

 Association of Bay Area Governments



Technical Assistance  
for Local Planning

**HOUSING**

# Housing Element Q and A Sessions

Now That's Progress Report – Review  
of Recent Changes to the APR

Association of Bay Area Governments and  
Housing and Community Development

March 2, 2021

# Housing Element Annual Progress Report Form and Submittal

California Department of Housing and Community Development  
Housing Policy Development

January 2021





# Agenda

- Overview
- APR Benefits
- Major Changes to APR's
- Overview of Tables
- Helpful features of the form
- How to Submit APR's
- Online Submission System
- Prior APR's for 2017 and Prior Years
- Reminders



# Overview

- Government Code Section 65400 requires each jurisdiction to prepare an annual progress report (APR) on the status and progress in implementing its housing element
- Aside from the new requirement due to AB 1255 the requirements and format of the form remain largely unchanged from last year. We have added some features intended to make filling the form out easier.
- Complete APR forms can be uploaded directly into our database.
- The 2020 APR is due April 1, 2021.



# APR Benefits

- Several funding programs require up-to-date submission of APRs, including PLHA funds
- APRs are a vehicle for reporting progress in meeting Regional Housing Need Allocation (RHNA) to the public and decision makers.
- Data from APR's is used to make HCD's SB35 determination



# Major Changes to APRs

## Old APR form

- 2017 and Prior Years
  - Focuses reporting on building permits issued



## New APR form

- 2018 and Beyond
  - Includes additional information based on new requirements

Building permits will continue to be counted as progress towards RHNA



# Overview of Tables

- Table A - Housing Development Applications Submitted
- Table A2 - Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units
- Table B - Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability
- Table C – Sites Identified or Rezoned to Accommodate Shortfall Housing Need
- Table D - Program Implementation Status
- Table E - Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites
- Table F – Commercial Development Bonus Approved
- Table G – Locally Owned Sites
- Table H – Locally Owned Surplus Land Inventory

**All tables will report on activity that happens in the 2020 Calendar year**



# Start Here Tab

Please fill out all information

A	B	C	D
<b>Please Start Here</b>			
<b>General Information</b>			
Jurisdiction Name			
Reporting Calendar Year	2019		
<b>Contact Information</b>			
First Name			
Last Name			
Title			
Email			
Phone			
<b>Mailing Address</b>			
Street Address			
City			
Zipcode			

Cells highlighted in yellow are required



# Start Here Tab - Importer

**Import Last Year's Data**

**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.



# Overview of Table A

- **Table A – Housing Development Applications Submitted**
  - Includes data on housing units and developments for which an application was deemed complete during the reporting year

Table A																			
Housing Development Applications Submitted																			
Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes	
1				2	3	4	5								6	7	8	9	10
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5, ADU, MH)	Tenure R= Renter O= Owner	Date Application Submitted	Vers Low-Income Deed Restricted	Vers Low-Income Non Deed Restricted	Low-Income Deed Restrict	Low-Income Non Deed Restricted	Moderate-Income Deed Restrict	Moderate-Income Non Deed Restrict	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes
Summary Row: Start Data Entry Below																			



## Overview of Table A2

- **Table A2 - Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**
  - Includes data on net new housing units and developments that have received any one of the following:
    - An entitlement
    - A building permit or a
    - Certificate of occupancy or other form of readiness



# Overview of Tables B & C

- **Table B - Regional Housing Needs Allocation Progress – Permitted Units Issued By Affordability**
  - Provides a summary of prior permitting activity reported to HCD in the current planning cycle, including permitting activity for the calendar year being reported.
- **Table C - Sites Identified or Rezoned to Accommodate Shortfall**
- Only applies if the jurisdiction identified an unaccommodated need of sites from the previous planning period, has shortfall of sites as identified in the housing element; or is identifying additional sites required by no net loss law



## Overview of Tables D & E

- **Table D - Program Implementation Status**
  - Report the status/progress of housing element programs
- **Table E - Commercial Development Bonus Approved**
  - Only applies if the jurisdiction approved any commercial development bonuses



