



# **Permanent Local Housing Allocation Program Formula Component (PLHA)**

## **2023 Notice of Funding Availability Overview and Application Submission**

Welcome to the PowerPoint presentation for the Permanent Local Housing Allocation Program, for the 2023 Formula Component Notice of Funding Availability. My name is Jennifer Barajas and am an HCD Representative on the PLHA Team and will be presenting information on the 2023 NOFA and application submission. Information on reaching myself or the team will be shared in a few slides ahead, thank you for watching.



## Program Resources

[Background](#)[Eligibility](#)[Forms](#)[Resources](#)[Archive](#)

- 2023 NOFA PowerPoint presentation
- PLHA Plan Amendment PowerPoint presentation
- Program Office Hours
  - Sign up to our Listserv to receive the Teams Link!
- Frequently Asked Questions document

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I would like to begin this presentation by sharing additional program resources for this year's NOFA.

- All additional documents and presentations are located on our program's website, under our Resources Tab.
- We have this recorded PowerPoint presentation, going over the 2023 NOFA and application submission process.
- We also recorded an additional PowerPoint presentation specifically for PLHA Plan Amendments.
- The team will be offering office hours every Monday until the submission portal closes, between the hours of 10:30am to 12pm. The office hours are intended for applicants to ask questions regarding the 2023 NOFA, PLHA plan, plan amendments, or application. To attend these office hours, applicants must be registered to receive our PLHA eblasts through our Listserv. The team will be sending out eblasts every week prior to Monday, and each eblast will have a unique webinar link. If you have any questions regarding our office hours, please email us through our program inbox.
- A Frequently Asked Questions document is also available on our webpage,
- Lastly, you may email your inquiries at any time to the PLHA inbox at [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov); your questions will be responded upon in a timely manner.



## Meet the Team

Program Manager:	Doniell Cummings
HCD Representative:	Jennifer Barajas
HCD Representative:	Tiffany Brown
HCD Representative:	Stephanie Ruiz-Fender
HCD Representative:	Dung Tran
HCD Representative:	Terri Wright
(PDI) Program Inbox	PLHA@hcd.ca.gov



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Now, I would like to take a moment to introduce you to the PLHA team members.

- We are all under the PDI Section, which is Program Design and Implementation, working closely with applicants to submit their applications to this NOFA, and meet all program requirements.
- The people assisting you are -
- Doniell Cummings, the program manager,
- The HCD Representatives are:
  - Tiffany Brown, Stephanie Ruiz-Fender, Dung Tran, Terri Wright, and my self, Jennifer Barajas.

## Presentation Overview

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



The topics we will be covering in this presentation are:

- General Program Overview,
  - 2020 Allocation Announcement
  - Important deadlines
  - Delegation of Allocation,
  - Eligible Activities,
  - Threshold Requirements,
  - Application Review,
  - Online Submission, and
  - What's Next, what to expect after you submit your application.
- 
- Please note: This presentation is only regarding the Formula Component of the PLHA Program. There will be another NOFA released for the Competitive component of this program. More information regarding the Competitive NOFA will be found on our program webpage.

