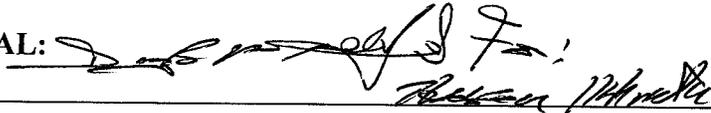


# REPORT

**DATE:** February 23, 2011  
**TO:** RHNA Subcommittee  
**FROM:** Ma'Ayn Johnson, Senior Regional Planner, 213-236-1975, johnson@scag.ca.gov  
**SUBJECT:** Draft RHNA Work Plan and Schedule

**EXECUTIVE DIRECTOR'S APPROVAL:**



## **RECOMMENDED ACTION:**

Review and recommend the RHNA Work Plan and Schedule and recommend to CEHD that staff notify HCD and Caltrans of the RTP/SCAG adoption date

## **EXECUTIVE SUMMARY:**

*Staff estimates that the draft RHNA will be distributed in April 2012. SCAG must notify HCD and Caltrans the intended adoption date of the final Regional Transportation Plan (RTP), which is in April 2012. Housing Elements are due 18 months from this date, or October 2013. Staff intends to seek a 60-day extension to the Housing Element due date from HCD to accommodate new Census data, which would set the final RHNA adoption date in December 2012 and a Housing Element due date of December 2013.*

## **STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan; Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.

## **BACKGROUND:**

Staff has developed a draft work plan and schedule that provide an overview of the work needed to ensure a fair and transparent process. The work plan is divided into five sections: RHNA Subcommittee, RHNA methodology development, delegation to accepting subregions, RHNA allocation development, and public outreach. Each task indicates the staff responsible and deadline date.

Many key milestone dates are dependent on the adoption date of the final RTP, which is also estimated to be in April 2012. SCAG must notify HCD and Caltrans of this intended date. Housing Elements are due 18 months from the RTP completion date, which would set the Housing Element due date as October 2013. However, per Government Code Section 65584 (c), staff intends to seek a 60-day extension from HCD in September to the Housing Element due date in order to accommodate recent critical demographic information from the 2010 Census in September. This will extend the Housing Element due date to December 2013, along with extending other key dates (e.g. adoption of final RHNA methodology, appeals process, etc) that are dependent on the Housing Element due date. The RHNA work plan and schedule are based on the December 2013 due date.

The RHNA schedule also illustrates the relationships among the key milestone due dates, namely the public hearing on the proposed RHNA methodology (X), the completion of the RTP (Y), and the Housing Element due date (T). Most dates in the process are derived from these key dates and are noted by their statutory

# REPORT

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requirement, excluding a possible 60-day extension from HCD.

Staff has also developed a proposed schedule for the RHNA Subcommittee that is based on the RHNA work plan and schedule. The proposed Subcommittee schedule is synchronized with CEHD and Regional Council actions in the process.

**FISCAL IMPACT:**

Work associated with this item is included in the current FY 10-11 Overall Work Program (11-800.0160.03:RHNA).

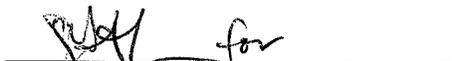
**ATTACHMENT:**

1. Draft RHNA Work Plan
2. Draft RHNA Schedule
3. Proposed RHNA Subcommittee Schedule

Reviewed by:

  
\_\_\_\_\_  
*Department Director*

Reviewed by:

  
\_\_\_\_\_  
*Chief Financial Officer*

## **RHNA Work Plan**

The development of an assessment of the region's housing needs is now a state requirement for completing a comprehensive, legally compliant RTP. More thought should be given in how we connect and build the RHNA to be consistent with the SCS and RTP (CEQA streamlining, Transportation Priority Projects (TPP areas) and transportation funding incentives), including linking social equity and environmental justice issues with GHG reduction, job housing balance and improving mobility. This might be cast as a long term RHNA and housing element update challenge that local governments should keep in mind as they and SCAG work with County Transportation Commissions in coordinating land use and transportation planning in the future. Each jurisdiction has 18 months from the adoption of the RTP/SCS to update its local housing element and submit it to HCD. After taking into account HCD's comments, local jurisdictions have 90 days to adopt (or self certify) the housing element. The housing element cycle starts over again, simultaneously with the RTP update schedule on an 8 year or is reset to a 4 year cycle if the housing element is submitted late by more than 120 days. Local jurisdictions are also required to report annually on housing element implementation, e.g. addressing RHNA land use planning targets. This is now an RTP performance metric.