## Overview of Tables F & G

- **Table F - Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites**
  - Report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved
- **Table G** – This Table applies if jurisdiction included a locally owned site in the housing element sites inventory and has disposed of the property



# Table H

Local governments are now required to complete an inventory of all locally owned surplus, exempt surplus, or excess land

<b>Jurisdiction</b>		0				Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
<b>Reporting Period</b>		2020	(Jan. 1 - Dec. 31)			
<b>ANNUAL ELEMENT PROGRESS REPORT</b>						
<b>Housing Element Implementation</b>						
(CCR Title 25 §6202)						
<b>Table H</b>						
<b>Locally Owned Surplus Sites</b>						
<b>Project Identifier</b>				<b>Use</b>	<b>Size</b>	<b>Notes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>APN</b>	<b>Street Address/Intersection</b>	<b>Existing Use</b>	<b>Number of Units</b>	<b>Designated Surplus Land, Exempt Surplus Land, or Excess</b>	<b>Parcel Size (in acres)</b>	<b>Notes</b>
Summary Row: Start Data Entry Below						



- **Summary Tables**

- This does not need to be filled out, but is auto calculated for your information
- Summarized projects approved using streamlined ministerial approval process (SB 35 Streamlining) and number of applications submitted.





# Helpful features of the form

- Instructions tab (instructions were previously in separate document – this should make them easier to refer to)
- Instructions and definitions on each individual column, explaining requirements and character limits for each field – move cursor over column name to display
- Conditional formatting highlighting all required cells based upon what is being entered into each row
- Highlighting cells which exceed the character limit
- Highlighting cells which have dates formatted as text and includes instructions on how to fix (dates formatted as text are not compatible with our database)
- FAQ's tab
- Date checker – macro which highlights dates outside of the reporting year
- Validator – macro which does a final check on all required cells and highlights where information is missing
- Table A2 format for printing – Table A2 is long and not easily printable. Form contains a macro which splits the table into 4 tabs, each of which is easier to print
- Copy and paste restrictions loosened – formatting is no longer locked, and it now should be easier to copy and paste
- Importer – imports the data from last year's form.



# Conditional Formatting in Form

**Table A2**

**Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement							
1					2	3	4							
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter 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	De
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0
555														

- Required fields become highlighted yellow once any cell in that row gets completed.
- Cells that are highlighted green are only required if that section applies to the project
- Additional fields become highlighted yellow depending on what is being entered in the row.



# Finish Here Tab

## Check for potential errors

**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.

## Format A2 for easy printing

**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.

## Ensure all dates are valid

**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>

## Submission 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](mailto: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](mailto: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](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.



# How to Submit APRs


- Online Annual Progress Reporting System is available to submit 2020 APRs and is located at <https://apr.hcd.ca.gov/APR>
- APRs can also be emailed to [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov)
  - Send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables.
- No longer accepting APRs by mail.

The screenshot shows a web browser window with a dark blue header. The header contains the text 'Housing Element Tracking System' on the left, 'Tuesday, January 22, 2019' on the right, and a 'Home' link. Below the header is a navigation bar with 'Upload Annual Progress Reports' in the center, 'Admin' on the right, and a 'Logout' link. The main content area has a title '2019 ALAMEDA COUNTY Progress Report for (50) 01/31/2015-01/31/2023'. Below the title is a form with the text 'Select file to upload:' followed by a text input field and a 'Browse...' button. At the bottom of the form are two buttons: 'Upload' and 'Cancel'.



# Enter Username and Password

If you need your login information, please email HCD at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov)

 **APR**  
Department of Housing and Community Development

**Username**

**Password**

[Sign In](#)

Annual Progress Reporting (APR)



# Click on the reporting year



[Home](#)

Housing Element Tracking System

Annual Progress Reports Home

**ANAHEIM** Planning Period: (5A) 10/15/2013-10/15/2021 ▾

Update

## ANNUAL PROGRESS REPORTS

CY (Click to View Report)	Submitted Date	APR Status
<a href="#">2013</a>		Draft
<a href="#">2014</a>	03/30/2015	Final
<a href="#">2015</a>	04/05/2016	Final
<a href="#">2016</a>	03/31/2017	Final
<a href="#">2017</a>	03/30/2018	Final
<a href="#">2018</a>	05/21/2019	Final
<a href="#">2019</a>	03/17/2020	Final
<a href="#">2020</a>		
<a href="#">2021</a>		



