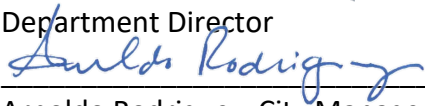


REPORT TO CITY COUNCIL

Approved by: 

Department Director


Arnoldo Rodriguez, City Manager

Council Meeting of: November 16, 2022

Agenda Number: C-5

SUBJECT:

Permanent Local Housing Allocation (PLHA) Grant Application

RECOMMENDATION:

Conduct the public hearing and, Adopt a Resolution authorizing submittal of a grant application for the PLHA program

SUMMARY:

In 2017, Governor Brown signed the Legislative Housing Package to address the State's housing shortage and high housing costs. The Building Homes and Jobs Act (Senate Bill (SB) 2) was signed into law in 2017. The goal of SB 2 is to provide a permanent and on-going source of funding to local governments for housing related projects and programs that assist in addressing the unmet housing needs of local communities. SB 2 established a \$75 fee to be paid at the time of recording of every real estate instrument, paper, or notice required per single parcel of property. The SB 2 Bill requires that the revenue generated by the imposition of the recording fee appropriate a state-mandated local program (PLHA). The revenue from SB 2 will vary from year to year, as it is dependent on real estate transactions with fluctuating activity. Thus, the PLHA annual allocations will also vary.

The California Department of Housing and Community Development (HCD) announced the 2022 PLHA Notice of Funding Availability (NOFA) for approximately \$335 million in calendar year 2021 funds in addition to the \$131 million in calendar year 2019 and 2020 funds for Entitlement and Non-Entitlement Local governments. This NOFA is funded from moneys deposited in the Building Homes and Jobs Trust Fund (Fund) in calendar year 2021 and includes any remaining unawarded funds not requested for calendar years 2019 and 2020.

The City is an Entitlement jurisdiction based on the formula prescribed under federal law for the Community Development Block Grant (CDBG). The City has not previously requested PLHA funds, therefore this PLHA application request is soliciting all PLHA funds accumulated since 2019. This current NOFA provides the final opportunity for the City to apply for its 2019 PLHA funding allocation in the amount of \$422,319. Funds allocated to Local governments that do not submit a complete application by the deadline will revert to the State's Multifamily Housing Program or State-administered technical assistance to Local governments.

The City must meet the following threshold requirements to apply for and request funds:

- The City's Housing Element must be in compliance with State Housing Element Law.
- The City must have submitted Annual Progress Reports on the housing element for the corresponding calendar years for which the City is requesting PLHA funds.
- The City must submit a 5-year PLHA application that outlines a plan detailing how the allocated funds will be used.

After HCD accepts the PLHA application along with the outlined 5-year spending plan and the 2019 funds are awarded, annual applications are required during the term of the 5-year period to claim the remaining PLHA allocations for calendar years 2020, 2021, 2022, and 2023. Staff will prepare each application annually and submit to HCD as authorized by Council. The PLHA is a permanent program with revenue estimates updated on a 5-year cycle.

DISCUSSION:

As an Entitlement jurisdiction, HCD estimates the City will receive an allocation over a five-year period (2019-2023) totaling \$2,533,914 from revenue collected and deposited into the Fund beginning in calendar year 2019.

Eligible activities for the PLHA are limited to the following:

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.
2. The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs).
3. Matching portions of funds placed into Local or Regional Housing Trust Funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund.
5. Capitalized Reserves for services connected to the preservation and creation of new, permanent supportive housing.
6. Assisting persons who are experiencing or at-risk of homelessness.
7. Accessibility modifications in Lower-Income owner-occupied housing.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
9. Homeownership opportunities, including, but not limited to, down payment assistance.

Funds available for administrative expenses are limited to five percent of the allocation. Eligible activities must also be consistent and compliant with the City's Adopted Housing Element.

The PLHA application includes a proposed 5-year allocation plan for the current funding cycle (2019-2023). Staff recommends utilizing PLHA funding for two core purposes: 1) services to homeless individuals and those at risk of homelessness, and 2) the development and/or rehabilitation of affordable rental housing.

