subdivision (c)(1) these units may credit up to 25 percent of the jurisdiction's adequate sites requirement per income category.

To count these units towards RHNA, the jurisdiction shall document *how* the units meet the standards set forth the requirements of the Government Code section 65583.1, subdivision (c) (2).

[For the jurisdiction to count units in Table F, the jurisdiction must have included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1, subdivision \(c\)\(2\). These program requirements are summarized on the Alternative Adequate Sites Checklist.](#)


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. This table is only required for CY 2019 and later.

Frequently Asked Questions

Can I leave a row blank?	Yes, you may leave blank rows in between rows that have information.
How do I delete rows?	Click on a cell in the row(s) and type Ctrl-d . Note: Macros must be enabled 
Why are the rows not summing correctly?	The summary tab and sum rows only include activities that occurred during the reporting year , according to the year entered in the "Start Here" tab.
Why are some cells highlighted yellow or green?	<p>Yellow Cells: Required cells for each row become highlighted yellow once any cell in the row contains a character. The affordability descriptions become highlighted and required once any lower or moderate income units are entered into the form.</p> <p>Green Cells: Cells highlighted green are where you indicate the number of units by affordability. This is required for any project in Table A. This is also required for the applicable sections (completed entitlement, issued building permits, issued certificates of occupancy) of Table A2. For example, if a project in Table A2 was issued a building permit, but not an entitlement or certificate of occupancy during the reporting year, you would enter the unit count in one of the green cells in the building permit section only. You may leave the other sections blank even though they are highlighted green, since they wouldn't apply to this example. Once a value is entered into this range, the range will no longer be highlighted green.</p>
Why are the date cells highlighted red?	<p>Cells can be highlighted red for two reasons:</p> <p>Date cells: Sometimes, dates that are copied and pasted into this form are formatted as text. When pasting dates into the form please paste with the "match destination formatting" option. If the date cells are still highlighted red, they contain text. These must be converted to dates. To do so, open a blank workbook and paste in the dates that are formatted as text. In an adjacent column, enter the function =DATEVALUE and refer the function to the cell with date formatted as text. This will result in a 5-digit number. Copy and paste these 5-digit numbers back into the APR form, then change the format of the cells to "Short Date" (i.e., 3/4/2012).</p> <p>Text cells: Cells can also be highlighted red if the length of the text entered into the cell exceeds the character limit.</p>
Can the same project be included in both Table A and Table A2?	Yes. Table A tracks all applications for residential development that were received and deemed complete during the reporting year. Table A2 tracks all entitlements, building permits, and certificates of occupancy for residential development that were issued in the reporting year. If a project was applied for and received entitlements, building permits, and/or certificates of occupancy during the reporting year, that project would be listed in both Table A and Table A2.
What if I have nothing to report?	At minimum, the "Start Here" tab and Table D must be completed. If you have nothing to report in any of the other tables, please leave them blank, do NOT put N/A or something similar.
How do I correct or update the values in Table B?	Table B contains data HCD has received from prior APR submittals as of December 4, 2019. If the numbers do not match your records, please contact HCD.
Do I upload this form into the record for the 5th Cycle or the 6th Cycle?	HCD's guidelines are as follows: If the 6th cycle started BEFORE July 1, 2019, the APR must be uploaded into the 6th cycle. If the 6th cycle started AFTER July 1, 2019, the APR must be uploaded into the 5th cycle record.
Do I need to take the form to my Council or Board prior to submitting the APR?	Government Code section 65400 requires the planning agency to provide this report to the legislative body (i.e. local Council or Board), HCD, and OPR by April 1 of each year. The statute does not specify in which order they be provided, and HCD does not require the report to be submitted to the legislative body prior to submitting it to HCD.
Can I use this form for a prior year?	You can use this form for 2018 and 2019. Make sure to change the reporting year in row 5 of the "Start Here" tab. Table G is not required for 2018. For the years 2017 and prior, you must use the old version of the APR form found on our website.
Does submitting the Housing Element APR fulfill the requirements of submitting a General Plan APR?	No. Government Code section 65400 requires jurisdictions to also submit a General Plan Annual Progress Report to OPR and HCD. These can be emailed to opr.apr@hcd.ca.gov and APR@hcd.ca.gov

