

**Permanent Local Housing  
Allocation Program (PLHA)  
Formula Allocation for  
Entitlement and Non-Entitlement  
Jurisdictions  
NOFA and Application Workshop**



May 2021

California Department of Housing and Community Development



## Welcome & Introduction

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Hi, I'm Melanie and welcome to the Department of Housing and Community Development Webinar for PLHA. Our goal is to provide you with the information and tools to ensure you submit a complete application.



## Please Review Q&A

- Please visit our HCD website to find answers to frequently asked questions
- [https://hcd.ca.gov/grants-funding/active-funding/plha/docs/plha\\_qa\\_april2021\\_ada.pdf](https://hcd.ca.gov/grants-funding/active-funding/plha/docs/plha_qa_april2021_ada.pdf)
- **Live Q&A: May 20, 2021 (Sign up for ListServ)**

Please visit our HCD website to find answers to frequently asked questions in addition to other helpful resources that are posted. We will host a live Q&A on Thursday May 20, 2021, so please sign up for our ListServ which will allow you to receive important notifications regarding the PLHA program if you haven't already.



## Presenters

Meet our HCD PLHA Presenters	
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Today you'll be hearing from myself and additional PLHA team members: Jennifer, Doniell, Veronika and Kimberly.

If you have any questions following this presentation, please email them to [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov) and one of us will respond to you.



## Agenda

- Welcome and Introduction
- General Program Overview
- Delegation of Allocation
- Eligible Activities
- Threshold Requirements
- Application Review
- Online Submission
- What's Next
- HCD Standard Agreements

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



## General Program Overview

- Program Purpose
- Funds Available & Authority
- Guidelines & Regulations

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I will be covering the reason the program was established, funds available and authority under this program, and guidelines and regulations



## Program Summary

- Purpose
  - To provide financial assistance to local governments for eligible housing-related projects and programs to assist in addressing the unmet housing needs of their local communities.



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

- Increase 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 and Authority

- Approximately **\$304 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.

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HCD is pleased to release this Entitlement and Non-entitlement local government formula component. The amount is approximately \$304 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.





## NOFA: Funds Available and Authority (continue)

Administrative costs related to the execution of eligible activities shall not use more than 5% of the allocation

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A Local government receiving an allocation award under this NOFA shall not use more than 5% of the allocation for administrative costs related to the execution of eligible activities.



## 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 Doniell.



## Delegation of Allocation

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Hi, I'm Doniell and I will be reviewing the application process.



## Application: Delegation

### What is Delegation?

- Jurisdiction is eligible to receive a formula allocation but the jurisdiction does not have available staff to administer the allocation, and the administrative funds allowance is too small to hire a consultant, they can choose to delegate the entire formula allocation to another eligible local government or to a Local Housing Trust Fund (LHTF).

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When a jurisdiction is eligible to receive an allocation but they do not want to manage the allocation and would rather delegate the entire allocation to another eligible local government or HTF who manage and take responsibility for the allocation.



## Application: Delegation

### How does the Delegation work?

- 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 delegation cannot be cancelled for the entire five-year funding period (the current funding period includes the allocations from 2019-2023).

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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 have to wait until the 2024 formula allocation is made available in the 2025 PLHA Formula Allocation NOFA.



## Application: Delegation

### **What makes the jurisdictions “eligible” for this delegation 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, as stated in PLHA Guidelines Section 302(b). In addition, all required PLHA reports must have been submitted.

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



## Application: Delegation

### What is required to delegate a formula 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.
- 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.

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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.



## Eligible Activities

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Hi everyone, my name is Kim and I will be outlining the Eligible Activities (EA) under the PLHA NOFA for 2021. Keep in mind that pursuant to the PLHA Guidelines and as mentioned in the NOFA specifically, PLHA funds allocated to eligible Applicants must be used to carry out one or more of the Eligible Activities.

Before we begin to outline each activity there are a few components I would like you to keep in mind:

A Local government receiving an allocation shall use no more than 5 percent of an activity's administration cost for which the allocation was made; On the contrary, Staff and overhead costs directly relating to the carry out of the eligible activity are considered "activity costs" and NOT subject to the administrative cost cap. Additionally, a local government may share funds available for administrative costs with entities that are administering its allocation.

A second component is eligible jointly funded projects which must be an eligible activity pursuant to Section 301 (a). Two or more local governments receiving PLHA allocations may expend those moneys on an eligible jointly funded project. Importantly, the jointly funded project must be located within the boundaries of one of the local governments.



Lastly, Entitlement local governments may use the flow of PLHA funds to incentivize private lender loans and to guarantee payments for some or all public agency bond financings for activities consistent with the uses identified in Section 301 of the PLHA Guidelines. What's key about this particular allowance is the loan guarantee Activity must be identified and fully explained in the Applicant's "Plan".

