

Please Start Here

General Information	
Jurisdiction Name	Lake Forest
Reporting Calendar Year	2023
Contact Information	
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City	Lake Forest
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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.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2023 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

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	Lake Forest	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	16
	Non-Deed Restricted	0
Low	Deed Restricted	48
	Non-Deed Restricted	13
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		192
Total Units		269

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

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	191	295
2 to 4 units per structure	0	0	0
5+ units per structure	0	65	58
Accessory Dwelling Unit	0	13	9
Mobile/Manufactured Home	0	0	0
Total	0	269	362

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	205	269
Not Indicated as Infill	0	0

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 - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	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

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	0	0
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	24
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Lake Forest	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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	Projection Period - 06/30/2021 - 10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	956	-	-	70	16	-	-	-	-	-	-	86	870
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	543	-	-	-	48	-	-	-	-	-	-	77	466
	Non-Deed Restricted		2	2	12	13	-	-	-	-	-	-		
Moderate	Deed Restricted	559	-	-	-	-	-	-	-	-	-	-	4	555
	Non-Deed Restricted		3	-	1	-	-	-	-	-	-	-		
Above Moderate		1,178	57	131	311	192	-	-	-	-	-	-	691	487
Total RHNA		3,236												
Total Units			62	133	394	269	-	-	-	-	-	-	858	2,378
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2021	2022	2023	2024	2025	2026	2027	2028	2029	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		478		-	-	-	-	-	-	-	-	-	-	478

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

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 only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

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

Jurisdiction	Lake Forest		
Reporting Year	2023	(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
Program 1: Land Use Policy, Entitlements, and Development Capacity (Shortfall Program)	Maintain and monitor the residential sites inventory to ensure sufficient sites remain to accommodate the RHNA allocation throughout the RHNA period. Receive and process development applications for residential projects. Rezone all sites identified in Appendix A consistent with the densities, acreages, and capacity levels identified in Appendix A. Complete all rezoning pursuant to Government Code section 65583.2, subdivisions (h) and (i).	Complete all necessary rezoning by October 15, 2022; complete a Zoning Amendment by May 2023 to rezone sites identified in Appendix A consistent with the requirements of Government Code section 65583.2, subdivisions (h) and (i) and in the interim, fully adhere to the requirements of Government Code section 65583.2, subdivisions (h) and (i); annual monitoring and reporting throughout the planning period.	The City's adopted Housing Element for 2021-2029 includes an inventory of available sites with residential/mixed-use General Plan land use designations which allow a range of residential development opportunities to accommodate the RHNA. The City's 2040 General Plan created new Mixed-Use General Plan Designations in 5 focus areas in the City. All of the residential areas identified in the Housing Element's residential site inventory that require re-zoning are located in these 5 focus areas. On September 9, 2022, the City re-zoned 267 parcels, which included all the parcels in the residential site inventory that required re-zoning, to 5 new mixed-use zoning districts. These five new zoning districts, which are consistent with the mixed-use general plan land use designations, identify development standards such as density, floor area ratio (FAR), building height, landscape requirements, building setbacks, and permitted uses. Additionally, 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. In 2023, the City received one application (which has not been deemed complete) for 57 new single-family residences within the Meadows Residential Community. This project is not located on one of Housing Inventory sites. No residential projects were approved or denied in 2023. In May of 2023, the Lake Forest City Council adopted Ordinance 362 to ensure compliance with Government Code section 65583.2, subdivisions (h) and (i). The ordinance created Zoning Code Chapter 9.151 Housing Element Sites Inventory Regulations.