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## Highlights of the Changes from Previous Cycles

The previous RHNA was prepared under SB 12 and not under AB 2158. Among the differences under the 4<sup>th</sup> RHNA cycle, which was governed by SB 12, and the next cycle are:

Issue	4 <sup>th</sup> RHNA Cycle	5 <sup>th</sup> RHNA Cycle
Schedule	Approximately one and a half years due to streamlined schedule under SB 12	More than two years needed to fulfill all statutory requirements
AB 2158 Input for Methodology	Minimum of 14 subregional workshops	Only a survey is specified
Subregional Delegation	Subregions accepting delegation were given their allocations directly before the revisions and appeals process	Subregions accepting delegation must do so at least 28 months before Housing Elements are due; proposed allocations are developed based on the RTP; public hearings are required to hear revision requests from delegating subregions before they are assigned a final subregional allocation
Revision Request and Appeals Processes	Processes combined into one timeline	Outlined as two separate processes with different timelines
Progress Report	Progress report required to California Legislature before completion of final RHNA allocation plan	No progress report required
Growth Forecast	Establishment of an Integrated Growth Forecast, which was used for both RTP and RHNA development	Integrated with the RTP/SCS process due to SB 375; RHNA must be consistent with SCS

## **RHNA WORK PLAN**

### **SCHEDULE & HIGHLIGHTS**

- I. RHNA SUBCOMMITTEE → FEBRUARY 2011-SEPTEMBER 2012**  
Develop policies for RHNA methodology, determine “fairshare” adjustment distribution, and develop guidelines for the RHNA revision request/appeals process, trade and transfer criteria, and subregional delegation, review and determine revision requests from delegated subregions and appeals from individual jurisdictions
- II. RHNA METHODOLOGY DEVELOPMENT → APRIL 2011 – FEBRUARY 2012**  
Address the forecasting/data uncertainty, conduct public workshops and AB 2158 factor surveys, and develop and adopt proposed and final RHNA methodology
- III. DELEGATION TO ACCEPTING SUBREGIONS → MARCH 2011 – NOVEMBER 2011**  
Allow for subregions to accept RHNA delegation, finalize subregional delegation agreements, conduct public hearing for revisions requests from delegating subregions, and allocate subregional RHNA need to delegating subregions
- IV. RHNA ALLOCATION DEVELOPMENT → APRIL 2011 – DECEMBER 2012**  
Develop draft RHNA allocation, conduct revision request and appeals processes and related public hearings, approve final RHNA allocation for submittal to HCD
- V. PUBLIC OUTREACH → JANUARY 2011 – SEPTEMBER 2012**  
Update SCAG RHNA website, engage the general public, meet with stakeholders and elected officials, maintain Public Comment Database and respond to public comments

## I. RHNA SUBCOMMITTEE → FEBRUARY 2011 - SEPTEMBER 2012

The purpose of the RHNA Subcommittee is to develop policies that will guide the RHNA methodology and develop guidelines for various RHNA policies. The Subcommittee will also hear and determine revision requests from subregions and appeals from jurisdictions, based on reports submitted by staff. Staff will support the RHNA Subcommittee by providing reports and data.

