

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' .xism 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.	
	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.	Not Applicable
X	Executed Application	Provide a copy of the signed application. Signature in blue ink preferred.	

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:	Nonentitlement.		
Local Government Recipient of PLHA Formula Allocation:	Hollister		
2020 PLHA NOFA Formula Allocation Amount:	\$180,249	2020 NOFA Allowable Local Admin (5%):	\$9,012
2021 PLHA NOFA Formula Allocation Amount:	\$280,173	2021 NOFA Allowable Local Admin (5%):	\$14,009
2022 PLHA NOFA Formula Allocation Amount:	\$290,339	2022 NOFA Allowable Local Admin (5%):	\$14,517

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:	The City of Hollister						
Address:	375 Fifth Street						
City:	Hollister	State:	CA	Zip:	95023	County:	San Benito
Auth Rep Name:	Adrianna Ortiz	Title:	Interim Development Service	Auth Rep. Email:	adrianna.ortiz@hollister.ca.gov	Phone:	831-636-4360
Address:	339 Fifth Street	City:	Hollister	State:	CA	Zip Code:	95023
Contact Name:	Jamila Saqqa	Title:	Housing Programs Coordina	Contact Email:	jamila.saqqa@hollister.ca.gov	Contact Phone:	831-636-4356 ext 1254
Address:	339 Fifth Street	City:	Hollister	State:	CA	Zip Code:	95023

§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)? A sample agreement can be found by double clicking on the icon to the right  N/A

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.	Yes	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 AI)		Uploaded to HCD?	N/A

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 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.	
§302(c)(4) Applicant certified in the Resolution submitted with this application that the application include a Plan in accordance with §302(c)(4)?	
§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.	
§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.	
§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?	No

File Name:	Reuse Plan	Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.	Narrative uploaded to HCD?	No
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Administration

Applicant agrees to adhere to §500, Accounting Records.	Yes
Applicant agrees to adhere to §501, Audits/Monitoring of Project Files.	Yes

§302(c)(4) Plan

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§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 provide 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 Community 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 Management Services	Supportive/Case Management Services	Supportive/Case Management Services	Supportive/Case Management Services	Supportive/Case Management Services	Emergency Shelter Operating	Emergency Shelter Operating	Emergency Shelter Operating	Emergency Shelter Operating	Emergency 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%	30%	30%	30%	30%	30%	30%	30%					TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level <i>Note: complete for years 2019, 2020, 2021 only</i>	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

<p>§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity (55 years required for rental housing projects)</p>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
<p>§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.</p> <p>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</p>														

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.			
Adrianna Ortiz	Interim Development Services Director		11/10/22
Authorized Representative Printed Name	Title	Signature	Date

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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:	
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Organization:		Email:		Contact Phone:	
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Justification:

Issue #	Program Name &	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
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