# Select file to upload

Wednesday October 30, 2019

**Housing Element Tracking System**

Home      Upload Annual Progress Reports      View      Reports      Admin      Logout

2019 ALAMEDA Progress Report for (5B) 01/31/2015-01/31/2023

Select file to upload:  No file chosen



# Identify Upload Status:

## Green Banner = Successful Uploaded

Monday February 25, 2019

Housing Element Tracking System

Home Annual Progress Report View Reports Admin Logout

**APR Successfully Uploaded.**

2018 YUCCA VALLEY Progress Report for (SA) 10/15/2013-10/15/2029

TABLE A - Housing Development Applications Submitted

Unit Information			Proposed Units Affordability by Household Incomes								Total	Total
Current APN	Street Address	Income Deed	Very Low Income Non Deed	Low Income Deed	Low Income Non Deed	Moderate Income Deed	Moderate Income Non Deed	Above Moderate	Total Proposed Units by	Total Approved Units by Project	Total Disapproved Units by Project	

Header shows CY, Jurisdiction, and Planning Period

## Red Banner = Not Successfully Uploaded

Tuesday April 02, 2019

Housing Element Tracking System

Home Upload Annual Progress Reports View Reports Admin Logout

**APR upload failed. Error in "Table A" (Row 13, 20), "Table A2" (Row 13) worksheet(s). Please contact your HPD representative for assistance.**

2018 ARTESIA Progress Report for (SA) 10/15/2013-10/15/2021

Select file to upload:  No file chosen



# Create PDF

<b>First Name:*</b> <input type="text" value="Jane"/> <b>Last Name:*</b> <input type="text" value="Doe"/> <b>Title:*</b> <input type="text" value="Manager"/>	<b>Street Address:*</b> <input type="text" value="123 Main St."/> <b>City:*</b> <input type="text" value="Sacramento"/> <b>Zip Code:*</b> <input type="text" value="95833"/>	<b>Phone:*</b> <input type="text" value="9161234567"/> <b>Email:*</b> <input type="text" value="Jane@Doe.com"/>
<b>Date Submitted:</b> <input type="text" value="01/14/2021"/>	<b>Date Edited:</b> <input type="text" value="01/15/2021"/>	<b>Edited By:</b> <input type="text" value="RED_Admin"/>



2020 REDDING Housing Element Annual Progress Report											
TABLE A - Housing Development Applications Submitted											
Unit Information											
Project Identifier		Proposed Units Affordability by Household Incomes									
Current APN	Street Address	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	Total Proposed Units by Project	Total Approved Units by Project	Total Disapproved Units by Project
abc123?	5 Main St.	1	2	3	4	5	6	7	28	20	8
<b>Totals</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>28</b>	<b>20</b>	<b>8</b>
Project Information											
Project Identifier					Unit Types						
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Date Application Submitted	Was Application Submitted Pursuant to SB 35 Streamlining?	Notes		
123abc!	abc123?	5 Main St.	Project #1	1a!	SFA	Renter	01/01/2020	No	Notes #1		



## Prior APRs for 2017 and Prior Years

Jurisdictions have two options to submit APRs for 2017 or prior years

1. **Online Annual Progress Reporting System** is available to submit APRs for 2017 and prior years
2. **Email** – submit excel workbook to [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov)

Jurisdictions should continue to use prior form for any APRs for 2017 or prior years.



# Reminders

APRs are due **April 1<sup>st</sup>**

SB35 Determination will be published in June 2021

Questions or comments can be submitted to  
***APR@hcd.ca.gov***

More information about APRs is on our website at:  
**<http://www.hcd.ca.gov/community-development/housing-element/index.shtml>**



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- For your APRs visit: [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov)
- ABAG training contact: [ada@bayareametro.gov](mailto:ada@bayareametro.gov)