### Goals:

1. Support the RHNA Subcommittee's task of developing policies for RHNA methodology, prepare the RHNA Subcommittee's recommendations for Regional Council approval

Task	Statutory Deadline <sup>1</sup>	Proposed Deadline <sup>2</sup>	Staff Responsible
1a. Define housing costs, market demand for housing, and other AB 2158 factors for inclusion in survey packets		11/2011	Butala/ Wen
1b. Determine "fairshare" adjustment distribution		11/2011	Butala/ Wen
1c. Recommend to CEHD and Regional Council for approval for use in methodology development		11/2011	Butala

2. Support the RHNA Subcommittee's task of developing guidelines for the RHNA revision request and appeals processes, trade and transfer criteria, and subregional delegation

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
2a. Develop guidelines for subregional delegation (April CEHD, April RC)		03/2011	Africa
2b. Develop guidelines for the RHNA revision request and appeals processes (February CEHD, March RC)		01/2012	Africa
2c. Develop trade and transfer criteria (February CEHD, March RC)		01/2012	Africa

3. RHNA Subcommittee hearings for the determination of revision requests from subregions and revision requests and appeals from jurisdictions, based on reports submitted by staff.

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
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<sup>1</sup> Assumes the Housing Element due date as October 2013

<sup>2</sup> Assumes a 60-day extension on the Housing Element due date granted in September 2011, subject to HCD approval

3a. Review revision requests submitted by delegating subregions		10/2011	Butala/ Wen
3b. Review revision requests from non-delegated jurisdictions		07/2012	Butala/Wen
3c. Review appeals from jurisdictions		09/2012	Butala/ Wen

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## II. RHNA METHODOLOGY DEVELOPMENT → APRIL 2011 – FEBRUARY 2011

The purpose of RHNA methodology development is to address the discrepancies between the primary sources of the regional need determination and to ensure that extensive public participation and input have been incorporated into the final RHNA allocation.

### Goals:

1. Address the forecasting/data uncertainty between DOF and Census projections

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
1a. Initiate discussion and seek advisory and recommendations from P&P TAC, subregional stakeholders, and jurisdictions regarding approaches to incorporate the Census		08/2011	Butala/ Wen
1b. Present issues, regional consensus, and staff recommendations to the RHNA Subcommittee		09/2011	Butala
1c. Present RHNA Subcommittee Recommendations to CEHD		10/2011	Butala

2. Collect extensive public input for incorporation into the RHNA methodology required by SCS and RHNA

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
2a. Coordinate with SCS Workshop Team for Integrated Forecast input		04/2011	Butala/ Wen
2b. Develop AB 2158 factor surveys and distribute	06/2011	07/2011	Butala
2c. AB 2158 factor survey submittals from jurisdictions	06/2011	09/2011	Butala
2d. Incorporate public input into proposed RHNA methodology		11/2011	Wen

3. Develop proposed and final RHNA methodologies

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
3a. Collect spheres of influence data from county LAFCOs		07/2011	Wen
3b. Inform and present data and findings to P&P TAC and other stakeholder groups		09/2011	Wen/ Butala
3c. Collect data and input from public workshops, committee meetings, and AB 2158 factors survey		09/2011	Wen

3d. Department of Finance updates 2010 Census		10/2011	Wen
3e. Provide consultation to HCD in determining a total regional housing need (CEHD/RC November)	08/2011	10/2011	Wen
3f. Develop proposed RHNA methodology based on data, and input from the RHNA Subcommittee		11/2011	Wen
3g. Distribute public notification of hearing on proposed RHNA methodology		11/2011	Butala
3h. Prepare agenda and presentations for public hearing on proposed RHNA methodology		11/2011	Butala/ Wen
3i. Hold public hearing on proposed RHNA methodology	10/2011	12/2011	Butala/ Wen
3j. Incorporate input received from public hearing on proposed RHNA methodology		01/2012	Wen
3k. Distribute public notification on hearing on adoption of final RHNA methodology		01/2012	Butala
3l. Prepare agenda and presentations for public hearing on final RHNA methodology		01/2012	Butala/ Wen
3m. Hold public hearing on final RHNA methodology and adopt	12/2011	02/2012	Butala/ Wen

### III. DELEGATION TO ACCEPTING SUBREGIONS → MARCH 2011 – NOVEMBER 2011

Subregional delegation will allow subregions to apply their own RHNA methodology and distribution once SCAG assigns them a subregional need. Housing law defines subregions as two or more jurisdictions within a county that form an agreement. A subregional delegation agreement will be developed by the RHNA Subcommittee.