# GENERAL PROGRAM OVERVIEW



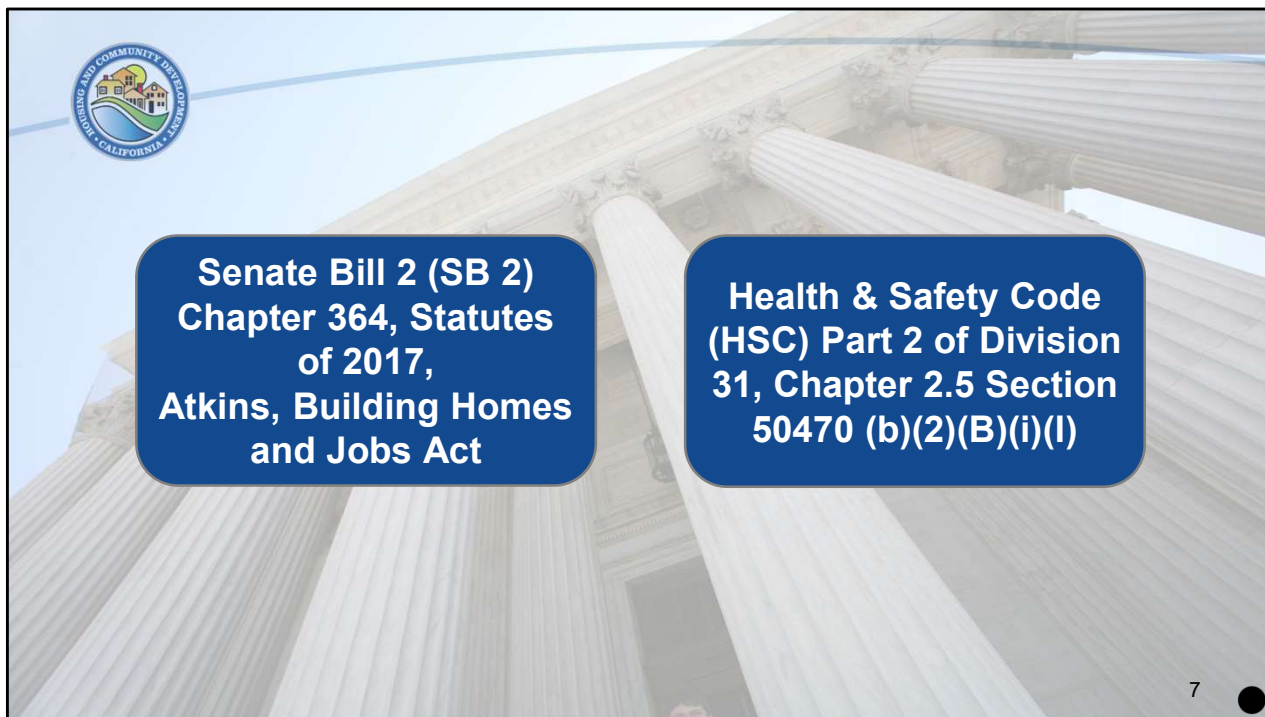


**Authority**

**Program  
Purpose**

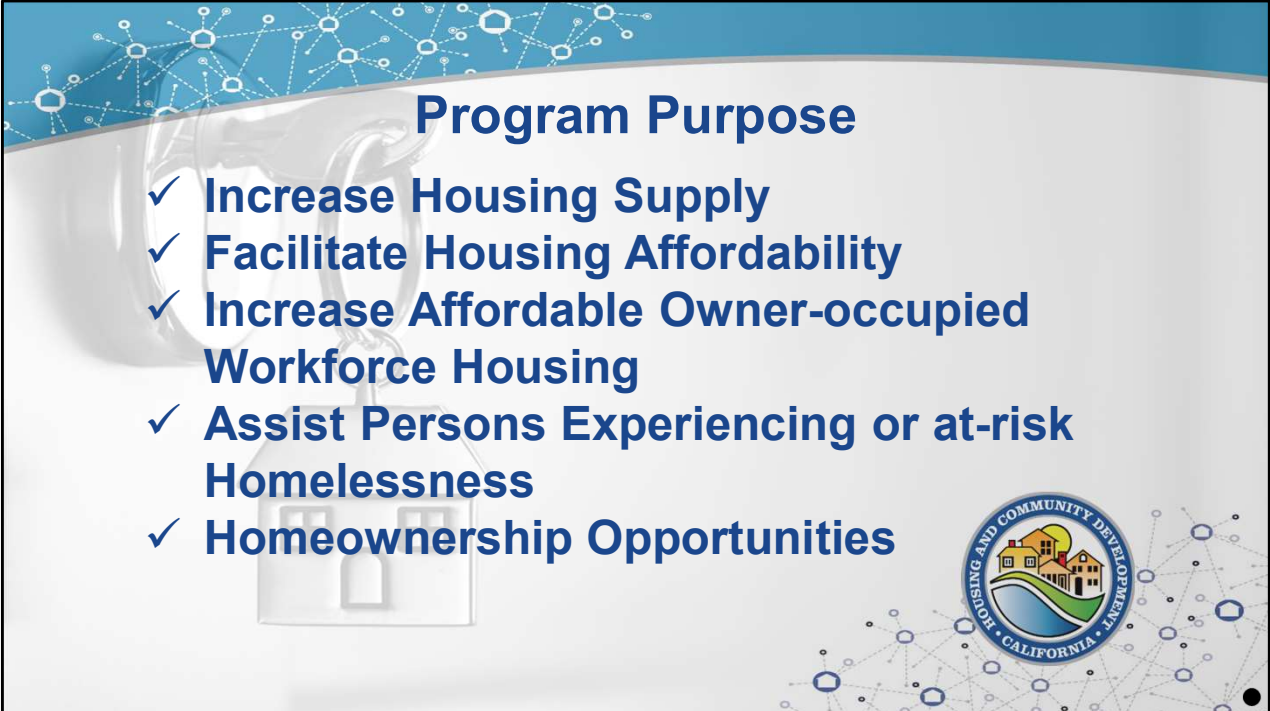
**Available  
Funds**

During this section I'll share about the program's legal authority, reasons the program was established, and funds available.




The Authority of the program:

- SB 2 established the PLHA program.
- The Health and Safety Code operates the program 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 projects and programs.
- The intent of the bill is to provide a permanent, on-going source of funding to Local governments for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.
- Lastly, the 2023 NOFA governs the administration of the funding from this Fund.



