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.

Electronic File Name

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

Formula Allocation Application

302(c)(4) Plan

Legislative Contacts Threshold

Requirement

Document Description	Included?
f the Guidelines, Applicant's PLHA Plan for 2019-2023 allocations is attached to this as compliance with all public notice, comment, and hearing requirements in accordance	
es compliance with all public notice, comment, and healing requirements in accordance	

Application and Adopting the Pursuant to section 302(c)(4) of PLHA Plan (2019-2023 resolution, and Applicant certifie with the Guidelines. Allocations) Reso App1 TIN **Applicant Delegation** Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on X N/A Agreement icon in row 17, column AI) Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in X Reuse Plan Not Applicable X **Executed Application** Provide a copy of the signed application. Signature in blue ink preferred.

Checklist

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,

	olicant Type: Nonentitlement		nt Formula Allocation	for New Applicants				Re	ev. 2/16/22
	rnment Recipient of PLHA Formula			Hollister				_	
	NOFA Formula Allocation Amount:		\$180,249	2020 NOFA Allowat				\$9,0	12
	NOFA Formula Allocation Amount:		\$280,173	2021 NOFA Allowal				\$14,0	
	NOFA Formula Allocation Amount:	ho DI UA Farmula	\$290,339	2022 NOFA Allowat	le Local Ad	min (5%):		\$14,5	17
the Applican	If the Local Government Recipient of t t (for which information is required below shold requirements) and the Applicant	ow) is the Local Ho	ousing Trust Fund or administe	ering Local Government, The PLHA	award will h	e made to	other Loc the Appli	cal Gover	nment, on
The 302(c)(4 questions ab	Plan template worksheet requires first tout what precise activities are planned	st choosing one or . Some specific ac	more of the Eligible Activities	listed below. If "Yes" is clicked, the	302(c)(4) P	lan worksh	eet opens uisition o	s a series f an affor	of dable
If the PLHA f	be included under either Activity 2 or st funds are used for the same Activity bu	t for different Area	Median Income (AMI) level. s	elect the same Activity twice (or me	ore times) an	d the differ	ent AMI I	evel the	Activity
will serve. Pl	ease enter the percentage of funds all ar (2019-2023), allocations must equ	ocated to the Activ	ity in only the first Activity listi	ng to avoid double counting the fur	iding allocati	on.			iouvity
	(b) Eligible Applicants for the Entitleme		Eligible Applicant	s §300	N osa limitad	4-44			
counties allo	cated a grant for the federal fiscal year The City of Hollister	2017 pursuant to	the federal CDBG formula spe	ecified in 42 USC, Section §5306 a	nd Non-entit	lement loca	ropolitan al governi	nents.	d urban
Address:	375 Fifth Street						_		
	llister State:			ounty: San Benito					7-
Auth Rep Na		Interim Develop	ment Service Auth Rep. Email			Phon	2.7	100000	36-4360
Address: Contact Nam	339 Fifth Street e: Jamila Sagga Title:	Housing Progra	City: Hollist	er S jamila.saqqa@hollister.ca.gov	tate: CA	Zip C tact Phone:			023
Address:	339 Fifth Street oplicant delegated by another Local go		City: Hollist	er S	tate: CA	Zip C		636-4356 95	023 No
				mesaner er program ranas.	A				110
§300(d) If Ap	plicant answered "Yes" above, has the	Applicant attache	ed the legally binding agreeme	nt required by §300 (c) and (d)?	found by	agreemen double cli- the icon to	cking on	Document	N/A
File Name:	Application and Adopting the PLH. Plan (2019-2023 Allocations) Reso	Pursuant to sec	tion 302(c)(4) of the Guideline tached to this resolution, and	s, Applicant's PLHA Plan for 2019 Applicant certifies compliance with	2023 all public	Yes	Upload		
File Name:	App1 TIN			accordance with the Guidelines.		radia.	HCI		
File Name:	Applicant Delegation Agreement		agreement between Delegatin	g and Administering Local Govern	ments		Jploaded Jploaded		0.400000
DYST IS		(Sample provide	Eligible Activities		REAL PROPERTY.		Parinela	10/50 100-	
	ble activities are limited to the follow			NELCONO CONTRACTOR	7 5-			Inc	cluded?
§301(a)(1) If	ne predevelopment, development, acqu	isition, rehabilitati	on, and preservation of multifa	amily, residential live-work, rental h	ousing that i	s affordable	e to	-	YES
Extremely low			aller and the contract of the						
6301(a)(2) Th	ne predevelopment development acqu	households, inclusion rehabilitati	uding necessary operating sub	sidies.	including A	neconery D	uellina I I		TES
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§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 Hollister will direct PLHA funds to two separate providers, who support persons experiencing or at-risk of homelessness. The City of Hollister will enter into an agreement with Community Homeless Solutions, who operate the emergency homeless shelter known as H.O.M.E. Resource Center. The shelter includes two large dorms rooms to house adult men and women. The City of Hollister will also enter into an agreement with Emmaus House. Emmaus House provides emergency shelter services to women and children, who are victims of domestic violence, sexual assault, or human trafficking. The funding directed to both organizations, Community Homeless Solutions & Emmaus House, will support an on-site case manager to provide client service actions plans, meeting with client, providing referral services, and monitoring their client's progress to all shelter participants. Additionally, Emmaus House will use a portion of the funding to support operational expenses. The City of Hollister will also direct PLHA funds to establish a City of Hollister support services assistant. The support services assistant will ensure each provider is meeting the contractual deliverables and track grantee results.

