

Permanent Local Housing Allocation Program (PLHA)

PLHA Formula NOFA 2022

Welcome to the Permanent Local Housing Allocation Program Webinar and thank you for watching. My name is Doniell Cummings program manager, and PLHA is one of the programs my team and I run.



Housekeeping

- Webinar will be recorded and posted
- We will be hosting a live Q&A to be held at a later date
- FAQ's will be posted to the website



Let's begin with Housekeeping.

- This Webinar has been recorded and will be posted to the program webpage for your reference.
- Questions and Answers will be taken during a live Q&A session to be scheduled for a later date
- You can also email your inquiries at any time to the PLHA inbox at PLHA@hcd.ca.gov



Meet the team	
Doniell Cummings	Melanie Nguyen
Jennifer Barajas	Stephanie Truong
Kelsey Barraza	Terri Wright
Muri Bartkovsky	



I would like to take a moment to introduce you to my team. Jennifer, Kelsey, Muri, Melanie, Stephanie and Terri.

Presentation Overview

- General Program Overview
- Delegation of Allocation
- Eligible Activities
- Threshold Requirements
- Application Review
- Application Submission
- What's Next



The topics we will be covering today are General Program Overview, Delegation of Allocation, Eligible Activities, Threshold Requirements, Application Review, Online Submission, and What's Next.



General Program Overview

**Program
Purpose**

**Available
Funds**

Authority



Let's start with a general program overview covering the reasons the program was established, funds available, authority under this program, and guidelines and regulations



The PLHA program was established to provide financial assistance to local governments. Funding will help cities & counties:

- Increase the supply of housing for households at or below 60% of Area Median Income (commonly referred to as AMI)
- Increase assistance to affordable owner-occupied workforce housing
- Assist persons experiencing or at risk of homelessness
- Facilitate housing affordability, particularly for lower- and moderate-income households
- Promote projects and programs to meet the local government's unmet share of regional housing needs allocation
- Ensure geographic equity in the distribution of the funds



NOFA: Funds Available

- Approximately **\$335 million**
- Funding Amounts (Entitlement & Non-entitlement): Refer to NOFA Appendix A
- Non-entitlement Local Government allocation:
 - 50% of funding available for Non-entitlement formula: divided equally among the number of eligible Non-entitlement Local governments.
 - Remaining 50%: allocated proportionately to said governments based on most severe housing needs.



- HCD is pleased to release this Entitlement and Non-entitlement local government formula component. The amount is approximately \$335 million for the PLHA program.
- Entitlement and a Non-entitlement Local governments are eligible for an allocation of PLHA funds. The PLHA funds allocated to each entitlement Local government is directly proportionate to each entitlement Local government's share of the total 2017 CDBG allocation in California.
- The PLHA funds allocated to each Non-entitlement Local government is based on the sum of two factors:
 - 50% distributed equally amongst eligible non-entitlement local governments, and
 - 50% allocated proportionately based upon HUD's most recent Comprehensive Housing Affordability Strategy data.



Important Announcement Regarding 2019 Allocations

- Program guidelines only allow applicants to apply for the current and two previous NOFA's
- For applicants who have not yet applied for their 2019 allocation this is the last chance to access those funds
- Any 2019 allocations that are not applied for in this round will be reverted to the MHP program
- **Don't leave money on the table**

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- Please be advised that if you have yet to apply for your 2019 allocation this will be your final opportunity to do so
- This money is collected from your jurisdictions, and we would love to see it go back into your communities to address housing need
- Tell your neighboring jurisdictions who have not yet applied to reach out to us- we would love to help them access these funds!



Expenditure Deadlines

- Please note the expenditure deadlines for PLHA Allocations
- **2019 allocations must be expended by April 30th, 2024**

Allocation Years	Appropriation Date	Application Deadline	Award Deadline	Expenditure Deadline
Year 1 (2019)	7/1/2019	Fall 2022	April 2023	4/30/2024
Year 2 (2020)	7/1/2020	Fall 2023	April 2024	4/30/2025
Year 3 (2021)	7/1/2021	Fall 2024	April 2025	4/30/2026
Year 4 (2022)	7/1/2022	Fall 2025	April 2026	4/30/2027
Year 5 (2023)	7/1/2023	Fall 2026	April 2027	4/30/2028

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- Expenditure deadlines
- We wanted to take a moment to refresh you on the expenditure deadlines as we move closer to hitting the deadline for the expenditure of the 2019 allocation on April 30th 2024
- First time applicants applying for their 2019 allocation during this application period must expend their 2019 allocation by this date as well- there is no extension based on when you apply. Please keep the expenditure deadline in mind when selecting your activity/activities for your 2019 allocation.



Authority

**Senate Bill 2 (SB 2)
2017 Chapter 364
Atkins, Building Homes
and Jobs Act**

**Health & Safety Code
(HSC) Part 2 of Division
31, Chapter 2.5 Section
50470**



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- SB 2 established the Fund and authorizes the Department to allocate 70 percent of moneys collected and deposited in the Fund, beginning in calendar year 2019, to Local governments for eligible housing and homelessness activities.
- Please note: the competitive PLHA program is unrelated to this PLHA release and has its own NOFA, workshop presentation, and email address for inquiries, all of which can be found on the HCD website.
- Now I'll pass it on to Terri.



Delegation of Allocation

- A local government may delegate another local government to apply and administer on its behalf its formula allocation of Program funds.
- Local governments must enter into a legally binding agreement and the funds must be expended for eligible Activities consistent with Program requirements.
- The delegating Local government shall be identified in the application.
- Both local governments shall be in compliance with their Housing Element and APR.
- The administering Local government shall be responsible for all Program requirements for **the full 5-year term**.

