

# **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](mailto: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](mailto:AppSupport@hcd.ca.gov) and [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 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	<b>Application and Adopting the PLHA Plan (2019-2023 Allocations) Reso</b>	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
	<b>App1 TIN</b>	0	Included
X	<b>Applicant Delegation Agreement</b>	Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 17, column AI)	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 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:		Nonentitlement.			
Local Government Recipient of PLHA Formula Allocation:		Dorris			
2020 PLHA NOFA Formula Allocation Amount:		\$66,522	2020 NOFA Allowable Local Admin (5%):		\$3,326
2021 PLHA NOFA Formula Allocation Amount:		\$103,785	2021 NOFA Allowable Local Admin (5%):		\$5,189
2022 PLHA NOFA Formula Allocation Amount:		\$116,876	2022 NOFA Allowable Local Admin (5%):		\$5,844
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%.					
<b>Eligible Applicants §300</b>					
§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:		County of Siskiyou			
Address:		1312 Fairlane Road			
City:	Yreka	State:	CA	Zip:	96097
County:		Siskiyou			
Auth Rep Name:	Angela Davis	Title:	County Administrator	Auth Rep. Email:	adavis@co.siskiyou.ca.us
Address:	1312 Fairlane Road	City:	Yreka	State:	CA
Zip Code:	96097	Contact Name:		Sarah Collard	
Title:		Director of Health and Human Services		Contact Email:	scollard@co.siskiyou.ca.us
Contact Phone:		530-841-4802		Address:	
2060 Campus Drive		City:	Yreka	State:	CA
Zip Code:		96097			
§300(d) Is Applicant delegated by another Local government to administer on its behalf its formula allocation of program funds?					Yes
§300(d) If Applicant answered "Yes" above, has the Applicant attached the legally binding agreement required by §300 (c) and (d)?					Yes
A sample agreement can be found by double clicking on the icon to the right					
File Name:	<a href="#">Application and Adopting the PLHA Plan (2019-2023 Allocations) Reso</a>	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? Yes
File Name:	<a href="#">App1 TIN</a>				Uploaded to HCD? Yes
File Name:	<a href="#">Applicant Delegation Agreement</a>	Legally binding agreement between Delegating and Administering Local Governments (sample provided—just click on icon in row 17, column A1)			Uploaded to HCD? Yes
<b>Eligible Activities, §301</b>					
§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 checked="" 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
<b>Threshold Requirements, §302</b>					
§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:	<a href="#">Reuse Plan</a>	Program Income Reuse Plan describing how repaid loans or accrued interest will be used		Narrative uploaded to HCD? Yes	

<b>Administration</b>			
Applicant agrees to adhere to <b>§500</b> , Accounting Records.			Yes
Applicant agrees to adhere to <b>§501</b> , Audits/Monitoring of Project Files.			Yes
Applicant agrees to adhere to <b>§502</b> , Cancellation/Termination.			Yes
Applicant agrees to adhere to <b>§503</b> , Reporting.			Yes
<b>Certifications</b>			
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.			
Angela Davis	County Administrator		
Authorized Representative Printed Name	Title	Signature	Date

**§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.  
 Siskiyou County plans to use the 2019-2023 allocations delegated from other jurisdictions for three eligible uses: capitalized reserves for services related to the creation of new Permanent Supportive Housing (PSH), operating subsidies for the creation of new affordable rental housing, and programs to assist households experiencing or at risk of homelessness. The County expects to utilize these funds on a minimum of three projects, two Permanent Supportive affordable rental housing projects and one emergency shelter with a navigation day center. Any funds remaining after the needs of these three projects are met will likewise be devoted to other PSH or shelter projects.

**§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).  
 Siskiyou County is investing in a new construction, fifty-unit apartment complex. Twenty-four units are reserved for Permanent Supportive Housing for tenants making no more than thirty percent of AMI. Twenty-five units will be available to households earning up to sixty percent AMI. The County is also in the initial planning stages of a collaboration with the City of Yreka to convert an existing building into PSH and affordable rental housing. Early projections for the project estimate a unit count of forty apartments. The County expects to restrict a significant portion of units for households receiving thirty percent or less of AMI.