Program 2: Monitor Residential Capacity (No Net Loss)	Maintain adequate capacity to accommodate the City's RHNA obligations at all income levels throughout the planning period. Report as required through the HCD annual report process.	Ongoing implementation, at time of approval of a project on a site listed in the Housing Element, and annual reporting throughout the planning period.	The City has developed an annual monitoring and tracking excel database to ensure that adequate inventory is available to meet the City's RHNA obligations. In 2023, the City did not have any new housing development applications submitted or approved on any of the housing inventory sites.
Program 3: Public Property Conversion to Housing Program	Collaborate with the development community on an annual basis, including affordable housing developers, to evaluate the viability of developing City-owned land as affordable housing.	Annually	The City has one surplus City-owned parcel that is only .16 acres and zoned for residential uses. The City has contacted non-profit affordable housing developers about the property. Based on discussions with developers, the site is not suitable for the development of housing, due to the small size of the site and its access from El Toro Road, which is a primary arterial street.
Program 4: Replacement of Affordable Units	For all project applications, identify need for replacement of affordable housing units and ensure replacement, if required.	Ongoing	In 2023, no sites containing affordable housing (within the preceding 5 years) were redeveloped.

<p>Program 5: Facilitate Affordable and Special Needs Housing Construction</p>	<p>Monitor the City's existing affordable housing stock and support affordable housing developers in their efforts to develop new affordable units in Lake Forest. Proactively encourage developers who are interesting in developing in the City to consider sites in areas of high TCAC (California Tax Credit Allocation Committee) opportunity with the goal of developing 565 new units in areas of high TCAC opportunity (35% of the City's quantified objective for new development).</p>	<p>Annual outreach to the development community; provide ongoing assistance to interested affordable housing developers.</p>	<p>In 2023, three affordable housing projects were under construction, as described below:</p> <ol style="list-style-type: none"> 1. In 2008, the City entered into a Development Agreement (DA) regarding the Portola Center housing development. The agreement included an Affordable Housing Implementation Plan (AHIP). Per the AHIP, a 58-unit affordable senior housing mixed-use project obtained entitlements in 2016. This project is located in the TCAC Highest Resource Opportunity Area and construction was completed in 2023. 2. In 2020, the City entered into an affordable housing and loan agreement in 2020 with National Community Renaissance, which included a \$3.7 million loan from the City's affordable housing developer in-lieu fees. The project is a 71-unit affordable project (very low income), that includes permanent supportive housing. The project is located in the TCAC Low Resource Opportunity Area and received a temporary certificate of occupancy at the end of 2023. 3. In 2020, the City entered into a DA, which included an AHIP for the new Meadows Housing Development. Per the AHIP, in 2021, C&C Development, an affordable housing developer, obtained entitlements for a 65-unit affordable senior apartment project. This project is located in the TCAC High Resource Opportunity Area and is currently under construction. <p>Per the implementation action, the City has a total of 123 affordable housing units constructed or under construction in the TCAC High/Highest Resource Opportunity Areas. In addition, the City has a dedicated Affordable Housing webpage that includes information about these projects, which include contact information for the developer. Planning staff frequently provides information about these affordable housing projects on the phone and at the public counter.</p> <p>In addition, in 2023 the City awarded \$1,832,703, from CDBG Grants and the Lake Forest Housing Authority's Low and Moderate Income Housing Asset Fund, to Families Forward, a non-profit organization. Families Forward is proposing to either purchase an at-risk affordable property to extend the affordability of the project or convert an existing residential property into an affordable housing project. Currently, Families Forward is looking for a Lake Forest residential property to purchase. Lastly, in 2023, the City released a Notice of Funding Availability (NOFA) for \$3,350,000, from the City's affordable housing in-lieu fees, to develop an affordable housing project in the City. In it</p>
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<p>Program 6: Monitor and Implement Changes in Federal and State Housing, Planning, and Zoning Laws</p>	<p>Comply with new transparency requirements for posting zoning, development standards, and fees on the City's website. Stay updated on changes in federal and state housing, planning, and zoning laws and participate in providing review and comments as appropriate</p>	<p>Update the City's website with consolidated zoning, development standards, and fee information by October 15, 2022. Annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR).</p>	<p>The City website includes a planning website that includes .pdfs and links to all the City's zoning districts, planned communities, parking code, online zoning map, fees, submittal requirements, ADU resources, the adopted fee schedule for planning and applications. In 2023, the City has added shopping center planned sign programs, a link to the OC Housing Finance Trust Affordable ADU loan program, and new ADU FAQs. In 2023, the City continued to monitor federal and State legislation that could impact housing. This year the City adopted an ordinance with changes to the ADU regulations, consistent with new State housing laws.</p>
<p>Program 7: Zoning Code Amendments – Housing Constraints</p>	<p>Ensure that the City's Zoning Code is consistent with State law and update the Zoning Code as needed to comply with future changes.</p>	<p>Zoning Code Amendments adopted by June 2023.</p>	<p>In 2022, the City approved ordinances related to new mixed-use zoning districts, multi-family residential objective design standards ordinance in accordance with SB 35 and SB 330 and reasonable accommodation in compliance with State and Federal fair housing and disability laws. In June of 2023, the Lake Forest City Council approved Ordinance 363 and Ordinance 364 which amended Lake Forest Municipal Code Titles 5 and 9 to address low barrier navigation centers, transitional and supportive housing, streamlined review for eligible projects, employee housing, emergency shelter parking, and residential care facilities in accordance with this Housing Element policy.</p>

