



Online Application Submittal Portal

Jump Start Guide for PLHA Applications

Introduction

Welcome to the new online submission tool for California Department of Housing and Community Development Permanent Local Housing Allocation Applications.

This is New

Your Entity no longer has to produce and submit physical binders and include supplemental materials on a portable media device like a USB drive. The entire process is now online.

Redesigned, but Familiar

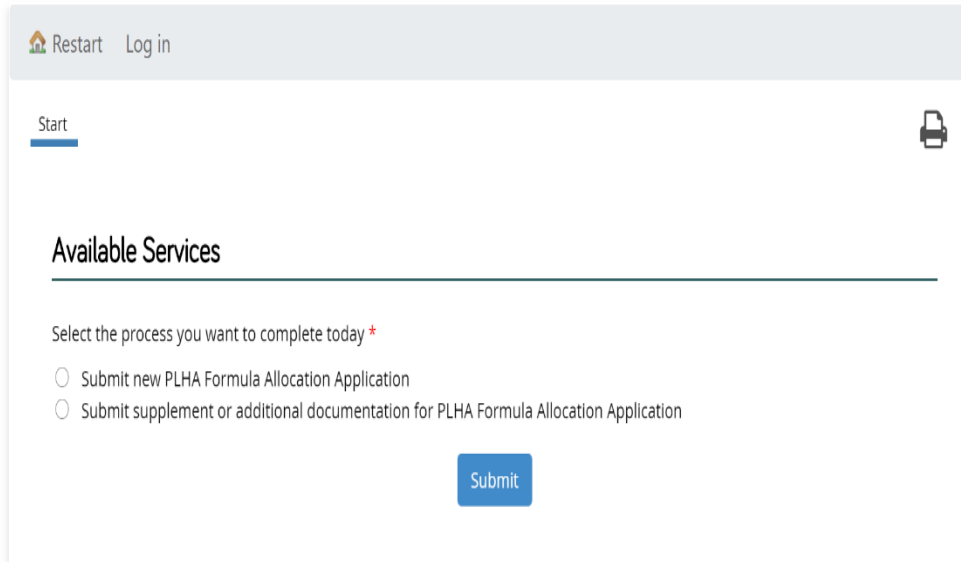
We have modernized the submission process to improve the efficiency for your staff as well as to aid streamlining the review and award tasks that follow. In doing so, we have kept a number of familiar forms unchanged to facilitate an eased transition in the online submission process. You may recognize these forms but will now submit them online as attachments to your Entity's Submission. These forms are the same for this PLHA Submission:

- PLHA Application
- PLHA Application with wet signature
- Application and Plan Adoption Resolution
- Evidence of Public Notice
- Government Agency Taxpayer ID Form

The signature block that was previously required is replaced by an electronic signature that your authorized representative will complete when uploading documents.

Submission Jumpstart Guide

What you will see in the online submission process follows a very streamlined approach in which only minimal information must be entered and where you can upload your files to complete your submission. Once you go to the provided URL on HCD's website, you will see a start screen.



Restart Log in

Start

Available Services

Select the process you want to complete today *

- Submit new PLHA Formula Allocation Application
- Submit supplement or additional documentation for PLHA Formula Allocation Application

Submit

This start screen is where you can select whether your entity is submitting a new application or a supplement to an existing application.

Following below is a summary of the new application submission, as all jurisdictions that are applying will follow this path first.

New Application

In New Application, there are four “screen tabs” that you will complete:

- Applicant – this is information about your entity
- Address – this is address information on your entity
- Requirements – this is where your required documents are uploaded
- Attestation – this is where your authorized representative signs and submits your application

- **Applicant**

The first screen tab is Applicant Information. Here you simply identify whether your entity is defined as an Entitlement Local Government or a Non-Entitlement Local Government.

Home

Start Applicant Address Requirements Attestation

Applicant Information

§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

Back Next

- **Address**

The next screen tab is Address. Here you enter the address of record for your entity. You may use the address lookup tool by starting to type your entity address or you may simply enter it in the address boxes below that.

Home

Start Applicant Address Requirements Attestation

Applicant Address

Please provide your address below.

Address lookup tool (optional)
Use this tool for an easier way to provide your address.

Start typing and select

You can make edits to the address below to provide your correct address.

Address * Suite/Apt

City * Zip *

State *
CA

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Note: If you select a State other than California for your entity address, you will receive a warning. It will not stop you from proceeding, but please doublecheck your address for accuracy

- **Requirements**

The third screen tab is Requirements.