Please Start Here

General Information	
Jurisdiction Name	San Buenaventura
Reporting Calendar Year	2019
Contact Information	
First Name	Jennie
Last Name	Buckingham
Title	Senior Planner
Email	jbuckingham@cityofventura.ca.gov
Phone	8056584729
Mailing Address	
Street Address	501 Poli Street
City	Ventura
Zipcode	93001

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 2_27_20

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR>

Submittal Instructions

Please save your file as Jurisdictionname2019 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2019

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System (Preferred) - Please see the link to the online system to the left. This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *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 - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	San Buenaventura
Reporting Year	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

A2_1.Prior	A2_1.Current	A2_1.Address	A2_1.Name	A2_1.ID	A2_2.Unit	A2_3.Tenure	A2_4.vLowDeed	A2_4.vLowNone	A2_4.LowDeed	A2_4.LowNone	A2_4.ModDeed	A2_4.ModNone	A2_4.Above	A2_5.Date	A2_6.Units	A2_7.vLowDeed	A2_7.vLowNone	A2_7.LowDeed	A2_7.LowNone	A2_7.ModDeed	A2_7.ModNone	A2_7.Above	A2_8.Date	A2_9.Units		
Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																										
Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement							Affordability by Household Incomes - Building Permits													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Owner O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits		
Summary Row: Start Data Entry Below							0	0	0	0	2	0	47		49	0	0	0	0	0	0	0	0	280		23
132-0-080-275	Johnson Dr @ Northbank	Ravello Mixed-Use	6811	MH	R	9							287	2/12/2018	306									0		
073-0-144-170	918 East Thompson Blvd	Kal-Thom Apartments	11655	MH	R	1	2	2	10				35	7/18/2018	40									0		
080-0-240-125, 245	947 Schooner Way	Portside Ventura Harbor Mixed-Use	6237	MH	R												12		15			273	4/24/2018	300		
075-0-012-225	2170 East Main St	Villa San Clemente Mixed-Use	687	SFA	O										0							10	2/14/2018	10		
089-0-012-340	Saticoy Avenue & Blackburn Rd	Rancho Verde	10410	MH	R										0	24						8	1/18/2018	24		
073-0-154-030	1254 East Santa Clara St	Santa Clara Apartments	6263	MH	R								17	6/19/2019	19							8	11/1/2018	8		
071-0-032-030	58 KELLOGG ST	Kellogg Street Apts	PROJ-11817	MH	R						2				30									0		
088-0-281-040	8324 Telegraph Rd	Voelker Property	PROJ-8150	SFD	O																			0		
073-0-280-140	965 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52831	MH	R																	44	02/05/2019			
073-0-280-150	966 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52831	MH	R																	39	02/05/2019			
073-0-280-140	967 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52828	MH	R																	29	02/04/2019			
073-0-280-150	968 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52826	MH	R																	13	02/05/2019			