## Program Purpose

- ✓ **Increase Housing Supply**
- ✓ **Facilitate Housing Affordability**
- ✓ **Increase Affordable Owner-occupied Workforce Housing**
- ✓ **Assist Persons Experiencing or at-risk Homelessness**
- ✓ **Homeownership Opportunities**



The principal goal of this program is to make funding available to eligible local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.

With this program funding, cities and counties may:

1. Increase the supply of housing for households at or below 60% of Area Median Income
2. Facilitate housing affordability, particularly for lower- and moderate-income households, up to 120% AMI or 150% AMI in high-cost areas,
3. Increase assistance to affordable owner-occupied workforce housing,
4. Assist persons experiencing or at risk of homelessness,
5. Homeownership opportunities, including but not limited to, a downpayment assistance program.





## Approximately \$296 million Funds Available

**Appendix A** details the total funds available to each eligible locality under this NOFA for housing-related projects and programs that assist in addressing unmet housing needs of their local communities.

CY 2022 Calendar Year	\$167.9 million
CY 2021 Calendar Year	\$94.1 million
CY 2020 Calendar Year	\$34 million

The Department is pleased to announce the release of the 2023 Formula Component NOFA, for approximately \$296 million.

- Please see the Appendix A for your city's or county's new 2022 Allocation.

# 2020 ALLOCATION ANNOUNCEMENT



Next section, 2020 Allocation Announcement.



## Important Announcement: 2020 Allocations

- Program guidelines only allow applicants to apply for the current and two previous NOFA's allocations
- **For applicants who have not yet applied for their 2020 allocation this is the last chance to apply for those funds**
- Any 2020 allocations that are not applied for in this round will be reverted to the MHP program

New Applicants have until **February 29, 2024**, to submit their application and have a compliant Housing Element and Annual Progress Report

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- The program guidelines only allow applicants to apply for the current and two previous funding allocations
- Applicants who don't apply for their 2020 allocations during this open NOFA period are at risk of losing their 2020 allocation. This is the last chance to apply and receive the 2020 funds.
- Any 2020 allocations that are not applied for in this round will be reverted to the MHP program,
- New Applicants have until February 29, 2024, to submit their application; and be in compliance with their Housing Element to successfully receive their 2020 allocation.
  - If applicants are not in compliance with their housing elements, but submit an application are still at risk of losing their 2020 funds, because housing element compliance is part of the program's Threshold Requirements and must be met before the deadline.



## Important Announcement: 2020 Allocation Plan Amendment

- Grantees have until **June 30, 2024**, to submit a plan amendment for their 2020 allocations.
- The earlier the amendment request is submitted, the better.
- These amendments are not guaranteed to receive approval from program

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- Grantees have until June 30, 2024, to submit a plan amendment for their 2020 allocations.
- The earlier the amendment request is submitted, the better, for both program and state grant management to work with the grantee and receive all required documentation in time.
- These amendments are not guaranteed to receive approval from program, if required documentation and submission of the request is not submitted in a timely manner.
- We urge you to submit these plan amendments as early as possible.

## IMPORTANT DEADLINES



The next slide will show some important deadlines for the PLHA Allocations.

# This NOFA will remain open to eligible applicants through **June 30, 2027.**

All Applicants must ensure they meet all threshold requirements outlined in this NOFA and Program Guidelines prior to the submittal of an application.

Online Submission Portal  
available on program website



- This NOFA will remain open to eligible applicants through June 30, 2027.
- The NOFA will be augmented with additional Calendar Year funds as additional revenues are collected and made available.
- All Applicants must ensure they meet all threshold requirements outlined in this NOFA and Program Guidelines prior to the submittal of an application.
- Information about our online submission portal will be posted on our program website, please refer to our NOFA for our portal's start and end dates.



## Important Deadlines

Allocation Years	Application Deadline (expiring funds)	5-Year Plan Amendment Deadline	Disbursement Request Deadline
Year 1 (2019)	N/A	N/A	April 30, 2024
Year 2 (2020)	February 2024	June 30, 2024	April 30, 2025
Year 3 (2021)	February 2025	June 30, 2025	April 30, 2026
Year 4 (2022)	February 2026	June 30, 2026	April 30, 2027
Year 5 (2023)	February 2027	June 30, 2027	April 30, 2028

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This chart shows the important deadlines for each allocation year.

- The first column shows the funding allocation year,
- The second column shows the application deadline for expiring funds,
- The third column shows when the 5-year plan amendments should be turned in by, to be reviewed and approved in a timely manner,
- The last column shows the deadline of when funds must be requested by. Our program grantees work closely with our State Grant Management team to meet these specific requirements. If you have specific funding questions, please email SGM at their inbox, which is: [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov).
- All applicants applying for or already having their 2020 allocation funds, must request their funds by April 30, 2025.
- Any first-time applicants must apply for their 2020 allocation during this open NOFA period, or risk losing them.
- If you have any questions regarding these dates, please email the PDI team's main inbox, which is: [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

# DELEGATION OF ALLOCATION



Next is delegation of allocation.