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- Hello, I am Terri and I will start with a review of Delegations
- So, what is a delegation? When a jurisdiction is eligible to receive an allocation, but they do not want to manage the allocation they can delegate the entire allocation to another eligible local government or HTF who manage and take responsibility for the allocation.
- The eligible jurisdiction that is the recipient of the formula allocation and the delegate jurisdiction or LHTF must execute a legally binding agreement setting forth their intentions and the responsibilities of each party. As noted above, the delegate is required to develop the PLHA five-year Plan and complete and submit the application on behalf of the jurisdiction who is the original recipient of the formula allocation.
- Both the recipient of the formula allocation and the delegate jurisdiction must be in compliance with Housing Element law, as stated in PLHA Guidelines Section 302(a), and must have submitted the Housing Element Annual Progress Report by the application submission deadline, as stated

in PLHA Guidelines Section 302(b). In addition, all required PLHA reports must have been submitted.

- When an eligible jurisdiction chooses to delegate their entire formula allocation to another jurisdiction or HTF, the five-year allocation becomes the complete responsibility of the delegate, and the original recipient of the formula allocation is no longer responsible in any way for submitting an application, managing the program, or submitting required PLHA reports. The delegate is responsible for developing the five-year PLHA Plan, submitting the PLHA application in compliance with the NOFA, executing all PLHA documents, administering the formula allocation in compliance with program rules, and submitting all required PLHA reports. The delegation cannot be cancelled for the entire five-year funding period (the current funding period includes the allocations from 2019-2023). This means that if either party wants to cancel their agreement, they must wait until the 2024 formula allocation is made available in the 2025 PLHA Formula Allocation NOFA.



Eligible Activities

1

Predevelopment, development, acquisition, rehabilitation, and preservation of Multifamily, Residential live-work, Rental housing includes necessary Operating subsidies.

2

Predevelopment, development, acquisition, rehabilitation, and preservation of Affordable Rental and Ownership Housing includes Accessory Dwelling Units (ADUs)

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- The PLHA program requires that funds be spent on 1 or more of the 10 eligible activities listed in the guidelines
- Listed above are the first two eligible activities
- Activity 1 is for the Predevelopment, Development, Acquisition, Rehabilitation, or Preservation of Multifamily, Residential live-work, Rental housing. Activity one is geared towards being Affordable to Extremely low-, Very low-, Low-, or Moderate-income households, including necessary Operating subsidies.
- Activity 2 is for the Predevelopment, Development, Acquisition, Rehabilitation, or Preservation of Affordable Rental and Ownership Housing, including Accessory Dwelling Units also known as (ADUs). If PLHA funds are to be used for Preservation of Affordable Rental and Ownership Housing, including ADUs, they must meet the needs of a growing workforce earning up to and AMI of 120% or 150% in high-cost areas(You can check the High-Cost Areas by County in Appendix B of the

NOFA). Keep in mind, when using PLHA funds for ADU's, the renter/tenant would have to income qualify and the occupancy must be for a term of no less than 30 days with an affordability period of 5 years.

- The affordability period for rental housing projects is required to be a minimum of 55 years.
- * For both activities 1&2, please note that: Predevelopment and/or acquisition must result in the development, rehabilitation, or preservation of housing, as otherwise there is no actual housing outcome of the predevelopment or acquisition assistance.



Eligible Activities

3

**Matching portions of funds
Placed into Local or Regional Housing Trust Funds**

4

**Matching portions of funds
Available through the Low- and Moderate- Income Housing
Asset Fund (pursuant to subdivision (d) of HSC Section 34176)**

5

**Capitalized Reserves
For services connected to the preservation and creation of
new Permanent supportive housing.**

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- The next three activities cover the following types of funds that must be provided and made available in order for them to qualify as eligible activities:
- Eligible Activity #3 allows the use of PLHA funds as Matching funds when placed into Local or Regional Housing Trust Fund(s).
- Eligible Activity #4 allows for PLHA funds to be used as Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund, which is pursuant to subdivision (d) of HSC Section 34176, and
- Eligible Activity #5 allows the use of PLHA funds for Capitalized Reserves provided for Services connected to the preservation and creation of new Permanent supportive housing.
- So far, we have covered the first five eligible activities, let's move along to the last five...



Eligible Activities

6

Assisting persons who are experiencing or At-risk of homelessness (24 CFR Section 578.3)

Rapid
Rehousing

Rental
Assistance
(*min 6
months)

Street
Outreach,
SS/CM

Operating
& Capital
Costs

Cons,
Rehab,
Pres PSH
TH

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- Let's look at Eligible Activity #6.
- Through this activity the PLHA Allocation of funds may be used for assisting persons who are experiencing or At-Risk of homelessness with AMI's not to exceed 30%. This includes but is not limited to providing:
 - Rapid Rehousing in conformance with federal rules
 - Rental Assistance with a minimum term of six (6) months (rental arrears are not eligible)
 - Street outreach and other supportive/case management services that allow people to obtain and retain housing
 - operating and capital costs for navigation centers, emergency shelters,
 - and the new construction, rehabilitation and preservation of permanent and transitional housing



Eligible Activities

7

Accessibility modification in Lower-income Owner-occupied housing

8

Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments

9

Homeownership opportunities

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- Funds may also be used for the following activities.
- Eligible activity #7 allows funds to be used for accessibility modifications in Lower-income Owner-occupied housing
- Eligible activity #8 allows funds to be used for efforts to acquire and rehabilitate foreclosed or vacant homes and apartments
- And Eligible activity #9 allows funds to be used for homeownership opportunities including but not limited to down payment assistance.



Eligible Activities

10

Fiscal Incentives Made by a county to a city within the county for approval of one or more Affordable housing projects OR Matching funds invested by county in an Affordable housing development project (The city within the county must have made an equal or greater investment in the project)

***Must be in the form of a grant or low-interest loan**

***Matching funds investments (both county & city) must be a grant or low-interest deferred loan**

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- For eligible activity #10, which is the last eligible activity I will outline for you today, PLHA funds may be used for fiscal incentives. These incentives must be made by a county to a city within the county to incentivize approval of one or more affordable housing Projects or matching Funds invested by a county in an Affordable housing development project in a city within the county, provided that the city has made an equal or greater investment in the project.
- Keep in mind that the county fiscal incentives: shall be in the form of a grant or low-interest loan to an Affordable housing project and Matching funds investments by both the county and the city shall also be in the form of a grant or low-interest deferred loan to the Affordable housing project.



