

## Permanent Local Housing Allocation (PLHA) Program Annual Report Workbook Frequently Asked Questions (FAQs)

This document provides frequently asked questions and answers for the PLHA Annual Report (report). Please use this as a guide when completing the report.

### Helpful Hints

- 1: Executed Standard Agreement: document is considered “executed” when it has been signed by both the Grantee and the Department of Housing and Community Development (the Department).
  - 2: Report includes a hidden tab for each of the awarded Activity. Each individual Activity tab will appear for Grantee to complete the outcomes of PLHA funds expenditures when the report is completed correctly. See section titled “Tab 1 – Cover Sheet” for more information.
  - 3: To complete the report as accurately as possible, the most current executed Standard Agreement, previous year(s) PLHA Annual Reports (if applicable), the approved Budget Revision form (if applicable), and all approved Request for Funds forms (if applicable) will be needed.
  - 4: Complete ALL yellow cells in the report unless otherwise noted per instruction. See section titled “Individual Activity Tabs” for more information. It is important to complete the report to its entirety to minimize errors and avoid delays or the possibility of it being returned for corrections.
  - 5: The awarded allocation amounts in the report must match one of the following documents, whichever is the most current:
    - the percentage of each Activity noted in the most current executed Standard Agreement
    - the approved Budget Revision form (if applicable)
    - the Request for Funds form (if SGM approved the request for disbursement)
- If information in the current executed Standard Agreement is inaccurate because there will be an amendment to the 5-Year Plan or an amended Standard Agreement is in the process of being executed, please complete the report with information as noted in the current executed Standard Agreement and provide an explanation of the changes/updates in the “Comments” section at the bottom of each individual Activity tab.
- 6: To avoid errors with the report’s macros and formulas, use the drop-down arrow to select when a cell has that option. Please type the information instead of cutting and pasting information from another document.

### General Questions

**1: Do I need to complete and submit the PLHA Annual Report even if I just received the executed Standard Agreement?**

A: Yes. If your Standard Agreement was executed within the reporting period, you are required to complete and submit the PLHA Annual Report even if you do not have anything to report at this time. When completing the information in each cell, you may enter a zero or N/A where applicable and in the “Comments” section of each individual Activity tab, please provide additional information as requested in the instruction.

**2: Do I need to complete and submit the PLHA Annual Report even if I have not requested or expended PLHA funds?**

A: Yes. If your Standard Agreement was executed within the reporting period, you are required to complete and submit the PLHA Annual Report even if you do not have anything to report at this time. When completing the information in each cell, you may enter a zero or N/A where applicable and in the “Comments” section of each individual Activity tab, please provide additional information as requested in the instruction.

**3: I submitted the report in previous year(s), but I have not applied for new allocation(s) or requested for PLHA funds or expended PLHA funds for this reporting period.**

**Do I need to complete and submit the PLHA Annual Report?**

A: Yes. You may enter a zero or N/A where applicable since the requested information is for the current reporting period and in the “Comments” section of each individual Activity tab, please provide additional information as requested in the instruction.

\*Please make sure to provide data in cells that request for previous year(s) information. If the information is not consistent with previous year(s) data, include an explanation in the “Comments” section for the discrepancy.

**4: Where can I find the PLHA Annual Report?**

A: The most current PLHA Annual Report is posted on HCD’s website at <https://www.hcd.ca.gov/grants-and-funding/reporting-and-compliance-grant-programs> under Permanent Local Housing Allocation (PLHA).

\*Remember to always check HCD’s website for any updated PLHA forms. Outdated PLHA forms will not be processed and will be returned for correction.

**5: Can I use my previous PLHA Annual Report and update the information?**

A: No. You must use the most current PLHA Annual Report posted on HCD’s website at <https://www.hcd.ca.gov/grants-and-funding/reporting-and-compliance-grant-programs> under Permanent Local Housing Allocation (PLHA). Outdated PLHA forms will not be processed and will be returned for correction.

**6: Why is the PLHA Annual Report not working properly?**

A: After downloading the report, click “Enable Editing” followed by “Enable Content” in yellow ribbon at the top of the document. This ensures that the form functions as intended with all macros, formulas, and capabilities enabled. We strongly recommend you type in the information instead of cutting and pasting data from your other sources because this may cause your report to not register the information correctly due to the macros and formulas embedded in the workbook. Always use the drop-down arrow to make your selection when a cell has that option. Please contact your IT if you continue to have issues with the report since it is possible that your department has set security measures for

**Tab 1 – Cover Sheet:** After entering the Awarded Allocation Amount for each Activity under the “Awarded Activity Summary,” of the Cover Sheet an additional, corresponding tab for each awarded Activity will appear for you to complete. Annual Report will be returned if it is missing individual Activity tabs or incomplete Activity tabs.

**1: What information is requested in the cell “If funds were delegated?”**

A: Complete this cell ONLY if you delegated another entity to administer your PLHA funds. If you are a City or County and you are administering the PLHA program, then you would leave this cell blank.

