

**Instructions**

Rev. 05/22/24

**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 2020 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 29, 2024. All CY 2020 funds should be requested by June 30, 2024.

**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 (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.	
X	<b>App1 TIN</b>	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	<b>Plan Adoption Reso</b>	§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. <b>PLHA webpage for Plan Adoption Resolution Document</b> , located under the Forms tab.	
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 <b>blue ink</b> 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						Rev. 05/22/24
<b>This streamlined application form is limited to Applicants who applied for and received an award from the 2020, 2021, and/or 2022 Formula Allocation NOFA.</b>						
Did Applicant receive an award from the 2020, 2021, and/or 2022 NOFA Formula Allocation?						Yes
Which NOFA year(s) are you applying for with this application?						
Eligible Applicant Type: Entitlement						
Local Government Recipient of PLHA Formula Allocation:						Alameda
2021 PLHA Formula Allocation Amount:		\$0	Allowable Local Admin (5%):		\$0.00	Admin requested?
2022 PLHA Formula Allocation Amount:		\$479,024	Allowable Local Admin (5%):		\$23,951.00	Admin requested? <b>Yes</b>
Instructions: If the Local Government Recipient of the PLHA Formula Allocation delegated its PLHA formula allocation to another Local Government in its 2020 application, the Applicant (for which information is required below) continues to be the administering Local Government, which received the award. 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.						
<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: City of Alameda, Housing and Human Services Division						
Address: 950 West Mall Square, Suite 205						
City:	Alameda	State:	CA	Zip:	94501	County:
Auth Rep Name:	Amy Wooldridge	Title:	Assistant City Manager	Auth Rep. Email:	awooldridge@alamedaca.gov	
Address:	2263 Santa Clara Avenue		City:	Alameda	State:	CA
Contact Name:	Lisa Fitts	Title:	Housing and Human Services Manager	Contact Email:	lfitts@alamedaca.gov	
Address:	950 West Mall Square, Suite 205		City:	Alameda	State:	CA
Phone:	(510) 747 - 4700		Zip Code:	94501		
Contact Phone:	(510) 747 - 6884		Zip Code:	94501		
<b>Threshold Requirements</b>						
§302(a) Housing Element compliance: Applicant and Delegating Local Government's if applicable Housing Element was adopted by the Local Government's governing body by the application submittal date and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to Government Code Section 65585.						Yes
§302(b) Applicant and Delegating Local Government have 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 certifies that submission of the application was authorized by the governing board of the Applicant.						Yes
§302(c)(5) Applicant certifies that the Plan has not reallocated more than 10 percent of funds among Activities from the approved 5-year Plan included in the PLHA program Standard Agreement, Exhibit E.						Yes
If a reallocation of more than 10 percent of funds was made, Applicant has attached an amended Plan that has been discussed and approved at a publicly-noticed meeting of the governing body.						Yes
File Name:	Application and Plan Adoption Reso	§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. <b>PLHA webpage for Application and Plan Adoption Resolution Document</b>			Uploaded to HCD?	Yes
§300(e) Applicant does not have uncommitted PLHA funds greater than permitted by Section 300(e).						Yes
§503(b) Applicant has submitted the PLHA Annual Report by July 31 (if applying before July 31), or has submitted the PLHA Annual Report due by July 31 (if applying on or after July 31).						Yes
§302(c)(8) If a program income reuse plan was not submitted with the 2020 application, has Applicant attached a program income reuse plan describing how repaid loans and/or accrued interest will be reused for eligible activities specified in Section 301?						Yes
File Name:	Reuse Plan	Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.			Uploaded to HCD?	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.						
Amy Wooldridge		Assistant City Manager				
Authorized Representative Printed Name		Title		Signature		Date



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

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Please complete the "yellow" cells in the form below and email a copy to: [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
1	PLHA Supp App							
2	PLHA Supp App							
3	PLHA Supp App							
4	PLHA Supp App							
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