

# **Permanent Local Housing Allocation (PLHA) Formula Allocation**

## **2020 Application**



**State of California  
Governor, Gavin Newsom**

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

**Douglas R. McCauley, Acting Director  
Department of Housing and Community Development**

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**Final Filing Date: April 27, 2020 through July 27, 2020 at 5 P.M. PST**

## Instructions

Rev. 5/20/20

**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.**

HCD will only accept applications through a postal carrier service such as U.S. Postal Service, UPS, FedEx or other carrier services that provide date stamp verification confirming delivery to HCD's office. A complete original application and an electronic copy on a USB flash drive with all applicable information must be received by HCD via postal carrier no later than 5:00 p.m. on:

**Monday, July 27, 2020**

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 unprotected, not a .pdf document. For application errors please fill out the Application Support worksheet and email the entire workbook to Application Support for application errors at [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov).

**General Instructions** (Additional instructions and guidance are given throughout the Supplemental 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 or may negatively impact your point score.

Required attachments are indicated in "orange" throughout the Supplemental Application. Failure to provide the required attachments and documentation may disqualify your application from consideration or may negatively impact your point score. Electronically attached files must use the naming convention in the Supplemental Application. For Example: "App1 Payee Data" for Sponsor 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. Point cells in the Scoring worksheet shaded in "red" indicate that the Sponsor has failed to meet the minimum points required.

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

**Formula Allocation Application**

**302(c)(4) Plan**

**Legislative Contacts**

### Checklist

Binder Tab #	Threshold Requirement	Electronic File Name	Document Description	Included?
1	X	<a href="#">App1 Resolution</a>	PLHA webpage for Resolution Document	
2	X	App1 Signature Block	Signature Block - upload in Microsoft Word Document	
3	X	<a href="#">App1 TIN</a>	Taxpayer Identification Number Document	
4	X	Applicant Agreement	Legally binding agreement between Delegating and Administering Local Governments	
5		Plan Adoption	§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.	

**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."

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

The City of Menifee intends to use PLHA funds towards a Down Payment Assistance Program to provide loans to qualified low- and moderate-income households to purchase affordable homes.

**§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 funding will only be allocated to homeownership services, as such, meets the requirement to prioritize investments that increase the supply of housing for households with incomes at or below 60% 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 City of Menifee Housing Element includes Goal HE-3: Improve opportunities for moderate and low income residents and those with special needs to rent, purchase, or maintain adequate housing. The PLHA funds will assist as stated in Policy HE-3.1: Homeownership Assistance. Increase homeownership assistance and security for lower and moderate income households through the provision of financial assistance, education, and collaborative partnerships.

**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.

**§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 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.

**§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.

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

Percentage of Funds Allocated for Affordable Owner-occupied Workforce Housing (AOWH)	<b>0%</b>
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The City of Menifee will allocate 100% of the PLHA funds for direct homeownership assistance to eligible households by providing down payment assistance on a first-come, first-served basis to persons not exceeding 80 percent of the HUD-adjusted area median income. The program will provide down payment assistance as a silent-second loan in the amount of up to \$15,000. If the property is no longer maintained as the principal residence of the buyer or is sold prior to the end of the fifteen (15) year affordability period, all PLHA direct subsidy funds must be repaid. Otherwise, the loan is converted to a grant after the affordability period.

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										
Type of Homeowner Assistance	Home Buyer Assistance	Home Buyer Assistance	Home Buyer Assistance	Home Buyer Assistance	Home Buyer Assistance										
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	100.00%	100.00%	100.00%	100.00%	100.00%										

<b>§302(c)(4)(E)(ii)</b> Area Median Income Level Served	80%	80%	80%	80%	80%										<b>TOTAL</b>
<b>§302(c)(4)(E)(ii)</b> Unmet share of the RHNA at AMI Level	0														0
<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	13	13	13	13	13										65
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Activity	15	15	15	15	15										
<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.															
The city will publish on social media, website and provide flyers in efforts to market the program. Also, we will reach out to all local lenders/real estate agencies and provide them with information to help us market our Down Payment program.															
<b>§301(a)(10)</b> 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.															
<b>File Name:</b>	<b>Plan Adoption</b>	<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.										Attached and on USB?	Yes		

**Legislative and Congressional Information**

Rev. 5/20/20

Provide the Legislative and Congressional information for the applicant and each activity location, (if different than applicant location), included in this application.

To locate or verify the Legislative and Congressional information, click on the respective links below and enter the applicant office location zip code, the activity location site zip code(s) (i.e. zip code(s) where activities are performed), and any additional activity location site(s), as applicable.

[California State Assembly](#)

[California State Senate](#)

[U.S. House of Representatives](#)

Applicant Office Location			
	District #	First Name	Last Name
State Assembly Member	67th	Melissa	Melendez
State Senate Member	23rd	Mike	Morrell
U.S. House of Representatives	42nd	Ken	Calvert
Activity Location 1 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 2 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 3 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 4 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 5 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 6 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 7 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 8 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 9 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 10 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			
Activity Location 11 (if different from applicant location)			
	District #	First Name	Last Name
State Assembly Member			
State Senate Member			
U.S. House of Representatives			