

# Permanent Local Housing Allocation (PLHA) Formula Allocation

Notice of Funding Availability (NOFA) October 15, 2024

2024 Application for **5-Year Plan Amendment**



**DRAFT**

**State of California**  
Gavin Newsom, [Governor](#)

**Business, Consumer Services and Housing Agency**  
Tomiquia Moss, [Secretary](#)

**Department of Housing and Community Development**  
Gustavo Velasquez, [Director](#)

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Allocation Years	New & Streamlined Submission Deadline	5-Year Plan Amendment Submission Deadline
Year 1 (2019)	n/a	n/a
Year 2 (2020)	n/a	n/a
Year 3 (2021)	02/28/2025	06/30/2025
Year 4 (2022)	02/28/2026	06/30/2026
Year 5 (2023)	02/28/2027	06/30/2027

## Instructions

Rev. 10/10/24

**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 [HCD Portal Sign In](#) website. To receive an award of CY 2021 funds, applicants are required to submit an application and demonstrate a fully compliant Housing Element and submittal of the applicable Annual Progress Report(s) no later than February 28, 2025. All CY 2021 funds must be awarded by June 30, 2025 or they will revert to the Housing Rehabilitation Loan Fund per statute.

**This NOFA will remain open to eligible applicants through June 30, 2027.**

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. For application errors please fill out the Application Support worksheet and email the entire workbook to Application Support for application errors at [PLHA@hcd.ca.gov](mailto: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 Sponsor input. Failure to provide the required attachments and documentation may disqualify your application from consideration. An Applicant must submit a complete application and other documents consistent with the deadlines stated in this NOFA. Applications submitted in response to this NOFA must meet the threshold requirements set forth in this section and in PLHA Guidelines Section 302.

Required attachments are indicated in "orange" throughout the Streamline 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 Tin" or "Reuse Plan".

Threshold items are indicated in "blue" cells.

"Red" shaded cells indicate the Sponsor has failed to meet a requirement of the program. Cells in the worksheet shaded in "red" indicate that the Applicant has failed to meet the minimum required.

**Sponsor must complete the following worksheets in the PLHA Formula Allocation Application.**

**Formula Allocation Application**

**Urban County**

## Checklist

Threshold Requireme	Electronic File Name	Document Description	Included?
X	<b>Application and Adopting the PLHA Plan (2021-2023 Allocations) Reso</b>	Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2021-2023 allocations is attached to this resolution, and Applicant certifies compliance with all public notice, comment, and hearing requirements in accordance with the Guidelines.	Included
X	<a href="#">App1 TIN</a>	Provide a signed Gov't TIN Form	Included
X	<b>Applicant Delegation Agreement</b>	Legally binding agreement between Delegating and Administering Local Governments.	Not Applicable
X	<a href="#">Plan Adoption Reso</a>	§302(c)(4)(D) Evidence that the Plan was authorized and adopted by resolution by the Local jurisdiction and that the public had an adequate opportunity to review and comment on its content. <i>PLHA webpage for Plan Adoption Resolution Document , located under our Forms tab.</i>	Included
X	<b>Reuse Plan</b>	Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.	Included
X	<b>Executed Application</b>	Provide a copy of the signed application. Signature can be typed into the Excel workbook, PDF with DocuSigned signature or PDF with wet ink signature in <b>blue ink</b> 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."

**PLHA Formula - Amendment for years 2021, 2022, 2023** Rev. 10/10/24

<b>Eligible Applicant Type:</b>	<b>Entitlement</b>				
<b>Local Government Recipient of PLHA Formula Allocation:</b>					Elk Grove
2021 PLHA Formula Allocation Amount:	n/a	2020 Allowable Local Admin (5%):	n/a	Admin requested?	No
2022 PLHA Formula Allocation Amount:	n/a	2021 Allowable Local Admin (5%):	n/a	Admin requested?	No
2023 PLHA Formula Allocation Amount:	n/a	2022 Allowable Local Admin (5%):	n/a	Admin requested?	No

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. **Please note that 40% of each allocation you are requesting to amend with this application MUST be allocated to an activity that supports Homeownership in accordance with the NOFA. Ownership activities are 2,3,4,7,8,9 (activities 2,3,4, & 8 will only count as ownership if the funds will go towards ownership sub activities as opposed to rental housing sub activities including ADU's)**

If the PLHA funds are used for the same Activity but for different Area Median Income (AMI) level, select the highest AMI level the Activity will serve (you can always go lower than what is listed but you may not serve higher than what is listed without completing a plan amendment in the future).