**§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 County's Plan to use PLHA funds for Activities 1, 5, and 6 is consistent with the goals and programs set forth in the 2014-2019 Housing Element. Goal HE.1. is to ensure the availability of a variety of housing types for all income levels throughout the County. Activity 1 supports affordable housing, which reflects Program HE.1.6: reviewing potential funding sources that can be used in support of affordable housing and submit funding applications as appropriate. Activity 5 supports services for permanent supportive housing. This reflects Program HE.1.8: exploring sources of funds that may be available to help fund the development of special needs housing. Goal HE.4 is to continue to facilitate the provision of housing suited to persons with special housing needs. Activity 6 supports case management services and navigation center/emergency shelter operations. This reflects Program HE.4.5: accessing state and federal funding necessary to acquire and/or operate homeless shelters and/or transitional housing in the County.

**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.  
 Siskiyou County intends to provide operating subsidies to support a project led by the City of Yreka. The city proposes to convert an existing building into an affordable rental property with at least a portion of the units reserved for PSH. The intention of this project is to increase permanent housing options for low-income households, particularly those experiencing or at risk of homelessness. The County expects to transfer PLHA funds to either the developer or the service provider of the project.

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	2020	2021													
<b>§302(c)(4)(E)(i)</b> Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity	95.0%	95.0%													
<b>§302(c)(4)(E)(ii)</b> Area Median Income Level Served	30%	30%													<b>TOTAL</b>
<b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at the AMI Level <b>Note: complete for years 2019, 2020, 2021 only</b>	65	65													130
<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	40	40													80
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Affordable Rental Housing Activity ( <b>55 years required for rental housing projects</b> )	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 County anticipates the following schedule for their partnership with the city. Fall of 2022 through winter of 2023: 1) solidify the necessary partnerships for the project, including a developer and services providers, 2) finalize the site selection, and 3) develop blueprints for modifications to the building. In spring-fall of 2023, the city intends to prepare and submit applications for funding the project through identified programs such as Homekey. They expect the conversion to begin early in 2024 and to be completed and occupied by the end of 2025.

**§301(a)(5) Capitalized Reserves for Services connected to the preservation and creation of new permanent supportive housing.**

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

The County will deposit PLHA funds into a reserve for Supportive Services expenses associated with a new construction development for PSH, named Siskiyou Crossroads, a conversion project to create additional PSH units, and other PSH projects depending on the amount of remaining funds.

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	2022													
Type of Permanent Supportive Housing Project	New Construction	New Construction													
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	95.00%	95.00%													
§302(c)(4)(E)(ii) Area Median Income Level Served	30%	30%													<b>TOTAL</b>
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level <b>Note: complete for years 2019, 2020, 2021 only</b>	65	N/A													65
§302(c)(4)(E)(ii) Projected Number of Households Served	50	50													100
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity <b>(55 years required for rental housing projects)</b>	55	55													

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

Siskiyou Crossroads is currently under construction. The developer plans to complete the construction by July of 2023. As described above, the project to convert an existing building into new PSH is expected to reach completion by 2025. The County expects to establish the capitalized reserve before the end of construction for either of these projects.

**§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.**

Siskiyou County plans to release a Request for Proposals to draw a homeless service provider to the region. If successful, the County will utilize PLHA for a contract with the provider to operate an emergency shelter/navigation day center. In addition to running the shelter, the provider will arrange for a variety of supportive services such as case management. If unable to solicit a new provider, the County will administer the PLHA-funded services of emergency shelter/navigation day center and supportive services internally.

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	2023	2023													
Type of Activity for Persons Experiencing or At Risk of Homelessness	Supportive/ Case Management Services	Emergency Shelter Operating													



**Application Development Team (ADT) Support Form**

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Please complete the "yellow" cells in the form below and email a copy to: [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov). and [PLHA@hcd.ca.gov](mailto: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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