§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).

Homeless individuals and families are classified as "Presumed Beneficiaries" under the Department of Housing and Urban Development (HUD) guidelines, meaning they are considered to be "Very-Low Income" at 30% or less of area AMI. Providing PLHA funding directly to the emergency shelters will continue to provide the necessary supportive services. The emergency shelter, H.O.M.E Resource Center, which is operated by the non-profit Community Homeless Solutions will continue to provides guests with services including case management, alcohol/drug counseling and treatment services, referral services, and assistance with applying for social service benefits. Emmaus House will continue to provide guests with services including counseling, referral services, court and social advocacy support. The Support Services Assistant will also assist our grant consultant to advance and secure future grant opportunities that development and preservation of affordable units.

§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 current 2015-2023 City of Hollister Housing Element indicates a specific district known as North Gateway to allow emergency shelter services by right. In 2017, after the completion of the current Housing Element, San Benito County opened an emergency shelter that provides 50 beds (25 women and 25 men) located in the North Gateway district. Since 2017, the non-profit Communitiy Homeless Solutions, has been in contract with San Benito County to operate the emergency shelter. The current 2015-2023 Housing Element does not discuss additional goals or specific programs related to homeless services. Though not directly stated in the Housing Element Emmaus House has a current lease agreement to provide services on a property site currently owned by the City of Hollister Redevelopment Housing Successor Agency.

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

§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.

Approximately \$70,000/per year will fund a full-time on-site Case Manager for Community Homeless Solutions. Approximately \$33,000/ per year will fund an on-site Case Manager and \$22,000 for facility operational expenses at Emmaus House. The Case Manager duties may include: responsible for the case management of program participants with the goal of facilitating individuals/families in improving their finances and obtaining/maintaining permanent housing. Case management duties include, but are not limited to intake, assessments, meeting with clients, working with clients to develop and implement service action plans, providing supportive and referral services, monitoring client progress/outcomes, data entry/collection, record keeping, reporting, and other duties as required. Additionally approximately \$130,000 of funding per year will fund a full-time City of Hollister Support Services Assistant employee. The role of the Support Services Assistant will be to track, monitor, and manage the progress of grants.

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	2020	2021	2022	2023	2019	2020	2021	2022	2023	 		
Type of Activity for Persons Experiencing or At Risk of Homelessness	Supportive/ Case Manageme nt Services	Supportive /Case Managem ent Services	/Case	Supportive /Case Managem ent Services	/Case		y Shelter	Emergenc y Shelter Operating	y Shelter	Emergenc y Shelter Operating			
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	90.00%	90.00%	90.00%	90.00%	90.00%	10.00%	10.00%	10.00%	10.00%	10.00%			
§302(c)(4)(E)(ii) Area Median Income Level Served	30%	30%	30 <mark>%</mark>	30%	30%	30%	30%	30%	30%	30%			TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level Note: complete for years 2019, 2020, 2021 only	0	0	0			0	0	0					0
§302(c)(4)(E)(ii) Projected Number of Households Served	85	85	85	85	85	0	0	0	0	0			425

§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity (55 years required for rental housing projects)	n/a														
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\$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 Hollister's PLHA application from the State, the City will immediately direct approved funding to the program operators Community Homeless Solutions & Emmaus House.

To monitor the operations funded with PLHA, the City of Hollister Support Services Assistant will be to track, monitor, and manage the progress of grant. The City of Hollister will request monthly reports from each operator and the Support Services Assistant will ensure the organizations are following the approved MOU. To engage participants Community Homeless Solutions also uses the local HMIS program to coordinate and track the services their clients are receiving

Applicant agrees to adhere to §502, Cancellation/Terr	nination.		Yes
Applicant agrees to adhere to §503, Reporting.			Yes
	Certifica	tions	
On behalf of the entity identified below, I certify that: T correct and I possess the legal authority to submit this	he information, statements and attachme application on behalf of the entity identi	ents included in this application are, to the best of my knowledge and belief fied in the signature block.	, true and
Adrianna Ortiz	Interim Development Services Director	Saranna A	uhop
Authorized Representative Printed Name	Title	Signature	Date



51			Application Deve	lopmen	t Team (ADT) Support Form Support@hcd.ca.gov. and PLHA@hcd.ca.gov. A m			Rev. 2/16/22
Please c	omplete the	"yellow" cells in the	form below and email a cop	ly to: App Il respond	Support@hcd.ca.gov. and PLHA@hcd.ca.gov. A m I to your request within ASAP.	nember of the Appl	ication Develo	pment Team
Full Name	e:				Date Requested:	Ver	Application sion Date:	
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