

# ANNUAL MODERATE-INCOME HOUSING REPORTING FORM

Under the Utah Code, Municipal legislative bodies must annually:

- Update 5-year estimates of moderate-income housing needs UCA 10-9a-408 and 17-27a-408
- Conduct a review of the moderate-income housing element and its implementation; and
- Report the findings of the annual review to the Housing and Community Development Division (HCDD) of the Utah Department of Workforce Services and their Association of Government or Metropolitan Planning Organization no later than December 1st; and
- Post the report on their municipality's website.

In accordance with [UCA 10-9a-401 and 17-27a-401](#) municipalities that must report regularly are:

- Cities of the first, second, third, and fourth class (or have 10,000 or more residents).
- Cities of the fifth class:
  - Having an estimated population greater than or equal to 5,000 residents; **AND**
  - That are located in a county with a population greater than or equal to 31,000 residents.
- Metro Townships:
  - Having an estimated population greater than or equal to 5,000 residents;
  - Having an estimated population less than 5,000 **BUT** is located in a county with a population greater than or equal to 31,000 residents.
- Not a town with fewer than 1,000 residents.

**To find out if your municipality must report annually, please visit:**

<https://jobs.utah.gov/housing/affordable/moderate/reporting/>

**For additional moderate-income housing planning resources:**

<https://jobs.utah.gov/housing/affordable/moderate/index.html>

## MUNICIPAL GOVERNMENT INFORMATION:

Municipal Government: \_\_\_\_\_

Reporting Date: \_\_\_\_\_

## MUNICIPAL GOVERNMENT CONTACT INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
Mayor's First and Last Name: \_\_\_\_\_

Mayor's Email Address: \_\_\_\_\_

## PREPARER CONTACT INFORMATION:

Preparer's First and Last Name: \_\_\_\_\_

Preparer's Title: \_\_\_\_\_

Preparer's Email Address: \_\_\_\_\_

Preparer's Telephone: \_\_\_\_\_ Extension: \_\_\_\_\_



**When did the municipality last adopt moderate-income housing element of their general plan?** \_\_\_\_\_

**Link to moderate-income housing element on municipality website:** \_\_\_\_\_

[UCA 10-9a-403 \(2\)\(b\)\(iii\) and 17-27a-403 \(2\)\(b\)\(ii\)](#) requires municipalities to include **three** or more strategies in their moderate income housing element of their general plan. In addition to the recommendations required under [10-9a-403 \(2\)\(b\)\(iii\) and 17-27a-403 \(2\)\(b\)\(ii\)](#), for a municipality that has a fixed guideway public transit station, shall include a recommendation to implement the strategies described in [10-9a-403 \(2\)\(b\)\(iii\)\(G\) or \(H\) and 17-27a-403 \(2\)\(b\)\(ii\)\(G\) or \(H\)](#). Municipalities shall annually progress on implementing these recommendations.

### **STRATEGIES**

\*\* Repeat questions 3 or more times

1. State strategy municipality included in the moderate-income housing element of its general plan below.

2. Please state the municipality's goal(s) associated with the strategy

3. What are the specific outcomes that the strategy intends to accomplish?

4. Please describe how the municipality has monitored its annual progress toward achieving the goal(s).

5. In the boxes below, outline the following objectives associated with the goal(s) stated in item 2.

a. Please identify the key tasks of each stage needed to accomplish the goal(s) stated in item 2.

b. Please identify the parties that are responsible for completing the key tasks of each stage identified in item 5a.

- c. Please describe the resources that the municipality must allocate to complete the key task of each stage identified in item 5a.

- d. Please state specific deadlines for completing the key tasks of each stage identified in item 5a.

- e. Which of the tasks stated in item 5a have been completed so far, and what have been their results?

- f. How is the municipality addressing results described in 5e that deviate from the desired outcomes specified in item 3? What barriers has the municipality encountered during the course of implementation of said goals?

- g. (Optional) Have you considered efforts to use a moderate income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency within your community.

**PLEASE SUBMIT DOCUMENTATION FROM THE EVALUATION PERIOD THAT SUPPORTS PROGRESS AS OUTLINED ABOVE.**

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Municipal legislative bodies are also required to review and submit the following:

**UCA 10-9a-408(2)(c)(i):**

- A current estimate of the city's rental housing needs for the following income limits:
  - 80% of the county's adjusted median family income \_\_\_\_\_
  - 50% of the county's adjusted median family income \_\_\_\_\_
  - 30% of the county's adjusted median family income \_\_\_\_\_

**UCA 10-9a-103(41)(b):**

- An updated projection of 5-year affordable housing needs, which includes: \_\_\_\_\_
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- Projected growth of households (housing demand)
  - Projected housing stock (housing supply)
  - Projected median housing costs

Projected median household income

To complete the annual reporting requirements above, please download the state's FIVE YEAR HOUSING PROJECTION CALCULATOR: <https://jobs.utah.gov/housing/affordable/moderate/>

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SUBMISSION GUIDELINES:

1. Moderate-income housing review reports are due on **December 1, 2020 and annually thereafter.**
2. Emails must include the following items as *separate* attachments:
  - An updated estimate of the municipality's 5-year moderate-income housing needs
  - A findings report of the annual moderate-income housing element review
  - The most current version of the moderate-income housing element of the municipality's general plan
    - Submitted moderate-income housing elements must include their adoption date on a cover page.
3. Acceptable electronic document formats include:
  - (a) DOC orPDF
4. Emails **MUST** be addressed to: [\\*\\* updated biennialreport email address](#)