A very important thing to keep in mind is that all services must be provided within the county containing the Local government recipient

Now, let's jump in and go over the eligible activities that are also outlined in the PLHA Guidelines in Section 301. Keep in mind that each eligible activity is limited to one or more of the following details I will be highlighting in the next few slides.



## Eligible Activities

Activity 1. Predevelopment, development, acquisition, rehabilitation, and preservation of Multifamily, Residential live-work, Rental housing

- includes necessary Operating subsidies.

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Listed above is the first eligible activity. This activity includes the following development types: Predevelopment, Development, Acquisition, Rehabilitation, and Preservation of Multifamily, Residential live-work, Rental housing.

In addition to these development types, the first Eligible Activity is geared towards Affordable to Extremely low-, Very low-, Low-, or Moderate-income households, including necessary Operating subsidies.



## Eligible Activities

### Activity 2. Predevelopment, development, acquisition, rehabilitation, and preservation of Affordable Rental and Ownership Housing

- includes Accessory Dwelling Units (ADUs)

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The second eligible activity includes the following development types: Predevelopment, Development, Acquisition, Rehabilitation, and Preservation of Affordable Rental and Ownership Housing, including Accessory Dwelling Units also identified 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 an AMI up to 120% or 150% in high cost areas.

You can check the High-Cost Areas by County in Appendix B of the NOFA, and how they categorize based on the limits assessed by the Federal Housing Finance Agency and the Department of Housing and Urban Development. Additionally, keep in mind, when including ADU's, both the homeowner and renter/tenant would have to income qualify as well as be available for occupancy for a term of no less than 30 days. The affordability period for rental housing projects is required to be a minimum of 55 years.

During the application submission period the applicant must include a very important piece of information: A certification for either: Any development of an Affordable Housing Rental Development in the Resolution, or for an acquisition,

construction or rehabilitation of for-sale housing projects or units within for-sale housing projects. You will find information outlining these certification details on page 16, items (7) and (8) of the PLHA Final Guidelines. Additionally, you will find the language for the Affordable Housing Rental Development's certification in the Departments Resolution Template posted on the HCD Website.



## Eligible Activities (continue 1)

### Activity 3. Matching portions of funds

- Placed into Local or Regional Housing Trust Funds

### Activity 4. Matching portions of funds

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

### Activity 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 must have Matching portions of funds placed into Local or Regional Housing Trust Funds.

Eligible Activity #4 must have 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 must have 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 (continue 2)

Activity 6: Assisting persons who are experiencing or At-risk of homelessness (24 CFR Section 578.3)

**Maximum AMI: 30%**

- Rapid rehousing (24 CFR Section 576.104 – EXCEPT for legal services)
- Rental assistance – minimum 6 months – EXCEPT for rental arrears
- Street outreach & other supportive/case management services (24 CFR Section 576.101)

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Let's look at Eligible Activity #6.

Through this activity PLHAs Allocation of funds may be used for assisting persons who are experiencing or At-Risk of homelessness with an AMI not to exceed 30%. This includes but is not limited to providing:

Rapid Rehousing in conformance with federal rules (except for legal services); Rental Assistance with a minimum term of six (6) months (rental arrears is not eligible); and street outreach and other Supportive/Case Management Services that allow people to obtain and retain housing;



## Eligible Activities (continue 3)

### Activity 6 (continued):

- Operating and capital costs for navigation centers and emergency shelters and the new construction, rehabilitation and preservation of permanent and transitional housing.

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Additionally, through this activity PLHAs Allocation of funds may be used for operating and capital costs for navigation centers, emergency shelters, and the new construction, rehabilitation and preservation of permanent and transitional housing, as outlined on page 12, Section (6) of the PLHA Final Guidelines. .

This activity may include sub-awards to Administrative Entities as defined in HSC Section 50490(a)(1-3) that were awarded California Emergency Solutions and Housing (CESH) program or Homeless Emergency Aid Program (HEAP) funds for rental assistance to continue assistance to these households.

Keep in mind, applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelters and transitional housing activities in a manner consistent with the Housing First practices described in 25 California Code of Regulations, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255 (b)(8).

Applicants must also incorporate the core components of Housing First if allocated funds will be for the new construction, rehabilitation and preservation of Permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255(b).



## Eligible Activities (continue 4)

Activity 7: Accessibility modification in Lower-income Owner-occupied housing

Activity 8: Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.

Activity 9: Homeownership opportunities

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Funds may also be used for the following outlined in Eligible Activities 7, 8 and 9.