#### Goals:

1. Allocate subregional housing needs to subregions accepting delegation. As part of the process for subregional allocations, SCAG is required to hold a public hearing to consider requests for revision of the proposed allocation to be delegated before the subregional allocation is finalized.

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
1a. Finalization of subregional delegation agreement (CEHD April, RC April)		03/2011	Africa
1b. Notify jurisdictions of opportunity for subregional delegation.		04/2011	Butala
1c. Last day for subregions to notify SCAG of intent to accept delegation	06/2011	06/2011	Butala
1d. Develop proposed allocation for subregions based on RTP		09/2011	Wen
1e. Distribute proposed allocation for subregions based on RTP		09/2011	Wen
1f. Public notification 30 days in advance of public hearing on requests for revision on proposed allocation to delegation of subregions		10/2011	Butala
1g. Prepare agenda for public hearing on requests for revision to delegated subregions		10/2011	Butala
1h. Public hearing(s) to consider requests for revision of the proposed allocation to delegated subregions	09/2011	11/2011	Butala/ Wen
1i Written explanations approving or rejecting a subregion's revision request		11/2011	Butala/ Wen
1j. Assign delegated subregions a share of Regional Housing Need (CEHD December, RC January)		11/2011	Wen

#### IV. RHNA ALLOCATION DEVELOPMENT → APRIL 2011 – DECEMBER 2012

The development of the final RHNA allocation will be dependent on the methodology and guidelines approved in earlier phases of the RHNA work plan. The allocation development process can be divided into two phases: the draft RHNA allocation and appropriate revisions/appeals, and the adoption of the final RHNA allocation

##### Goals:

1. Develop a draft RHNA allocation before final RTP adoption and support the RHNA Subcommittee during the revision request and appeals processes

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
1a. Notify HCD and Caltrans of RTP/SCS adoption date, Housing Elements are due 18 months from the adoption date	04/2011	04/2011	Wen
1b. Issue draft RTP/SCS accommodating RHNA		11/2011	Amatya/ Butala Wen
1c. Finalize appropriate forms for revision requests and appeals		01/2012	Africa
1d. Develop a draft RHNA allocation		03/2012	Butala/ Wen
1e. Adoption of RTP and SCS	04/2012	04/2012	Amatya/ Butala Wen
1f. Issue a draft RHNA allocation and begin RHNA revision request process	04/2012	04/2012	Wen
1g. Deadline for receiving revision requests from jurisdictions	06/2012	06/2012	Butala
1h. Review of submitted revision requests	08/2012	07/2012	Butala
1i. Review and accept, modify, or reject revision requests (CEHD/RC April)	08/2012	08/2012	Butala/ Wen
1j. Established date to file appeals	08/2012	08/2012	Butala
1k. Prepare responses to appeals filed	09/2012	08/2012	Butala/ Wen
1l. Notify jurisdictions of public hearings for determining appeals received	09/2012	08/2012	Butala
1m. Hearings to determine appeals	10/2012	09/2012	Butala/ Wen

2. Develop and issue proposed final RHNA allocation plan, approve and submit the final RHNA allocation plan to HCD

<b>Task</b>	<b>Statutory Deadline</b>	<b>Proposed Deadline</b>	<b>Staff Responsible</b>
2a. Develop a proposed final RHNA allocation plan based on the results of the appeals process		10/2012	Wen
2b. Issue a proposed final RHNA allocation plan	11/2012	10/2012	Butala
2c. Hold a public hearing to present the final RHNA plan	1/2013	12/2012	Butala/ Wen
2d. Submit the final RHNA allocation plan to HCD	1/2013	12/2012	Butala
2e. HCD determines RHNA is consistent with state law	3/2013	02/2013	Butala
2f. Due date for jurisdictions to submit revised Housing Elements to HCD	10/2013	12/2013	Butala

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## V. PUBLIC OUTREACH → JANUARY 2011 – SEPTEMBER 2012

It is important to ensure that important RHNA-related documents are consistently accessible to the public and to ensure that stakeholders are constantly engaged during the RHNA process.