**2: What is the “Reporting Period?”**

A: The reporting period for the current Annual Report is from “July 1 of previous year to June 30 of current year”

**3: What amount should I input in the cell “Awarded Allocation Amount ...”?**

A: The awarded allocation amounts in the report must match one of the following documents, whichever is the most current:

- the percentage of each Activity noted in the most current executed Standard Agreement
- the approved Budget Revision form (if applicable)
- the Request for Funds form (if SGM approved the request for disbursement)

**4: The Activity or the percentage of each Activity in my most current executed Standard Agreement is incorrect or is different. In that case, what amount should I input?**

A: The awarded allocation amounts in the PLHA Annual Report must match the percentage of each Activity in your most current executed Standard Agreement or your approved Budget Revision form (if applicable) or the Request for Funds form (if SGM approved the request for disbursement). If you plan to make changes to your 5-Year Plan or if you are waiting for your amended Standard Agreement to be executed with updated information, you may complete the report with information as noted in the current executed Standard Agreement but provide an explanation of the changes/updates in the “Comments” section at the bottom of each individual Activity tab.

**5: What amount should I input in the cell “Amount of the annual allocation’s funds that were disbursed by HCD for this activity?”**

A: If you have not requested funds, please input \$0.00. If your SGM representative approved your request for funds for disbursement, please enter the amount that you requested for each of the applicable Activity.

**6: What is the amount of PLHA funds for affordable owner-occupied workforce housing (AOWH)?**

A: AOWH information can be found in your PLHA application and/or your approved 5-year Plan. The awarded amount is based on the information you provided during the application process. Please work with your team to determine the appropriate amount your jurisdiction agrees to allocate for AOWH.

**7: I don’t see the individual Activity tabs after I input the awarded allocation amount for each Activity.**

A:

- Make sure you click “Enable Editing” followed by “Enable Content” in yellow ribbon at the top of the document BEFORE you start completing the report. This ensures that the form functions as intended with all macros, formulas, and capabilities enabled.
- Delete the information in the cell, move the cursor away from the cell and click on another cell, go back to the cell that you just delete the information, and retype in the amount again instead of cutting and pasting the information from another document.
- Close the workbook, reopen it, and click on “Enable Editing” and “Enable Content” again.
- Select any of the tabs, right click on the mouse, select “Unhide,” and select the awarded Activity. The Activity cell should pop up for you to complete the information.
- Contact your IT since it is possible that your department has set security measures for downloaded forms.

**Tab 2 – Narrative Summary**

**1: Some of these questions do not apply to me. How should I complete them?**

A: Complete all the yellow cells with as much information as possible. If a question or cell does not apply to you, please input an N/A to acknowledge that you have reviewed it.

**2: How do I know if I will be using my PLHA funds for affordable owner-occupied workforce housing (AOWH)?**

A: AOWH information can be found in your PLHA application and/or your approved 5-year Plan. The awarded amount is based on the information you provided during the application process. The response should be consistent with the information you input at the bottom of Tab 1 – Cover Sheet (and your previous year’s Annual Report).

**Individual Activity Tabs**

**1: What are “Individual Activity Tabs?” What type of information is required?**

A: The individual Activity tabs (labeled Activity 1 through Activity 10) reflect expenditure information using PLHA funds for each Activity between July 1 of the previous year through June 30 of the current year.

**2: Some of these questions do not apply to me. How should I complete them?**

A: Complete all the yellow cells with as much information as possible. If a question or cell does not apply to you, please input a zero or N/A to acknowledge that you have reviewed it.

**3: Does the report reflect all funding sources involved in the project or just with PLHA funds?**

A: The data reported for each Activity tab should reflect only PLHA funded units and individuals served with PLHA monies for each Activity unless the cell specifically asks for information not associated with PLHA funds.

\*Make sure the information you provide this year is consistent with the previous year’s Annual Report (if applicable). If there are discrepancies such as different activities, different Activity percentage amount(s), population served, etc. from the previous year, please provide an explanation in the “Comments” section at the bottom of each Activity tab for the changes or discrepancies.

\*The PLHA Annual Report reflects data for only PLHA funds. Outcomes or deliverable activities from using funding sources other than PLHA funds should not be included in the Annual Report unless the cell specifically asks for information not associated with PLHA funds.

\*Using PLHA funds as a reimbursement – if you have outcomes from using other funding sources, do not include this data since the report is requesting outcomes with PLHA monies. You may report the data in the next Annual Report when you receive and reimbursed PLHA monies at that time.

**4: What if I have not requested PLHA funds? Do I leave the yellow cells blank?**

A: If you have not requested PLHA funds during this reporting period, please input zero or N/A in the first row of each section of each Activity tab to acknowledge that the information is not applicable for this reporting period. Please provide an explanation in the “Comments” section at the bottom of each Activity tab.

\*It is important that you are aware of the expenditure deadline for each allocation year. The process to review documents and approve a request for funds may take time. From the time you submit your request for funds to the time you receive your check from the State Controller Office takes about 45 days. However, sometimes it may take longer if there are pending issues.