**For each year (2021-2023), allocations must equal 100% annually including the allowable administrative costs of up to 5%.**


**§300 Eligible Applicants**

§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 Elk Grove				
Address:	8401 Laguna Palms Way				
City:	Elk Grove	State:	CA	Zip:	95758
County:	Sacramento				
Auth Rep Name:	Jason Behrmann	Title:	City Manager	Auth Rep. Email:	jbehrmann@elkgrovecity.org
Phone:	916-683-7111				
Address:	8401 Laguna Palms Way				
City:	Elk Grove	State:	CA	Zip Code:	95758
Contact Name:	Sarah Bontrager	Title:	Housing & Public Services Manager	Contact Email:	sbontrager@elkgrovecity.org
Contact Phone:	916-627-3209				
Address:	8401 Laguna Palms Way				
City:	Elk Grove	State:	CA	Zip Code:	95758

§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)? N/A

A sample agreement can be found by double clicking on the icon to the right 

File Name:	<b>Application and/or Adopting the PLHA Plan (2020-2023 Allocations) Reso</b>	Pursuant to section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for 2020-2023 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?	Yes
File Name:	<b>Gov TIN</b>	Provide a signed Gov't TIN Form		Uploaded to HCD?	Yes
File Name:	<b>Applicant Delegation Agreement</b>	Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 19, column AH)		Uploaded to HCD?	N/A

**§301 Eligible Activities**

<b>§301(a) Eligible activities are limited to the following:</b>	<b>Select below:</b>
§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.	
§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.	
§301(a)(3) Matching portions of funds placed into Local or Regional Housing Trust Funds.	
§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.	
§301(a)(5) Capitalized Reserves for services connected to the preservation and creation of new permanent supportive housing.	
§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.	<b>Yes</b>
§301(a)(7) Accessibility modifications in Lower-income Owner-occupied housing.	
§301(a)(8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.	
§301(a)(9) Homeownership opportunities, including, but not limited to, down payment assistance.	<b>Yes</b>