Eligible activity #7 allows funds to be used for accessibility modification 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





## Eligible Activities (continue 5)

### Activity 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 Allocation 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 two important components regarding the county fiscal incentives: they should 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 also must be a grant or low-interest deferred loan to the Affordable housing Project.



## Eligible Activities (continue 5)

- Additional Information:
  - Affordable Owner-Occupied Workforce Housing (AOWH)
    - receive 20% of the moneys in the Fund
    - Monitoring responsibility

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Now that I have outlined all ten of PLHA's eligible activities for this round, there is one more component related to Eligible Activities I would like to outline before closing this section, and that is Affordable Owner-Occupied Workforce Housing (also known as AOWH): Keep in mind, it is required that 20 percent of the money in the Fund be expended for this housing type, and the grantee shall be responsible for monitoring AOWH loans to assure the homes remain Owner-occupied. When the Local government proposes funding towards Affordable Owner-Occupied Workforce Housing activities and it is lower than 20 percent of the moneys available in the Fund, the Department may require Local governments to use a specific percentage of their annual formula allocations in some future year for AOWH activities as part of the annual funding process to ensure the State's 20 percent requirement is met.

That concludes my outline of the PLHA Eligible Activities. I will now turn it over to Veronika who will outline the Threshold Requirements.

Thank you!



## Threshold Requirements

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Hi – I'm Veronika and I'll be discussing the threshold requirements for PLHA.



## Threshold Requirements

### A. Housing Element Compliance

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

### B. Annual Progress Report (APR)

- Other reports in lieu of the APR will not be accepted

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First, let's talk about the Housing Element compliance. 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 determined to be in substantial compliance with state Housing Element Law.

When completing your application, you'll find the Housing Element compliance requirement located in the application under the "Formula Allocation Application" tab.

To find the local government's current Housing Element compliance status, please visit the website listed on the screen. It is also provided in Section 302 of the PLHA guidelines.

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.



## Threshold Requirements (continue 1)

### C. Complete Application (1) & (2)

- Application requesting an allocation pursuant to Section 200 in order to carry out one or more of the eligible activities described in Section 301.
- Submission of the application is authorized by the governing boards of the Applicant. Submit Excel app + signed PDF of app.
- *“PLHA Formula Jumpstart Guide”*

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Applications must be completed in full at the time of submission. The application must correctly follow Sections 200 and 301 of the guidelines.

Be sure to submit the authorization from the governing board of the applicant to avoid disqualification. You will submit both an Excel version of your PLHA application and a PDF of the executed application. Make sure you're saving your documents correctly for your upload to the portal by following the “Jump Start Guide for PLHA Applications” document located on the PLHA website.

We ask that you provide signatures in blue ink on any executed and imaged document you are submitting in your application package.



## Threshold Requirements (continue 2)

### 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.

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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.



## Threshold Requirements (continue 3)

### 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.*

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Another piece of information that must accompany the application is a plan which details how allocated funds will be used for eligible activities.

It must also 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.



## Threshold Requirements (continue 4)

### C. Complete Application (4) (cont.)

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

### C. Complete Application (5)

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

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This plan must also describe how it is consistent with the programs in the Local government's Housing Element.

An updated application and 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.

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. Approval by HCD is required for any amendments made during the term of the plan. An example of a required amendment would be reallocation of more than 10% of funds among the approved activities. This would also require approval by the governing body at a publicly-noticed public meeting.





## The Plan

### Application Tab: “Section 302(c)(4) Plan”

**§302(c)(4)(E)(i)** Provide a detailed and complete description of how allocated funds will be used for each proposed Affordable Rental Housing Activity

HERE IS WHERE YOU WILL DESCRIBE HOW ALLOCATED FUNDS WILL BE USED FOR THIS ACTIVITY

Complete the table below for each proposed Affordable Rental Housing 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													
<b>§302(c)(4)(E)(ii)</b> Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity	100.0%	50.0%	30.0%	70.0%	100.0%													
<b>§302(c)(4)(E)(iii)</b> Area Median Income Level Served	60%	60%	50%	60%	50%													TOTAL
<b>§302(c)(4)(E)(iv)</b> Unmet share of the RHNA at the AMI Level <small>Note: complete for year 2019 &amp; 2020 only</small>	624	601																1425
<b>§302(c)(4)(E)(v)</b> Projected Number of Households Served	105	50	25	65	100													345
<b>§302(c)(4)(E)(vi)</b> Period of Affordability for the Proposed Affordable Rental Housing Activity (55 years required for rental housing projects)	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	

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When completing the application, the tab labeled “Section 302(c)(4) Plan” has some fields that must be completed for each proposed activity, including:

A description of each proposed Activity and the percentage of funding allocated to it. Each plan year should total 100% of funds, meaning to say, if you were splitting funds equally between two activities in plan year 2020, you’d allocate 50% to one activity and 50% to the other, and would make sure each subsequent plan year also totals 100% of allocated annual funds. Additionally, certain activities will include the percentage of funds, if any, directed to Affordable Owner-occupied Workforce Housing, (or AOWH). Please be sure to fill out this field when it is shown.