**5: What if I requested PLHA funds but have not received the check from the State Controller Office?**

A: Provide as much information as you can. When you requested PLHA funds, you were required to provide agreements, contracts, and/or loan documents as verification of

6: Provide as much information as you can. When you requested PLHA funds, you were required to provide agreements, contracts, and/or loan documents as verification of commitment. Therefore, you may be able to complete some information such as Name of Project, Project Address, and Activity Number. For the amounts of PLHA funds expended and number of units or households served with PLHA funds, you may input zero or N/A since you have not expended PLHA funds towards the activity. Provide an explanation in the "Comments" section at the bottom of each Activity tab.

**6: What if I requested PLHA funds and received the check from the State Controller Office but have not expended the funds?**

A: Provide as much information as you can. When you requested PLHA funds, you were required to provide agreements, contracts, and/or loan documents as verification of commitment. Therefore, you may be able to complete some information such as Name of Project, Project Address, and Activity Number. But for the amounts of PLHA funds expended and number of units or households served with PLHA funds, you may input zero or N/A since you have not expended PLHA funds towards the activity. Please provide an explanation in the "Comments" section at the bottom of each Activity tab.

**7: Do I need to complete the "Comments" section at the bottom of each individual Activity tab?**

A: If you have not requested or expended your PLHA funds, please provide an explanation in the "Comments" section at the bottom of each Activity tab such as: describe the anticipated timeframe in which you will request and expend PLHA funds. If you are working with an SGM representative to request funds, include an explanation of the progress or status. If you requested funds but have not received the check from State Controller Office by the time the report is due, provide an explanation of the progress or status.

\*Please provide any additional comments you would like to share with HCD in the "Comments" section.

**8: What is the Cumulative Data section below the "Comments"?**

A: Use information in the individual Activity tabs from the previous Annual Report's Cumulative Data to complete the current Cumulative Data section. Using last year's Annual Report, add the amounts reported in the Total Prior to this Reporting Period column AND Total for this Reporting Period column and enter the result in the yellow cells of this year's Cumulative Data that corresponds to each row.

**Tab - Certification**

**1: Do I submit the PLHA Annual Report as a pdf or excel copy?**

A: Use the drop-down arrow to select the "Signature Method."

\*If the report is signed via "Certification by Printed Name," please have the authorized representative(s) type in their name under "Signature of PLHA Administrator" AND "Signature of Authorized Executive Official" and submit just the excel copy.

\*If the report is signed via "Certification by Signature," it is acceptable for the authorized representative to submit a PDF with either a DocuSign or wet ink signature. Submit BOTH the pdf and excel copy.

\*Annual Report is not valid and will be returned if the signature cell(s) are left blank.

**2: Who should I input as the "Name of PLHA Administrator?"**

A: It can be an authorized representative who is responsible for overseeing and administering the PLHA program.

\*The PLHA Administrator is someone other than the Authorized Executive Official who will be signing the Annual Report. Unless the only authorized person working on the PLHA program is also the Authorized Executive Official.

**3: Who should I input as the "Authorized Executive Official?" Can my manager or Executive Director sign the report since they are available to do so?**

A: The PLHA Annual Report must be signed by the authorized representative for the report to be acceptable (City Manager, CFO, CEO, or the person identified in the Resolution delegated to administer the PLHA program).

\*If the Authorized Executive Official would like to designate another person to sign the report on their behalf, SGM will need a letter signed by the Authorized Executive Official indicating the name and title of the designee.

**Instructions for the Permanent Local Housing Allocation (PLHA) Program Annual Report Workbook  
Instructions (additional instructions are included in each tab)**

**Pursuant to Health and Safety Code (HSC) Section 50470**

The Department of Housing and Community Development (the Department) is authorized to provide funding based on Entitlement Formula Component HSC 50470(b)(2)(B)(I)(I), Non-Entitlement Formula Component HSC 50470(b)(2)(B)(I)(II), and Non-Entitlement Competitive Grant Program Component HSC 50470(b)(2)(B)(I)(I) to eligible local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities.

**Annual Reporting**

Chapter 364, Statutes of 2017 (SB 2, Atkins) was part of a 15-bill housing package aimed at addressing the state's housing shortage and high housing costs. The Department adopted Guidelines in October 2019. Per Reporting Section 503 of the PLHA Guidelines, no later than July 31 of each year, a Grantee shall provide to the Department an annual report, in a format specified by the Department, including but not limited to the information requested in this workbook. Per Cancellation and Termination Section 502(c) of the PLHA Guidelines, failure to meet reporting requirements will result in notice to the Grantee that it must satisfactorily cure any deficiencies within three months of the notice, or Grantee may be ineligible for any additional PLHA award. If the Department does not receive a corrected Annual Report within the requested timeframe, there may be a delay in the approval of the request for funds.