<p>Program 8: Accessory Dwelling Units</p>	<p>Maintain an ADU Ordinance consistent with State Law. Support the development of accessory dwelling units in neighborhoods throughout the City.</p>	<p>Update the City's current ADU ordinance by June 30, 2023 to comply with current State Law. Survey ADU owners/builders to determine affordability and update ADU application to inquire about affordability level: 2021-2022; identify and evaluate potential incentives to encourage production of affordable ADUs: 2022-2023; and present findings to the City's Planning Commission and/or City Council: 2023; implementation and annual reporting throughout the RHNA period through the Housing Element Annual Progress Report: continuous. Prepare and distribute bilingual ADU factsheet by April of 2023. Invite all HOAs and relevant civic organization to meet annually to discuss the City's ADU ordinance and conduct at least four proactive meetings with an HOA or neighborhood organization in a high or highest TCAC</p>	<p>In 2023, the Lake Forest City Council approved Ordinance 361, which updates LFMC section 9.146.050 to comply with California Senate Bill 897 related to ADUs. The ordinance also amends section 9.146.050 to both increase clarity and ensure consistency with recently issued guidance from the California Department of Housing and Community Development (HCD) with respect to local implementation of State ADU laws (i.e., Government Code sections 65852.2 and 65852.22); and amends the definition of Accessory Dwelling Unit in section 9.04.030. The proposed amendments render LFMC sec. 9.146.050 consistent with recently enacted State law (SB 897). Additionally, this year, the City continued to provide an optional rental survey to applicants for ADU permits, but did not receive any completed surveys. Furthermore, the City is monitoring ADU production and affordability against the projections identified in the Housing Element. The projections over 8 years assume a total of 32 ADUs (8 very low, 14 low, 9 moderate, and 1 above moderate). This year, 9 low-income ADUs were completed, which is still on tract with the City's projections. Additionally, the City's website has an ADU Resources page with the City's ADU guide and applications. In 2023, the website was updated to include a link to the OC Housing Finance Trust Affordable ADU loan program, and new ADU FAQs were added. In 2023, the City continued to monitor federal and State legislation that could impact housing.</p>
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<p>Program 9: Sites for Homeless Shelters/Homeless Prevention and Assistance Services</p>	<p>Support non-profit organizations that shelter the homeless (subject to available funding and on a case-by-case basis).</p>	<p>Annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR)</p>	<p>In FY 2022-2023, 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. Mercy House provided outreach and engagement services to chronic homeless with an Orange County Sheriff Homeless Liaison Officer's support - Mercy House was funded with non-HUD resources. 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 (OCSD). Lastly, in 2022, the City applied for HCD's Permanent Local Housing Allocation funds, to help fund the City's contract with Mercy House and the OCSD Homeless Liaison Officer. The City also used the funds to create a new City position of Community Outreach Specialist to assist individuals experiencing homelessness.</p>
<p>Program 10: Transitional/Supportive and Affordable Housing</p>	<p>Support non-profit organizations that provide affordable and transitional/supportive housing to individuals at risk for homelessness (subject to available funding and on a case-by-case basis). Preserve 202 existing affordable units including transitional/supportive housing.</p>	<p>Continue to evaluate requests on an annual basis for allocation of CDBG funds to social service agencies to benefit Lake Forest residents</p>	<p>In FY 2022-23, 3 non-profit organizations provided homeless prevention and assistance services using pass-through funding (FY 2020-21 CDBG, FY 2021-22 CDBG, and CDBG-CV) from the City. Families Forward (FF) provided supportive services to homeless families with children residing in interim or long-term affordable housing – 32 individuals were assisted during the reporting period. Family Assistance Ministries (FAM) provided food, rent, and utility assistance to lower-income households at risk of eviction and utility service shut-off. Program participants also benefitted from case management services. FAM assisted a total of 204 people. South County Outreach's (SCO) food bank program allowed lower-income households to focus limited financial resources on maintaining housing, thus preventing homelessness. SCO assisted a total of 202 people.</p>
<p>Program 11: Coordination with Social Service Agencies</p>	<p>Continue to evaluate requests on an annual basis for allocation of CDBG Funds to social service agencies to benefit Lake Forest residents and consider the geographic target for programs, with a special focus on promoting programs that address the needs of households in moderate TCAC opportunity areas Strive to allocate at least 75% of CDBG funds to programs that assist households in areas of moderate opportunity.</p>	<p>Annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR)</p>	<p>In fiscal year 2022-2023, 9 non-profit social service agencies received pass-through CDBG funding from the City to provide support and assistance to low-moderate-income residents. In addition, one non-profit social service agency received direct funding from the City to support homeless outreach services.</p>