You will also be required to provide the projected number of households to be served at each income level and a comparison to the unmet share of the RHNA at each income level. Note: it is okay to complete the RHNA information only for 2019 and 2020 in application year 2021, as those are the only numbers you’d currently know.

The period of affordability and level of affordability for each Activity is also required. Rental Projects are required to have affordability periods of at least 55 years.

Any fields that are not completed will result in a representative from the program requesting that you correctly and fully complete your application and resubmit it, which will delay being awarded. When in doubt, please email us at [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov) with your questions and we will respond to offer assistance during your application preparation.



## The Plan (continue 1)

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

HERE IS WHERE YOU WILL DESCRIBE HOW ALLOCATED FUNDS WILL BE USED FOR THIS ACTIVITY

Complete the table below for each proposed Affordable Rental Housing 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	2019	2020	2020	2022	2023												
<b>§302(c)(4)(E)(ii)</b> Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity	50.0%	50.0%	50.0%	50.0%	100.0%	100.0%												
<b>§302(c)(4)(E)(iii)</b> Area Median Income Level Served	50%	60%	50%	60%	60%	60%												TOTAL
<b>§302(c)(4)(E)(iii)</b> Unmet share of the RHBA at the AMI Level <i>Note: complete for year 2019 &amp; 2020 only</i>	824		601															1425
<b>§302(c)(4)(E)(iii)</b> Projected Number of Households Served	105	82	97	80	122	130												616
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Affordable Rental Housing Activity (85 years required for rental housing projects)	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	

CoverPage | Instructions & Checklist | Formula Allocation Application | **302(c)(4) Plan** | Legislative Contacts | cnty-splitbyplace13\_17 | ... | +

On the same tab of the application, there is language describing the need for each PLHA funded activity to be listed separately. This also includes listing a single activity multiple times if the activity will be assisting households at more than one level of AMI.

In the example above, you'll see 2019 is listed twice, as is 2020. The annual allocation is split 50/50 between two different AMI levels served. It should be listed as many times as is necessary to capture all AMI levels that will be assisted.

Please note that splitting your allocation between 2 or perhaps at most 3 activities tends to avoid the need for plan amendments that we've seen when jurisdictions try to split it between many activities.



## Threshold Requirements

(continue 5)

### C. Complete Application (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.

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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 Requirements (continue 6)

### 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.

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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.



## Threshold Requirements (continue 7)

### C. Complete Application (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.

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A program income reuse plan will be required, and reused or accrued funds must be used for eligible activities. You will also indicate on the “Formula Allocation Application” tab that you are attaching the reuse plan.



## Common Mistakes found during our Threshold Review

- NOFA Appendix C 5 year allocation estimate should be used in the resolution.
- Plan is 5 years: 2019-2023
  - with proper fund allocations (100% per each year)
- Resolution: 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.

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

A common mistake was applicants used the incorrect allocation amount in their resolution. You will use the 5 year estimate located in Appendix C of the NOFA.

Please also remember that the Plan is for 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.

Lastly, we had to request that many jurisdictions update their resolutions due to the listed authorized signer vacating their position, thus requiring a new resolution. To avoid this, we advise listing the title of the authorized signer 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.



## IF Threshold is NOT met...

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

Eligible Applicants §300					
<p><b>§300(a) and (b)</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.</p>					
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 these requirements, the PLHA representative will out and requests the required documentation from the contact listed in the application.

Please use an email account that you regularly check, and save HCD's emails as a contact so we don't get forwarded to your spam folder.

With that, I'll pass the presentation over to Doniell.





## Application Review

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Hi, I'm Doniell and I will be reviewing the application process.



## Where to find the application

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

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First, please note that the application can be found on the HCD website on the PLHA page.



## Application: Required Information

§302(c)(4) Plan		12/17/19
§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 80 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.	
<b>Activities Detail (Activities Detail (Must Make a Selection on Formula Allocation Application worksheet under Eligible Activities, §301))</b>		
§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.	
§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.	
§301(a)(3)	Matching portions of funds placed into Local or Regional Housing Trust Funds.	
§301(a)(4)	Matching portions of funds available through the Low- and Moderate-income Housing Asset Fund pursuant to subdivision (d) of H&C Section 34176.	
§301(a)(5)	Capitalized Reserves for Services connected to the preservation and creation of new Permanent supportive housing.	
§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.	
§301(a)(7)	Accessibility modifications in Lower-income Owner-occupied housing.	