Staff is proposing that the 2019 PLHA allocation in the amount of \$422,319 be allocated towards the operational costs for homeless emergency shelter as outlined in the PLHA Plan. The City will utilize its procurement process to solicit for a qualified subgrantee to manage and operate an emergency shelter facility, including the provision of support services to homeless persons or those at-risk of homelessness. Support services include but are not limited to:

- Operational costs of implementing and managing an emergency shelter including case management
- Housing navigation
- Payroll expenses
- Food, supplies
- Utilities
- Maintenance
- Transportation

Staff is also proposing utilizing the remaining PLHA allocations for calendar years 2020-2023 (approximately \$2,111,595) for the predevelopment, development, acquisition, rehabilitation, and preservation of housing that is affordable to Extremely Low-Income, Very Low- Income, and Low-Income households. This assistance will be offered in the form of low-interest, deferred loans. The loans will be evidenced through a Promissory Note secured by a Deed of Trust, and a Regulatory Agreement that will restrict occupancy and rents for a term of at least 55 years.

The proposed PLHA allocation plan is detailed for a term of five years. However, the City pursuant to council authorization and approval may request an amendment to the PLHA allocation plan in each succeeding year within the 5-year approved term. The HCD will consider and approve such requested amendment as appropriate.

FINANCIAL IMPACT:

The activities proposed will not impact the City's General Fund as the costs will be paid with PLHA grant funds. It is anticipated that the City of Madera will receive an estimated total of \$2,533,914 in PLHA funds grant award over the five-year (2019-2023) allocation period.

ALTERNATIVES:

As an alternative, Council may:

1. Direct staff to reconsider this proposed allocation and identify an alternative activity(ies).
2. Ask staff to seek alternative revenue sources to finance the indicated homeless and affordable rental housing programs.

ATTACHMENTS:

1. Attachment A - Resolution Authorizing Submittal of PLHA Grant Application and adopting the 5-Year Plan.
2. Attachment B PLHA Plan and Application

RESOLUTION NO. 22-_____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA
AUTHORIZING THE APPLICATION FOR THE PERMANENT LOCAL HOUSING
ALLOCATION PROGRAM**

WHEREAS, the Department of Housing and Community Development is authorized to provide up to \$197 million under the SB2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties as describes in the Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB2)); and

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") issued an amended Notice of Funding Availability ("NOFA") dated 10/18/2022 under the Permanent Local Housing Allocation (PLHA) Program; and

WHEREAS, the City of Madera is an eligible local government who has applied for program funds to administer one or more eligible activities; and

WHEREAS, the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement and other contracts between the Department and PLHA grant recipients.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA does hereby find, resolve, and order:

1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
2. That Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix C of the current NOFA \$ 2,533,914 in accordance with all applicable rules and laws.
3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.
4. Pursuant to section 302 (c)(4) of the Guidelines, Applicant's PLHA Plan is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.
5. Applicant certifies that it has or will subgrant some or all of its PLHA funds to another entity or entities. Pursuant to Guidelines Section 302(c)(3), "entity" means a housing

developer or program operator, but does not mean an administering Local government to whom a Local government may delegate its PLHA allocation.

6. Applicant certifies that its selection process of these subgrantees was or will be accessible to the public and avoided or shall avoid any conflicts of interest.
7. Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
8. Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.
9. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.
10. City Manager or his designee is authorized to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program of the PLHA grant awarded to Applicant, as the Department may deem appropriate.
11. This resolution is effective immediately upon adoption.

Permanent Local Housing Allocation (PLHA) Formula Allocation

2022 Application for New Applicants



**State of California
Governor, Gavin Newsom**

**Lourdes Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

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

Program Design and Implementation, PLHA Program
2020 West El Camino Avenue, Suite 150, Sacramento, CA 95833
PLHA Program Email: PLHA@hcd.ca.gov

**Final Filing Date: October 31, 2022
at 4:00 P.M. PST**

Instructions

This application form is limited to Applicants who did not apply to the 2020 and 2021 Formula Allocation NOFA

Rev. 2/16/22

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 website. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://www.hcd.ca.gov/grants-funding/active-funding/plha.shtml>. All applicable information must be received by HCD no later than 4:00 p.m. on:

Monday, October 31, 2022

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. If you encounter problems with the application, please fill out the Application Support worksheet and email the entire workbook to Application Support at AppSupport@hcd.ca.gov and 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 Applicant input. Failure to provide the required attachments and documentation will disqualify your application from consideration.