<p>Program 12: California Accessibility Standards Compliance Program</p>	<p>Assure housing units accommodate residents with disabilities.</p>	<p>Ongoing implementation, updates to the City's website by February 15, 2022.</p>	<p>In 2023, the City continued to ensure that all construction projects comply with accessibility standards and provide technical assistance to the public. In addition the City's Building Division webpage includes a link the Division of State Architect's Website. In addition, this year City staff in the Community Development Department was provided with Americans with Disabilities Act (ADA) compliance training from a CASp accessibility specialist.</p>
<p>Program 13: Density Bonus Implementation Program</p>	<p>Annual outreach to developers in the region to continue to encourage density bonus opportunities which increase the total allowable density for senior and affordable housing projects; as part of this outreach, the City will specifically identify development opportunities in high and highest TCAC resource areas and encourage the utilization of density bonus provisions at these locations. Monitor State law, at least annually, for updates to density bonus regulations and update the City's Development Code as needed. Goal to approve at least two density bonus projects over the course of the planning period.</p>	<p>Annual monitoring of relevant legislation; annual proactive outreach to the development community; ongoing implementation</p>	<p>City staff and the City Attorney's office regularly monitors changing legislation and perform regular updates to the zoning regulations accordingly. In 2023, the City did not receive any applications for multi-family housing, and therefore did not receive any density bonus requests. However, as part of the City's regular outreach to developers, the City provides information and answers questions about the density bonus provisions.</p>