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The PLHA Formula Allocation Application includes several tabs, all of which should be completed.

As you select the activities on the formula allocation page – tabs will automatically open on the Plan page. You will complete all the questions for each activity. Some of the boxes such as RHNA may not be applicable depending on your activity (such as navigation center).

In the event that a Local government opts to delegate their allocation to another local housing trust fund or government, the recipient becomes the applicant. I will talk about that in more detail under application tips in an upcoming slide.

We are requesting you use the Plan template provided as doing so will assist us in reviewing your application efficiently.

Each question 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.



## Application: Required Information (continued 1)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	
136. §302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.																																						

### Examples of PLHA eligible activities that do not meet RHNA standards:

- Operating assistance to emergency homeless shelters
- Rehabilitation of owner-occupied housing

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As shown on this slide, you will list major actions needed and a proposed schedule for the implementation and completion of the Activity.

The period of affordability and level of affordability of rental projects must have an affordability period of 55 years.

If the Local Government is a County that is an urban County under HUD's distribution of CDBG funds rules, then the Plan should use the County's Housing Element and Regional Housing Needs Allocation, and not use the cities that are members of the Urban County.



## Application: Annual Requirement

### Annual Report

- Annual Report documenting the uses and expenditures of any allocated funds. Every July 31<sup>st</sup> submit to Department's state grant management section.
- Application will not be eligible for award until the Annual Report is submitted.

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There is an Annual Report requirement which consists of ongoing tracking of the uses and expenditures of any allocated funds. This report is due July 31<sup>st</sup> each year and should be submitted to the Department's grants management division. 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 it causes the cell to turn red, just ignore it.



## Application Tips

- Select eligible applicant type & city or county
- 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 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 select your eligible applicant type and your county or city from the dropdown on the Formula Allocation Application tab.

-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.

-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.

Since we are only accepting applications online, we are requesting that the authorized signer print the signature page, sign it in blue ink if possible and upload it to as a PDF with the application documents.

-Make sure you are submitting the most recent application version.

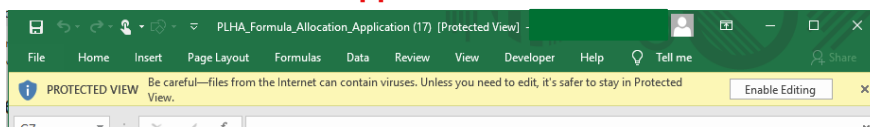
-The Tax Identification Number must match the applicant name – failure to do this may delay your review.



## Application Submission

- **Complete application must be submitted online**
  - Couriered/mailed applications or USBs will not be accepted
- **Must be received by the Department no later than 11:59 p.m. PST on December 31, 2021**

**\*\*\*No technical support after 5:00PM 12/31/21\*\*\***



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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 11:59pm on December 31, 2021. Please note that applications will be accepted all day on December 31st, however, there will only be 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.





## Application Highlights Application

[appsupport@hcd.ca.gov](mailto:appsupport@hcd.ca.gov) and [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov)

Application Development Team (ADT) Support Form								Form 500219
Please complete the "yellow" cells in the form below and email a copy to: <a href="mailto:AppSupport@hcd.ca.gov">AppSupport@hcd.ca.gov</a> . 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								

The application support tab is a form to submit via email to HCD for any technical issues you are having within the application.

This form is strictly for technical issues in the application.

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](mailto:appsupport@hcd.ca.gov) and carbon copy (cc) to [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

A member of the Application Support team will respond to your request as soon as possible.



## 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.

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

I'll pass the presentation back to Melanie who will go over submitting your application package through the online portal.



## Online Submission

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This is Melanie again and I'd like to walk you through the online application package submission.