## 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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- 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 to a Local or Regional Housing Trust Fund to manage and take responsibility for the allocation.
- For further details please refer to our NOFA or program guidelines section 300(c) and (d).

## ELIGIBLE ACTIVITIES





## PLHA Guidelines, Article III, Section 301

- Activities 1 - 10
- Twenty percent of the moneys in the Fund are required by statute to be expended for Affordable Owner-Occupied Workforce Housing (AOWH)
- Activities 1, 2, 3, 4, 7, 8, 9, and 10 can serve households at or above 60% AMI
- Activities 5 and 6 can serve households at a 30% AMI or lower

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- The PLHA program requires that funds be spent on 1 or more of the 10 eligible activities listed in the Program Guidelines, Article III, Section 301.
- Please refer to the program Guidelines section for further details regarding eligible activities.
- 20% of the moneys in the Fund is required by statute to be expended for Affordable Owner-Occupied Workforce Housing.
  - If funding proposed in Local Government plans for AOWH is lower than 20%, the Department may require Local Governments to use a specific percentage of their annual formula allocations in some future year.
- Activities number 1, 2, 3, 4, 7, 8, 9, and 10 can serve households with incomes above 60% AMI.
- Activities 5 and 6 are restricted to those with an AMI of 30% and lower.



## THRESHOLD REQUIREMENTS



The next slides will discuss our program's threshold requirements, for both first-time applicants, and previous grantees.

The team would like to emphasize that during this on-going NOFA, until the year 2027, applications that do not meet the threshold requirements, will receive a failed threshold letter and will need to resubmit an entire new application for reconsideration.



## Threshold Requirements

### Housing Element and Annual Progress Report (APR) compliance must be met by

**February 29, 2024**

- **2020 funds**: Local Government(s) must apply no later than 2/29/24 and demonstrate they have met all threshold requirements to avoid reversion.
- **Delegating**: the funds may only be awarded for use in a locality that is compliant with its adopted HE and APR.

*\*Appendix C for further information*

First-time applicants and grantees requesting their 2020 allocations have until February 29, 2024, to be in compliance with their Housing Element, and its Annual Progress Report.

- Both must have an adopted housing element that has been found by the Department to be in substantial compliance with the requirements of Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code, pursuant to Government Code section 65585 at the time of application.
- Please see Appendix C for further information regarding these two requirements.
- If a Local Government is requesting 2020 funds, they must apply no later than February 29, 2024, and demonstrate they have met all threshold requirements, including Housing Element compliance, and APR submittal, to avoid reversion.
- If an applicant is applying on behalf of multiple jurisdictions or delegating or sub-granting to another entity, the funds may only be awarded for use in a locality that is compliant with its adopted housing element and APR requirements.
- Applicants applying for 2020 funds should apply as early as possible to provide time for threshold requirements to be met.



## Threshold Requirements

### Complete Application

- Section 200 of the PLHA Guidelines
  - To carry out one or more of the eligible activities described in Section 301

### Resolution

- Submission of the application must be authorized by the governing board of the Applicant
  - The resolution should use the 5-year estimate of funding, as listed in Appendix B

Both New Applicants and Grantees must submit a complete and full application:

- There will be two different applications available on our website, one for new applicants, and one for previous grantees.
- Specifically for New Applicants, they must submit a complete application, and authorizing resolution.
- Grantees who are applying solely for their 2022 Allocation must submit a complete streamlined application for returning applicants.
- Any application notified they did not pass threshold, will have the opportunity to submit the necessary documentation to demonstrate threshold eligibility, however, they have until the applicable deadline to submit the necessary documentation.



## Threshold Requirement

### Certification(s) in the Resolution

1. Allocation of funds for the Local government's selection process shall avoid conflicts of interest and shall be accessible to the public.
2. Using funds for acquisition, construction, or rehabilitation of for-sale housing projects, or units within for-sale housing projects, the grantee shall record a deed restriction against the property
3. Using funds for the development of an 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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Specific certifications in the resolution are only applicable for specific activities. We encourage all applicants to use our resolution template. If you have questions, regarding our resolution template, please contact the PDI team.



## Threshold Requirement

### PLHA Plan detailing:

- A. Manner in which allocated funds will be used for eligible activities
- B. Description of the way Local Governments will prioritize investments that increase the supply of housing for households with incomes at or below 60% AMI
- C. Description of how the Plan is consistent with the programs set forth in the LG's housing element
- D. Evidence that the plan was authorized and adopted by resolution by the Local Government
- E. Plan shall be for a term of five years

New Applicants will need to complete and submit with their application their PLHA Plan.

- More detailed information regarding the creation of this plan is found in our 2023 NOFA under Threshold requirements for First-Time Applicants and PLHA Guidelines Section 302.
- If you are a grantee, and want to amend your plan, we have an additional PowerPoint presentation solely covering plan amendments. You may find that PowerPoint under our Resources Tab.