Required attachments are indicated in "orange" throughout the Supplemental 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 Payee Data" for Applicant 1 Payee Data Record/STD. 204.

Threshold items are indicated in "blue" cells.

"Red" shaded cells indicate the Sponsor has failed to meet a requirement of the program.

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

Formula Allocation Application


302(c)(4) Plan

Legislative Contacts

Checklist

Threshold Requirement	Electronic File Name	Document Description	Included?
X	Application and Adopting the PLHA Plan (2019-2023 Allocations) Reso	Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2019-2023 allocations is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.	Included
	App1 TIN	0	
X	Applicant Delegation Agreement	Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 17, column AI)	N/A
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 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 New Applicants				Rev. 2/16/22
Eligible Applicant Type:		Entitlement.		
Local Government Recipient of PLHA Formula Allocation:		Madera		
2020 PLHA NOFA Formula Allocation Amount:	\$422,319	2020 NOFA Allowable Local Admin (5%):	\$21,116	
2021 PLHA NOFA Formula Allocation Amount:	\$656,414	2021 NOFA Allowable Local Admin (5%):	\$32,821	
2022 PLHA NOFA Formula Allocation Amount:	\$722,364	2022 NOFA Allowable Local Admin (5%):	\$36,118	
Instructions: If the Local Government Recipient of the PLHA Formula Allocation delegated its PLHA formula allocation to a Local Housing Trust Fund or to another Local Government, the Applicant (for which information is required below) is the Local Housing Trust Fund or administering Local Government. 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.				
The 302(c)(4) Plan template worksheet requires first choosing one or more of the Eligible Activities listed below. If "Yes" is clicked, the 302(c)(4) Plan worksheet opens a series of questions about what precise activities are planned. Some specific activities, such as providing downpayment assistance to lower-income households for acquisition of an affordable home, could be included under either Activity 2 or 9. Please only choose one of those Activities; don't list the downpayment assistance under both Activities.				
If the PLHA funds are used for the same Activity but for different Area Median Income (AMI) level, select the same Activity twice (or more times) and the different AMI level the Activity will serve. Please enter the percentage of funds allocated to the Activity in only the first Activity listing to avoid double counting the funding allocation.				
For each year (2019-2023), allocations must equal 100% annually including the allowable administrative costs of up to 5%.				
Eligible Applicants §300				
§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:	City of Madera			
Address:	305 W. 4th Street			
City:	Madera	State:	CA	Zip: 93637
County:	Madera			
Auth Rep Name:	Arnoldo Rodriguez	Title:	City Manager	Auth Rep. Email: arodriguez@madera.gov
Address:	305 W. 4th Street	City:	Madera	State: CA
Zip Code:	93637			
Contact Name:	Marcela Zuniga	Title:	Grant Administrator	Contact Email: mzuniga@madera.gov
Address:	305 W. 4th Street	City:	Madera	State: CA
Zip Code:	93637			
§300(d) Is Applicant delegated by another Local government to administer on its behalf its formula allocation of program funds?				No
§300(d) If Applicant answered "Yes" above, has the Applicant attached the legally binding agreement required by §300 (c) and (d)?				<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
A sample agreement can be found by double clicking on the icon to the right				
File Name:	Application and Adopting the PLHA Plan (2019-2023 Allocations) Reso	Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2019-2023 allocations is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.		Uploaded to HCD?
File Name:	App1 TIN			Uploaded to HCD?
File Name:	Applicant Delegation Agreement	Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 17, column A1)		Uploaded to HCD?
Eligible Activities, §301				
§301(a) Eligible activities are limited to the following:				Included?
§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.				<input checked="" type="checkbox"/> YES
§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.				<input type="checkbox"/> YES
§301(a)(3) Matching portions of funds placed into Local or Regional Housing Trust Funds.				<input type="checkbox"/> YES
§301(a)(4) Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.				<input type="checkbox"/> YES
§301(a)(5) Capitalized Reserves for services connected to the preservation and creation of new permanent supportive housing.				<input type="checkbox"/> YES
§301(a)(6) Assisting persons who are experiencing or At-risk of homelessness, including, but not limited to, providing rapid re-housing, 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.				<input checked="" type="checkbox"/> YES
§301(a)(7) Accessibility modifications in Lower-income Owner-occupied housing.				<input type="checkbox"/> YES
§301(a)(8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.				<input type="checkbox"/> YES
§301(a)(9) Homeownership opportunities, including, but not limited to, down payment assistance.				<input type="checkbox"/> YES
§301(a)(10) Fiscal incentives 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. The county fiscal incentives shall be in the form of a grant or low-interest loan to an affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the affordable housing Project.				<input type="checkbox"/> YES
Threshold Requirements, §302				
§302(a) The Applicant's Housing Element and Delegating Local Government's Housing Element (if applicable) was/were adopted by the Local Government's governing body by the application submittal date 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 current or prior year's Annual Progress Report to the Department of Housing and Community Development pursuant to Government Code Section 65400.				Yes
§302(c)(2) Applicant certified in the Resolution submitted with this application that submission of the application was authorized by the governing board of the Applicant.				Yes
§302(c)(3) Applicant certified in the Resolution submitted with this application that, if the Local Government proposes allocation of funds for any activity to another entity, the Local government's selection process had no conflicts of interest and was accessible to the public.				Yes
§302(c)(4) Applicant certified in the Resolution submitted with this application that the application include a Plan in accordance with §302(c)(4)?				Yes
§302(c)(4)(D) Applicant certified in the Resolution submitted with this application that the Plan was authorized and adopted by resolution by the Local Government and that the public had an adequate opportunity to review and comment on its content.				Yes
§302(c)(5) Applicant certified in the Resolution submitted with this application that the Plan submitted is for a term of five years (2019-2023). Local Governments agree to inform the Department of changes made to the Plan in each succeeding year of the term of the Plan.				Yes
§302(c)(6) Applicant certified in the Resolution submitted with this application that it will ensure compliance with §302(c)(6) if funds are used for the acquisition, construction, or rehabilitation of for-sale housing projects or units within for-sale housing projects.				Yes
§302(c)(7) Applicant certified in the Resolution submitted with this application that it will ensure that the PLHA assistance is in the form of a low-interest, deferred loan to the Sponsor of the Project, if funds are used for the development of an Affordable Rental Housing Development. The loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with the Local government-approved underwriting of the Project for a term of at least 55 years.				Yes
§302(c)(8) Has Applicant attached a program income reuse plan describing how repaid loans 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		Narrative uploaded to HCD?
				Yes