<p>Program 14: Rental Assistance</p>	<p>The City will continue to contract the Orange County Housing Authority to administer the Section 8 Rental Assistance Program and provide rental assistance to at least 190 very low-income Lake Forest households. City will support the Orange County Housing Authority's applications for additional Section 8 allocation. The City will promote the Section 8 program to second unit owners by publicizing this program and making the information known to City and County agencies and to housing nonprofits; information will be available in English and Spanish and shared via social media and in hard copy at community gathering spots, such as the library, City Hall, and other civic spaces. The City will educate at least one multifamily apartment manager annually about the Section 8 program; education will be targeted to areas with higher levels of overpayment or TCAC areas of high or higher opportunity.</p>	<p>Ongoing implementation and annual monitoring throughout the planning period.</p>	<p>Residents continue to be assisted by the Housing Choice Voucher program, which is a HUD Sec. 8 program administered by the Orange County Housing Authority. During FY 2022-23, 170 Lake Forest renter households were assisted with a rental assistance voucher or certificate. In addition, the City website has a webpage dedicated to affordable housing, which includes a link to the OC Housing Authority Housing Voucher Program website. Last year, the City implemented the second Southwest Lake Forest neighborhood improvement project. The southwest neighborhoods were constructed in the 1960s-1970s and house a majority of the City's special needs populations. The goal of the project is to enhance the quality of life for all residents by addressing key concerns related to lighting, parking, noise, crime, property maintenance, street sweeping, and more. A door-to-door assessment was conducted and a community pop-up event was held where information was distributed regarding Lake Forest housing programs. Specifically, the handout (in English and Spanish) includes resources for ADUs, Fair Housing Program, Homebuyer Assistance Program, Housing Rehabilitation Loan Program, Lead-Based Paint Reduction Program, Neighborhood Pride Paint Program, and Rental Assistance. The City partners with the Fair Housing Council of Orange County to eliminate discriminatory housing practices in the community and further fair housing. Contact information for the Fair Housing Council of OC was provided on the flyer and is available on the City's website. Further, City staff promoted the resource flyer which includes rental assistance (Section 8/Housing Choice Voucher Program) resources to apartment managers, second unit owners, Homeowner Associations and other community members. This was accomplished in several ways including in-person meetings (Homeowner's Association Roundtable on 12/7/23 - distributed flyer) over the past year through publication of these programs in the flyer and made the information known to City and County agencies and to housing nonprofits. The informational flyer is available in English and Spanish and was shared via social media on the City's Facebook and Instagram pages as well as in hard copy in the Quarterly Leaflet (April 2023 and July 2023) and in the e-Newsletter (October 2023) and is readily available at community gathering spots, such as the library, City Hall, and other civic spaces.</p>
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<p>Program 15: Conservation of Existing Affordable Units</p>	<p>Work with property owners, interest groups and the State and federal governments to conserve the City's affordable housing stock.</p>	<p>Ongoing implementation and annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR). 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/), and educate tenants of their rights, in collaboration with property owners.</p>	<p>In 2023, a total of 256 units with affordable housing covenants existed in the City. Of these, 8 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. In addition, in 2023 the City awarded \$1,832,703, from CDBG Grants and the Lake Forest Housing Authority's Low and Moderate Income Housing Asset Fund, to Families Forward, a non-profit organization. Families Forward is proposing to either purchase an at-risk affordable property to extend the affordability of the project or convert an existing residential property into an affordable housing project. Currently, Families Forward is looking for a Lake Forest residential property to purchase.</p>
<p>Program 16: Housing Rehabilitation Loan Program</p>	<p>Assist 10 lower-income homeowners annually through the Housing Rehabilitation Loan Program with at least half located in areas of moderate TCAC opportunity (i.e., the Southwest Lake Forest neighborhood).</p>	<p>Annual allocation of CDBG funds through the CDBG Action Plan process, and annual monitoring and reporting through the City's (HUD required) Consolidated Annual Performance Evaluation Report (CAPER) process throughout the planning period.</p>	<p>During FY 2022-23, 17 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 \$744,285. The City's website has a webpage dedicated to the Rehabilitation Loan Program and includes eligibility requirements, the loan application, and contact information. The loan program was featured in the City's Leaflet. Over 75% of the loans were in areas of low or moderate TCAC opportunity.</p>