Restart Log in

Start Applicant Address **Requirements** Attestation Submit

PLHA Application

The PLHA Formula Allocation Application (Excel File) must be attached to meet the minimum threshold requirements for consideration. File must be "saved as" a .xls or .xlsx format.

Attach PLHA Excel Application *

Select files...

Attach signed PLHA Application *
(PDF format)

Select files...

Application and Plan Adoption Resolution

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

Attach Application and Plan Adoption Resolution *

Select files...

Evidence of Public Notice

The Evidence of Public Notice must be included to confirm public had adequate opportunity to review and comment on PLHA Plan. Please provide a copy of newsletter, publication or web posting. Web postings should reference the date of posting.

Attach Copy of Public Notice *

Select files...

Restart Log in

Program Income Reuse Plan

If any activity in the five-year plan consists of loans being made to a home buyer, homeowner, developer or owner of a project, a Program income reuse plan describing how repaid loans will be used for eligible activities specified in Section 301 must be included in the application.

Check if applicant is using any PLHA allocation for loans

App1 TIN

The Applicant Entity must attach its complete Government Agency Taxpayer ID Form. The applicant's name on the TIN form must match the name on the Resolution. See https://www.bcsd.ca.gov/hcfc/documents/gov_tin_form.pdf

Attach App1 TIN *

Select files...

Legally Binding Agreement

§300(c) and (d) Is Applicant delegated by another Local government to administer on its behalf its formula allocation of program funds? A delegation is when a Local government is giving all of their PLHA allocation to a Housing Trust Fund or another Local government.

Check if Applicant is delegated by another Local government to administer on its behalf its formula allocation of program funds.

Other Documentation

Check the box below to attach additional documentation.

I want to attach other documentation

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There are five required documents that must be uploaded for your entity to submit an application:

1. PLHA Application
2. PLHA Application with wet signature
3. Application and Plan Adoption Resolution
4. Evidence of Public Notice
5. Government Agency Taxpayer ID Form

Very Important note regarding the PLHA application: Once your entity has completed its data entry into this file, the file must be “saved as” a .xls or .xlsx format. The .xlsm file type is not allowed for uploading.

General Upload Tip: Most static file types are supported (doc, docx, pdf, txt, jpg, tif, gif, xls, xlsx, ppt, pptx, etc.). If you receive an uploading error, it is most likely because you are attempting to upload an “active” file type that is prevented due to possible malware concerns.

There are two optional uploads during the submittal of a new application:

- Legally Binding Agreement
- Program Income Reused Plan

If you are in a delegated relationship with another entity, that must be disclosed at the time of application submittal.

- **Attestation**

The final screen tab is attestation. On this screen, the identity and address of the authorized representative is disclosed, and the application is electronically signed.

For convenience, you can either use the Address Lookup Tool or check the box to use the entity address previously entered if the address is the same for the Authorized Entity. You may also add a preferred contact, who also will receive correspondence related to the submission by your entity.



Authorized Representative

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 *

Authorized Rep. Title *

Authorized Rep. Entity Name *

Authorized Rep. Phone Number *

Authorized Rep. Email *

Confirm Authorized Rep. Confirm Email *

Address lookup tool (optional)

Use this tool for an easier way to provide your address.

Reuse entity address from "Address" section

Address lookup tool (optional)

Use this tool for an easier way to provide your address.

Reuse entity address from "Address" section

Authorized Rep. Address *

Authorized Rep. City *

Authorized Rep. State *

Authorized Rep. Zip Code *

I want to add an alternate preferred contact

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- **Submit**

To protect applicants and the PLHA program, you will have to confirm that you are a human prior to submission. To do this, the system requires users complete a basic math formula in order to finalize their application. We apologize for the inconvenience but thank you for helping to preserve the integrity of our system.

Restart Log in

Start Applicant Address Requirements Attestation **Submit**

Submit

On behalf of the entity identified, 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.

Anti-robot Validation

What is the answer to $10 + 20 =$

Please enter an answer in digits

Validate

Back Submit

Important End Notes

After Submission, you will be presented with an acknowledgment screen. Among other things on this acknowledgement screen, you will see a Submission Number. It is important that you retain this Submission Number for your records. It will be required to submit a supplement to your entity's application, if necessary.

The Authorized Representative and the Preferred Contact, if provided, will also be sent an email confirmation that includes the Submission Number.

Support

If you have any questions or need additional help, you may contact the Department by using our dedicated email: PLHA@hcd.ca.gov