Affordable Owner-Occupied Workforce Housing

- Affordable Owner-Occupied Workforce Housing (AOWH)
 - Must dedicate 20% of all moneys in the Fund
 - Monitoring responsibility
- Not an individual requirement for each jurisdiction

Activities Detail (Activities Detail (Must Make a Selection on Formula Allocation Application worksheet under Eligible Activities, §301))	
§301(a)(9) Homeownership opportunities, including, but not limited to, down payment assistance.	
§302(c)(4)(E)(i) Provide a detailed and complete description of how allocated funds will be used for the proposed Activity.	Enter Percentage of Funds Allocated for Affordable Owner-occupied Workforce Housing (AOWH)
<small>Complete the table below for each proposed Activity to be funded with 2019-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).</small>	

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Now that we have covered all ten PLHA eligible activities we should discuss a matter related to eligible activities- Affordable Owner-Occupied Workforce Housing (also known as AOWH).

- Please Keep in mind, there is a requirement that over the course of the 5-year cycle, 20 percent of all the money accumulated in the PLHA Fund be expended on AOWH
- This is something we are tracking & if the Local governments do not come close to meeting this requirement on their own by selecting AOWH activities, the Department may require the Local governments use a specific percentage of their annual formula allocations in some future year for AOWH activities to ensure the State's 20 percent total requirement is met.
- When AOWH activities are being carried out, the grantee shall be responsible for monitoring AOWH loans to assure the homes remain Owner-occupied.

I will now pass it over to Stephanie to discuss threshold requirements



Threshold Requirements

A

Housing Element Compliance

Must have been submitted by the application date, and subsequently determined to be in substantial compliance with state Housing Element Law (“Formula Allocation Application” tab in the application)
<https://www.hcd.ca.gov/community-development/housing-element/index.shtml>

B

Annual Progress Report (APR)

Other reports in lieu of the APR will not be accepted



Hello, my name is Stephanie and I will be covering threshold requirements

- Threshold Requirement A is Housing Element compliance. Per the Guidelines, Applicants, or any delegating local government, must have a Housing Element that has been adopted by the local government’s governing body before the application deadline and subsequently be determined to be in substantial compliance with state Housing Element Law.
- To find the local government’s current Housing Element compliance status, please visit the website listed on the screen above (<https://www.hcd.ca.gov/community-development/housing-element/index.shtml>).
- Threshold Requirement B requires that Applicants must also submit to HCD the Annual Progress Report (or APR) required by General Code section 65400. Please note, there will be no document substitutions to the APR – it must be *this* report.
- Applicants will certify on the application located on the “Formula Allocation Application” tab that they have met these two threshold requirements.



Threshold Requirement C (1-8)

C

Complete Application

- (1) Application requesting an allocation pursuant to Section 200 in order to carry out one or more of the eligible activities described in Section 301.
- (2) Submission of the application is authorized by the governing boards of the Applicant.



- Threshold Requirement C dictates that Applications be completed in full at the time of submission meaning that
- (1) The application requests an allocation to carry out one or more eligible activity and follows Sections 200 and 301 of the guidelines.
- (2) Be sure to submit the authorization (resolution) from the governing board of the applicant to avoid disqualification.



Threshold Requirement C

C

Complete Application

(3) Certification in the Resolution that if the Local government allocates funds to another housing developer or program operator, the selection process must avoid conflicts of interest and be accessible to the public.



- (3) In the event that the Local government proposes allocating funds to another entity, the resolution must certify that the Local government's selection process avoided any conflicts of interest and must be accessible to the public.
- An updated plan adoption resolution has been released on the PLHA website and is also accessible by clicking the link embedded in the PLHA application. This must be completed properly in order to satisfy the resolution requirements set forth in the NOFA.



Threshold Requirement C

C

Complete Application

(4) A Plan detailing:

(A) How the allocated funds will be used for eligible activities

(B) A description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of AMI
(Programs targeted at households at or below 60 percent of AMI will be deemed to meet this requirement.)

(C) A description of how the Plan is consistent with the programs set forth in the Local government's Housing Element.



- (4) Another piece of information that must accompany the application is a plan which details how allocated funds will be used for eligible activities.
- The plan must describe how the Local government will prioritize investments so that the supply of housing for households with incomes at or below 60% of AMI is increased. & The plan must also describe how it is consistent with the programs in the Local government's Housing Element.



Threshold Requirement C

C

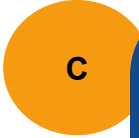
Complete Application

(5) Plan shall be for a term of five years (2019-2023)

(6) A certification that, if funds are used for the acquisition, construction, or rehabilitation of for-sale housing projects or units within for-sale housing projects, Grantee shall record a deed restriction against the property.



- (5) It is important to note that this plan must be for a term of 5 years and the plan years will be based on the year in which the funds were accrued by the state: 2019-2023.
- (6) If funds are used for the acquisition, construction, or rehab of for-sale housing projects, the Grantee will record a deed restriction against the property. This ensures compliance with one of the following requirements if the property is no longer the primary residence of the homeowner: either
 - A) The PLHA loan and any interest thereon shall be repaid to the Local government's PLHA account. The Local government shall reuse the repayments consistent with Section 301; or
 - B) The initial owner and any subsequent owner shall sell the home at an Affordable housing cost to a qualified Lower-Income or Moderate-Income household; or
 - C) The homeowner and the Local government shall share the equity in the unit pursuant to an equity-sharing agreement. The grantee shall reuse the proceeds of the equity-sharing agreement consistent with this section.