<p>Program 17: Code Enforcement and Neighborhood Preservation</p>	<p>Continue to seek voluntary compliance for code-related issues and violations. Enforce the California Building Code and target education regarding the City's housing rehabilitation loan and paint programs to areas of the community with higher proportions of low- and moderate-income households which may often have code violations. Review code enforcement trends on a quarterly basis to identify any geographic areas of the community that warrant special support and focus future code compliance education in those areas as needed. Strive to increase the number of proactive code enforcement educational interactions by 5% over the course of the planning period.</p>	<p>Ongoing implementation and reporting throughout the planning period through the Housing Element Annual Progress Report (APR).</p>	<p>Last Year: Code Enforcement officers continued to enforce property maintenance provisions of the Municipal Code and to inform property owners of the City's housing rehabilitation loan and paint grant programs. The City's Strategic Business Plan and Budget included two specific programs for community preservation. In response to the 2023 Community Satisfaction Survey, the City's Strategic Business Plan identifies the Property Maintenance Volunteer Program (SP#28, budget \$10,000) and the Community Preservation Program (SP#30, budget \$95,000). These programs are aimed at designing and launching volunteer efforts to provide landscaping and other basic maintenance services to assist low-income and other residents in need who may be unable to address code violations, deteriorated property, or neglected maintenance on their own accord. It is anticipated that this program will be in effect Summer 2024. In FY 2022-23, CDBG grant funding was allocated to Lake Forest homeowners via the Neighborhood Pride Paint Program ("Paint Program"), the Housing Rehabilitation Loan Program and through other CDBG programs. The Paint Program provides grants to qualifying low-moderate-income homeowners with a demonstrated need, for home painting. The program assists the City's efforts to enhance the appearance of homes in the community and preserve property values. Information on the program is included in the Lake Forest Housing Programs flyer which was distributed at community events, including those in the Southwest Lake Forest area which is comprised of a majority of special needs population. Further publication includes the City's website which includes a webpage dedicated to the Neighborhood Pride Paint program and the Housing Rehabilitation Loan Program. These programs are also regularly featured in the City's Leaflet that is sent to all residents in the City and available on the City's website.</p>
<p>Program 18: Energy Conservation and Energy Efficiency Opportunities</p>	<p>Improve energy-efficiency in new and existing development and promote available programs and benefits to all City residents, especially lower-income residents.</p>	<p>Ongoing implementation; review the General Plan to determine if updates are appropriate no later than December 1, 2022 and complete updates, if needed, no later than December 1, 2023.</p>	<p>In 2022, City staff reviewed the General Plan and determined that the Public Facility Element included at least 7 implementation actions related to energy conservation and energy efficiency that would apply to both existing and proposed housing. As such, City Staff determined that the General Plan does not need to be amended related to this Housing Program. In 2023, the City started the process of hiring a consultant to assist with the City's Sustainability Implementation Program (SIP). The contract for the consultant will be reviewed by the City Council in early 2024. The SIP includes public outreach via a new sustainability website, educational flyers, and newsletter articles. This implementation action will be addressed in the SIP.</p>

<p>Program 19: Lead Based Paint Education and Reduction Program</p>	<p>Educate the community on issues regarding lead-based paint hazards. Share two bilingual geotargeted social media posts annually to census tracts/neighborhoods with homes built before 1978 with education and resource information. Include a discussion of the issue and resource information in the City News section of the Leaflet and Recreation Guide (once annually), which is distributed to all Lake Forest residents.</p>	<p>Annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR).</p>	<p>The City's website (https://www.lakeforestca.gov/en/departments/economic-development/housing) has been updated to include information on lead paint education with links to .pdfs of the EPA's "Protect Your Family From Lead in Your Home" pamphlet in both English and Spanish.</p>
<p>Program 20: Homebuyer Assistance Programs</p>	<p>Continue to promote the homebuyer assistance programs with a special focus on educating residents in areas of the City with higher proportions of renters and lower-income residents through social media posts and posting hard copy flyers at civic facilities; assist five households annually (as funding is available).</p>	<p>Ongoing implementation and reporting throughout the planning period through the Housing Element Annual Progress Report (APR).</p>	<p>Homebuyer Assistance Program: The City coordinates with the County of Orange, which offers a homeownership program where participants may be able to use housing assistance subsidies for mortgage payments. The City's Lake Forest Housing Program flyer includes resources for ADUs, Fair Housing Program, Homebuyer Assistance Program, Housing Rehabilitation Loan Program, Lead-Based Paint Reduction Program, Neighborhood Pride Paint Program, and Rental Assistance. Resources provided include the weblink for www.ochousing.org/special-housing-programs or phone number for the California Mortgage Relief Program Help Line at (888) 840-2594. Additional resources and information for the Program was provided on the flyer and is available on the City's website. Further, City staff promoted the resource flyer to apartment managers, second unit owners, Homeowner Associations and other community members. This was accomplished in several ways including in-person meetings (Homeowner's Association Roundtable on 12/7/23 - distributed flyer) over the past year through publication of these programs in the flyer and made the information known to City and County agencies and to housing nonprofits. The informational flyer is available in English and Spanish and was shared via social media on the City's Facebook and Instagram pages as well as in hard copy in the Quarterly Leaflet (April 2023 and July 2023) and in the e-Newsletter (October 2023) and is readily available at community gathering spots, such as the library, City Hall, and other civic spaces.</p>