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.			Yes
Applicant agrees to adhere to §503 , Reporting.			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.			
Arnoldo Rodriguez	City Manager		
Authorized Representative Printed Name	Title	Signature	Date

§302(c)(4) Plan

Rev. 2/16/22

§302(c)(4)(A) Describe the manner in which allocated funds will be used for eligible activities.

The City of Madera plans to use the PLHA funds for low Eligible Activities: 1) for the predevelopment, development, acquisition, rehabilitation and preservation of rental housing that is affordable to extremely low-income, very low-income, and low income households; and 2) assisting persons who are experiencing or at risk of homelessness. PLHA funding for programs that assist persons who are experiencing or at risk of homelessness will be provided as a grant. PLHA assistance for development or preservation of affordable rental housing will be offered in the form of no-interest, deferred payment loans.

§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).

PLHA funds will be made available to rental property owners or affordable housing developers who have experience working within the City of Madera expanding and/or preserving affordable housing inventory. The City will prioritize investments of PLHA funds to increase the supply of housing for households with incomes at or below 60 percent of Area Median Income (AMI). The City of Madera will also be utilizing PLHA funding to provide services to homeless individuals who are classified as "presumed beneficiaries" under the Department of Housing and Urban Development (HUD) guidelines. This classification considers this group of individuals to be "extremely-low income" with incomes at 30% of AMI or less.

§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 City of Madera PLHA Plan furthers the Goal of the City support the creation and retention of affordable housing units. The following sections of the City's Housing Element demonstrate that the PLHA Plan is consistent with the City's overall Goals:

- Housing Element Goal H-2: Coordination between the City, private developers, and nonprofit entities to support the creation of new affordable housing opportunities.
- Housing Element Goal H-3: Conserve and improve the existing housing stock, improving housing availability and conditions for lower-income households.
- Housing Element Goal H-4: Provide decent housing and quality living environment for all Madera residents, and to provide a range of housing services for households with special needs, including homeless.