073-0-280-150	969 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52829	MH	R																	10	02/05/2019			
073-0-280-150	970 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52827	MH	R																	10	02/05/2019			
073-0-280-140	971 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52830	MH	R																	10	02/05/2019			
073-0-280-140	972 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52832	MH	R																	10	02/05/2019			
073-0-280-140	973 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52833	MH	R																	6	02/05/2019			
073-0-280-140	974 Vista Del Mar Place	Downtown Triangle Site	RESP-2-18-52705	MH	R																	37	02/05/2019			
075-0-070-040	1542 Thompson Blvd	Thompson Village	RESP-4-18-54035	MH	R																	5	11/04/2019			
075-0-070-050	1543 Thompson Blvd	Thompson Village	RESP-4-18-54039	MH	R																	5	11/04/2019			
075-0-070-040	1544 Thompson Blvd	Thompson Village	RESP-4-18-54032	MH	R																	4	11/04/2019			
075-0-070-040	1545 Thompson Blvd	Thompson Village	RESP-4-18-54042	MH	R																	2	11/04/2019			
075-0-070-050	1546 Thompson Blvd	Thompson Village	RESP-4-18-54044	MH	R																	1	11/04/2019			
075-0-070-040	1547 Thompson Blvd	Thompson Village	RESP-4-18-54029	MH	R																	2	11/04/2019			
072-0-042-035	310 Kalorama Drive	N Kalorama	RESP-4-18-53896	MH	R																	2	12/18/2019			
068-0-124-280	103 Barnett Street	None	RESP-5-18-54569	2 to 4	R																	2	12/18/2019			
128-0-130-145	1778 DAFFODIL AV	Enclave SFD	RESP-9-14-30428	SFD	O																			0		
128-0-110-045	10650 NORTH BANK DR	Enclave SFD	RESP-9-14-30446	SFD	O																			0		
128-0-110-205	10653 DELPHINIUM DR	Enclave SFD	RESP-9-14-30574	SFD	O																			0		
128-0-110-055	10656 NORTH BANK DR	Enclave SFD	RESP-9-14-30450	SFD	O																			0		
128-0-110-195	10659 DELPHINIUM DR	Enclave SFD	RESP-9-14-30572	SFD	O																			0		
128-0-110-065	10662 NORTH BANK DR	Enclave SFD	RESP-9-14-30456	SFD	O																			0		
128-0-110-185	10665 DELPHINIUM DR	Enclave SFD	RESP-9-14-30569	SFD	O																			0		
128-0-130-055	10760 NORTH BANK DR	Enclave SFD	RESP-9-14-30408	SFD	O																			0		
128-0-130-065	10763 DELPHINIUM DR	Enclave SFD	RESP-9-14-30410	SFD	O																			0		
128-0-130-085	10775 DELPHINIUM DR	Enclave SFD	RESP-9-14-30414	SFD	O																			0		
128-0-130-095	10781 DELPHINIUM DR	Enclave SFD	RESP-9-14-30416	SFD	O																			0		
089-0-280-305	10533 SANTA MONICA ST	Farm Olivas	RESP-2-18-53182	SFD	O																			0		
089-0-280-165	10574 SAN RAFAEL ST	Farm Olivas	RESP-5-16-40924	SFD	O																			0		
089-0-260-445	10575 SAN LEANDRO ST	Farm Olivas	RESP-5-16-40949	SFD	O																			0		
089-0-260-345	10580 SAN LEANDRO ST	Farm Olivas	RESP-5-16-40942	SFD	O																			0		
089-0-260-415	10587 SAN LEANDRO ST	Farm Olivas	RESP-5-16-40990	SFD	O																			0		