<p>Program 21: Fair Housing Services</p>	<p>Support fair housing service providers and efforts to minimize discriminatory housing practices.</p>	<p>Annual allocation of funds to fair housing service provider. Annual monitoring and reporting throughout the planning period through the Housing Element Annual Progress Report (APR) and CDBG CAPER.</p>	<p>Fair Housing Program: The City partners with the Fair Housing Council of Orange County to eliminate discriminatory housing practices in the community and further fair housing. Any policy or practice that denies or negatively affects the provision of housing to a person of a protected class (minorities, elderly, and disabled) is an impediment to fair housing. The City's website provides information about fair housing matters, including contact information for the Fair Housing Council of Orange County (FHCO), which provided fair housing services to Lake Forest under contract. In Fiscal Year 2022-23, the City awarded FHCO a \$7,430 grant to fund counseling services for tenants and landlords, enforcement, and community education in furtherance of fair housing. In FY 2022-23, FHCO assisted 92 Lake Forest households and addressed 269 landlord-tenant issues. The City's Lake Forest Housing Program flyer includes resources for ADUs, Fair Housing Program, Homebuyer Assistance Program, Housing Rehabilitation Loan Program, Lead-Based Paint Reduction Program, Neighborhood Pride Paint Program, and Rental Assistance. Additional resources and information for the Program was provided on the flyer and is available on the City's website. Further, City staff promoted the resource flyer to apartment managers, second unit owners, Homeowner Associations and other community members. This was accomplished in several ways including in-person meetings (Homeowner's Association Roundtable on 12/7/23 - distributed flyer) over the past year through publication of these programs in the flyer and made the information known to City and County agencies and to housing nonprofits. The informational flyer is available in English and Spanish and was shared via social media on the City's Facebook and Instagram pages as well as in hard copy in the Quarterly Leaflet (April 2023 and July 2023) and in the e-Newsletter (October 2023) and is readily available at community gathering spots, such as the library, City Hall, and other civic spaces.</p>
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<p>Program 22: Affirmatively Furthering Fair Housing Program</p>	<p>Facilitate equal and fair housing opportunities by implementing actions to affirmatively further fair housing and opportunities for all persons regardless of race, religion, sex, age, marital or familial status, ancestry, national origin, color, disability, or other protected characteristics through provision of information, coordination, and education on fair housing law and practices to residents, landlords, and housing developers.</p>	<p>Ongoing outreach and coordination, beginning immediately; annual review of fair housing educational information to ensure that the most recent information provided by the City's fair housing service provider is being disseminated; annual presentations and media outreach.</p>	<p>In the past year, the City has implemented the following related to affirmatively furthering fair housing:</p> <p>The City maintains a "Fair Housing Matters" section on the City's "Housing" webpage. The City has added flyers that the City created in partnership with the Fair Housing Council of Orange County. The flyer was also translated into Spanish this year. The flyer provides information about discrimination, tenant rights, and includes contact information for the Fair Housing Council of Orange County.</p> <p>The City awarded the Fair Housing Council of Orange County a \$7,430 grant for counseling services for tenants and landlords, enforcement, and community education in furtherance of fair housing. In Fiscal Year 2022-23, the City awarded FHCO a \$7,430 grant to fund counseling services for tenants and landlords, enforcement, and community education in furtherance of fair housing. (Program 21)</p> <p>The City enhanced the ADU Resources web page with new ADU FAQs and an added link to the OC Housing Finance Trust Affordable ADU loan program.</p> <p>The City continued the Housing Rehabilitation Loan Program (see Housing Program 16 for more details).