### Goals:

1. Maintain accessibility to the RHNA process for the general public

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
1a. Update and maintain the SCAG RHNA website		ongoing	Butala
1b. Update and maintain RHNA Fact Sheet		01/2011	Butala

2. Ensure that stakeholders, public agencies, and jurisdictions are engaged and informed

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
2a. Prepare and deliver presentations to stakeholder and outside agency meetings as requested		ongoing	Butala/ Wen
2b. Meet with jurisdictions and elected officials to review the process and address concerns as requested		ongoing	Butala/ Wen

3. Maintain Public Comment Database using CMS and respond to public comments as necessary

Task	Statutory Deadline	Proposed Deadline	Staff Responsible
3a. Maintain Public Comment Database using CMS		ongoing	Butala
3b. Respond to public comments from written and electronic correspondence and via telephone		ongoing	Butala

## **RHNA Work Plan**

### **Major issues that need to be dealt with before and during the process**

- Building an RHNA that is consistent with the SCS
- Reconciling the significant gap between DOF/HCD population and housing projections and SCAG's growth forecast
- Adopting a social equity, fair share policy
- Addressing land use capacity standards for future need that include a provision for excess inventory and existing vacancies to be credited against future housing need

### **Key factors that may affect RHNA compliance**

- Notification and adoption date of the RTP/SCS  
SCAG is required to notify Caltrans and HCD the intended date of its RTP/SCS adoption. The due date of Housing Element updates are established as 18 months after the RTP/SCS adoption date, and most key RHNA milestones are based on the Housing Element due date. If RTP/SCS adoption dates change, RHNA milestone dates must change accordingly.
- Census Data  
The California Department of Finance does not anticipate releasing their updated forecast with 2010 Census data until May 2011. While HCD can provide SCAG a 2 month extension of the process to accommodate for the growth, the extension can still affect timing of key elements.
- Housing Element Compliance  
Updating of housing elements is prepared under the direction of State HCD. SCAG does not have a role in this review. The local site inventory, zoning, density proposed to address low and moderate income housing needs are the most contentious issues between HCD and local government. This is because RHNA land use targets locally may require updated General Plan/ Housing Element development standards, density and zoning. HCD reviews local housing element updates for "substantial compliance" with state law.

### **The overall process, and its integration with RTP/SCS**

The RHNA and SCS schedule and alignment of key milestone are still unresolved. A key issue is the late availability and incorporation of 2010 Census and ACS data into the methodology and growth forecast and SCS. This will delay the finalization of a RHNA housing target for the region until just before the draft RTP/SCS is adopted and after the date subregions have to notify SCAG that they intend to accept RHNA delegation. This will also contribute potentially to more revisions and appeals.

### **Subregional delegation roles and responsibilities**

In contrast to the last RHNA (prepared under SB 12), the next RHNA will be incorporating a subregion delegation contract that covers public outreach, hearings, local surveys, local input, RHNA methodology development, including supporting social equity and housing distribution surveys and policies as well as administration of the revision and appeals process and the supporting legal documentation required. The last RHNA delegation contract covered only the revision and appeals process. In order to allow for maximum subregional participation, it is recommended that subregional involvement be scaled in both responsibility and cost to include one or more of the following RHNA delegation functions: 1) AB 2158 survey and local input and 2) RHNA methodology, including Fair Share, social equity adjustments, and administration of local revision and appeals process/ SCS consistency.

### **The methodology involved**

RHNA methodology and policy options to meet RHNA local survey and social equity, fair share adjustment requirements may be complicated by proposals to include vacancy adjustments, using a regional versus a county median income in making adjustments to reduce the concentration of lower income households and transportation efficiency adjustments to reduce GHG and improve mobility by encouraging transfers and transportation project priority areas for CEQA streamlining and meeting SCS consistency requirements. The coordination alignment of land use policy and GHG reduction strategies is hampered by the an almost-one year gap between when GHG and housing targets have been issued by ARB (Sept. 2010) and when we expect HCD to issue the RHNA housing target for the SCAG region (Aug. 2011). We need to work with a panel of experts and subregions to make a compelling case to use the SCAG integrated growth forecast for RHNA and reduce the "gap" between the DOF/HCD projections and our own.