089-0-260-405	10591 SAN LEANDRO ST	Farm Olivas	RESP-5-16-40989	SFD	O																			0		
089-0-260-395	10595 SAN LEANDRO ST	Farm Olivas	RESP-5-16-40988	SFD	O																			0		
089-0-230-015	109 WELLS RD	Parkland Apartments	RESP-3-15-33468	MH	R																			0		
089-0-230-015	144 SALINAS DR	Parkland Apartments	RESP-3-15-33464	MH	R																			0		
089-0-230-015	152 SALINAS DR	Parkland Apartments	RESP-3-15-33466	MH	R																			0		
089-0-230-015	10974 BAJO RD	Parkland Apartments	RESP-3-15-33460	MH	R																			0		
087-0-210-065	675 RIVERSIDE ST	Riverside Apartments	RESP-12-16-45224	MH	R																			0		
071-0-040-180	687 RIVERSIDE ST	Riverside Apartments	RESP-4-17-47482	MH	R																			0		
071-0-040-180	701 RIVERSIDE ST	Riverside Apartments	RESP-4-17-47484	MH	R																			0		
071-0-040-180	719 RIVERSIDE ST	Riverside Apartments	RESP-4-17-47486	MH	R																			0		
071-0-040-180	733 RIVERSIDE ST	Riverside Apartments	RESP-4-17-47488	MH	R																			0		
071-0-040-180	749 RIVERSIDE ST	Riverside Apartments	RESP-4-17-47491	MH	R																			0		
089-0-260-015	318 SATICOY AV	Farm Sespe	RESP-5-16-41100	SFD	O																			0		
089-0-260-025	332 SATICOY AV	Farm Sespe	RESP-5-16-41101	SFD	O																			0		
090-0-280-255	995 LOS ANGELES AV	Snapdragon Apts	RESP-11-16-44785	MH	R																			0		
090-0-280-255	1013 LOS ANGELES AV	Snapdragon Apts	RESP-9-17-50009	MH	R																			0		
089-0-280-465	232 CHICKASAW ST	Solares - Barcelo	RESP-9-16-43363	SFD	O																			0		
089-0-280-745	286 LOS ALTOS ST	Farm Topa-Topa	RESP-5-16-41090	SFD	O																			0		
089-0-260-485	324 LOS ALTOS ST	Farm Topa-Topa	RESP-5-16-41063	SFD	O																			0		
068-0-200-085	249 FLINT ST	Westview Village Apts I	RESP-7-16-42155	MH	R																			0		
135-0-325-035	2518 SCOTER AV	Individual/Private SFD	RESP-1-18-52037	SFD	O																	1	02/05/2019	1		
136-0-114-185	6713 RALSTON ST	Individual/Private SFD	RESP-7-17-48850	SFD	O																	1	04/24/2019	1		
075-0-236-170	2691 SERENO AV	Individual/Private SFD	RESP-9-18-57977	SFD	O																	1	06/24/2019	1		
077-0-032-100	89 DOS CAMINOS AV	Individual/Private SFD	RESP-6-16-55677	SFD	O																	1	03/12/2019	1		
074-0-022-180	2111 SUNSET DR	Individual/Private SFD	RESP-11-17-50909	SFD	O																	1	01/31/2019	1		
069-0-102-220	275 LEWIS ST	Individual/Private SFD	RESP-1-19-60643	SFD	O																	1	06/28/2019	1		
067-0-052-065	525 VALLEY VIEW WY	Individual/Private SFD	RESP-1-19-60750	SFD	O																	1	09/11/2019	1		
072-0-042-035	310 KALORAMA DR	Individual/Private SFD	RESP-12-19-68011	SFD	O																	1	12/18/2019	1		
075-0-253-480	452 BRENT ST	Individual/Private SFD	RESP-2-19-61037	SFD	O																	1	08/27/2019	1		
075-0-132-120	470 SANTA CRUZ ST	Individual/Private SFD	RESP-5-19-63611	SFD	O																	1	11/18/2019	1		
089-0-1																										