Activities Detail (Activities Detail (Must Make a Selection on Formula Allocation Application worksheet under Eligible Activities, §301))

§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.

§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.

The PLHA funds will be used for the predevelopment, development, acquisition, rehabilitation and/or preservation of multifamily rental housing that is affordable to low-income persons earning 80% or less of the area median income (AMI). Funds will be evidenced through a Promissory Note and secured by a Deed of Trust and a Regulatory Agreement restricting occupancy and rents in accordance with PLHA required terms.

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										
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity		95.0%	95.0%	95.0%	95.0%										
§302(c)(4)(E)(ii) Area Median Income Level Served		80%	80%	80%	80%										TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at the AMI Level Note: complete for years 2019, 2020, 2021 only		640	558												1198
§302(c)(4)(E)(ii) Projected Number of Households Served		10	10	10	10										40
§302(c)(4)(E)(iv) 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	

§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.

The PLHA funds will be included in the City's 2024-2025 NOFA that will be released in late 2023. The NOFA will include PLHA funds and any other housing funding awards received by the City. The City may award additional years funds to applicants who meet the guidelines of the PLHA program and offer ongoing activities.

§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.

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

The City will utilize its procurement process to solicit qualified subgrantees to manage and operate emergency shelter facilities, including the provision of support services to homeless person or those at risk of homelessness. Support services include but are not limited to : operational costs of managing an emergency shelter. The PLHA funding will be utilized for the provision of Homeless Services in 2023-2024

Complete the table below for each proposed 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																
Type of Activity for Persons Experiencing or At Risk of Homelessness	Emergency Shelter																
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	95.00%																
§302(c)(4)(E)(ii) Area Median Income Level Served	30%																TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level Note: complete for years 2019, 2020, 2021 only	1172																1172
§302(c)(4)(E)(ii) Projected Number of Households Served	500																500
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity (55 years required for rental housing projects)	NA																

§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.

Upon approval of the City of Madewra's PLHA application and execution of the Standard Agreement, the City will begin its procurement process to select subgrantee/service provider than will provide the services necessary to implement the proposed activity and will award contract to the provider that is most qualified and able to provide the required service. It is anticipated that subgrantee will be awarded frunds during the 2023-2024 program year. To monitor program funded with PLHA, staff will use similar reporting requirements as used for other grant funded programs the City administrators. Sub grantee will be required to provide appropriate documentation demonstrating adherence to program regulations. Sub grantee will submit quarterly reports including numbers of persons served, description of beneficiaries, and description of services provided.

Application Development Team (ADT) Support Form

Rev. 2/16/22

Please complete the "yellow" cells in the form below and email a copy to: AppSupport@hcd.ca.gov. and PLHA@hcd.ca.gov. 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
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City of Madera

PLHA Program Income Reuse Plan

All repayments of Permanent Local Housing Allocation (PLHA) loan principal and any loan interest accrued shall be deposited to a separately maintained PLHA Program Income Reuse Account governed by a reuse plan reviewed and approved by the Department of Housing and Community Development. The City of Madera commits to maintaining policies and procedures that separate out PLHA program income for future reuse in accordance with the following policies:

1. All repayments of PLHA loan principal and interest shall be received by the City of Madera (or its agent) and deposited into a separate reuse account maintained by the City's Finance staff. The City's PLHA loan documents will track information such as borrower name, address, loan/reference number, grant year, and principal and interest.
2. The City of Madera Finance Department will establish an account for PLHA funds which is separate from any other funding sources and provides for timely processing and appropriate reporting ability
3. The reuse account shall be an interest-bearing account into which all payments are deposited. Interest earned on this account shall be considered reuse funds and will be used in the same manner and with the same restrictions as principal and interest payments.
4. All funds deposited into the reuse account shall be the property of the City of Madera. Up to 5% of funds deposited may be used towards administration costs incurred by the City.
5. All PLHA reuse funds shall be expended in accordance with PLHA regulations
6. Reuse funds may be used for PLHA eligible activities in alignment with the State approved PLHA Plan.
7. Reuse funds must be used within the boundaries of the City of Madera.
8. The City shall allow HCD full access to the reuse account records for the purpose of determining compliance with PLHA regulations.