**Completion of the Annual Reporting Workbook**

All fields in which information is requested must be completed by the Grantee within the three plus tabs of the reporting workbook as applicable. Reporting workbooks which contain blank information will be considered incomplete and will be returned to the Grantee for completion. Please complete all yellow cells. If the requested information is not applicable, please enter a "0" or an "N/A." Any questions pertaining to the reporting requirements should be directed to the State Grant Management Representative (SGM Rep) assigned to the project. If you do not have your SGM Rep's information, you may submit your email inquiry to [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov). **Please submit your completed Annual Report to the SGM general inbox at [PLHASGM@hcd.ca.gov](mailto:PLHASGM@hcd.ca.gov) and cc your SGM Rep if known.**

Navigate through form fields using Tab key and fill in information as prompted. In order to reduce errors with macros and formulas embedded in the workbook, please use the drop-down arrow to select when a cell has that option and manually type in the data instead of cutting and pasting information from another document. **To ensure the workbook functions as intended, please click "Enable Editing" followed by "Enable Content" in the yellow ribbon at the top of Tab 1 - Cover Sheet before entering any data.**

**Tab 1 - Cover Sheet** - Per Reporting Section 503(a) of the PLHA Guidelines, please complete the table with requested information beginning on Row 8.

1. Enter the HCD Contract Number. Contract number may be found in the executed Standard Agreement. Please enter the contract number with the following naming convention: xx-PLHA-xxxx for Formula allocation and xx-PLHACOM-xxxx for Competitive allocation.
2. Enter Preparer's information.
3. Use the drop-down menu to select the Contractor Name.
4. If funds were delegated, enter the name of the Administering Local Government, Local Housing Trust Fund, or Regional Housing Trust Fund.
5. In Cell F/G 11, use drop-down menu to select whether your PLHA allocation is Competitive or Formula. Consult the PLHA final Guidelines and your executed Standard Agreement if you are uncertain which type of award you are receiving. Your selection will determine which Activity options are available for you to select on the rest of the Cover Sheet and in subsequent tabs throughout this workbook.
6. Enter the amount of PLHA funds expended during this reporting period to be used for Admin Costs. This amount may be the total amount from the Admin Costs that were requested and approved by SGM during the previous reporting period and during this reporting period.
7. Under the Awarded Activity Summary, enter the amount awarded for each allocation year by activity. If an allocation year has not yet been awarded (evidenced by a fully executed Standard Agreement or subsequent fully executed amendments to the Standard Agreement), please leave "\$0.00" in the corresponding cell. If PLHA funds have been awarded, the amount for each activity must match the most current executed Standard Agreement or the approved Budget Revision for that allocation year. Once the awarded amount for each allocation year is entered, a hidden Tab for the awarded activity will appear for you to provide additional information for the project(s) involved with the activity. Please contact your IT if you do not see the hidden tabs for your awarded activity or if you continue to have issues with the report since it is possible that your Department has set security measures for downloaded forms. **Annual Report will be returned if the report is missing the individual Activity tabs or if the tabs are incomplete.**
8. Under the Awarded Activity Summary, enter the total amount of PLHA funds disbursed for each activity to date. Disbursed means that PLHA funds have been requested by the Grantee and approved by SGM for the respective allocation and activity. Check your Request for Funds (RFF) forms to calculate the total amount requested and approved by SGM. If funds have been awarded, but have not yet been disbursed (requested by Grantee and approved by SGM), please leave "\$0.00" in the corresponding cell.
9. Enter the amount of PLHA funds that have been set aside for AOWH. Please refer to your PLHA application to confirm the amount you planned to allocate for AOWH. If you are uncertain as to which activities have AOWH funds, please refer to Question #2 of the Narrative tab.

**Tab 2 - Narrative Summary**

1. Respond to the three questions as accurately and thoroughly as possible.
2. If the question does not apply, please enter an "N/A" in the yellow cell to acknowledge that you have read the question and that it does not apply to your activity at this time.
3. For Question 1, please report the Program Income earned. This is any revenue generated directly from the investment of PLHA funds (loan repayments, interest, fees). This does not include matching funds or leveraged funds.

**Individual Activity Tabs**

For each activity that you were awarded PLHA funds, there will be a corresponding Activity tab for you to provide activity-specific project outcomes and compliance information. Please see the above Number 6 under Tab 1 - Cover Sheet for more information. **Data requested on these individual Activity tabs reflect outcomes that pertain to ONLY PLHA funds that were expended during this reporting period.**

If PLHA funds were awarded but funds have not been requested, please input an "N/A" or a "0" in each yellow cell on the first row of each section of each Activity tab to acknowledge that you have reviewed the information and provide an explanation in the section at the bottom of the Activity tab.

If PLHA funds were awarded and disbursed, but a check has not been received during this reporting period, please input an "N/A" or a "0" in each yellow cell on the first row of each section of each Activity tab to acknowledge that you have reviewed the information and provide an explanation in the section at the bottom of the Activity tab. Once you receive the check and expend the PLHA funds, you may report the expenditures in next year's Annual Report.

If PLHA funds were awarded, disbursed, and the check was received, but funds have not yet been expended during this reporting period, please input an "N/A" or a "0" in each yellow cell on the first row of each section of each Activity tab to acknowledge that you have reviewed the information and provide an explanation in the section at the bottom of the Activity tab. PLHA funds expended after the reporting period may be reported in next year's Annual Report.

