



Note to Local Planning Staff

Dear Colleagues,

ABAG/MTC has generated the following report for you to edit and use as you see fit in the Housing Needs section of your Housing Element. Our team has collected demographic and housing data for each jurisdiction in the region and compiled that information into an editable summary. We are also providing the raw data and exhibits in Excel format.

The California Department of Housing and Community Development (HCD) has reviewed this report and accompanying Excel workbook to ensure that all state-required information is included. Please refer to the attached letter from HCD, which certifies that this report meets statutory requirements for the quantification of existing and projected housing needs, with the exception of the following steps that must be taken by local jurisdictions:

1. **Estimate the daily average number of people experiencing homelessness at the jurisdiction level.** This report provides data on people experiencing homelessness at the county level using Point-in-Time count data from the U.S. Department of Housing and Urban Development. Jurisdictions will need to supplement this county-level data with local estimates of people experiencing homelessness.¹
2. **Estimate the number of units in need of rehabilitation and replacement.** This report includes Census Bureau data on units lacking kitchen or plumbing facilities. Per HCD guidance, this data should be supplemented by local estimates of units needing to be rehabilitated or replaced based on recent windshield surveys, local building department data, knowledgeable builders/developers in the community, or nonprofit housing developers or organizations.²
3. **List affordable housing developments at-risk of converting to market rate uses.** This document provides aggregate numbers of at-risk units for each jurisdiction, but local planning staff should contact Danielle Mazzella with the California Housing Partnership at dmazzella@chpc.net to obtain a list of affordable properties that fall under this designation.
4. **Estimate the projected number of extremely low-income households.** Per HCD's guidance, local staff can estimate the projected number of extremely low-income households based on their jurisdiction's very low-income RHNA. As RHNA numbers for Bay Area jurisdictions are not yet final, ABAG could not provide an estimate of the projected number of extremely low-income households in this document. However, this document provides explicit guidance for how local staff can calculate this estimate once their jurisdiction receives its RHNA.

¹ For additional guidance, see HCD's Building Block's guide to the Housing Element: <https://www.hcd.ca.gov/community-development/building-blocks/housing-needs/people-experiencing-homelessness.shtml>.

² For additional guidance, see HCD's Building Block's guide to the Housing Element: <https://www.hcd.ca.gov/community-development/building-blocks/housing-needs/housing-stock-characteristics.shtml>.



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HOUSING

It is also important to note that jurisdictions may *not* simply append this document to their Housing Element. Local planning staff will need to build upon this material with more locally-tailored analysis for HCD to consider it a final Housing Needs Section. We recommend that local jurisdictions take the following steps:

1. **Review for accuracy** - While this product has been reviewed by HCD staff, ABAG/MTC staff, and local planning staff, there may still be errors. Please notify housingTA@bayareametro.gov if you come across any issues.
2. **Read for clarity** - Because this document uses automated text generation, there may be some cases where you will want to do manual edits. For example, the document might say a number increased, but the difference may be so small that you prefer to say the numbers are almost the same. This is ultimately your document and you should edit as needed.
3. **Adjust exhibit formatting** - It is not feasible to perfectly format this document for 109 jurisdictions. For example, data labels may need to be re-positioned, commas may need to be added to large numbers in tables, or there may be too many decimal places. Adjust and reformat as needed in the Excel workbook.
4. **Make meaning and find insights** - It is easier to write a legally compliant Housing Needs section but far more important to craft one that is meaningful. While ABAG/MTC and your county Planning Collaborative³ will help produce additional tailored material later in the year, you may want to begin thinking about how to tell the important story of the housing needs in your community. Feel free to add quotes, more details, and side bars or to rearrange content to highlight key takeaways.

Later this year, please watch for additional data to support your Affirmatively Furthering Fair Housing obligations and to draw out key themes. Again, we hope this material is useful and welcome your feedback.

Sincerely,

ABAG/MTC Staff and Baird + Driskell Community Planning

³ Planning Collaboratives are REAP-funded county groups, supported by paid technical assistance providers to help you complete your Housing Element and work on other housing priorities.