Threshold Requirement C

Complete Application

(7) A Certification that, if funds are used for the development of Affordable Rental Housing Development, the Local government shall make the PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project.

(8) A Program income reuse plan describing how repaid loans OR interest accrued by depositing the PLHA funds will be reused for eligible activities specified in Section 301.



- (7) If funds are used for the development of an Affordable Rental Housing Development, it must be certified that the Local government shall use the funds in the form of a low-interest, deferred loan to the Sponsor of the Project.
 - This loan must be evidenced through a promissory note secured by a Deed of Trust;
 - There must also be a Regulatory Agreement that will restrict occupancy and rents according to the Local government-approved underwriting of the project for at least 55 years.
- (8) If applicable, a program income reuse plan will be submitted, and reused or accrued funds must be used for eligible activities. You will indicate on the “Formula Allocation Application” tab that you are attaching the reuse plan and submit this with your application.
- To ensure that you are meeting the threshold requirement of submitting a complete application please make sure you’re saving your documents correctly for your upload to the portal.
- We also ask that you provide signatures in blue ink on any executed and imaged document you are submitting in your application package if you are not using an electronic signature.



Common Mistakes found during our Threshold Review

- Not using the LAD Approved Resolution Template
- Not using the NOFA Appendix C 5-year allocation estimate in the resolution
- Naming the AR on the Resolution: please list “City Manager is authorized...” rather than “Jane Doe, City Manager, is authorized...” to avoid resubmission of resolution if Jane Doe is no longer City Manager
- Not Completing the 5-year Plan (2019-2023)
 - with proper fund allocations (100% per each year)



Let's take a look at some of the issues we saw during our last round of Threshold Review.

- Many applicants did not use the resolution template approved by our legal department, this can lead to delays and potentially the need to return to council for a new resolution.
- Another common mistake in the resolution was applicants using the incorrect allocation amount. You will use the 5-year estimate for your jurisdiction located in Appendix C of the NOFA.
- Another issue we encountered was the name of Authorized Representative being included on the resolution. This becomes a problem when the listed authorized signor vacates their position, and a new resolution is required. To avoid this, we advise listing only the title of the authorized signor rather than listing the person's name and title. (Remember that you also must include the vote count in your resolution – including yeses, noes, abstains, and absences – do not leave any of them blank.)
- Please also remember that the Plan must cover all 5 years: 2019 through 2023.

Again, this is based on the years in which the annual funds are accrued, not the years in which they are spent. Plans must appropriately account for 100% of the annual allocation, even if you are splitting your annual allocation among multiple activities or AMIs.



IF Threshold is NOT met...

- The applicant's assigned HCD Representative will reach out to the Authorized Representative or Contact via email, which must be provided in the application.

Eligible Applicants §300							
§300(a) and (b) Eligible Applicants for the Entitlement and Non-Entitlement formula component described in Section §100(b)(1) and (2) are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section §5306 and Non-entitlement local governments.							
Applicant:							
Address:							
City:		State:		Zip:		County:	
Auth Rep Name:		Title:		Auth Rep. Email:		Phone:	
Address:		City:		State:		Zip Code:	
Contact Name:		Title:		Contact Email:		Contact Phone:	
Address:		City:		State:		Zip Code:	

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- If the applicant fails to meet any of these Threshold requirements, the PLHA representative will reach out and request the required documentation from the contact listed in the application.
- Please use an email account that you regularly check and save HCD's email as a contact, so we don't get forwarded to your spam folder.
- With that, I'll pass the presentation over to Kelsey.



Application Review

- The application can be found on the PLHA Website
- PLHA Website: <https://hcd.ca.gov/permanent-local-housing-allocation>



The screenshot shows the California Department of Housing and Community Development website. The header includes the department name and navigation links for Grants & Funding, Manufactured & Mobilehomes, Building Standards, Planning & Community Development, Policy & Research, and Resources. The main content area is titled "Permanent Local Housing Allocation (PLHA)" and includes a brief description of the program, a contact box for applications and questions, and a subscription link. A footer navigation bar contains icons and labels for "Notice of Funding", "Apply Now", "Awards", and "Reporting & Compliance".

- Hello, I am Kelsey and I will be discussing the PLHA Applications
- First, please note that the application can be found on the HCD website on the PLHA page at hcd.ca.gov/permanent-local-housing-allocation.



New Applicants Formula Allocation Application Tab

- Local Government's Allocation
- Eligible Applicant
- Eligible Activities
- Threshold Requirements
- Administration and Certification