If you have not requested PLHA funds and/or PLHA funds have not been disbursed during this reporting period, but you expended PLHA funds that you received prior to this reporting period, please enter the data as applicable since PLHA funds were used to operate the awarded activities. Please provide an explanation in the section at the bottom of the Activity tab.

If other sources of fundings were used to operate the project and PLHA funds will be reimbursed at a later time, please input an "N/A" or a "0" in each yellow cell on the first row of each section of each Activity tab to acknowledge that you have reviewed the information and provide an explanation in the section at the bottom of the Activity tab. PLHA funds expended after the reporting period may be reported in next year's Annual Report.

**Annual Report will be returned if the report is missing the individual Activity tabs or if the tabs are incomplete.**

**Tab - Certification**

Pursuant to the PLHA Final Guidelines Section 503 (b), "This report must be signed by **BOTH** the Local government's PLHA administrator and the Local government's City Manager (or his/her designee), or Chief Executive Officer (or his/her designee) or Chief Financial Officer (or his/her designee)." If a designee is signing the Annual Report, a letter from the Authorized Executive Official identifying the name and title of the designee must accompany the report (if not previously submitted to SGM).

For each required signature, select the method of signing (electronic by printed name or by signature). **The Department MUST receive the Annual Report as an excel document. If you choose to sign the certification manually or as E-sign, please submit BOTH the uploaded signature and the full Excel workbook.**

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
 DIVISION OF STATE FINANCIAL ASSISTANCE  
 STATE GRANT MANAGEMENT BRANCH  
 651 Bannon Street, 8th Floor  
 Sacramento, CA 95811  
[PLHASGM@HCD.CA.GOV](mailto:PLHASGM@HCD.CA.GOV)



**PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM**  
**Annual Report**  
**Cover Page**

Last Revised: 7/01/2024

<b>HCD Contract Number:</b>	20-PLHA-15090	<b>Local Government (Contractor Name):</b>	Alameda
<b>Preparer Name:</b>	Yasamin Obaidy/Marcie Johnson/ Lisa Fitts	<b>If funds were delegated, provide the name of the Administering Local Government, Local Housing Trust Fund, or Regional Housing Trust Fund:</b>	N/A
<b>Preparer Email:</b>	yobaidy@alamedaca.gov / mjohnson@alamedaca.gov / lfitts@alamedaca.gov	<b>Reporting Period:</b>	July 1, 2023- June 30, 2024, Due July 31, 2024
<b>Preparer Title:</b>	Administrative Specialist / Social Services Manager/ Housing & Human Services Manager	<b>Allocation Type Pursuant to Guidelines Articles III and IV:</b>	Formula
<b>Preparer Phone Number:</b>	(510) 697-9770 / (510) 747 - 6885		

**Awarded Activity Summary**

1. Please refer to the Instruction tab and the FAQs tab to complete this workbook.
2. **Annual Report will be returned if the report is incomplete, missing the individual Activity tabs for each awarded Activity, or data is inconsistent with previous year's Annual Report and/or executed Standard Agreement.**
3. Future requests of funds may be put on hold until the Annual Report is submitted and completed correctly.
4. Please click "Enable Editing" followed by "Enable Content" in the yellow ribbon at the top of this tab before entering information. This ensures that the workbook functions as intended with all macros, formulas, and capabilities enabled.

Instructions:

1. Data collected in the below cells reflect the total amounts awarded in the previous allocation years and during this reporting period.
2. **Awarded Allocation Amount** must match the most current executed Standard Agreement or the approved Budget Revision for that allocation year.
3. Once the Awarded Allocation Amount for each Activity is entered, a hidden tab for the awarded activity will appear to enter additional information. Please contact your IT department if you do not see the hidden tabs for your individual awarded Activity tab or if you continue to have issues with this workbook since it is possible that your department has set security measures for downloaded forms.
4. **Amount of PLHA Funds Disbursed** is the total amount of PLHA funds that SGM approved for disbursement for each Activity per allocation year. Please refer to your Request for Funds form(s) that were submitted and approved by SGM during this reporting period and enter the total amount for each Activity per allocation year. Or please refer to the previous year's Annual Report for the amounts that were reported as disbursed at that time.