Jurisdiction	San Buenaventura	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	861		28	49		36	24				137	724
	Non-Deed Restricted												
Low	Deed Restricted	591				12	34	12				58	533
	Non-Deed Restricted												
Moderate	Deed Restricted	673						15				77	596
	Non-Deed Restricted			2	41		19						
Above Moderate		1529	89	55	223	646	291	280				1584	
Total RHNA		3654											
Total Units				119	145	235	735	342	280			1856	1853

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		San Buenaventura	
Reporting Year		2019 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Housing Preservation Loan Program	Assist 12 households	2014-2021 Reopen to new applicants by 2014	Reopening of the HPP project is on hold for further consideration of a broader Affordable Housing strategy retain and expand affordable housing through rehabilitation, acquisition, and production of new housing. In 2019, the City reopened an owner-occupied housing rehabilitation program with CDBG funds.
2. Housing Code Enforcement Program	Continue programs. Produce at least 1,000 Resale Reports each year. Continue to encourage applicants to legalize residential units under the Second Unit Amnesty Permit Program before the application deadline date of the end of calendar year 2013. Permit 100 units under this program, with all final inspections carried out June 30, 2014.	2014-2021 Through June 30, 2014 for amnesty program	No Changes. Beginning in 2011, Building Records Disclosure Report (BRDR) Program started to ensure full disclosure of permitted building activity prior to transfer of property, both buyer and seller acknowledge receipt of permit information.
3. Condominium Conversion Ordinance	Continue program.	Ongoing	No Changes
4. Section 8 Rental Assistance	The City will advocate for this program and encourage property owners to list available units.	Ongoing	No Changes
5. Preservation of Assisted Housing	Monitor at-risk units through contract one year prior to expiration; pursue options to purchase affordability covenants on all or portion of at-risk units; conduct tenant notification by notifying tenants at least one year prior to potential conversion to market-rate housing, providing information regarding tenant rights and conversion procedures should an owner decide to convert his/her property to non-low-income use, then offering tenants information regarding Section 8 rental subsidies and other available assistance through City and County agencies as well as non-profit organizations; Study creation of a 1:1 replacement program and a funding mechanism for at-risk units that convert to market rate units, meaning that, for each unit that drops off the City list of publicly-assisted low-income housing, the City would replace that unit with either a rental or owner-occupied publicly-assisted low-income unit within a certain time frame.	2016	The City continues to monitor units for expiration, and to assist in the re-sale of income-restricted units to income-qualified buyers.
6. Mobile Home Park Rent Stabilization Ordinance	Seek new funding/grant opportunities to continue program	Ongoing	No changes.
7. Mobile Home Park Preservation	Continue MHP zoning designation to maintain viable mobile home parks. The City will study the feasibility of creating a seniors only zoning designation for mobile home parks within a 2-year time period. This study would be funded through the General Fund, as directed by Council through the Community Development Work Plan.	Ongoing, 2014-2016 for seniors only zoning designation	No changes.
8. Mobile Home Park Resident Ownership Program	Provide program information; support funding applications.	Ongoing	No changes.
9. Mobile Home Rehabilitation Grant Program	Assist an average of 15-30 households per year; market the availability of the program by providing brochures to local mobile home park associations, distributing at relevant public meetings, and displaying them at the City's public counters, public libraries, and the senior center.	2014-2021	Ongoing. The mobile-home rehabilitation program funded as forgivable loans through CDBG continues to provide critical repairs and improvements to owner-occupied mobile home units. Fifteen (15) MHRGP grants were completed in the reporting year.
10. Rental Acquisition & Rehabilitation Program	Continue to seek opportunities for rehabilitation of deteriorating rental properties in locations that contribute to overall neighborhood revitalization.	2014-2021	In 2019, the city's Housing Authority purchased a deteriorated 32-apartment mixed-use building with multiple Code Enforcement cases. The building is located in the City's Westside community, a HUD-identified Neighborhood Revitalization Strategy Area (NRSA). The city's Housing Authority began and the rehabilitation process. It is anticipated the facility will be rehabilitated and occupied in late 2020 or early 2021.
11. Workforce Housing	Provide financial and regulatory incentives to increase the supply of housing affordable to Ventura's lower-income workforce.	2014-2021	Construction of the Snapdragon project was completed in 2019; providing 22 units of extremely-low, very-low, low-income, and veterans units.