## PLHA Application - Online Submission

### Entitlement and Non-Entitlement Formula Component NOFA

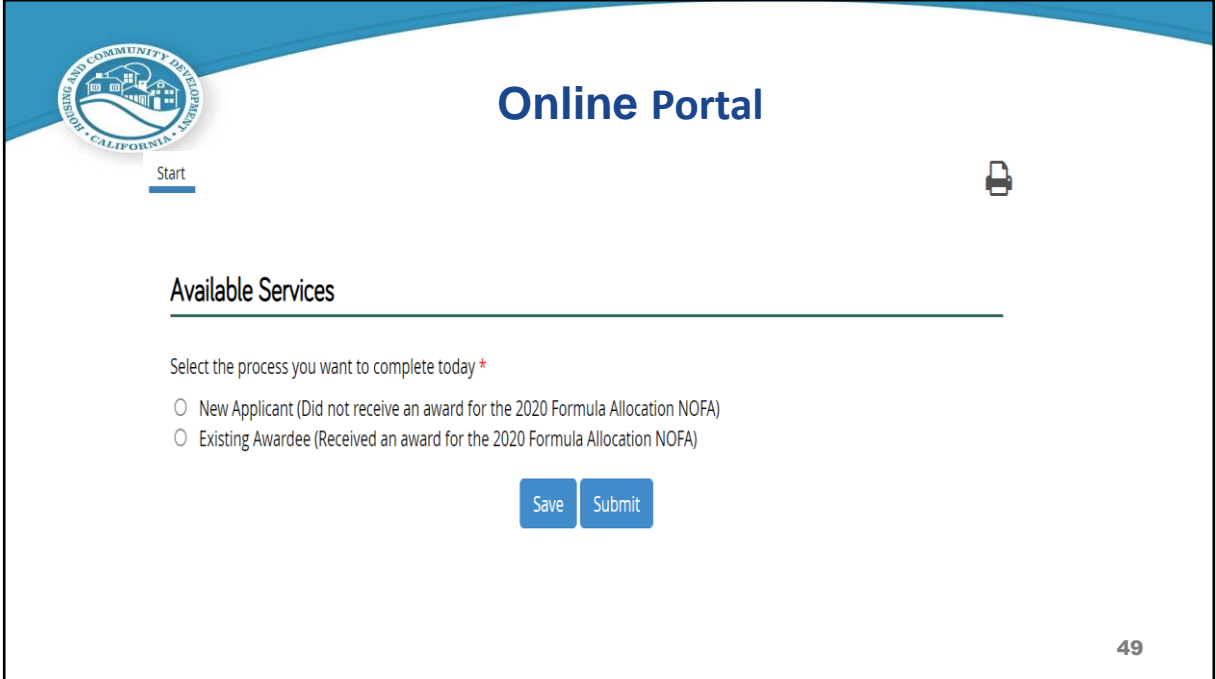
The submittal portal will be available and open for applications beginning on May 6, 2021. Applications will be accepted through December 31, 2021 and must be submitted electronically through the Department's website. If you have any further questions, please contact [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

- **New!** 2021 PLHA Formula Component NOFA (PDF)
- **New!** 2021 PLHA Resolution Template (PDF)
- 2021 PLHA Application - Online Submission
- **New!** 2021 PLHA Questions and Answers (Q&A) (PDF)

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

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PLHA application must be submitted via online in through our application intake portal. Please visit our HCD website at [HCD.ca.gov](http://HCD.ca.gov) or by clicking the link above when you are ready to submit your PLHA application.



Here you will see two types of applicants that are identified as New Applicant and Existing Awardee. If you have not received an award for the 2020 Formula Allocation NOFA, please proceed by selecting the New Applicant radio button. If you have received an award for the 2020 Formula Allocation NOFA, please proceed by selecting the Existing Awardee radio button.

Please note, returning applicants from 2020 should go to the PLHA website and watch the presentation specifically for second-year applicants for additional guidance.



## New Applicant

### Did not receive an award for the 2020 Formula Allocation NOFA

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Please, make your selection \*

- I want to submit a new PLHA application. Did not receive an award letter for the 2020 Formula Allocation NOFA.
- I want to submit additional documentation and/or make an amendment to the previously submitted PLHA five-year plan, for a PLHA Formula application currently in progress

Save

Next

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New Applicants that are ready to submit their PLHA application for the first time, please select the first radio button to proceed. Applicants will be prompt to complete all required tabs. All required fields will be indicated by a red asterisk and must be fulfilled. Any incomplete required fields, will prevent the applicant from completing their application submission.



## Supplemental/Amendment

Start Previous Submission ID



### Available Services

Select the process you want to complete today \*

- New Applicant (Did not receive an award for the 2020 Formula Allocation NOFA)
- Existing Awardee (Received an award for the 2020 Formula Allocation NOFA)

### Did not receive an award for the 2020 Formula Allocation NOFA

Please, make your selection \*

- I want to submit a new PLHA application. Did not receive an award letter for the 2020 Formula Allocation NOFA.
- I want to submit additional documentation and/or make an amendment to the previously submitted PLHA five-year plan, for a PLHA Formula application currently in progress

Save Next

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Applicants will have the ability to return to the online portal to provide additional documentation and/or to amend their PLHA 5yr Plan, by selecting the second radio button.

The applicant will need the existing Submission ID to start this process. A submission ID number is provided to each applicants after each application submission.