Activity	2019 Allocation Amount Per Activity	2020 Allocation Amount Per Activity	2021 Allocation Amount Per Activity	2022 Allocation Amount Per Activity	2023 Allocation Amount Per Activity
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<p><b><u>Awarded Allocation Amount for Activity 1:</u></b> <b><u>§301(a)(1)</u></b></p>	\$0.00	\$607,945.10	\$716,812.50	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 1 per Allocation Year</p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 2:</u></b> <b><u>§301(a)(2)</u></b></p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 2 per Allocation Year</p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 3:</u></b> <b><u>§301(a)(3)</u></b></p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 3 per Allocation Year</p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 4:</u></b> <b><u>§301(a)(4)</u></b></p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 4 per Allocation Year</p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 5:</u></b> <b><u>§301(a)(5)</u></b></p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 5 per Allocation Year</p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 6:</u></b> <b><u>§301(a)(6)</u></b></p>	\$558,765.00	\$217,123.00	\$238,937.50	\$0.00	\$0.00
<p>Amount of PLHA Funds Disbursed to Date for Activity 6 per Allocation Year</p>	\$455,826.75	\$0.00	\$0.00	\$0.00	\$0.00
<p><b><u>Awarded Allocation Amount for Activity 7:</u></b> <b><u>§301(a)(7)</u></b></p>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Amount of PLHA Funds Disbursed to Date for Activity 7 per Allocation Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>Awarded Allocation Amount for Activity 8: §301(a)(8)</u></b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount of PLHA Funds Disbursed to Date for Activity 8 per Allocation Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>Awarded Allocation Amount for Activity 9: §301(a)(9)</u></b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount of PLHA Funds Disbursed to Date for Activity 9 per Allocation Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>Awarded Allocation Amount for Activity 10: §301(a)(10)</u></b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount of PLHA Funds Disbursed to Date for Activity 10 per Allocation Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>Awarded Allocation Amount for Admin: §301(b)</u></b>	\$27,938.25	\$43,424.65	\$0.00	\$0.00	\$0.00
Amount of PLHA Funds Disbursed to Date for Admin Costs per Allocation Year (cannot exceed 5% of the total awarded amount per allocation year)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Amount of PLHA Funds Awarded By HCD To Date:</b>	<b>\$586,703.25</b>	<b>\$868,492.75</b>	<b>\$955,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount of PLHA Funds Disbursed By HCD To Date:</b>	<b>\$455,826.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b><u>Amount of Annual Allocation that will be Used for AOWH (See §303(e))</u></b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>Amount of Annual disbursements Used for AOWH (See §303(e))</u></b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM			
Annual Report			
Narrative Summary			
1a. Total Amount of PLHA Funds <u>Disbursed</u> for Administrative Costs During This Reporting Period:	\$43,424.65	1b. Total Amount of PLHA Funds <u>Expended</u> on Administrative Costs During This Reporting Period:	\$43,424.65
1c. If you have not requested, received, or expended PLHA funds for Administrative Costs, please enter "N/A" or "0" in cells 1a and 1b and provide the anticipated timeframe in which you plan to request and/or expend the funds. If you plan to allocate or have already allocated your awarded 5% Administrative Costs funds to another Activity, please indicate in the cell below the allocation year of the awarded Administrative Costs funds and the Activity. Otherwise, please enter an "N/A" in the cell below.			
N/A			
2. Please describe additional revenue generated from program funding in this reporting period and how revenue was generated (e.g. loan repayments, interest, fees). Please provide a description of how your estimate of households to be assisted was determined. (pursuant to Guidelines Section 302 (8)). If not applicable, please enter "N/A" to acknowledge that you do not have any revenues or income earned at this time.			
N/A			
2a. Program Income Earned this reporting period:	N/A	2b. Approximate Number of Households to be assisted with this period's Reuse Revenue:	N/A
2c. Current Balance of Reuse Revenue:	N/A		
3. If your 5-Year Plan includes any of the following activities: 2, 3, 4, 7, 8, 9, or 10, please explain how the use of your funds is providing Affordable Owner-Occupied Workforce Housing (AOWH) for individuals or families of low to moderate incomes. See Guidelines §303(e). If your awarded Activity falls within the mentioned activities but PLHA funds are not being allocated for AOWH, please provide an explanation. If AOWH is not applicable (e.g. if your plan only includes activities 1, 5, or 6), please enter "N/A" to acknowledge that AOWH does not apply to you at this time. Your PLHA application provides information of your commitment to the AOWH.			
N/A			
4. Please share any success stories you have encountered using PLHA funds for a project or an Activity. <i>Optional: Please feel free to submit any attachments and/or photos you would like to share to PLHASGM@hcd.ca.gov.</i>			
Case workers at Midway Shelter have encouraged clients to enroll in job training programs. The program assists clients with skill assessments, resume writing, and mock interviews. One of Midway Shelter's clients completed her training as a dental hygienist and is currently working as a hygienist.			



**PERMANENT LOCAL HOUSING ALLOCATION (PLHA) FUND**  
**Activity 1 Outcomes**  
**§301(a)(1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremeley low, -Very low-, Low-, or Moderate income households, including necessary operating subsidies**

This tab captures Activity 1 outcomes and expenditures using PLHA funds during this reporting period (unless otherwise noted). If PLHA funds have not been received and expended to operate the project during this reporting period, enter an "N/A" or a "0" in the yellow cells on the first row of each section and provide an explanation in the section below.

