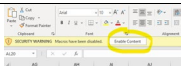


Frequently Asked Questions

Can I leave a row blank?	Yes, you may leave blank rows in between rows that have information. However, you may not leave more than 10 rows in a row blank in between rows with 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 October 6, 2020. If the numbers do not match your records, please contact HCD.
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 -2020. Make sure to change the reporting year in row 5 of the "Start Here" tab. Table G is not required for 2018. Table H and LEAP are not required for 2018-2019. For the years 2017 and prior, you must use the old version of the APR. Please contact HCD at apr@hcd.ca.gov to obtain.
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	2021
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. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

v 1_13_2022

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/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2021 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2021

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 - Please see the link to the online system to the left. This allows you to upload the completed APR form into 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	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

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	-	81	-	218	643
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	591	-	-	-	12	34	12	-	58	3	119	472
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	673	-	-	-	-	-	15	-	5	-	82	591
	Non-Deed Restricted		-	2	41	-	19	-	-	-	-		
Above Moderate		1,529	-	89	55	223	646	291	280	342	486	2,412	-
Total RHNA		3,654											
Total Units			-	119	145	235	735	342	280	486	489	2,831	1,706

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	San Buenaventura
Reporting Year	2021 (Jan. 1 - Dec. 31)

D_1_NameD_2_ObjectiveD_3_TimeD_4_Status

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 Name of Program	2 Objective	3 Timeframe in H.E	4 Status of Program Implementation
1. Housing Preservation Loan Program	Assist 12 households	2014-2021 Reopen to new applicants by 2014	The City's partner, Habitat for Humanity was awarded 2021 CDBG funds to assist with rehabilitation of three homes; due to extenuating circumstances, completion of the rehab will be in FY 2022 year.
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 inspection s 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	In 2021, 15 owner-occupants of mobile homes were awarded CDBG funding for rehabilitation of their mobile homes.
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	The Housing Authority's renovation of the 32-apartment mixed-use building, El Portal, was completed and occupied in 2021. The formerly dilapidated building with multiple code violations is located in the City's Westside community, a HUD-identified Neighborhood Revitalization Strategy Area (NRSA).
11. Workforce Housing	Provide financial and regulatory incentives to increase the supply of housing affordable to Ventura's lower- income workforce.	2014-2021	The City continues to prioritize development of housing affordable to lower income workers.
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	The draft Inclusionary Housing Ordinance was completed and posted for public review with hearings scheduled in 2022. The Density Bonus law has not been amended, but the City follows State law directly and not the out-of-date ordinance.
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 2021, twelve (12) 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 instalment plan.	TBD	Ongoing. In 2021, the City made its fourth of five \$50,000 installments to the Housing Trust Fund Ventura County (HTFVC). HTFVC successfully applied for and received matching funds from Proposition 1.

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 2021, the ARCH, Ventura's emergency shelter, continued to operate at 32 beds due to local public health COVID-19 mandates for congregate shelters. Two outreach social workers dedicated to the City of Ventura focus on proactive engagement to build relationships/trust and work on getting individuals to accept housing. One peer support proactive outreach worker, an individual with personal lived experience with homelessness. The peer support outreach worker provides proactive and extensive outreach to homeless individuals, establishing rapport and trust, allowing better linkage to services and ultimately to shelter and housing programs.
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 City's multi-year General Plan Update effort was kicked off in February 2020.
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	The Winter Weather Response Plan ...
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	No changes
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	Construction of Ventura Springs, formerly Ventura Veterans Home, was delayed until early 2022, in part due to COVID-19 challenges. REgarding the City-owned Site #7, responses from Affordable Housing Developers were found to be inviable . These are the only remaining City-/Publicly-owned sites available.
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 2021-2022, 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	The City Council adopted a streamlining ordinance that shifts minor applications to staff review thereby freeing up capacity for processing larger projects, shifts development projects (residential and non-residential) that comply with regulations to a staff-level public hearing, with projects that require variances going to Planning Commission.

Jurisdiction	San Buenaventura	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

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)

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, 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.

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) 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									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	San Buenaventura	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	3
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		663
Total Units		666

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	12	0
2 to 4	0	0	0
5+	0	0	0
ADU	0	6	0
MH	0	648	106
Total	0	666	106

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

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

Jurisdiction	San Buenaventura	
Reporting Year	2021	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	-	<small>Total award amount is auto-populated based on amounts entered in rows 15-26.</small>
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement 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		0
Total Units		0

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	3
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		663
Total Units		666

Certificate of Occupancy 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		106
Total Units		106