12. Homebuyer Assistance	Evaluate HAP Program guidelines and outside funding opportunities. Assist 1-2 households on an annual basis after program reopens; advertise program. Assist approximately 16 potential first-time homebuyers within Ventura city limits in utilizing the WISH and IDEA program by directing them to a participating local bank and to homebuyer counseling programs, certifying income and first time homebuyer requirements, and providing application preparation assistance.	6/30/2014	Ongoing. The City continued its partnership with the Ventura County Community Development Collaborative (VCCDC), which promotes homeownership through financial coaching, lending, and realty services. VCCDC assists with marketing efforts for the City's Inclusionary Housing units and provides homeowner workshops for residents in Ventura's Westside community, a HUD-designated Neighborhood Revitalization Strategy Area.
13. Inclusionary Housing Ordinance	Continue to implement the inclusionary ordinance and monitor its effectiveness throughout planning period. Amend Density Bonus Ordinance such that additional units allowed under this ordinance can be counted towards determining the required number of inclusionary units, and repeal Section 24.445.030 of the Ordinance in order to comply with State Density Bonus law.	Amend Density Bonus Ord. and assess in-lieu fee by 2014, implement and monitor 1	In 2019, the City continued the in-lieu fee and feasibility study with an advisory group comprising for-profit and non-profit housing developers, business people, the Chamber of Commerce, the regional BIA, affordable housing advocates, and community members. It is anticipated the Fee Analysis report and draft Inclusionary Housing Ordinance will be considered and adopted by the Planning Commission and City Council in 2020.
14. Second Units	Facilitate development of at least 8 second units annually through information provided at the public counter and on the city website. Attend neighborhood council meetings and regional realtor and contractor association meetings to educate them on the City's regulations regarding both new and existing second units and their financial and processing advantages. Monitor and report on the effectiveness of this program in the City's annual General Plan Progress Report.	2014-2021	Ongoing. The City approved an Accessory Dwelling Unit ordinance in 2017, which allowed ADUs in multiple zones in addition to the R-1 zone and eliminated the minimum lot size requirement. In 2019, eleven new ADU units were completed
15. Non-Traditional Housing	The City will continue its efforts to facilitate the development of non-traditional housing types, including co-housing, assisted living facilities, and live-work units, through the development, adoption, and implementation of form based codes and adoption of a new Density Bonus Ordinance that will conform to the State Code.	Ongoing	Ongoing
16. Other Housing Funding Options	Pursue various alternative or previously unutilized sources of funding for housing such as participation in the Ventura County Trust Fund. Evaluate the effectiveness of this program during the City's final year of payment to determine performance/successes and then seek City Council consideration to fund another 4 years with installment plan.	TBD	Ongoing. In 2019, the City made its second of five \$50,000 installments to the Housing Trust Fund. Of the over \$9 million in loans the Housing Trust Fund has issued since 2012, providing assistance in development of 365 affordable housing units in Ventura County, nearly \$750,000 has been invested in City of Ventura projects, creating 56 new units of very-low and low-income housing.
17. 10-Year Strategy to End Homelessness	Continue to advocate and support the recommendations in the Strategy; actively participate in oversight of activities via the interagency Council on Homelessness for Ventura County; work closely with the Ventura County Homeless and Housing Coalition; invite the Ventura County Homeless and Housing Coalition to prepare an annual progress report on the 10-Year Strategy to End Homelessness and present it to the City Council; where appropriate, incorporate recommendations from the annual progress reports into the next update of the Housing Element.	2014-2021	In 2019, the City continued the acquisition and tenant improvements process for a 55-bed year-round shelter within the City of Ventura. The shelter project is a collaboration of Ventura County, the neighboring City of Oxnard, and the City of Ventura. The shelter facility will be owned and maintained by the County, with the cities of Oxnard and Ventura providing for the ongoing operations of the program. The year-round shelter facility is expected to open in early 2020.
18. Infill First Strategy	Continue to implement Infill-First Strategy. Utilize site assembly and the City's flexibility to encourage lot consolidation to help facilitate infill development. Maximize opportunities for higher density residential and mixed uses (e.g. 30 units per acre). Prepare up-to-date inventory of vacant and underutilized parcels to be made available to the public, in conjunction with information on available development incentives, every two years or as-needed. The City will also host a public outreach event once every two years upon release of each updated inventory in order to help publicize this information.	Update land inventory every two years including 2015 and 2017	Ongoing. The City continues to implement its Infill-first Strategy. The 2016 General Plan Refinement effort is now being incorporated into the multi-year effort City's General Plan Update which has been kicked off in February 2020 which further align our policies with the State's emphasis on maximizing opportunities for high density infill development. A large component of the General Plan Update effort will be a community engagement component which will include updating the public with our most current vacant and underutilized housing sites. The City continues to have development applications submitted for mixed-use, high density residential and 100% high density residential projects utilizing the flexibility included in our form-based codes and through our density bonus regulations. Some of these projects include the assemblage of parcels and are located on sites identified in our vacant and under-utilized inventory.
19. Transitional/ Supportive Housing & Emergency Shelters	Provide adequate sites for homeless & at-risk homeless population. Support establishment of regional Homeless Service Center in City.	2014-2021	Ongoing. The City continued its collaboration with the County on a year-round permanent shelter, and successfully acquired a site for the facility. In the 2018-2019 program year, the West County regional shelter, located this year in Oxnard provided shelter to 438 unduplicated participants, of which, 96 reported to be from Ventura. Additionally, Our Place Safe Haven shelter, located in the city of Ventura and operated by Turning Point, reported serving 81 unduplicated participants.