## **RHNA Work Plan**

### **Procedural Questions**

#### **Revision Requests**

- Will hearings be required to review requests for revisions from individual jurisdictions? Who will be making decisions in regards to revision requests?

#### **AB 2158**

- Is SCAG required to hold public workshops for AB 2158 factors?

#### **Approval from CEHD and RC**

- Does the Total Regional Housing Need determined by HCD need approval from CEHD and RC?
- Do the AB 2158 factor survey results and application towards methodology need to be approved by CEHD?
- Do guidelines for trade and transfer, subregional delegation, and revision requests need to be approved by the RHNA Subcommittee need to be approved by CEHD as well?
- Is CEHD and RC approval required for the proposed allocation for subregions, which can occur at the latest on July 2011?
- Does the draft RHNA allocation need to be adopted by the Regional Council?

DRAFT RHNA Timeline  
January 2011-October 2012

Milestone	Statutory Requirement	Statutory Deadline <sup>1</sup>	Proposed Deadline <sup>2</sup>	Action
			January – March 2011	SCAG conducts planning sessions for Integrated Growth Forecast
			February 2011	RHNA Subcommittee formed to work on housing methodology policy
			February 2011- Nov 2011	RHNA Subcommittee meets to discuss and make recommendations to CEHD and RHNA housing methodology policies
	Y-12months	April 2011	April 2011	SCAG notifies HCD and Caltrans of RTP/SCS adoption date
	X-6months	April 2011	April 2011	Earliest date for local survey conducted to obtain RHNA-related data (AB 2158)
		May to August 2011	May to Oct 2011	Consultation process begins with HCD
	T-28months	June 2011	June 2011	Last day for subregions to notify SCAG of intent to accept full delegation
	T-26months	August 2011		HCD provides SCAG with a regional housing need determination
		August 2011	October 2011	SCAG provides proposed allocation for subregions based on RTP
	T-26months	August 2011	October 2011	Public notification 30 days in advance of public hearing on requests for revision on proposed allocation to delegated subregions
	T-25months	September 2011	November 2011	Public hearing on subregional allocation; SCAG determines share of regional housing need to delegated subregions
		November 2011	November 2011	SCAG issues draft RTP/SCS to accommodate RHNA
	X-30days	September 2011	November 2011	Public notification 30 days in advance of public hearing on proposed RHNA methodology.
X	T-24months	October 2011	December 2011	Public hearing on proposed RHNA methodology
	X+30days	November 2011	January 2012	Public notification 30 days in advance of public hearing on final RHNA methodology
	X+60days	December 2011	February 2012	SCAG adopts a final RHNA methodology
	T-18months	April 2012	April 2012	SCAG issues draft RHNA allocation/ Review process begins (must be before final RTP adoption)
	Y+60days	April-June 2012	April – June 2012	Local jurisdictions may request revision of draft RHNA allocations, 60 days
	Y+120days		June – August 2012	SCAG accepts, modifies or rejects the local jurisdiction's revision request, 60 days
Y		April 2012	April 2012	SCAG issues final RTP/SCS to accommodate RHNA
Z			August 2012	Jurisdictions may appeal draft RHNA, date established to file appeals

<sup>1</sup> Assumes the Housing Element due date as October 2013

<sup>2</sup> Assumes a 60-day extension on the Housing Element due date granted in September 2011, subject to HCD approval

Milestone	Statutory Requirement	Statutory Deadline <sup>1</sup>	Proposed Deadline <sup>2</sup>	Action
	Z+10days		August 2012	Notification of hearings to consider appeals distributed to cities
	Z+45days		Mid-September 2012	SCAG responds to appeals of draft RHNA and holds concurrent hearings
	Z+105days		Mid- October 2012	SCAG issues a proposed final RHNA plan with response
	T-12months or Z+150days	October 2012	December 2012	SCAG holds a public hearing to present the final RHNA plan
	T-12months or Z+153days	October/ December 2012	December 2012	SCAG submits its final housing need allocation plan to HCD
	T-10months Or Z+210days	December 2012/ March 2013	February 2013	Final adoption of the RHNA by HCD
T	Y+18months	October 2013	December 2013	Due date for jurisdictions in the SCAG region to submit revised Housing Elements to HCD

