

## Instructions

Rev. 2/26/20

**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	Included
2	X	App1 Signature Block	Signature Block - upload in Microsoft Word Document	Included
3	X	<a href="#">App1 TIN</a>	Taxpayer Identification Number Document	Included
4	X	Applicant Agreement	Legally binding agreement between Delegating and Administering Local Governments	Not Included
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.	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**

Rev. 2/26/20

<b>Eligible Applicant Type:</b>	<b>Entitlement</b>
<b>Local Government Recipient of PLHA Formula Allocation:</b>	Lodi
<b>Approximate PLHA Formula Allocation Amount:</b>	<b>\$336,265</b>
<b>Allowable Local Admin (5%):</b>	<b>\$16,813</b>

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.

**Eligible Applicants §300**

**§300(a)** Eligible Applicants for the entitlement formula component described in Section §100(b)(1) 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.

<b>Applicant:</b>	City of Lodi
<b>Address:</b>	221 W. Pine Street
<b>City:</b>	Lodi
<b>State:</b>	CA
<b>Zip:</b>	95240
<b>County:</b>	San Joaquin

**§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

<b>File Name:</b>	<a href="#">App1 Resolution</a>	<b>PLHA webpage for Resolution Document</b>	Attached and on USB?	Yes
<b>File Name:</b>	<b>App1 Signature Block</b>	<b>Signature Block - upload in Microsoft Word Document</b>	Attached and on USB?	Yes
<b>File Name:</b>	<a href="#">App1 TIN</a>	<b>Taxpayer Identification Number Document</b>	Attached and on USB?	Yes
<b>File Name:</b>	<b>Applicant Agreement</b>	<b>Legally binding agreement between Delegating and Administering Local Governments</b>	Attached and on USB?	N/A

**Eligible Activities, §301**

<b>§301(a) Eligible activities are limited to the following:</b>	<b>Included?</b>
<b>§301(a)(1)</b> 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 type="checkbox"/> <b>YES</b>
<b>§301(a)(2)</b> 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"/> <b>YES</b>
<b>§301(a)(3)</b> Matching portions of funds placed into Local or Regional Housing Trust Funds.	<input type="checkbox"/> <b>YES</b>
<b>§301(a)(4)</b> 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"/> <b>YES</b>
<b>§301(a)(5)</b> Capitalized Reserves for services connected to the preservation and creation of new permanent supportive housing.	<input type="checkbox"/> <b>YES</b>
<b>§301(a)(6)</b> 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"/> <b>YES</b>

§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) <b>Housing Element compliance:</b> Applicant or Delegating Local Government's Housing Element was adopted by the Local Government's governing body by the application deadline and 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 Governemnt 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)(3) Applicant certifies 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 accesible to the public.		Yes
§302(c)(4) Does the application include a Plan in accordance with §302(c)(4)?		Yes
§302(c)(4)(D) Applicant certifies 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 certifies that the Plan submitted is for a term of five years. 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 certifies 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 certifies 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.		Yes
§302(c)(8) Has Applicant attached a program income reuse plan describing how repaid loans will be reused for eligible activities specified in Section 301?		No
<b>Administration</b>		
Applicant agrees to adhere to §500, Accounting Records.		Yes
Applicant agrees to adhere to §501, Audits/Monitoring of PLHA Files.		Yes
Applicant agrees to adhere to §502, Cancellation/Termination.		Yes
Applicant agrees to adhere to §503, 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.		
Stephen Schwabauer	City Manager	
Authorized Representative Printed Name	Title	Signature
Entity name: City of Lodi	Phone Number: 209-333-6700	Date
Entity Address: 221 W. Pine Street	City: Lodi	State: CA
	Zip: 95240	

## §302(c)(4) Plan

Rev. 2/26/20

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

PLHA funds will be used for capital costs for a permanent emergency homeless shelter, including predevelopment, infrastructure and site improvements.

**§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).

Lodi does not currently have a permanent shelter for people experiencing homelessness. The Lodi Committee on Homelessness, in collaboration with several local and regional homeless experts, has determined that a low-bar shelter with supportive services is critical to assisting the city's unsheltered homeless population. The proposed facility will provide temporary emergency shelter for individuals and families that are typically at or below 30 percent of Area Median Income. The emergency shelter will serve as an interim step in assisting the unsheltered homeless population in securing long-term housing.

**§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.

Program 4.3 of the City of Lodi's Housing Element (2014-2023) is to "Pursue Regional Solutions to Homeless Needs." This implementation program calls on the City to collaborate with nonprofit service organizations in the region to support and implement solutions to homelessness. The City has created an interagency Lodi Committee on Homelessness (LCOH), and City staff participates with community groups and service organizations in the San Joaquin Continuum of Care (SJCoC), a regional program promoting community-wide action to end homelessness. These efforts focus on leveraging partnerships to create effective solutions to homelessness, and the goal to establish a permanent emergency shelter for homeless individuals and families in Lodi has been identified as one of the top priorities of both the LCOH and the SJCoC. Construction and operation of a shelter is one of the most immediate and concrete actions the City can take in implementing Program 4.3 of the Housing Element to address homelessness.

### 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.

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

PLHA funds will be used to support predevelopment, infrastructure and site improvements for a permanent homeless shelter. Specific activities may include: identifying a site, preliminary environmental studies, business and operational plan, conceptual design, site layout, site and facility improvement plans, cost estimates, development schedule, entitlements, construction documents, contractor bid and selection process, site preparation and infrastructure improvements and maintenance/operations.

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	2019	2020	2020	2021	2021	2022	2022	2023	2023					
Type of Activity for Persons Experiencing or At Risk of Homelessness	Emergency Shelters														
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity	100%		100%		100%		100%		100%						
§302(c)(4)(E)(ii) Area Median Income Level Served	30%	50%	30%	50%	30%	50%	30%	50%	30%	50%					<b>TOTAL</b>
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level	244	253													497

<b>§302(c)(4)(E)(ii)</b> Projected Number of Households Served	45	5													50
<b>§302(c)(4)(E)(iv)</b> Period of Affordability for the Proposed Activity ( <b>55 years required for rental housing projects</b> )	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					
<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. Predevelopment phase and apply for planning entitlements - July 2020 to March 2021 Approval of entitlements, draft construction documents, contractor bid and selection process, issuance of building permits – March to November 2021 Infrastructure and site improvements (Phase 1) – March 2022 to February 2023 Site improvements (Phase 2) – March 2023 to February 2024															
<b>§301(a)(7)</b> Accessibility modifications in Lower-income Owner-occupied housing.															
<b>§301(a)(8)</b> Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.															
<b>§301(a)(9)</b> Homeownership opportunities, including, but not limited to, down payment assistance.															
<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. 2/26/20

*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**

	<b>District #</b>	<b>First Name</b>	<b>Last Name</b>
State Assembly Member	9	Jim	Cooper
State Senate Member	5	Cathleen	Galgiani
U.S. House of Representatives	9	Jerry	McNerney

**Activity Location 1 (if different from applicant location)**

	<b>District #</b>	<b>First Name</b>	<b>Last Name</b>
State Assembly Member			
State Senate Member			
U.S. House of Representatives			