</p> <p>The City committed \$50,000 of City budget to implement programs and improvements recommended by the City's Neighborhood Improvement Task Force (NITF) for a neighborhood in southwest Lake Forest that was analyzed. Last year, the City implemented the second Southwest Lake Forest neighborhood improvement project. The southwest neighborhoods were constructed in the 1960s-1970s and house a majority of the City's special needs populations. The goal of the project is to enhance the quality of life for all residents by addressing key concerns related to lighting, parking, noise, crime, property maintenance, street sweeping, and more. A door-to-door assessment was conducted and a community pop-up event was held where information was distributed regarding Lake Forest housing programs. Specifically, the handout (in English and Spanish) includes resources for ADUs, Fair Housing Program, Homebuyer Assistance Program, Housing Rehabilitation Loan Program, Lead-Based Paint Reduction Program, Neighborhood Pride Paint Program, and Rental Assistance. A report of "Key Recommendations" was assessed for the southwest neighborhood and the items are regularly addressed and updated by the NITF members.</p> <p>Furthermore, in response to the 2023 Community Satisfaction Survey, the City's</p>
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<p>Program 23: Economic Displacement Risk Analysis</p>	<p>Conduct a Displacement Risk Analysis Study to identify the local conditions that lead to displacement and develop and implement an action program based on the results; the action program will include specific metrics relevant to the local community based on the results of the analysis. Identify potential partners to participate in the study that specialize in eviction related topics related to displacement. Annually monitor program effectiveness.</p>	<p>Conduct analysis by December 31, 2023 and begin to establish resulting programs (if any) by December 31, 2024. Ongoing implementation and reporting throughout the planning period through the Housing Element Annual Progress Report (APR).</p>	<p>The City's 5 new mixed-use areas are spread out throughout the City in the low, moderate, and high TCAC opportunity areas. None of the mixed-use areas currently have any residential units, therefore the redevelopment of these properties will not create any direct displacement of residents. To date, the City has not had any new applications for housing in any of the new re-zoned mixed-use areas. The City is in the process of hiring a consultant to prepare an analysis of 6 commercial centers located in the new mixed-use areas. The objective of the study is to provide a comprehensive report outlining challenges, opportunities, and strengths of these 6 areas, evaluating existing retail market conditions and recommending strategies for economic growth. The results of this study will facilitate the City's understanding of the future redevelopment of these properties and therefore any potential economic displacement of the surrounding land uses. It is anticipated that the City will hire a consultant for this study in Spring of 2024.</p>
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Jurisdiction	Lake Forest	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

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

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Lake Forest	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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 at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	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	Lake Forest	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Not
Cells in g

Table J												
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915												
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	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
Summary Row: Start Data Entry Below												

Jurisdiction	Lake Forest	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

**Table K
Tenent Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	Lake Forest	
Reporting Year	2023	(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	\$	300,000.00	<i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
ADU Ordinance	\$50,000.00	\$50,000.00	Completed	Other	
Mixed Use Zoning Ordinance	\$125,000.00	\$125,000.00	Completed	None	
Housing and Safety Element Update	\$115,000.00	\$115,000.00	Completed	None	
Administration	\$10,000.00	\$10,000.00	Completed	None	

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	16
	Non-Deed Restricted	0
Low	Deed Restricted	48
	Non-Deed Restricted	13
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		192
Total Units		269

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	32
	Non-Deed Restricted	0
Low	Deed Restricted	25
	Non-Deed Restricted	9
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		296
Total Units		362