## Threshold Requirement

### Program Income Reuse Plan

- Must describe how interest earned from the PLHA funds deposited in a Local government interest bearing account will be used for eligible PLHA activities.
- 
- If any activity in the five-year PLHA Plan consists of loans being made to a homebuyer, homeowner, developer or owner of a project, a program income reuse plan is required to be submitted with your application.
  - A program income reuse plan must describe how repaid PLHA loans will be used for eligible program activities (as specified in Section 301).
  - If the account earns interest, the reuse plan must also describe how interest earned from PLHA funds deposited will be used for eligible program activities.



## If threshold is not met...

1. Failed threshold letter
2. Work with PDI Representative
3. Resubmit application

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- If threshold is not met...The applicant contact and listed authorized representative will receive a failed threshold letter by their PLHA PDI Representative.
- The threshold letter will list the items the applicant has to correct to meet the requirement before resubmittal of their application.
- A PDI Representative will be assigned to you, and they will work closely with you to meet all threshold requirements.
- Please use active email accounts that you check regularly; majority of our communications will be through email.



## Uncommitted Amount of PLHA funds *Guidelines 300e*

### **For all previous grantees:**

- An Applicant shall not be eligible to receive a new allocation of PLHA funds if it has an uncommitted amount of formula PLHA funds



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Please note that previous grantees will be subject to Guidelines Section 300e and Section 502 for this round.

- This means that an applicant will not be eligible to receive their new 2022 allocation if they have uncommitted PLHA funds. For further detailed information, please refer to our program Guidelines Section 300(e) and Section 502.
- The Streamlined Application will ask how much of the previous award has been committed.

# APPLICATIONS



Next, I'll go over the two different types of applications for this NOFA.



## Two Types of Applications

The applications can be found on the PLHA website, under our **“Apply Now”** tab

### Permanent Local Housing Allocation Program (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.

Subscribe to our [email list](#) to receive notifications and announcements.

#### Contact Us

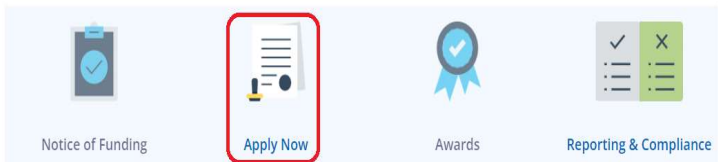
Application, General Program, and Standard Agreements Questions:

#### Email Us

For program questions following Standard Agreement Execution:

[Email Us](#)

1. New Applicant Application
2. Streamlined Application (previous grantees)
3. Online Submission Portal



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Our 2023 NOFA has two types of applications:

- We have one for first-time applicants, and
- One for previous grantees, referred to as the Streamlined Application for Returning Applicants
- Under our Apply Now tab you may also find our link to our online submission portal.



# Application for New Applicants

## 1. Start by filling out the Formula Allocation Application tab

CoverPage	Instructions & Checklist	Formula Allocation Application	302(c)(4) Plan	Application Support
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Local Government Formula Allocation for New Applicants				Rev. 12/14/23
Eligible Applicant Type: <input type="text"/>				
Local Government Recipient of PLHA Formula Allocation: <input type="text"/>				
2020 PLHA NOFA Formula Allocation Amount:	<input type="text"/>	2020 NOFA Allowable Local Admin (5%):	<input type="text"/>	Admin requested? <input type="text"/>
2021 PLHA NOFA Formula Allocation Amount:	<input type="text"/>	2021 NOFA Allowable Local Admin (5%):	<input type="text"/>	Admin requested? <input type="text"/>
2022 PLHA NOFA Formula Allocation Amount:	<input type="text"/>	2022 NOFA Allowable Local Admin (5%):	<input type="text"/>	Admin requested? <input type="text"/>
2023 PLHA NOFA Formula Allocation Amount:	<input type="text"/>	2023 NOFA Allowable Local Admin (5%):	<input type="text"/>	Admin requested? <input type="text"/>

Admin requested?	Yes
Admin requested?	No
Admin requested?	<input type="text"/>
Admin requested?	<input type="text"/>

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Let's go over the application for New Applicants:

- For New Applicants, the PLHA Formula Allocation Application includes two tabs that need to be filled out and one application support tab.
- The first tab you will complete is titled "Formula Allocation Application,"
- On this tab you will select the Eligible Applicant Type (Entitlement or Non-entitlement) 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 select either "Yes" or "No" for Admin requested on that year's allocation.



