



Application Review and Submittal

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Hi, I'm Doniell and I will be reviewing the application process for Existing Awardees. Existing Awardees means anyone who has received their 2020 NOFA Allocation award letter.



Where to find the application

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

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.

- **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)



First, please note that the 2021 PLHA Allocation Application for previous awardees can be found on the HCD website on the PLHA page as indicated on this slide. You will select the application for “Previous Awardees.”



Application: Required Information

Local Government Formula Allocation		Rev. 4/1/21
This streamlined application form is limited to Applicants who applied for and received an award from the 2020 Formula Allocation NOFA.		
Did Applicant receive an award from the 2020 Formula Allocation NOFA?		
Eligible Applicant Type:		
Local Government Recipient of PLHA Formula Allocation:		
2021 PLHA Formula Allocation Amount:		Allowable Local Admin (5%):
<small>Instructions: If the Local Government Recipient of the PLHA Formula Allocation delegated its PLHA formula allocation to another Local Government in its 2020 application, the Applicant (for which information is required below) continues to be the administering Local Government, which received the award. The PLHA award will be made to the Applicant (upon meeting threshold requirements) and the Applicant is responsible for meeting all program requirements throughout the term of the Standard Agreement.</small>		
Eligible Applicants §300		
<small>§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.</small>		
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:
Threshold Requirements		
CoverPage	Formula Allocation Application	

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In this one-page application, you will be certifying that you are implementing your five year plan as previously approved.

You will choose whether you are an entitlement or non-entitlement jurisdiction. If you do not know, you can find this information in Appendix A of the NOFA. Then you will complete all of the identifying information requested as well as answering all of the questions in the application.



PLHA Application - Online Submission

Entitlement and Non-Entitlement Formula Component NOFA

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

PLHA application must be submitted online via our application intake portal. Please visit our HCD website at HCD.ca.gov when you are ready to submit your 2021 PLHA Formula Application.



Existing Awardee

Received an award for the 2020 Formula Allocation NOFA

Please, make your selection *

- I have been awarded the 2020 Formula Allocation NOFA and I want to submit a streamline PLHA application
- I want to submit additional documentation and/or make an amendment to the previously submitted PLHA five-year plan

Save

Submit

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Once in the online portal, please select the first radio button to proceed. Applicants will be prompted 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 submission.



Amendment Process

Amendment Documentation

Check the appropriate box for the documentation you want to provide.

I want to reallocate more than 10 percent of funds amongst activities

Yes

Need to include an upload for Amended PLHA 5yr Plan *

Select files...

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

Application and Adopting the PLHA Plan (2019-2023 Allocations) Resolution

The PLHA Resolution document must be completed, signed, and attached to meet the minimum threshold requirements for consideration. Please see the Resolution template and use preferred language to meet the PLHA Application and Plan adoption requirement. <https://www.hcd.ca.gov/grants-funding/active-funding/plha.shtml>

Attach Application and Adoption the PLHA Plan Resolution. *

(Single File Upload)

Select files...

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For those applicants that have an executed standard agreement, they will have the option to amended their PLHA 5year plan at this time.

Please note: Any applicant with a pending standard agreement that has not been executed will need to complete the amendment process by emailing their request to the PLHA team at PLHA@hcd.ca.gov.

Applicants will also 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.



PLHA 5-year Plan Amendment

Entitlement and Non-Entitlement Formula Component NOFA

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

If you are making a change to your 5 year plan that will result in more than 10% of the funding allocation changing from one activity to another, 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

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2) Publicly notice the new plan and hold a public hearing; and

3) Using the resolution template on our website, have the governing body approve and execute acceptance of the new plan.

The approval process of the amendment will be completed as quickly as possible. We will review your changes and submit your updated resolution to our legal department for approval.



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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PLHA activities tab is a required tab and will pre-populate. In this screen the applicants will select the number of activities outlined in their amended 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: Annual Requirement

Annual Report

- Annual Report of ongoing tracking of the uses and expenditures of any allocated funds. Every July 31st submit to Department's grant management division.
- Funds will not be distributed if not received by deadline
- For questions about Housing Element APR compliance, email APR@hcd.ca.gov

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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 31st each year and should be submitted to the Department's grant management division. If this report is not received by the deadline, then the funds will not be distributed.



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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Make sure your application is complete with all relevant exhibits and documentation. Submissions will only be accepted online via the submission portal.

Applications must be received no later than 11:59pm on December 31, 2021. Please note that applications will be accepted all day on December 31, however, there will only be technical assistance available until 5:00pm, so please do not wait until the last moment to submit your application.

Once your application is finished and you have completed the Anti-robot Validation, you will 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.



Email questions to PLHA@hcd.ca.gov

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If there are any questions or concerns that come up during your application submission, please email us at PLHA@hcd.ca.gov for assistance. Thank you.