**§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.

§302(c)(4) Plan											Rev. 10/10/2024
<p><b>§302(c)(4)(A)</b> Describe the manner in which allocated funds will be used for eligible activities.</p> <p>The City of Elk Grove will use PLHA funding to assist persons experiencing homelessness or at risk of homelessness, by providing street outreach and/or other supportive/case management services that allow people to obtain and retain housing. While PLHA funds will also be used to help mitigate operating and capital expenses associated with implementing a year-round emergency homeless shelter, PLHA funding will initially focus on street outreach. The City's navigation team will have an increased caseload and provide more frequent communication and services to connect those experiencing homelessness to our shelter. The proposed funding level is expected to support one to two full-time equivalent homeless outreach navigators.</p> <p>The City of Elk Grove will also create a program to support Affordable Ownership Worker Housing (AOWH) activities, including, but not limited to, homeownership opportunities such as down payment assistance for persons and families earning up to 120% of the Area Median Income. This support will be provided in the form of low-interest, deferred payment, second-priority loans to be used toward the purchase price and closing costs of affordable housing units that will be occupied by homebuyers as their primary residence. The City of Elk Grove will also explore partnerships with Habitat for Humanity, or other similar organizations, to enhance its efforts in providing affordable homeownership opportunities for local residents on city-owned land.</p>											
<p><b>§302(c)(4)(B)</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).</p> <p>The City will use PLHA funding to assist persons experiencing homelessness or at risk of homelessness. Per the US Department of Housing and Urban Development, households experiencing homelessness are presumed to be very low-income (at or below 50 percent of area median income).</p>											
<p><b>§302(c)(4)(C)</b> Provide a description of how the Plan is consistent with the programs set forth in the Local Government's Housing Element.</p> <p>The City's 2021-2029 Housing Element contains several programs which the planned activities would support, two of which are noted below.</p> <p>Action 2.8 - Financial Assistance. Support affordable housing development through provision of direct assistance from the Affordable Housing Fund and/or other City-controlled housing funding sources and, as needed, facilitate developers' applications for State and Federal affordable housing funding. This includes City assistance provided in the form of down payment assistance to first-time homebuyers.</p> <p>Action 2.11 - Homeless Needs Assessment Continue to contribute funding to Elk Grove Homeless Assistance Resource Team (HART), Sacramento Self Help Housing, and other local and regional entities and work closely with these groups to assess the needs of people experiencing homelessness and develop plans to address homelessness at a regional level.</p>											
<p><b>Activities Detail (Activities Detail (Must make a selection on Formula Allocation Application worksheet under Eligible Activities, §301))</b></p>											
<p><b>§301(a)(6)</b> 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.</p>											
<p><b>§302(c)(4)(E)(i)</b> Provide a detailed and complete description of how allocated funds will be used for the proposed Activity.</p> <p>PLHA funding will assist individuals experiencing homelessness or at risk of homelessness by providing street outreach and/or other supportive case management services to help them secure and maintain housing; and support operating and capital expenses related to the City's implementation of a year-round emergency homeless shelter, which will support up to thirty-five (35) adults per night.</p> <p>The City proposes allocating funds for both Street Outreach and Operating and Capital Costs for Emergency Shelters in 2019 through 2023 funding allocation years. This addresses the urgent need for the City's navigation team to manage an increased caseload and provide more frequent services, alongside the opening of the year-round emergency shelter in November 2024. (Note Excel table below allows for only one subactivity selection, however, the City intends to use the funds for both subactivities).</p>											
<p>Complete the table below for each proposed Activity to be funded with 2021-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the highest AMI to be served.</p>											
Funding Allocation Year	2019	2020	2021	2022	2023						
Type of Affordable Housing Activity	Street Outreach	Street Outreach	Street Outreach	Street Outreach	Street Outreach						
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	100%	100%	100%	60%	60%						
§302(c)(4)(E)(ii) Area Median Income Level Served	30%	30%	30%	30%	30%						<b>TOTAL</b>
§302(c)(4)(E)(iii) Unmet share of the RHNA at the AMI Level <i>Note: complete for years 2021, 2022, 2023 only</i>			1,331	1,331	1,331						3993
§302(c)(4)(E)(iii) Projected Number of Households Served	80	80	80	80	80						400
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity (55 years required for rental housing projects)	N/A	N/A	N/A	N/A	N/A						
<p><b>§302(c)(4)(E)(iii)</b> A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.</p> <p>The City has entered into a contract with a nonprofit partner after a formal solicitation process, and the year-round emergency shelter opened in November 2024. Additionally, upon notification of HCD's approval of the City's PLHA amendments, the City will aim to submit a request for funds for 2020 allocation by late December 2024.</p>											
<p><b>§301(a)(9)</b> Homeownership opportunities, including, but not limited to, down payment assistance.</p>											
<p><b>§302(c)(4)(E)(i)</b> Provide a detailed and complete description of how allocated funds will be used for the proposed Activity.</p> <p>The City of Elk Grove will create a program to support Affordable Ownership Worker Housing (AOWH) activities, including, but not limited to, homeownership opportunities such as down payment assistance for persons and families earning up to 120% of the Area Median Income. This support will be provided in the form of low-interest, deferred payment, second-priority loans to be used toward the purchase price and closing costs of affordable housing units that will be occupied by homebuyers as their primary residence in the City's jurisdictional boundaries. The City of Elk Grove will also explore partnerships with Habitat for Humanity, or other similar organizations, to enhance its efforts in providing affordable homeownership opportunities for local residents on city-owned land.</p>											
<p>Complete the table below for each proposed Activity to be funded with 2021-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the highest AMI to be served.</p>											
Funding Allocation Year	2022	2023									
Type of Homeowner Assistance	Homebuyer Assistance	Homebuyer Assistance									
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	40%	40%									
<b>What Percentage of the Percentage Above Will be Used for Ownership Housing?</b>	100%	100%									
§302(c)(4)(E)(ii) Area Median Income Level Served	120%	120%									<b>TOTAL</b>
§302(c)(4)(E)(iii) Unmet share of the RHNA at the AMI Level <i>Note: complete for years 2021, 2022, 2023 only</i>	1,186	1,186									2372
§302(c)(4)(E)(iii) Projected Number of Households Served	3	3									6
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity	30	30									
<p><b>§302(c)(4)(E)(iii)</b> A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.</p> <p>The City of Elk Grove currently provides first time homebuyer downpayment assistance to low-income households through a previously established program using CallHome funds. The City anticipates using CallHome as a model to create a new program to support Affordable Ownership Worker Housing (AOWH) activities for persons and families earning up to 120% of the Area Median Income by mid-2025.</p>											
File Name:	Plan Adoption Reso		<p><b>§302(c)(4)(D)</b> Evidence that the Plan was authorized and adopted by resolution by the Local jurisdiction and that the public had an adequate opportunity to review and comment on its content.</p>							Uploaded to HCD?	Yes

Total Percentage of Funds Allocated Calculator (2021 - 2023)

2021 Allocation		2022 Allocation		2023 Allocation	
Admin	0%	Admin	0%	Admin	0%
Funds Allocated	100%	Funds Allocated	100%	Funds Allocated	100%

Total Percentage of Funds Allocated for 2021	100%
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Total Percentage of Funds Allocated for 2022	100%
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Total Percentage of Funds Allocated for 2023	100%
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