# Application for New Applicants

§300 Eligible Applicants									
<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:			
<p><b>§300(d)</b> Is Applicant delegated by another Local government to administer on its behalf its formula allocation of program funds?</p>									
<p><b>§300(d)</b> If Applicant answered "Yes" above, has the Applicant attached the legally binding agreement required by §300(c) and (d)?</p>									
<p>A sample agreement can be found by double clicking on the icon to the right</p>									
<p>FILE NAME: <a href="#">Application and Adopting the PLHA Plan (2020-2023 Allocations) Reso</a></p>									
<p>Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2020-2023 allocations is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.</p>									
<p>FILE NAME: <a href="#">App1 TIN</a></p>									
<p>Provide a signed Gov't TIN Form</p>									
<p>FILE NAME: <a href="#">Applicant Delegation Agreement</a></p>									
<p>Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 19, column A1)</p>									
<p>Yes Uploaded to HCD? Yes</p>									
<p>Yes Uploaded to HCD? Yes</p>									
<p>Yes Uploaded to HCD? Yes</p>									



- Next you will complete the "Eligible Applicants" section where:
  1. you will enter the name of the jurisdiction applying for the allocation,
  2. And the contact information for the Authorized Representative and an additional Application Contact
- Next you will answer whether the applicant is acting as a delegate on behalf of another jurisdiction and certifying that all public notice comments and hearing requirements were adhered to, and if applicable, have a Legally Binding Agreement for the delegation,
- As well as answering if you have uploaded the adopted resolution, Government TIN form and if applicable, the delegation agreement to our online portal.



# Application for New Applicants

Administration	
Applicant agrees to adhere to §500, Accounting Records.	Yes
Applicant agrees to adhere to §501, Audits/Monitoring of Project Files.	Yes
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.	
<div></div>	<div></div>
Authorized Representative Printed Name	Title
<div></div>	<div></div>
Signature	Date

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- The next section to fill out 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 302(c)(4) Plan tab 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).
- The last section for this tab, you will fill out the Administration and Certification sections where you will be agreeing to the department's requirements for the administration of PLHA funds and signing off on the application submission.





## Application for New Applicants

**§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.

The next required tab to fill out is the 302(c)(4) Plan tab.

1. New Applicants are required to use this plan template provided.
2. The first few questions ask for descriptions based on the activities selected. You must be detailed enough for both program and SGM to understand 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.



# Application for New Applicants

Funding Allocation Year	2022	Funding Allocation Year	2022	Funding Allocation Year	2022
Type of Affordable Housing Activity	Rental: Development	Type of Activity for Persons Experiencing or At Risk of Homelessness	Permanent Housing: New Construction	Type of Homeowner Assistance	Down Payment Assistance
§302(c)(4)(E)(i) Percentage of Funds Allocated for Each Affordable Housing Activity	40%	§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	40%	§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	15.00%

2022 NOFA Allowable Local Admin (5%):		Admin requested?	Yes
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2022 Allocation	
Admin	5%
Funds Allocated	95%
Total Percentage of Funds Allocated for 2022	100%

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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

1. the allocation year(s),
2. subactivity,
3. percentage of funds allocated for the activity by year,
4. Area Median Income served,
5. Regional Housing Needs Allocation number (if applicable),
6. number of Households served over the 5-year period,
7. and the period of affordability, if applicable.

Additionally, you will provide a description of major steps/actions, as well as a proposed schedule for the implementation and completion of each activity.

For 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. This information is used for the AOWH program requirement; and it will remain red until filled in with a percentage, if it is 0, please enter 0.

Last comment regarding the Plan tab, please make sure when completing the plan that the percentage of funds allocated for each year adds up to 100%.

- For example: if you are doing activities 2, 6, & 9 for your 2022 allocation, 40% will go towards activity 2, 40% towards activity 6, and 15% towards activity 9, and 5% for Admin, this equals 100% of the 2022 allocation being allocated.



## 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](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...

First time applicants will be expected to submit a Government TIN Form:

- When it comes to the government TIN form, please make sure that the Principal Government Agency Name has “City of” or “County of” 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)\* **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**

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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	<b>Sub-department name</b>	Complete Address	<b>Sub-department address</b>
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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 Federal Employer Identification Number (FEIN) number and remember to sign the form before submitting; electronic signatures are okay.



## Application for Returning Applicants (Grantees)

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 I'll be going over the Streamline Application for returning applicants, also known as grantees.

1. There will be one required tab, and one required but if applicable tab to fill out, and one application support tab.
  2. The first tab to fill out is the Formula Allocation Application:
    1. Applicants will answer if they have previously been awarded.
    2. Which allocation will they be applying for during this NOFA.
    3. If they are Entitlement, or Non-Entitlement.
    4. Name of Local Government Recipient and if they are requesting funds for Admin costs.
    5. Grantees will also have to answer how much have they already committed.
      1. If the commitment amount is insufficient to meet the requirement based on prior awards the application field will turn red.
- 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 Application Contact.
  - Then you will 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 if applicable, a reuse plan has been submitted.

- 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 in the 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.