Local Government Formula Allocation for New Applicants				Rev. 2/16/22
Eligible Applicant Type:				
Local Government Recipient of PLHA Formula Allocation:				
2020 PLHA NOFA Formula Allocation Amount:		2020 NOFA Allowable Local Admin (5%):		
2021 PLHA NOFA Formula Allocation Amount:		2021 NOFA Allowable Local Admin (5%):		
2022 PLHA NOFA Formula Allocation Amount:		2022 NOFA Allowable Local Admin (5%):		
Eligible Applicants §300				
§300(a) and (b) Eligible Applicants for the Entitlement and Non-Entitlement formula component described in Section §100(b)(1) and (2) are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section §5306 and Non-entitlement local governments.				
Applicant:				
City:	State:	Zip:	County:	
Auth Rep Name:	Title:	Zip:	Auth Rep. Email:	Phone:
Address:	City:	State:	Zip Code:	
Contact Name:	Title:	Contact Email:	State:	Contact Phone:
Address:	City:	State:	Zip Code:	
§300(d) Is Applicant delegated by another Local government to administer on its behalf its formula allocation of program funds? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Eligible Activities, §301				
§301(a) Eligible activities are limited to the following:				
§301(a)(1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to Extremely low, Very low, Low, or Moderate-income households, including necessary operating subsidies.	Included?			<input type="checkbox"/> YES <input type="checkbox"/> NO
§301(a)(2) The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.				<input type="checkbox"/> YES <input type="checkbox"/> NO
§301(a)(3) Matching portions of funds placed into Local or Regional Housing Trust Funds.				<input type="checkbox"/> YES <input type="checkbox"/> NO
Threshold Requirements, §302				
§302(a) The Applicant's Housing Element and Delegating Local Government's Housing Element (if applicable) was/were adopted by the Local Government's governing body by the application submittal date subsequently determined to be in substantial compliance with state Housing Element Law pursuant to Government Code Section 65565.				
§302(b) Applicant or Delegating Local Government has submitted the current or prior year's Annual Progress Report to the Department of Housing and Community Development pursuant to Government Code Section 65400.				
§302(c)(1) Applicant certified in the Resolution submitted with this application that submission of the application was authorized by the governing board of the Applicant.				
§302(c)(2) Applicant certified in the Resolution submitted with this application that, if the Local Government proposes allocation of funds for any activity to another entity, the Local Government's selection process had no conflicts of interest and was accessible to the public.				
Administration				
Applicant agrees to adhere to §500, Accounting Records.				
Applicant agrees to adhere to §501, Audits/Monitoring of Project Files.				
Applicant agrees to adhere to §502, Cancellation/Termination.				
Applicant agrees to adhere to §503, Reporting.				
Certifications				
On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I possess the legal authority to submit this application on behalf of the entity identified in the signature block.				
Authorized Representative Printed Name	Title	Signature	Date	

- There are two separate applications for the PLHA Formula program: 1 for new applicants applying for their allocations for the first time and another application for returning applicants who have already applied and been awarded
- Let's go over the application for New Applicants
- For New Applicants the PLHA Formula Allocation Application includes several tabs, all of which should be completed.
- The first tab you will complete is the "Formula Allocation Application Tab"
- On this tab you will select the Eligible Applicant Type (Entitlement or Nonentitlement) from the dropdown list and then select the name of the local government for whom you are applying, once you have made these selections the allocation amounts available by NOFA year will auto populate along with the allowable 5% admin amounts
- Next you will complete the "Eligible Applicants" section where you will enter the name of the Jurisdiction applying for the allocation as well as the contact information for the Authorized Representative and Contact
- Next you will select whether the applicant is acting as a delegate on behalf of another jurisdiction and certifying that all public notice comment and hearing requirements were adhered to, and certifying that the resolution, Government TIN form and (if applicable Legally Binding Agreement for the delegation) have been uploaded with the application.

- The next section on the Formula Allocation Application tab is the Eligible Activities section- in this section you will select all activities you will be doing over the 5-year cycle. As you select the activities on the formula allocation page – additional tabs will automatically open on the Plan page based on the activities you indicated you will be doing.
- You will also complete the Threshold Requirements section- here you will be certifying that you are an eligible applicant who has: Housing Element Compliance, Submitted an APR for the current or prior year, resolution requirements have been met and that a reuse plan has been submitted if applicable to the activities chosen.
- Finally, you will complete the Administration and Certifications sections where you will be agreeing to the department's requirements for the administration of PLHA funds and signing off on the application submission as true and correct.



New Applicants 302(c)(4) Plan Tab

- Use the Plan Template
- Provide complete descriptions
- 100% of each year's allocations must be accounted for

§301(a)(6) Assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

§302(c)(4)(E)(i) Provide a detailed and complete description of how allocated funds will be used for the proposed Activity.

Enter Description here |

Complete the table below for each proposed Activity to be funded with 2019-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2019	2020	2021	2022	2023														
Type of Activity for Persons Experiencing or At Risk of Homelessness	Navigation Center Operation	Navigation Center Operation	Navigation Center Operation	Navigation Center Operation	Navigation Center Operation														
§302(c)(4)(E)(ii) Percentage of Funds Allocated for the Proposed Activity	100.00%	100.00%	100.00%	50.00%	50.00%														
§302(c)(4) Plan																			
§302(c)(4)(A) Describe the manner in which allocated funds will be used for eligible activities.																			
§302(c)(4)(B) Provide a description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of Area Median Income (AMI).																			
§302(c)(4)(C) Provide a description of how the Plan is consistent with the programs set forth in the Local Government's Housing Element.																			
																		TOTAL	

- After you have completed the Formula Allocation Tab you will complete the Plan Tab
- We are requiring that you use the Plan template provided on the Plan tab as doing so will assist us in reviewing your application efficiently.
- As shown on this slide, you will need to provide a description of how PLHA Funds will be used for your selected activities, How you will be prioritizing investments that increase housing supply for households with incomes at or below 60% AMI, and How your plan is consistent with the programs set forth in the Local Governments Housing Element.
- Each of these questions should be answered thoughtfully and completely. It is not likely that one sentence response will adequately address the question, which means your application will be delayed as we ask you to respond more fully.
- Next you will complete the Activities Detail section for each of your selected activities. You should be providing a detailed account of how funds will be used for each activity and filling in the chart for each activity by selecting the allocation year(s), subactivity, percentage of funds allocated for the activity by year, Area Median Income Served, RHNA (if applicable), Number of Households served over the 5-year period, and the Period of Affordability if applicable (please note the period of affordability for rental projects must be 55 years).
- Additionally, you will provide a description of major steps/actions as well as a

proposed schedule for the implementation and completion of each activity.

- If you select activities 2,3,4,7,8,9 or 10 you will need to enter the percentage of funds from that activity being allocated for Affordable Owner-occupied Workforce Housing. We use this information to make sure we are meeting the AOWH requirement, so this is a required field and will remain red until filled in with a percentage (even if that is 0)
- Please make sure when completing the plan that the percentage of funds allocated for each year adds up to 100% (example if you are doing activities 2,6, & 9 for 2022 the percentages being allocated for each activity should add up to 100%)



New Applicants GovTIN Form

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal
Government
Agency Name*

City of... OR County of...

