

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 CDDC 19-21-0000

Note: "*" indicates an optional field.
 CDDC 19-21-0000

Annual Building Activity Report Summary: New Construction, Existing Remodels, and Completed Units																																		
Project Identifier		Unit Types		Affordability by Household Income - Completed Certificates								Affordability by Household Income - Building Permits						Affordability by Household Income - Certificates of Occupancy						Specialty		Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		Terms of Affordability or Deed Restriction		Demolished/Destroyed Units		Notes
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	26	27	28	29	30	31	32			
APR APR	CURRENT APR	BLDG ADDRESS	PROJECT NAME	APR PERMITS	APR CO	APR 1-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR	APR 31-30 APR			
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Jurisdiction	Lake Forest	
Reporting Year	2020	(Jan. 1 - Dec. 31)

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 (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	647							32			32	615
	Non-Deed Restricted												
Low	Deed Restricted	450							25			25	425
	Non-Deed Restricted												
Moderate	Deed Restricted	497										205	292
	Non-Deed Restricted		145	48	8	2	1	1					
Above Moderate	Non-Deed Restricted	1133	688	461	489	749	237	355	409			3388	
Total RHNA		2727											
Total Units			833	509	497	751	238	413	409			3650	1332

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

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(CCR Title 25 §6202)

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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
Program 1: Land Use Policy, Entitlements, and Development Capacity	Maintain and monitor the residential sites inventory to ensure adequate sites remain to accommodate the RHNA throughout the RHNA period. Receive and process development applications for projects within the New Neighborhoods.	Annual monitoring and reporting throughout the planning period.	The City's adopted Housing Element for 2013-2021 includes an inventory of available sites with residential land use designations which allow a range of residential development opportunities to accommodate the RHNA. The City monitors all new residential development in the City through monthly census surveys for building permit issuance, bi-yearly Housing Inventory Surveys to Center of Demographic Research, Annual Housing Surveys to Department of Finance, and this Annual Housing Progress Report.
Program 2: Monitor Residential Capacity (No Net Loss)	Develop and implement a formal evaluation procedure pursuant to Government Code Section 65863 by January 1, 2014.	Develop and implement a formal evaluation procedure pursuant to Government Code Section 65863 by January 1, 2014.	The City has developed an annual monitoring and tracking tool on a project-by-project level to ensure that adequate inventory is available to meet the City's RHNA obligations.

<p>Program 3: Facilitate Affordable Housing Production</p>	<p>Maintain contact information for affordable housing developers for the purposes of soliciting their involvement in development projects in Lake Forest. Participate with affordable housing developers to review available federal and State financing subsidies and apply as feasible on an annual basis. Assist and support developers of housing for lower-income households, especially housing for extremely low-income households, with site identification, supporting applications, conducting pre-application meetings, assisting with design and site requirements, and providing State mandated regulatory incentives and concessions. Monitor and enforce AHIP provisions and collaborate with developers of affordable housing over the planning period to facilitate the construction of 250 affordable units over the planning period (10 extremely low-income, 40 very low-income, and 200 low-income units).</p>	<p>Update list and contact information for affordable housing developers annually thereafter. Provide ongoing participation and assistance to interested affordable housing developers. Annual monitoring and reporting throughout the planning period.</p>	<p>The City entered into an Exclusive Negotiation Agreement with National Community Renaissance (“CORE”) in 2017. Project financing would combine the City’s \$3.4 million in affordable housing developer in-lieu fees and approximately \$300K in funds from the Housing Authority’s Low/Moderate Income Housing Asset Fund with tax credits, debt financing, loans, and other available financial sources. National Community Renaissance submitted an application for a 71 unit project on 3.97 acres in 2019. The project includes 70 units affordable to households earning less than 60% of the Area Median Income, with 12 units set aside for Permanent Supportive Housing, and 1 caretaker’s unit. The project was approved in September of 2020 and included an affordable housing and loan agreement with the City.</p>
<p>Program 4: Farm Employee Housing</p>	<p>Review and revise the Zoning Code to address compliance with Health and Safety Code Sections 17021.5 and 17021.6.</p>	<p>Review and revise the Zoning Code within one year of adoption of the Housing Element.</p>	<p>Zone Change 12-14-4673 was approved on June 16, 2015, which added a definition for “agricultural employee quarters” as well as allowing such housing by right within the City’s Agricultural and Open Space zones.</p>
<p>Program 5: Monitor Changes in Federal and State Housing, Planning, and Zoning Laws</p>	<p>Monitor State and federal legislation as well as City development process and zoning regulations to identify and remove housing constraints.</p>	<p>Annual monitoring and reporting throughout the planning period.</p>	<p>City staff and the City Attorney’s office regularly monitor changing legislation and perform regular updates to the zoning regulations accordingly.</p>