## Application for Returning Applicants New Tab

CoverPage	Formula Allocation Application	Urban County
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URBAN COUNTY		Rev. 12/20/23
If you are an Urban County, please complete the following table:		
List the cities that are part of your Urban County.	Are they opting in to receive a portion of the PLHA award?	List the amount of the allocation being applied for that will be share with this city.
<i>EXAMPLE: City of Trees</i>	<i>Yes</i>	<i>\$20,000.00</i>

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- This tab is new, and only applicable to Urban Counties who will be sharing their PLHA allocations with eligible cities.
- For further details regarding Urban County Jurisdictions, please see Appendix E in our NOFA.





## Application Support Tab

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

Application Development Team (ADT) Support Form								Rev. 7/27/23
Please complete the "yellow" cells in the form below and email a copy to: <a href="mailto:PLHA@hcd.ca.gov">PLHA@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	PLHA Supp App							
2	PLHA Supp App							
3	PLHA Supp App							
4	PLHA Supp App							

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Lastly, each application has an Application Support Tab:

- This tab is intended for the applicant to fill out with any issues they encounter when they are filling out their application. It's more of a technical issues tab, not specifically related to program questions.
- For example, if the applicant is trying to select their City under the "Eligible Applicant Type" section, and when they make the selection, but the allocation amounts don't appear...This is considered a technical glitch.
- Please be sure to include all specific information for the location of the error and the level of urgency. Then submit the completed form to the [appsupport@hcd.ca.gov](mailto:appsupport@hcd.ca.gov) inbox and [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov) inbox.



## Application Tips

1. Do not copy and paste
2. Complete the tabs in order
3. Do not alter or modify
4. Do not submit via Apple products
5. Application signatory = authorized signer
6. Submit the most recent application version
7. GovTIN must match the applicant's name

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Some application tips:

- Please do not copy and paste into cells. This often results in mistakes and can also disrupt the flow of the Excel document.
- Complete the tabs in order, certain tabs are linked, and some selections often open other cells in the same tab or another tab.
- 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, then that means either the authorized person or designee may complete and sign the application.
- If a designee is signing, please include an official letter and upload with your application.
- Make sure you are submitting the most recent application version from the PLHA website; please refer to previous slide for official application name for the 2023 NOFA.
- The Tax Identification Number must match the applicant's name, please ensure this information is accurate before submission; failure to do this may delay your

review.

# ONLINE SUBMISSION



The next slides will go over our online submission process.



# Application Submission Portal

Permanent Local Housing Allocation Program (PLHA) |  
California Department of Housing and Community Development



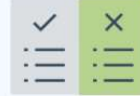
Notice of Funding



Apply Now



Awards



Reporting & Compliance

## Apply Now

[Portal to Apply Now Formula](#)

[Portal to Apply Now Competitive](#)

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- PLHA applications must be submitted through our online submission portal.
- To reach our portal, visit our program website (at <https://www.hcd.ca.gov/grants-and-funding/programs-active/permanent-local-housing-allocation>).
- Click on our “Apply Now” header,
- Then click on “Portal to Apply Now Formula”
- If you run into problems while submitting your application, please submit your questions to the PLHA inbox for assistance.



## Application Submission

The online submission portal will remain open  
until **June 30, 2027**

Allocation Years	Application Deadline (expiring funds)	5-Year Plan Amendment Deadline	Disbursement Request Deadline
Year 2 (2020)	February 2024	June 30, 2024	April 30, 2025
Year 3 (2021)	February 2025	June 30, 2025	April 30, 2026
Year 4 (2022)	February 2026	June 30, 2026	April 30, 2027
Year 5 (2023)	February 2027	June 30, 2027	April 30, 2028

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- The online submission portal will remain open until June 30, 2027.
- Applicants may submit their applications based on the application deadline for the allocation.
- Applicants who have not requested their 2020 allocations, have until February 29, 2024, to submit their application.
- Our new 2023 NOFA released the 2021 allocations, so applicants have until February 28, 2025, to submit their application.
- Information regarding deadlines for plan amendments may be found in our Plan Amendment PowerPoint, also saved under our Resources Tab.

## WHAT'S NEXT



What's next, after you submit your application.



## What's Next?



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1. Once we receive applications through the portal, the PDI team will review to ensure that threshold requirements have been met.
2. If the applicant passes threshold, we then begin the process of awarding the applicant their allocations and will receive an award letter via email.
3. After award, the next email you should expect from the Department should be from the Contract Analyst. After award PDI creates and reviews your new standard agreement. Once the new standard agreement is ready for your signature our Department's Contract Unit will send a draft "Pending Agreement" to the authorized representative and application contact for their review and signature.
4. Once the authorized representative signs the contract, and then the Contract Analyst finalizes the execution of the Standard Agreement, the applicant may now request their funds from our Department's State Grant Management team.
5. After execution of your standard agreement, an SGM Representative will email you, and you will work one-on-one with your SGM Representative.