- First time applicants will also be expected to submit a Government TIN Forms
- When it comes to the government TIN form please make sure that the Principal Government Agency Name has “City of” or “County of” included in the applicant’s name.
- The only exceptions are the jurisdictions that don’t have their name filed in that way.
- The name in this TIN form must also match exactly how the name was listed in the resolution.



Common Mistakes GovTIN Form

Remit-To Address (Street or PO Box)*

City* State * Zip Code*+4

Government Type: City County
 Special District Federal
 Other (Specify)

Federal Employer Identification Number (FEIN)* **Fill out correctly**

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name Complete Address

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- If the applicant would like the check sent to a sub-department, please include the name and address of the sub-department in the “Remit to address” portion of the form.
 - Also list this sub-department in the Subsidiary Departments portion in the middle of the form,
 - BUT if the checks are not being sent to a sub-department, please leave this middle portion of the form blank and only include the address of the agency in the “Remit-To” portion.
- Make sure to complete the FEIN number and also remember to sign the form before submitting; electronic signatures are okay.
- If any issues occur, a PLHA representative will reach out to the applicant to fix the errors found and resubmit the form prior to approval.



Returning Applicants Streamline Application

- Streamlined Application is for returning applicants only
- Those who applied and were awarded under the 2021 and or 2020 NOFA(s)
- Single page application
- Quick and easy!

Local Government Formula Allocation		Rev. 2/17/22
This streamlined application form is limited to Applicants who applied for and received an award from the 2020 and/or 2021 Formula Allocation NOFA.		
Did Applicant receive an award from the 2020 and/or 2021 Formula Allocation NOFA?		
Which NOFA year(s) are you applying for with this application?		
Eligible Applicant Type:		
Local Government Recipient of PLHA Formula Allocation:		
2021 PLHA NOFA Formula Allocation Amount:	Allowable Local Admin (5%):	
2022 PLHA NOFA Formula Allocation Amount:	Allowable Local Admin (5%):	
Has applicant received their 2021 NOFA funds? Based on the requirements in guideline section 300(e), how much has the applicant committed?		
Instructions: If the Local Government Recipient of the PLHA Formula Allocation delegated its PLHA formula allocation to another Local Government in its 2020 application, the Applicant (for which information is required below) continues to be the administering Local Government, which received the award. The PLHA award will be made to the Applicant (upon meeting threshold requirements) and the Applicant is responsible for meeting all program requirements throughout the term of the Standard Agreement.		
Eligible Applicants §300		
§300(a) and (b) Eligible Applicants for the Entitlement and Non-Entitlement formula component described in Section §100(b)(1) and (2) are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section §5306 and Non-entitlement local governments.		
Applicant:		
Address:		
City:	State:	Zip: County:
Auth Rep Name:	Title:	Auth Rep. Email: Phone:
Address:	City:	Zip Code:
Contact Name:	Title:	Contact Email: State: Contact Phone:
Address:	City:	Zip Code:
Threshold Requirements		
§302(a) Housing Element compliance: Applicant and Delegating Local Government's if applicable Housing Element was adopted by the Local Government's governing body by the application submittal date and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to Government Code Section 65585.		
§302(b) Applicant and Delegating Local Government have submitted the current or prior year's Annual Progress Report to the Department of Housing and Community Development pursuant to Government Code Section 65400.		
Certifications		
On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I possess the legal authority to submit this application on behalf of the entity identified in the signature block.		
Authorized Representative Printed Name	Title	Signature Date

- Now let's discuss the Streamline Application for returning applicants
- The streamlined application is a quick and easy way for returning applicants to apply for subsequent allocations
- This is a one-page application and is specifically for applicants who have already applied for and been awarded allocations from the 2020/2021 NOFA's
- On the Formula Allocation tab, you will complete the top portion of the application by selecting from the dropdown lists which year/years you have received an award, which year/years you are currently applying for, the type of applicant (Entitlement or NonEntitlement), the name of the jurisdictions allocation for whom you are applying. Once you have entered this information the allocation amount(s) and 5% allowable admin will auto populate.
- Additionally, if you have received your 2021 NOFA funds you will enter the dollar amount of funds you have committed to ensure you have met the requirement of guidelines section 300e which states : An Applicant shall not be eligible to receive a new allocation of PLHA funds if it has an uncommitted amount of formula PLHA funds greater than the following: (1) Four times the pending annual allocation if the pending annual allocation is \$125,000 or less;
- (2) \$500,000 if the pending annual allocation is greater than \$125,000 and less than \$500,000; (3) The amount of the pending annual allocation if the

pending allocation is \$500,000 or more.

- Next you will complete the “Eligible Applicants” section where you will enter the name of the Jurisdiction applying for the allocation as well as the contact information for the Authorized Representative and Contact
- You will also complete the Threshold Requirements section- here you will be certifying that you are an eligible applicant who has: Housing Element Compliance, Submitted an APR for the current or prior year, that the submission of the application was authorized by the applicants governing board, certifying that the originally submitted plan has not been altered by a change in activities or 10% of funds, that applicant meets the requirements of 300e, the PLHA Annual Report has been submitted and that a reuse plan has been submitted if applicable to the activities chosen.
- The Authorized Representative will then complete the Certifications section by signing that the application is true and correct. Please note the Authorized Representative who signs must be the same person or position that was authorized on the original resolution submitted. If the original resolution listed the name and position of the Authorized Representative and they are no longer in that position, a new resolution must be obtained, and a new Authorized Representative approved.



300e Requirement

- Guidelines section 300e will be assessed for all returning applicants
- 300e states: An Applicant shall not be eligible to receive a new allocation of PLHA funds if it has an uncommitted amount of formula PLHA funds greater than the following
 - (1) Four times the pending annual allocation if the pending annual allocation is \$125,000 or less;
 - (2) \$500,000 if the pending annual allocation is greater than \$125,000 and less than \$500,000;
 - (3) The amount of the pending annual allocation if the pending allocation is \$500,000 or more.