Contract Number	20-PLHA-15090	Total Amount of PLHA Funds Awarded to Date	\$1,324,757.60	Total Amount of PLHA Funds Disbursed to Date	\$0.00	Total Amount of Awarded PLHA Funds Not Yet Disbursed to Date	\$1,324,757.60	% of PLHA Funds Disbursed to Date	0.00%	% of PLHA Funds Not Yet Disbursed to Date	100.00%	Total Amount of PLHA Funds Disbursed During this Reporting Period	607,945.10	Total Amount of PLHA Funds Expended During this Reporting Period	\$551,582.00	Total Amount of Unexpended Funds During this Reporting Period	\$0.00	% of PLHA Funds Expended During this Period (% may be higher than 100% if PLHA funds disbursed in previous reporting period were expended during this reporting period)	0.00%
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General Project Information							Expenditure Breakdown - Please enter the amounts expended ONLY with PLHA funds. (Total amount expended should equate to the amount of PLHA funds received. Total amount may be less than the amount received if PLHA have not been fully expended)					Households or Individuals Served - Please enter the total number of households or individuals assisted with PLHA funds for each category. Number may be duplicated (example, a 65 year old veteran will be counted in the "Seniors" column and "Veterans" column)									
Project (Project Name or Identifier)	Project Address Street, City, Zip	Project County	Length of Affordability Restriction (in years), if applicable	Date of Affordability Covenant Expiration, if applicable	Total Cost of Project (includes PLHA and non-PLHA funds)	Developer Name	Grant or Loan	Amount of PLHA Funds Expended on Predevelopment	Amount of PLHA Funds Expended on Construction and/or Development	Amount of PLHA Funds Expended on Acquisition	Amount of PLHA Funds Expended on Rehabilitation and/or Preservation	Amount of PLHA Funds Expended on Operating Subsidies	Total Number of Individuals to Occupy Project	Total Number of Households to Occupy Project	Number of Seniors to Occupy Project (65 and older)	Number of Veterans to Occupy Project	Number of Disabled Persons to Occupy Project	Number of Families with Minor Children to Occupy Project	Number of Transition-Aged Youth (18-24) to Occupy Project	Number of Farmworkers to Occupy Project	
Estuary I (North Housing PSH I)	500 Mosley Ave, Alameda, CA 94501	Alameda County	55	6/30/2081	\$44,816,359.80	Island City Development	Low Interest Deferred Loan	\$551,582.00					44	44				7			
		Select One					Select One														
		Select One					Select One														
		Select One					Select One														
		Select One					Select One														
		Select One					Select One														
		Select One					Select One														
<b>Total</b>								\$551,582.00	\$0.00	\$0.00	\$0.00	\$0.00	44	44	0	0	7	0	0	0	0

Unit Details - Please enter the total number of units assisted with PLHA funds for each category (unless otherwise noted).												Project Status and Evidence of Compliance			
Project (Project Name or Identifier)	Total Number of Units in Project (includes PLHA and non-PLHA units)	Total Number of Units Restricted for Affordability in Project (includes only PLHA units)	Type of Housing	Number of Units Receiving Operating Subsidy	Number of ADA Accessible Units Developed, Rehabilitated, or Preserved	Number of Units Developed, Rehabilitated, or Preserved for Formerly Homeless Individuals	Number of Extremely Low-Income Units Developed, Rehabilitated, or Preserved (Max 30% AMI) (Per Guidelines 101(n)):	Number of Very Low-Income Units Developed, Rehabilitated, or Preserved (Max 50% AMI) (Per Guidelines 101(cc)):	Total Number of Units at or below 60% AMI Developed, Rehabilitated, or Preserved	Number of Low(er)-Income Units Developed, Rehabilitated, or Preserved (Max 80% AMI) (Per Guidelines 101(s)):	Number of Moderate-Income Units Developed, Rehabilitated, or Preserved (Max 120% AMI, or if in High Cost Area 150% (Per Guidelines 101(t)):	Project Status	Is Award Letter to Affordable Housing Project Attached?	Date of Project Completion (if applicable)	If Completed, Is Certificate of Occupancy Attached?
Estuary I (North Housing PSH I)	45	1	Multifamily Rental Housing					1				Under Construction	Yes	N/A	N/A
			Select One									Select One	Select One		Select One
			Select One									Select One	Select One		Select One
			Select One									Select One	Select One		Select One
			Select One									Select One	Select One		Select One
			Select One									Select One	Select One		Select One
			Select One									Select One	Select One		Select One
<b>Total</b>	45	1		0	0	0	0	1	0	0	0				

**Outcomes and Activity Expenditures - Please complete this section if PLHA funds HAVE NOT been requested and/or expended (if already disbursed) during this reporting period. Annual Report will be returned if this section is left blank and there are no outcomes reported in the above sections.**

- If you have not requested PLHA funds for this activity, please enter "N/A" or "0" in the above cells and provide the anticipated timeframe in which you will request and expend funds. Please be specific and describe the current status of this activity and/or your plan in fulfilling this activity with the awarded funds. If applicable, please describe the targeted beneficiaries of your project including services to be provided.
- If you have requested or received PLHA funds but have not expended the funds, please enter "N/A" or "0" in the above cells and describe in detail the current status of this activity and/or your plan in fulfilling this activity with the awarded funds. Please include a timeframe as to when you plan to expend the funds. If applicable, please describe the targeted beneficiaries of your project including services to be provided.
- If you expended PLHA funds that were received during the last reporting period, please enter the data as requested above. For example, even though you have not requested funds during this reporting period, you expended funds that were previously disbursed to you. Please provide a clarification.