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Proposed RHNA Subcommittee Schedule (February 2011 to June 2012)

Meeting	Proposed Date	Subject	Action
1	February 23, 2011	Overview of RHNA Process; review RHNA Task Force recommendations; RHNA work plan and schedule; subregional delegation guidelines; evaluate issues between the DOF and Census projections; notification to HCD and Caltrans of RTP/SCS adoption date; discussion on Integrated Growth Forecast foundation	Approve charter; approve RHNA work plan and schedule; recommend to CEHD to notify HCD and Caltrans of RTP/SCS adoption date
2	March 2011	Subregional delegation guidelines	Approve subregional delegation guidelines
3	August 2011	Discussion on Integrated Growth Forecast foundation; discussion on subregional delegation guidelines; begin discussion on RHNA methodology (role of AB 2158 factors/survey; housing costs and appropriate vacancy rates; other); proposed allocation to delegated subregions	Recommend to CEHD Integrated Growth Forecast coordination; recommend to CEHD proposed allocation to delegated subregions
4	September 2011	Discussion on RHNA methodology (housing costs and vacancy rates; fair share adjustments; other)	
5	October 2011	Public hearing to consider requests for revision of the proposed allocation to delegated subregions  Review regional housing need determination from HCD; discussion on RHNA methodology (housing costs and vacancy rates; fair share adjustments; other)	Review and determine revision requests of proposed allocation for delegated subregions  Recommend to CEHD and RC approval of HCD regional housing need determination
6	November 2011	Continued discussion on fairshare adjustments: Review AB 2158 survey input	Recommend to CEHD methodology guidelines on market demand and vacancy rates; fairshare adjustments; recommend use of AB 2158 survey input into RHNA methodology
7	January 2012	Discussion on trade and transfer agreement guidelines; RHNA revisions and appeals process guidelines	Recommend trade and transfer agreement guidelines; recommend RHNA revisions and appeals process guidelines
8	Mid-July 2012	Review submitted revision requests	
9	Mid-July 2012	Review submitted revision requests	Recommend to CEHD results of revision requests
10	Mid-September 2012	Hearing on appeals	
11	Mid-September 2012	Hearing on appeals	
12	Mid-September 2012	Hearing on appeals	
13	Mid-September 2012	Final meeting	Recommend to CEHD final appeals determinations

Proposed RHNA Subcommittee Schedule (February 2011 to June 2012)

Proposed Date	Meeting	Action
March 3, 2011	CEHD	Approve Subcommittee charter; approve RHNA schedule and work plan; approve adoption date of RTP/SCS
March - September	P&P TAC, Subregional Coordinators meetings input on RHNA methodology discussion from Subcommittee	
April 7	CEHD	Approve subregional delegation guidelines
April 7	Regional Council	Approve Subcommittee charter; approve RHNA work plan; approve adoption date of RTP/SCS; approve subregional delegation guidelines
October 6	CEHD and Regional Council	Approve proposed allocation to delegated subregions
November 3	CEHD	Approve RHNA methodology policies; approve use of survey input into RHNA methodology; approve final allocation for delegated subregions
November 3	Regional Council	Approve final allocation for delegated subregions
December 1, 2011	Regional Council	Hearing on proposed RHNA methodology
February 2 2012	CEHD	Approve trade and transfer guidelines; approve RHNA revisions and appeals process guidelines
February 2, 2012	Regional Council	Hearing on final RHNA methodology
March 1	Regional Council	Approve trade and transfer guidelines; approve RHNA revisions and appeals process guidelines
April 5	Regional Council	Release of draft RHNA allocation
August 2	CEHD and Regional Council	Approve results of revision requests
November 1	CEHD	Approve proposed final RHNA allocation plan
December 6, 2012	Regional Council	Public hearing on final RHNA allocation plan