## PLHA 5-year Plan Amendment

### Entitlement and Non-Entitlement Formula Component NOFA

The submittal portal will be available and open for applications beginning on May 6, 2021. Applications will be accepted through December 31, 2021 and must be submitted electronically through the Department's website. If you have any further questions, please contact [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

- [New! 2021 PLHA Formula Component NOFA \(PDF\)](#)
- [New! 2021 PLHA Resolution Template \(PDF\)](#)
- [2021 PLHA Application - Online Submission](#)
- [New! PLHA Formula Jumpstart Guide \(PDF\)](#)
- [New! 2021 PLHA Formula Allocation Application - Previous Awardees](#)
- [New! 2021 PLHA Formula Allocation Application - New Applicants](#)

 [New! PLHA Formula 5-year Plan Amendment \(PDF\)](#)

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If you are making a change to your 5 year plan that will result in more than 10% of the funding allocation to change from one activity to another than an amendment is required and the following steps are necessary:

1) Using the application template on our website, 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.





## Amendment: Resolution

### Entitlement and Non-Entitlement Formula Component NOFA

The submittal portal will be available and open for applications beginning on May 6, 2021. Applications will be accepted through December 31, 2021 and must be submitted electronically through the Department's website. If you have any further questions, please contact [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).



- [New! 2021 PLHA Formula Component NOFA \(PDF\)](#)
- [New! 2021 PLHA Resolution Template \(PDF\)](#)
- [2021 PLHA Application - Online Submission](#)
- [New! PLHA Formula Jumpstart Guide \(PDF\)](#)
- [New! 2021 PLHA Formula Allocation Application - Previous Awardees](#)
- [New! 2021 PLHA Formula Allocation Application - New Applicants](#)
- [New! 2021 PLHA Questions and Answers \(Q&A\) \(PDF\)](#)

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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.



## Application tabs

- Start Tab – [Select your application submission type](#)
- Previous Submission Tab – [PLHA-R2-#####](#)
- Local Government Tab – [Applicant and delegating entities](#)
- Contacts Tab- [Authorized and preferred contact information](#)
- Requirements Tab – [Upload of documentations](#)
- Supplemental/Amendment Tab – [Ability to after application submission](#)
- PLHA Activities Tab – [Provide description of activities](#)
- Submission Tab – [Complete application submission](#)

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In this slide you will see a list of various tabs that is housed in the online portal. The required tabs will automatically pre-populate based on the applicant's selection. Applicant must complete all tabs in its entirety.

Applicants will receive an email confirmation after an application has been submitted. The submission ID will begin with PLHA-R2 following by 5 digits. Please note you will need your submission ID to complete a supplemental and/or amendment option.



## Local Government Tab

### Local Government

§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.

Jurisdiction \*

- Entitlement Local Government
- Non-entitlement Local Government



- Check if Local Government is delegating their PLHA allocations to another Local Government

Delegating  
application  
only

Select the Local Government applying for the program to administer one or more eligible activities

- Entitlement Local Government
- Non-entitlement Local Government

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There are a few things to consider when completing the local government tab.

- 1) Jurisdiction type: This is asking for the applicant to select the entitlement or non-entitlement government, who is the recipient of the PLHA allocations.
- 2) If the recipient does not delegate their allocations to another entity, it remains as the applicant.
- 3) Please check the box as shown in this slide if the recipient's allocations will be delegated to another entity. The entity receiving the recipient's allocations, will become the applicant and would need to complete the application submission.



## Requirement Tab

### PLHA Application

The PLHA Formula Allocation Application (Excel File) must be attached to meet the minimum threshold requirements for consideration. See <https://www.hcd.ca.gov/grants-funding/active-funding/plha.shtml>

PLHA Excel Application \*

Select files...

Save as type: Excel Workbook



Note: Excel must be saved as "Excel Workbook". The macro enable workbook is not allowed for uploading. (Single File Upload)

Attach signed PLHA Application \*

(PDF format) (Multi File Upload)

Select files...

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The requirement tab will allow applicants to upload their documents. Certain documents are format specific and will be indicated as such. Any documents that are not format to meet specification will prevent the applicant from completing their application submission.

Please note, all Excel format must be saved as Excel Workbook as shown above in this slide.



## PLHA activities Tab

Activity #1

Provide a detailed and complete description of how allocated funds will be used for each proposed Affordable Rental Housing Activity.

Activity #2

% Percentage of Affordable Owner-Occupied Workforce Housing (AOWH)

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In this PLHA activities tab, the applicant will select the numbers of activities outlined in their 5yr plan. Applicants will need to provide a detailed and completed description of how funds would be used for each selected activity. You may use the activity description you used in the PLHA Plan tab of your application.

