

**BOARD OF SUPERVISORS AUTHORIZING RESOLUTION OF COUNTY OF LAKE,
AUTHORIZING THE APPLICATION AND AMENDING THE PLHA PLAN FOR THE
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

The Board of Supervisors of the County of Lake hereby consents to, adopts, and ratifies the following resolution:

- A. **WHEREAS**, the Department is authorized to provide up to \$296 million under the SB2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. Chapter 364, Statutes of 2017 (SB2)).
- B. **WHEREAS**, the State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice of Funding Availability (“NOFA”) dated 10/15/2024 under the Permanent Local Housing Allocation (PLHA) Program;
- C. **WHEREAS**, the County of Lake is an eligible Local government who has applied for program funds to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation;
- D. **WHEREAS**, the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement, and other contracts between the Department and PLHA grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

- 1. If applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and feral statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
- 2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix B of the current NOFA \$1,450,450 in accordance with all applicable rules and laws.
- 3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, guidelines, other rules, and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. **Pursuant to Sections 302(c)(4) and 302(c)(5) of the Guidelines, Applicant's PLHA Plan Amendment for the 2021-2023 Allocations is attached to this resolution, and Applicant hereby adopts this PLHA Plan Amendment and certifies compliance with all public notice, public comment, and public hearing requirements in accordance with the Guidelines.**
5. **If applicable:** Applicant certifies that it was delegated by the Board of Supervisors to submit an application on its behalf and administer the PLHA grant award for the formula allocation of PLHA funds, pursuant to Guidelines Sections 300(c) and 300(d), and the legally binding agreement between the recipient of the PLHA funds and the Applicant is submitted with the PLHA application.
6. **If applicable:** Applicant certifies that it has or will subgrant some or all of its PLHA funds to another entity or entities. Pursuant to Guidelines section 302(c)(3), "entity" means a housing developer or program operator, but does not mean an administering Local government to whom a Local government may delegate its PLHA allocation.
7. **If applicable:** Applicant certifies that its selection process of these subgrantees was or will be accessible to the public and avoided or shall avoid any conflicts of interest.
8. **If applicable:** Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
9. **If applicable:** Applicant certifies that, if funds are used for the acquisition, construction or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A), (B), and (C).
10. **If applicable:** Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such 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 a Local government-approved underwriting of the Project for a term of at least 55 years.
11. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.
12. The County Administrative Officer is/are authorized to execute the PLHA Program Application, the PLHA Stand Agreement and any subsequent amendments or modifications thereto, awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors this _____ day of, _____ 2025, by the following vote:

AYES: _____

ABSTENTIONS: _____

NOES: _____

ABSENT: _____

Signature of Approving Officer: _____

INSTRUCTIONS: The attesting officer cannot be the person identified in the resolution as the authorized signer.

CERTIFICATE OF THE ATTESTING OFFICER

The undersigned, Officer of _____ does hereby attest and certify that the _____ Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the Board of Supervisors which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: _____
Signature of Attesting Officer

Print Name and Title of Attesting Officer

Permanent Local Housing Allocation (PLHA) Formula Allocation

Notice of Funding Availability (NOFA) October 15, 2024

2024 Application for 5-Year Plan Amendment



State of California
Gavin Newsom, Governor

Business, Consumer Services and Housing Agency
Tomiquia Moss, Secretary

Department of Housing and Community Development
Gustavo Velasquez, Director

Program Design and Implementation, PLHA Program
651 Bannon Street, Sacramento, CA 95811

Email: PLHA@hcd.ca.gov

Website: [Permanent Local Housing Allocation Program \(PLHA\)](#)

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. 10/28/24

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' .xism 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.

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 Requirement	Electronic File Name	Document Description	Included?
X	Application and Adopting the PLHA Plan (2021-2023 Allocations) Reso	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	App1 TIN	Provide a signed Gov't TIN Form	Included
X	Applicant Delegation Agreement	Legally binding agreement between Delegating and Administering Local Governments.	Not Applicable

X	<u>Plan Adoption Reso</u>	§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	Reuse Plan	Program Income Reuse Plan describing how repaid loans or accrued interest will be used for eligible activities in Section 301.	Included
X	Executed Application	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 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."			

PLHA Formula - Amendment for years 2021, 2022, 2023						Rev. 10/28/24
Eligible Applicant Type:		NonEntitlement				
Local Government Recipient of PLHA Formula Allocation:				Lake County		
2021 PLHA Formula Allocation Amount:	n/a	2020 Allowable Local Admin (5%):	n/a	Admin requested?	Yes	
2022 PLHA Formula Allocation Amount:	n/a	2021 Allowable Local Admin (5%):	n/a	Admin requested?	Yes	
2023 PLHA Formula Allocation Amount:	n/a	2022 Allowable Local Admin (5%):	n/a	Admin requested?	Yes	
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: County of Lake Address: 255 N. Forbes Street City: Lakeport State: CA Zip: 95453 County: Lake County Auth Rep Name: Susan Parker Title: CAO Auth Rep. Email: susan.parker@lakecountycalifornia.gov Phone: 707-263-2580 Address: 255 N. Forbes Street City: Lakeport State: CA Zip Code: 95453 Contact Name: Lisa Judd Title: Deputy County Administrator-housing Contact Email: lisa.judd@countyoflakeca.gov Contact Phone: 707-263-2580 Address: 255 N. Forbes Street City: Lakeport State: CA Zip Code: 95453						
§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  Document		N/A
File Name:	Application and/or Adopting the PLHA Plan (2020-2023 Allocations) Reso	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:	Gov TIN	Provide a signed Gov't TIN Form			Uploaded to HCD?	Yes
File Name:	Applicant Delegation Agreement	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						
§301(a) Eligible activities are limited to the following:						Select below:
§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.						No
§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.						Yes
§301(a)(3) Matching portions of funds placed into Local or Regional Housing Trust Funds.						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.						No
§301(a)(5) Capitalized Reserves for services connected to the preservation and creation of new permanent supportive housing.						No
§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.						No
§301(a)(7) Accessibility modifications in Lower-income Owner-occupied housing.						Yes
§301(a)(8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.						No
§301(a)(9) Homeownership opportunities, including, but not limited to, down payment assistance.						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.

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.

Susan Parker

CAO

Authorized Representative Printed Name

Title

Signature

Date

File Name:	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.	Uploaded to HCD?
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Total Percentage of Funds Allocated Calculator (2021 - 2023)

2021 Allocation	
Admin	5%
Funds Allocated	60%
Total Percentage of Funds Allocated for 2021	65%

2022 Allocation	
Admin	5%
Funds Allocated	60%
Total Percentage of Funds Allocated for 2022	65%

2023 Allocation	
Admin	0%
Funds Allocated	60%
Total Percentage of Funds Allocated for 2023	60%

Please complete the "yellow" cells in the form below and email a copy to: 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:	

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							
5	PLHA Supp App							
6	PLHA Supp App							
7	PLHA Supp App							
8	PLHA Supp App							
9	PLHA Supp App							
10	PLHA Supp App							
11	PLHA Supp App							
12	PLHA Supp App							
13	PLHA Supp App							
14	PLHA Supp App							
15	PLHA Supp App							