<p>Program 6: Sites for Homeless Shelters</p>	<p>Provide financial support to non-profit organizations that shelter the homeless (subject to available funding and on a case-by-case basis). Assist non-profit organizations identify potential sites for homeless shelters. Continue staff participation in the Commission to End Homelessness and support of a Homeless Liaison within the Police Services Department.</p>	<p>Annual monitoring and reporting throughout the planning period.</p>	<p>In 2020, the City continued a contract with Mercy House, a non-profit social service provider specializing in assisting the homeless. Mercy House provided staff to conduct field outreach and case management work five days per week. The services included mental and physical health assessments and connection of homeless individuals to various services. As part of the contract, Mercy House worked with shelter and housing partners to find suitable temporary or long-term housing for the homeless. In addition, the City provided funding for a Homeless Liaison Officer position through the law enforcement services contract with the Orange County Sheriff's Department.</p>
<p>Program 7: Transitional and Supportive Housing</p>	<p>Provide financial support to non-profit organizations that provide transitional/ supportive housing for homeless (subject to available funding and on a case-by-case basis).</p>	<p>Annual monitoring and reporting throughout the planning period.</p>	<p>During the 2019-2020 fiscal year, the City assisted 4,314 individuals through CDBG sub-recipient funding of 9 non-profit organizations that provide services to homeless and low- and moderate-income persons, including (respectively): case management and in-home support services for home-bound seniors; adult daycare and ancillary services for seniors and adults with Alzheimer's, other forms of dementia, and disabilities; reduced cost medical and pediatric dental services for low- and moderate-income persons; fair housing counseling/advocacy and referral services; transitional housing, support services, and case management for homeless families, rental assistance to help prevent eviction/ homelessness; food bank and case management services for lower income individuals, individuals at risk of homelessness, and homeless individuals (funds were also used to prevent evictions and utility shut-off); job training and job development services for adults with developmental disabilities; motel and transportation vouchers for homeless individuals.</p>
<p>Program 8: Coordination with Social Service Agencies</p>	<p>Continue to evaluate on an annual basis allocation of CDBG funds to social service agencies to benefit Lake Forest residents.</p>	<p>Annual monitoring and reporting throughout the planning period.</p>	<p>In fiscal year 2019-2020, 9 non-profit social service agencies received pass-through CDBG funding from the City to provide support and assistance to residents. In addition, one non-profit social service agency received direct funding from the City to support homeless outreach services.</p>

Program 9: Rental Assistance	Continue to contract with the OCHA to administer the Housing Choice Vouchers Program with the goal of assisting an average of approximately 190 extremely low and very low-income households annually during the planning period. Promote the Housing Choice Vouchers program on City website. Support the OCHA's applications for additional voucher allocations and efforts to maintain and expand voucher use in the City.	Ongoing implementation and annual monitoring throughout the planning period.	Residents continue to be assisted by the Housing Choice Voucher program, which is a HUD Sec. 8 program that is administered by the Orange County Housing Authority. During FY 2019-2020, 187 very-low income households received voucher assistance.
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<p>Program 10: Conservation of Existing and Future Affordable Units</p>	<p>The City will work with property owners, interest groups and the State and federal governments to implement the following programs on an ongoing basis to conserve its affordable housing stock: Monitor Units at Risk: Maintain contact with providers and owners to monitor the status of existing and future affordable units, including the 255 at-risk units. Work with Owners: Provide technical assistance to owners of properties with at-risk units by identifying funding sources and supporting grant or tax credit applications for the extension of affordability covenants. Work with Potential Purchasers: Where feasible, provide technical assistance to public and non-profit agencies interested in purchasing and/or managing properties that include units at risk. Tenant Education: The California Legislature extended the noticing requirement of at-risk units opting out of low-income use restrictions to one year. Should a property owner pursue conversion of the units to market rate, the City will ensure that tenants were properly noticed and informed of their rights and that they are eligible to receive Section 8 vouchers that would enable them to stay in their units.</p>	<p>Ongoing implementation and annual monitoring and reporting throughout the planning period. Within 60 days of notice of intent to convert at-risk units to market rate rents, the City will work with potential purchasers using HCD's current list of Qualified Entities (http://www.hcd.ca.gov/hpd/hrc/tech/presrv/), educate tenants of their rights, and assist tenants to obtain rental assistance in accordance with this program.</p>	<p>In 2020, a total of 201 units with affordable housing covenants were available in the City. Of these, 11 are designated "at risk." The City actively monitors these units. Should a notice of intent to convert to market rate units be filed, the City will work with potential purchasers to preserve the units, and ensure that tenants were properly notified of their rights under California law.</p>
<p>Program 11: Housing Rehabilitation Loan Program</p>	<p>Assist 10 lower income homeowners annually.</p>	<p>Annual allocation of CDBG funds through the HUD Action Plan process, and annual monitoring and reporting through the HUD CAPER process throughout the planning period.</p>	<p>During the 2019-2020 fiscal year, 11 income-qualified homeowners were issued CDBG-funded loans to complete needed repairs and improvements to their home (e.g., roofing, plumbing, electrical, flooring, energy-efficient windows, etc.) via the City's Housing Rehabilitation Loan Program. Total expenditure for this activity was \$209,674.58.</p>

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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 Residential Units									
Mobilehome Park Preservation									
Total Units by Income									

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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		409
Total Units		409

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

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	71
Total Housing Units Approved:	71
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

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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	\$ 300,000.00
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
ADU Ordinance	\$ 21,000.00		Completed		
Mixed Use Zoning Ordinance	\$ 155,000.00		In Progress		
Housing Element Update	\$ 109,000.00		In Progress		
Administration	\$ 15,000.00		In Progress		

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	70
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		1
Total Units		71

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		409
Total Units		409

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		323
Total Units		323