Affordable Owner-Occupied Workforce Housing (AOWH) means owner-occupies housing per HSC Section 50092 and defined in HSC Section 50093 except in high-cost areas which include households earning up to 150% AMI. Owner-occupied ADU's can also be considered towards AOWH percentages. Please enter in your percentage for AOWH if this applies to your activities.



# Application Submission

[Start](#) [Local Government](#) [Contacts](#) [Requirements](#) [Submission](#)

## Submission

---

### Anti-robot Validation

What is the answer to:  $7 + 19 =$

Please enter your answer \*

Validate

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Once your application is finished, you have completed the Anti-robot Validation, you may click the Submit button to finalize your submission. After submitting your application, you will be presented with an Acknowledgement Screen and the Primary Contact will receive a Confirmation Email to affirm that your submission was received.



## Jumpstart Guide

### Entitlement and Non-Entitlement Formula Component NOFA

The submittal portal will be available and open for applications beginning on May 6, 2021. Applications will be accepted through December 31, 2021 and must be submitted electronically through the Department's website. If you have any further questions, please contact [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

- **New!** 2021 PLHA Formula Component NOFA (PDF)
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- **New!** 2021 PLHA Formula Allocation Application - New Applicants
- **New!** 2021 PLHA Questions and Answers (Q&A) (PDF)



The Jumpstart Guide is a companion document to familiarize you with the online platform, assist in the submission process and can be found on our HCD website.

With that, I will pass the presentation over to Jennifer.



## What's Next?

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Hi, my name is Jennifer and I'll be going over what to expect after an application is submitted.





## Internal Process:

1. Threshold Review
2. Award letters
3. Standard Agreements

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Once we receive applications through the portal, we review to see if they meet the threshold requirements.

We check to see that applicants have submitted every required and accurate document pertaining to their application.

Once the applicant passes threshold, they will be approved and we will begin the process of sending the applicant their award letter via email.

There will be a Departmental review for each standard agreement, and the Contracts Unit will send them to the authorized representative and application contact when it is ready for signatures.

Then, 100 percent of funds can be advanced immediately following execution of the standard agreement.

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.



# HCD Standard Agreements

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Now, I'll go over the standard agreements.



## HCD Standard Agreements

- 5-Year allocation
- 2019 & 2020 allocation award amounts
- State Grants Management Team
  - Fill out Program Forms
    - ➔ [PLHA Request for Funds Form](#)
    - [PLHA Budget Revision Form](#)
  - And submit to [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov)

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1. Standard Agreements will mention the estimated 5-year allocation for each applicant – and include the award allocations for years 2019 and 2020, which can be advanced immediately following the execution of the standard agreement.
2. Exhibit E will also mention the details of your 5-year plan, please review to make sure everything looks correct.
3. Once the standard agreements are signed and returned by the authorized representative, the applicant will then fill out a PLHA Request for Funds form and submit it to our State Grants Management team to [PLHASGM@hca.ca.gov](mailto:PLHASGM@hca.ca.gov).
  - Any questions regarding this form should also be sent to this email address.

Next, I'll go over some common mistakes for you to avoid.



## Government TIN Form

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Some common mistakes were found in the Government TIN form.



## Common Mistakes: 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](mailto: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...

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When it comes to the government TIN form:

1. 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.
2. 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)\* **Include "sub-department" name here**

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 **Sub-department name** Complete Address **Sub-department address**

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1. 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.
2. 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.



## 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](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](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.

We will have our Live Q&A workshop webinar on May 20, 2021. Before attending this webinar, please read the new 2021 NOFA, review the Guidelines, and read the new 2021 Q&A document. All resources can be found in our PLHA webpage.



## Stay in the know: Sign up for HCD email notifications at

[www.hcd.ca.gov](http://www.hcd.ca.gov)



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If you haven't already signed up to our Listserv, you can sign up for HCD updates on our website. You can select multiple programs on which to receive emailed news and updates.

Any future award notifications, NOFA releases, application notifications, and other resources or information regarding the PLHA program will use this Listserv to notify those already enlisted. If you don't want to miss any notifications, sign up!





## Follow HCD on social media



Like us on Facebook: [/CaliforniaHCD](#)



Follow us on Twitter: [@California\\_HCD](#)



Follow us on LinkedIn:  
[/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.



## Contact

Additional questions for this NOFA may be sent to  
the PLHA inbox

**[PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov)**

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For any future questions regarding the application, program, or anything else related to the non-competitive PLHA Formula Allocation NOFA you may email us at [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

Thank you for taking the time to watch this presentation, we look forward to receiving your application.