20. Farm Worker Housing	Continue to implement the City's Zoning Regulations and encourage developments that offer affordable housing to farm workers and their families.	2014-2021	In 2019, construction of the Snapdragon Place Apartments workforce and farmworker housing was completed with the assistance of \$450K in City HOME funds. Housing Authority completed its Rancho Verde and phase I of the Westview projects, which also include workforce and farmworker housing.
21. Adaptive Reuse Ordinance	In 2013-2014, the City will evaluate the effectiveness of the City's nonconformity regulations and determine if provisions for an adaptive reuse ordinance with tailored development standards and building codes should be adopted. Consideration of an ordinance amendment would include technical review with local developers and builders, public outreach, and a local adoption process in 2014-15.	Evaluate nonconformity regulations in 2013-14, potential adoption in 2014-15	No changes
22. Use of City-Owned/Publicly-Owned Land for Affordable Housing	Maintain an inventory of City-owned sites, as well as downtown development opportunity sites; potentially provide assistance with site assembly and land write-downs to selected developers in exchange for the provisions of affordable units, including extremely low-income housing where feasible, evaluate program effectiveness in 2014 after the Successor Agency Long Range Property Management Plan is approved and any approved identified properties for use by the City are transferred.	Evaluate program effectiveness in 2014	The Ventura Veterans Home development on 9.68 acres, transferred from the State to the City in 2016, is set to start construction in 2021. The 122-unit project will include 1-bedroom, 2-bedroom, and 3-bedroom units, 60 of which will be for Extremely-Low Income, 60 for Very-Low Income, and 2 manager units. The City has one former Redevelopment Agency site remaining that is in negotiation for development.
23. Affordable Housing Program	Pro-actively advertise the updated Program through creation of a brochure geared towards developers, and the addition of information on the City's website by December 2014, after which the City will monitor and respond as necessary if State density bonus law is updated.	Create brochure by December 2014, then monitor State density bonus law updates	The Inclusionary Housing Program update, includes an update to the Affordable Housing Program. Upon completion of the update, expected in 2020, the City will work with the Housing Authority in expanding and enhancing the exposure of the IHP & AHP.
24. Streamlined Processing Procedures	Continue to implement departmental procedures and protocols to streamline processing times, complete form based codes where necessary, and report on the number and outcome of consistency rezone requests in the City's annual report to State HCD on the City's progress in implementation on its Housing Element.	2014-2021	No changes
25. Streamline 100% Affordable Projects tied to Finance Funding Cycles	In 2014-15, the City collaborate with the Housing Authority and affordable housing developers on a pilot program for a streamlined permit approval process for qualifying 100% affordable projects tied to an annual deadline for selected finance funding cycle. Provide public input and Planning Commission and Design Review Committee review and comment on the streamlined permit approval process prior to implementation of the pilot program and determine if process steps and requirements were successful and consider for formal adoption.	2014-2017	No changes
26. Fair Housing Program	The City will continue to promote fair housing practices, provide educational information on fair housing to the public through the provision of fair housing seminars and workshops, and the distribution of printed fair housing brochures. The City will continue to contract with the Housing Rights Center and to make fair housing services available to residents and landlords.	2014-2021	Ongoing. City continues to provide CDBG funding for the Housing Rights Center (HRC) to promote Fair Housing, including counseling and investigative services for housing discrimination, public education and outreach. Approximately 200 Ventura residents are provided services annually.

<p>27. Accessible Housing Program</p>	<p>* Continue to make reasonable accommodation through its zoning, building code and permit processing procedures for residential accessibility improvements. * Work with the Tri-Counties Regional Center to implement an outreach program that informs families within the City of housing and services available for person with developmental disabilities. * Provide rental assistance to make housing more affordable for persons with developmental disabilities, identifying the housing needs of such persons through coordination with the Regional Center. * Identify constraints to housing access and, based on this information, develop guidelines for providing rental assistance and market this program to persons with developmental disabilities. * Pursue state and federal funding sources for direct support of housing construction and rehabilitation that are designated for persons with disabilities. * Continue to implement American with Disabilities Act requirements for</p>	<p>2014-2021</p>	<p>Ongoing</p>
<p>28. Universal Design</p>	<p>Work with home builders to offer universal design options prior to construction, and to encourage discussion of design options with home purchasers prior to unit construction.</p>	<p>2014-2021</p>	<p>Ongoing. City continues working with home builders in providing universal design features in new construction.</p>
<p>29. Reasonable Accommodation</p>	<p>Continue to enforce the City's Building Code, which incorporates accessibility standards contained in Title 24 of the California Administrative Code, to ensure full compliance with reasonable accommodation procedures of the Fair Housing Act. The City will also continue to implement its existing procedure to process reasonable accommodation request through its Community Development Department.</p>	<p>Ongoing</p>	<p>Ongoing. City continues to comply with State and Federal law in facilitating reasonable accommodation; the State accessibility code for housing provides for reasonable accommodation.</p>

Jurisdiction	San Buenaventura	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. 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. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	San Buenaventura	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		280
Total Units		280

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	7
Number of Proposed Units in All Applications Received:	288
Total Housing Units Approved:	0
Total Housing Units Disapproved:	270

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas