

Permanent Local Housing Allocation (PLHA) Formula Allocation

Notice of Funding Availability (NOFA) October 15, 2024

2024 Application for **Previous Awardees**



State of California
Gavin Newsom, **Governor**

Business, Consumer Services and Housing Agency
Tomiquia Moss, **Secretary**

Department of Housing and Community Development
Gustavo Velasquez, **Director**

Program Design and Implementation, PLHA Program
651 Bannon Street, Sacramento, CA 95811

Email: PLHA@hcd.ca.gov

Website: [Permanent Local Housing Allocation Program \(PLHA\)](#)

Allocation Years	New & Streamlined Submission Deadline	5-Year Plan Amendment Submission Deadline
Year 1 (2019)	n/a	n/a
Year 2 (2020)	n/a	n/a
Year 3 (2021)	02/28/2025	06/30/2025
Year 4 (2022)	02/28/2026	06/30/2026
Year 5 (2023)	02/28/2027	06/30/2027

Instructions

Rev. 10/28/24

When opening this file, a yellow banner at the top may appear with a button that says "Enable Content". It is essential that you click this box so that the macros are enabled. Enabling macros is necessary for full worksheet functionality. Macros do not work with Microsoft's Excel version for Apple Mac.

Applications must be submitted electronically to the Department's [HCD Portal Sign In](#) website. To receive an award of CY 2021 funds, applicants are required to submit an application and demonstrate a fully compliant Housing Element and submittal of the applicable Annual Progress Report(s) no later than February 28, 2025. All CY 2021 funds must be awarded by June 30, 2025 or they will revert to the Housing Rehabilitation Loan Fund per statute.

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

Applications must be on the Department's forms and cannot be altered or modified by the Applicant. Excel forms must be in Excel format and 'save as' .xls or .xlsx. Do not 'save as' .xlsm or .pdf format. For application errors please fill out the Application Support worksheet and email the entire workbook to Application Support for application errors at PLHA@hcd.ca.gov.

General Instructions (Additional instructions and guidance are given throughout the Formula Allocation Application in "red" text and in cell comments.

Guideline references are made with "\$" and the corresponding guideline section number.

"Yellow" cells are for Sponsor input. Failure to provide the required attachments and documentation may disqualify your application from consideration. An Applicant must submit a complete application and other documents consistent with the deadlines stated in this NOFA. Applications submitted in response to this NOFA must meet the threshold requirements set forth in this section and in PLHA Guidelines Section 302.

Required attachments are indicated in "orange" throughout the Streamline Application. Failure to provide the required attachments and documentation may disqualify your application from consideration. Electronically attached files must use the naming convention in the PLHA Application. For Example: "App1 Tin" or "Reuse Plan".

Threshold items are indicated in "blue" cells.

"Red" shaded cells indicate the Sponsor has failed to meet a requirement of the program. Cells in the worksheet shaded in "red" indicate that the Applicant has failed to meet the minimum required.

Sponsor must complete the following worksheets in the PLHA Formula Allocation Application.

Formula Allocation Application

Urban County

Checklist

Threshold Requireme	Electronic File Name	Document Description	Included?
X	Application and Adopting the PLHA Plan (2021-2023 Allocations) Reso	Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2021-2023 allocations is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.	Included
X	App1 TIN	Provide a signed Gov't TIN Form	Included
X	Applicant Delegation Agreement	Legally binding agreement between Delegating and Administering Local Governments.	Not Applicable
X	Plan Adoption Reso	§302(c)(4)(D) Evidence that the Plan was authorized and adopted by resolution by the Local jurisdiction and that the public had an adequate opportunity to review and comment on its content. <u>PLHA webpage for Plan Adoption Resolution Document, located under our Forms tab. If you are not amending your plan with this application this should be the last resolution executed. If you are amending you plan with this application you must submit a new resolution that was executed adopting the new plan.</u>	Included
X	Reuse Plan	Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.	Included
X	Executed Application	Provide a copy of the signed application. Signature can be typed into the Excel workbook, PDF with DocuSigned signature or PDF with wet ink signature in blue ink preferred.	Included

Disclosure of Application (California Public Records Act Statutes of 1968 Chapter 1473): Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act Statutes of 1968 Chapter 1473. As such, any materials provided will be disclosable to any person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including but not limited to, bank accounts, personal phone numbers and home addresses. By providing this information to the Department, the Applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request."

Local Government Formula Allocation for Returning Applicants								Rev. 10/28/24	
This streamlined application form is limited to Applicants who applied for and received an award under one or more of the previous Formula Allocation NOFA's (2020, 2021, 2022, or 2023).									
Please note the following changes were made in the Amended NOFA All Applicants requesting funds must submit a plan amendment with this application if 40% of each allocation being requested is NOT already allocated to an ownership activity. All Applicants requesting an amendment to the 5-Year Plan with this application must redirect 40% of each allocation towards a homeownership Activity. Ownership activities are 2,3,4,7,8,9 (activities 2,3,4, & 8 will only count as ownership if the funds will go towards ownership sub activities as opposed to rental housing sub activities including ADU's)									
Did Applicant receive an award under one or more of the previous NOFA's? (2020, 2021, 2022 or 2023)								Yes	
Which Allocation(s) are you applying for with this application?								2022 & 2023	
Eligible Applicant Type:		Entitlement							
Local Government Recipient of PLHA Formula Allocation:								San Mateo County	
2021 PLHA Formula Allocation Amount:		n/a		Allowable Local Admin (5%):		n/a		Admin requested?	
2022 PLHA Formula Allocation Amount:		\$1,036,938		Allowable Local Admin (5%):		\$51,847		Admin requested? Yes	
2023 PLHA Formula Allocation Amount:		\$794,777		Allowable Local Admin (5%):		\$39,739		Admin requested? Yes	
Instructions: If the Local Government Recipient of the PLHA Formula Allocation delegated its PLHA formula allocation to another Local Government in any prior round, the Applicant (for which information is required below) continues to be the administering Local Government, which received the award. The PLHA award will be made to the Applicant (upon meeting threshold requirements) and the Applicant is responsible for meeting all program requirements throughout the term of the Standard Agreement.									
§300 Eligible Applicants									
§300(a) and (b) Eligible Applicants for the Entitlement and Non-Entitlement formula component described in Section §100(b)(1) and (2) are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section §5306 and Non-entitlement local governments.									
Applicant:		County of San Mateo, Department of Housing							
Address:		264 Harbor Boulevard, Building A							
City:		Belmont		State:		CA		Zip: 94002	
County:		San Mateo County							
Auth Rep Name:		Raymond Hodges		Title:		Director		Auth Rep. Email: rhodges@smchousing.org	
Phone:		650-802-3389							
Address:		264 Harbor Boulevard, Building A				City:		Belmont	
State:		CA		Zip Code:		94002			
Contact Name:		Rose Cade		Title:		Deputy Director		Contact Email: rcade@smchousing.org	
Contact Phone:		650-802-3376							
Address:		264 Harbor Boulevard, Building A				City:		Belmont	
State:		CA		Zip Code:		94002			
§302 Threshold Requirements									
§302(a) Housing Element compliance: Applicant and Delegating Local Government's if applicable Housing Element was adopted by the Local Government's governing body by the application submittal date and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to Government Code Section 65585.								Yes	
§302(b) Applicant or Delegating Local Government has submitted the Annual Progress Report(s) to the Department of Housing and Community Development pursuant to Government Code Section 65400 for the allocations being requested.								Yes	
§302(c)(2) Applicant certifies that submission of the application was authorized by the governing board of the Applicant.								Yes	
§302(c)(5) Is the applicant submitting a plan amendment with this application? (If you wish to or are required to reallocate more than 10 percent of funds among Activities from the previously approved 5-Year Plan included in the PLHA program Standard Agreement, Exhibit E you must submit an updated plan and resolution approving the new plan) 40% of each allocation being changed must go towards an ownership activity.								No	
If a reallocation of more than 10 percent of funds was made (and Applicant is amending their plan with this application) Applicant has attached an amended Plan and resolution that has been discussed and approved at a publicly-noticed meeting of the governing body.								No	
File Name:		Application and Plan Adoption Reso §302(c)(4)(D) Evidence that the Plan was authorized and adopted by resolution by the Local jurisdiction and that the public had an adequate opportunity to review and comment on its content. PLHA webpage for Application and Plan Adoption Resolution Document				Uploaded to HCD?		Yes	
§503(b) Applicant certifies that they are in compliance with the State Grants Management Section and are current with any required PLHA Annual Reporting Requirements.								Yes	
§302(c)(8) If a program income reuse plan was not submitted with the 2020 application, has Applicant attached a program income reuse plan describing how repaid loans and/or accrued interest will be reused for eligible activities specified in Section 301?								Yes	
File Name:		Reuse Plan Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.				Uploaded to HCD?		Yes	
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.									
Raymond Hodges				Director					
Authorized Representative Printed Name				Title		Signature			
						Date			

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