## Advancement Program

The PLHA program is an advancement program,  
**not a reimbursement program**

- Except for predevelopment, no costs incurred more than one year prior to commitment by the Local Government may be paid from PLHA funds
- To limit the number of requests, and the time to process, each Grantee should request their full allocation, or full activity amount
- Prior to disbursement, Grantees must provide supporting documentation as proof of commitment of funds
  - The Department must review and approve.
- After execution of your standard agreement, the allocation is available to commit to eligible projects

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Please be advised:

- The PLHA program is an advancement program, not a reimbursement program.
- No costs incurred more than one year prior to commitment by the Local government may be paid from PLHA funds. Please refer to our Guidelines Section 304 for further details.
- SGM recommends that each grantee requests their allocation before spending it.
- To limit the number of requests, and the time to process, each Grantee should request their full allocation, or full activity amount
- as stated in the Standard Agreement Exhibit B (4)(C).
- Prior to disbursement, Grantees must provide supporting documentation as proof of commitment of funds. The Department must review and approve supporting documents which support the use of PLHA funds.
- After execution of your standard agreement, your allocation is available to commit the funds to an eligible project.

# After Standard Agreement Execution: State Grant Management

## 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.

### Reporting and Compliance

[PLHA Annual Report Form \(XLSM\)](#) — Last Updated 06/23/2023. Annual Reports are required from all grantees pursuant to [HSC Section 50470\(b\)\(2\)\(B\)\(ii\)\(III\)](#) each year by July 31 for the term of the Standard Agreement. Please submit questions and completed reports to [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov).

### Reporting Documents

[PLHA Request for Funds Form \(XLSM\)](#) — Last updated 04/27/2022

- [PLHA Request for Funds Presentation \(YouTube\)](#) — Last updated 09/27/2022

[PLHA Budget Revision Form \(XLSM\)](#) — Last updated 02/11/2022

- You may reach the Department's State Grant Management PLHA team at [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov).
- Also, by clicking on the "Reporting and Compliance" header, available on our program website, you can locate all the reporting documents you need.
- For example, you may find the PLHA Request for Funds Form here.
- Any questions regarding this form, or any questions regarding how to access your funds, should be sent to SGM.



## Annual Reporting Requirement Section 503

- Annual PLHA Report is due **July 31<sup>st</sup>** of each year.
  - The annual report shall document the uses and expenditures of all awarded allocations and outcomes achieved.

### 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.

#### Reporting and Compliance

[PLHA Annual Report Form \(XLSM\)](#) — Last Updated 06/23/2023. Annual Reports are required from all grantees pursuant to [HSC Section 50470\(b\)\(2\)\(B\)\(i\)\(XIII\)](#) each year by July 31 for the term of the Standard Agreement. Please submit questions and completed reports to [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov).

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- Grantees are required to follow the reporting guidelines in Section 503.
- Each grantee must submit an annual PLHA report, which shall document the uses and expenditures of all awarded allocations and outcomes achieved.
- This report is due by July 31<sup>st</sup> of each year and submitted to the SGM team.
- First-time applicants will not be required to fulfill this in the year they apply:
  - For example, if a first-time applicant applies in January 2024, they do not have to submit this PLHA Annual Report on July 31<sup>st</sup>, 2024.
  - But they will have to submit the Annual Report on July 31<sup>st</sup>, 2025.



## 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>

This is now the end of the presentation; and here are some resourceful links from this program.

The screenshot shows the homepage of the California Department of Housing and Community Development (HCD). At the top left is the HCD logo. To its right, a large heading reads "Sign up to our program Listserv at [www.hcd.ca.gov](http://www.hcd.ca.gov)". A red arrow points down from this text to the "Email Signup" link in the top navigation bar. The navigation bar also includes "Contact Us", "Careers", "G-Translate", and a search icon. Below the navigation bar is a secondary menu with links for "Grants & Funding", "Manufactured & Mobilehomes", "Building Standards", "Planning & Community Development", "Policy & Research", and "About HCD". The main content area is titled "Email Signup" and features a green box with the heading "Sign up to stay in touch!". Below this heading is a subtext: "Get interesting news and updates delivered to your inbox. Fill in your contact information and select from the categories below." The form contains three input fields: "Email Address", "First Name", and "Last Name".

- You can sign up to be on our Listserv and receive PLHA program updates.
- We highly recommend signing up this year, as previously mentioned in the beginning of this presentation, we will be sending out eblasts with our Office Hours webinar links, and each week will have a unique link.



## 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.



## Permanent Local Housing Allocation Program Formula Component (PLHA)

**End of presentation**

**2023 Notice of Funding Availability Overview and  
Application Submission**

Thank you for watching. If you have any questions regarding this NOFA, our program deadlines, threshold requirements, applications, email the PDI team at [PLHA@hcd.ca.gov](mailto:PLHA@hcd.ca.gov).

Have a great day!