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- Please note that returning applicants will be subject to Guidelines Section 300e in this round
- This means that an applicant will not be eligible to receive their 2021 allocation if they have uncommitted PLHA funds greater than:
 - (1) Four times the pending annual allocation if the pending annual allocation is \$125,000 or less;
 - (2) \$500,000 if the pending annual allocation is greater than \$125,000 and less than \$500,000;
 - (3) The amount of the pending annual allocation if the pending allocation is \$500,000 or more



300e Continued

- On the application you will be asked to enter the amount of funds you have committed from the previous allocations
- The field will turn red if the jurisdiction has not yet committed the required amount- indicating that the jurisdiction is not eligible to apply for additional funds
- Prior to disbursement of 2021 allocations the SGM team will review documentation verifying the commitment of funds (resolution, legally binding commitment or contract)

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- The 300e requirement will be assessed via a new section on the Streamlined Application
- You will enter the amount of the PLHA funds you have committed
- If the commitment amount is insufficient to meet the requirement of 300e based on prior years awards the application field will turn red



Returning Applicants: Plan Amendment

- Amending your plan? You will need to:
 1. Complete a new PLHA Formula 5-year Plan Amendment
 2. Obtain a new Resolution
 3. Complete your Streamlined Application and select “No” indicating that the plan has changed
 4. Submit all three documents through the portal

(The 5-Year Plan Amendment and Resolution Template are located on the PLHA Webpage)

PLHA Formula 5-year Plan - Amendment		Rev. 5/21
Eligible Activities, §301		
§301(d) Eligible activities are limited to the following:		Included?
§301(e)(1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to Extremely low-, Very low-, Low-, or Moderate-income households, including necessary operating subsidies.	<input type="checkbox"/>	YES
§301(e)(2) The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.	<input type="checkbox"/>	YES
§301(e)(3) Matching portions of funds placed into Local or Regional Housing Trust Funds.	<input type="checkbox"/>	YES
§301(e)(4) Matching portions of funds available through the Low- and Moderate-income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.	<input type="checkbox"/>	YES
§301(e)(5) Capitalized Reserves for services connected to the preservation and creation of new permanent supportive housing.	<input type="checkbox"/>	YES
§301(e)(6) Assisting persons who are experiencing or at-risk of homelessness, including, but not limited to, providing rapid re-housing, rental assistance, supportive case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.	<input type="checkbox"/>	YES
§301(e)(7) Accessibility modifications in Lower-income Owner-occupied housing.	<input type="checkbox"/>	YES
§301(e)(8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.	<input type="checkbox"/>	YES
§301(e)(9) Homeownership opportunities, including, but not limited to, down payment assistance.	<input type="checkbox"/>	YES
§301(e)(10) Fiscal incentives made by a county to a city within the county or a city within the county in exchange for approval of one or more affordable housing Projects, or matching funds invested by a county in an affordable housing development Project in a city within the county, provided that the city has made an equal or greater investment in the Project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the affordable housing Project.	<input type="checkbox"/>	YES
Formula Allocation Application 302(c)(4) Plan Application Support		
§302(c)(5) Applicant certifies that the Plan has not reallocated more than 10 percent of funds among Activities from the approved 5-year Plan included in the PLHA program Standard Agreement, Exhibit E.	<input type="checkbox"/>	No

- For existing applicants who wish to make an amendment to their 5-year plan that will result in more than 10% of the funding allocation to change from one activity to another or a complete change in activities being done, an amendment is required, and the following steps are necessary:
 - 1) Using the Amendment template on our webpage, complete the PLHA Formula 5-year Plan Amendment. You will first need to select the appropriate activities on the Formula Allocation Application then proceed with completing the 302(c)(4) tab.
 - 2) Publicly notice the new plan and hold a public hearing.
 - 3) Using the resolution template on our website, have the governing body approve and execute acceptance of the new plan.
 - 4) This Amended plan and a new resolution will need to be submitted with your Streamlined Application



Application Support Tab

- appsupport@hcd.ca.gov and PLHA@hcd.ca.gov

Application Development Team (ADT) Support Form Form 5/08/13

Please complete the "yellow" cells in the form below and email a copy to: AppSupport@hcd.ca.gov. A member of the Application Development Team will respond to your request within ASAP.

Full Name:		Date Requested:		Application Version Date:	
Organization:		Email:		Contact Phone:	
Justification:					

Issue #	Program Name &	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1						High		
2								
3								
4								

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- The application support tab is a form to submit via email to HCD for any technical issues you are having within the application.
- Please note that this tab is strictly for technical issues within the application and is not a required tab to be completed as part of the application process.
- Please be sure to include all specific information for the location of the error and the level of urgency. Please submit the completed form to appsupport@hcd.ca.gov and (cc) the PLHA inbox PLHA@hcd.ca.gov.



Application Tips

- Start your application early
- Do not copy and paste
- Complete the tabs in order
- Do not alter or modify
- Do not submit via Apple products
- Application signatory = authorized signer
- Submit the most recent application version
- TIN must match the applicant's name

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- Applications must meet all eligibility requirements upon submission. So, with that in mind, I'd like to give you some tips on application submission.
- Be sure to start your application early so you have time to reach out for assistance if necessary.
- Please do not copy and paste into cells. This often results in mistakes and can also disrupt the flow of the document.
- Complete the tabs in order as the tabs are linked as they often flow to other cells.
- Applications must be on the Department's forms and cannot be altered or modified in any way.
- Please do not submit your application via Apple products. Our required forms do not translate to the Apple equivalent smoothly.
- Please confirm the application signatory is an authorized signer per the Applicant's Resolution. If the resolution states the authorized person OR their designee than that means the authorized person may designate someone else to complete and sign the app – that designation must be put in writing on letter head

and uploaded with application documents.

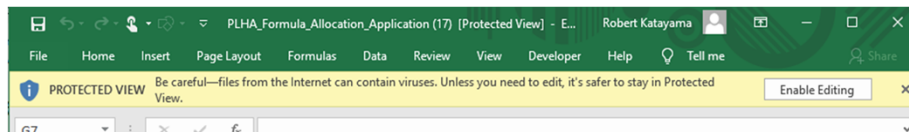
- Make sure you are submitting the most recent application version from the PLHA webpage.
- The Tax Identification Number must match the applicant name – failure to do this may delay your review.
- Now I'll hand it over to Muri .



Application Submission

- **Complete application must be submitted online through the portal**
 - Couriered/mailed applications or USBs will not be accepted
- **Must be received by the Department no later than 4:00 p.m. PST on October 31, 2022**

*****No technical support after 5:00PM 10/31/22*****



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- Hello I am Muri and I will be covering some important details on submitting your application.
- Please make sure your application is complete with all relevant exhibits and documentation. Submissions will only be accepted online via the submission portal available on the PLHA website.
- Applications must be received no later than 4:00 pm on October 31, 2022.
- Please note that we are no longer closing the portal for submissions at midnight- it will close at 4:00 PM moving forward as there is only technical assistance available until 5:00pm, so please do not wait until the last moment to submit your application.
- We map the applications for tracking purposes, so it is important that you submit your application as an excel document. Please make sure and hit the “enable editing” button that is at the top of the document when you first start.



Submission Portal

Home > Grants & Funding > Programs: Active > Permanent Local Housing Allocation (PLHA)

Permanent Local Housing Allocation (PLHA)

PLHA provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.

For all Reporting, Disbursement, and Program Questions following Standard Agreement Execution: PLHASGM@hcd.ca.gov.

Subscribe: [CPLHA emailing list](#) to receive notifications and announcements.

Contact Us
Application, General Program, and Standard Agreements Questions:
[Email us](#)



Notice of Funding



Apply Now



Awards



Reporting & Compliance

<https://www.hcd.ca.gov/permanent-local-housing-allocation>

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- The PLHA application must be submitted online via our application portal. Please visit the PLHA HCD website at HCD.ca.gov or by clicking the link above when you are ready to submit your PLHA application.
- If you have problems submitting your application once the portal is open, please contact the PLHA inbox for assistance



Disclosure of Application

- Information becomes public record available for review by the public
- Use Discretion - Applicant is waiving any claim of confidentiality and consents to the disclosure of all submitted material upon request

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- One last reminder specific to public disclosure: it is important to note that the information included in your application becomes a public record which is available for review by the public should it be requested.
- Upon submission you are waiving any claim of confidentiality and consenting to the disclosure of all material upon request. Please only provide information specifically requested within the application.



What's Next? Internal Process



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- Once we receive applications through the portal, we review to the to ensure that threshold requirements have been met. We check to see that applicants have submitted a complete application and provided every required document.
- Once the applicant passes threshold, they will be approved, and we will begin the process of sending the applicant their award letter via email.
- After this there will be a Departmental review for each standard agreement, and the Contracts Unit will send a draft “Pending Agreement” to the authorized representative and application contact for their review and signature.
- Once the Authorized Representative and Contracts have executed the Standard Agreement, 100 percent of the funds can be advanced immediately.
- In order to receive the allocation, the applicant will fill out a PLHA Request for Funds Form and submit it to our State Grants Management team at PLHASGM@hca.ca.gov.
 - Any questions regarding this form should also be sent to this email address.

- Please note, the timeframe fluctuates due to multiple programs running at the same time and flowing through the same departments. Be aware that this process can take a few months from application submission.



Annual Reporting Requirement

- The Annual Report documents the uses and expenditures of any allocated funds.
- Every July 31st submit to Department's State Grant management (SGM) section.
- Applicants failing to meet this requirement will not be eligible for subsequent award until the Annual Report is submitted.
- Annual Report can be found on the PLHA webpage
- Questions regarding reporting requirements should be sent to PLHASGM@hcd.ca.gov

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- There is an Annual Report requirement which enables the ongoing tracking of uses and expenditures of any allocated funds.
- This report is due July 31st each year and should be submitted to the PLHA State Grants Management Team. If this report is not received by the deadline, then the funds will not be awarded or distributed.
- Any first-time PLHA applicants will not be required to fulfill this, of course, but in subsequent years, it will be a requirement. So, you will see this on your application, but you can leave it blank or put N/A if this is your first time applying. If it causes the cell to turn red, please ignore it.



Resources

Permanent Local Housing Allocation (PLHA) Website

<https://www.hcd.ca.gov/grants-funding/active-funding/plha.shtml>

Senate Bill 2, Atkins. Building Homes and Jobs Act

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB2

Health and Safety Code – HSC Division 31. Housing and Home Finance [50000-54034] Part 2. Department of Housing and Community Development [50400-50899.7]

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=31.&title=&part=2.&chapter=2.5.&article=1

PLHA Final Guidelines

<https://www.hcd.ca.gov/grants-funding/active-funding/docs/PLHA-Final-Guidelines-11-19.pdf>

Housing Element Compliance

<https://www.hcd.ca.gov/community-development/housing-element/index.shtml>

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- Here are links to some resources you may use for this program.
- The PLHA Webpage
- Senate Bill 2
- California Health and Safety Code
- PLHA Guidelines
- Information on Housing Elements



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For inquiries and questions

Registration and Titling:

(800) 952-8356
(800) 735-2929 (TTY)
ContactRT@hcd.ca.gov

Mobilehome Assistance Center (Complaints):

(800) 952-8356
MHAssistance@hcd.ca.gov

Mobilehome Residency Law Protection Program (MRL Complaints):

(800) 952-8356
MRLComplaint@hcd.ca.gov

Mail



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[/company/californiahcd](#)



- You also have the option to follow HCD on social media, which is a great way to stay informed on programs and updates.
- Thank you for joining us and we look forward to working with you!