Currently under construction, Estuary I, formerly known as North Housing PSH 1, will provide permanent supportive housing for people who were previously experiencing homelessness. Estuary I has forty-four (44) affordable units plus one (1) manager's unit. One (1) of the affordable units is PLHA funded, and seven (7) are ADA accessible. Estuary I construction is anticipated to be completed in mid-2025 with the housing lottery opening later in 2024 so that move-ins could begin in Summer 2025.

**Additional Comments - Please complete this section if you plan or is in the process of making amendments to your 5-Year Plan, if you are encountering issues in completing your Activity, and/or if there are discrepancies that need to be clarified.**

- Please describe any proposed amendment(s) to the approved activities and schedule (pursuant to Guidelines Section 503(b)).
- Please describe any issues or barriers you encountered such as in securing required entitlements, permits, zoning changes, and environmental clearances as applicable.
- Please provide any additional information regarding this activity.

The City is not amending the 5-year plan.

**CUMULATIVE DATA - The information below is based ONLY on PLHA funded units and individuals served by PLHA funds for this Activity. The Total Number of PLHA Funded Units or People Served amounts in this section reflect data from the execution of your contract to the current reporting period. Annual Report will be returned if this section is left blank.**

1. In order to complete this section, please refer to the Cumulative Data for Activity 1 from last year's Annual Report.
2. If an Annual Report was not required to be submitted in the last reporting period, please enter a zero for each of the yellow cell below.
3. If an Annual Report was submitted in the previous reporting period, please use that Annual Report to enter an amount in each yellow cell below by adding the amounts reported in the Total Prior to this Reporting Period AND Total for this Reporting Period that corresponds to each row.
4. If the data in the previous Annual Report was reported incorrectly, please provide the correct amounts below. Please note that the amount requested in each yellow cell below reflects the total amount from the first time PLHA funds were used for the units and the people served to the previous year's reporting period. PLHA funds used during this reporting period should ONLY be reported in the above sections. In addition, please provide an explanation in the above Additional Comments section to explain the discrepancy between the data reported in this Annual Report and the previous Annual Report.

PLHA FUNDED UNITS	Total Prior to this Reporting Period	Total for this Reporting Period	Total Number of PLHA Funded Units to Date	PEOPLE SERVED	Total Prior to this Reporting Period	Total for this Reporting Period	Total Number of People Served to Date
Number of Units Developed, Rehabilitated, or Preserved	0	1	1	Number of Individuals Occupying Projects	0	44	44
Number of ADA Accessible Units Developed, Rehabilitated or Preserved	0	0	0	Number of Households Occupying Projects	0	44	44
Number of Units Developed, Rehabilitated or Preserved for Formerly Homeless Individuals	0	0	0	Number of Seniors (65 and older) Occupying Projects	0	0	0
Number of Extremely Low- Income Units Developed, Rehabilitated or Preserved (Max 30% AMI) (Per Guidelines 101(n)):	0	0	0	Number of Veterans Occupying Projects	0	0	0
Number of Very Low-Income Units Developed, Rehabilitated or Preserved (Max 50% AMI) (Per Guidelines 101(cc)):	0	1	1	Number of Disabled Persons Occupying Projects	0	7	7
Total Number of Units at or below 60% AMI Developed, Rehabilitated or Preserved	0	0	0	Number of Families with Minor Children Occupying Projects	0	0	0
Number of Low(er)-Income Units Developed, Rehabilitated or Preserved (Max 80% AMI) (Per Guidelines 101(s)):	0	0	0	Number of Transition-Aged Youth (ages 18-24) Occupying Projects	0	0	0
Number of Moderate-Income Units Developed, Rehabilitated or Preserved (Max 120% AMI, or if in High Cost Area 150%) (Per Guidelines 101(t)):	0	0	0	Number of Farmworkers Occupying Projects	0	0	0

**PERMANENT LOCAL HOUSING ALLOCATION (PLHA) FUND**

**Activity 6 Outcomes**

**§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.**

This tab captures Activity 6 outcomes and expenditures using PLHA funds during this reporting period (unless otherwise noted). If PLHA funds have not been received and expended to operate the project during this reporting period, enter an "N/A" or a "0" in the yellow cells on the first row of each section and provide an explanation in the section provided below.

Contract Number	2024PLHA-10000	Total Amount of PLHA Funds Awarded to Date	\$1,014,828.50	Total Amount of PLHA Funds Disbursed to Date	\$455,626.75	Total Amount of Awarded PLHA Funds Not Yet Disbursed to Date	\$559,201.75	% of PLHA Funds Disbursed to Date	44.92%	% of PLHA Funds Not Yet Disbursed to Date	55.08%	Total Amount of PLHA Funds Disbursed During this Reporting Period	\$217,123.00	Total Amount of PLHA Funds Expended During the Reporting Period	\$217,123.00	Total Amount of Unexpended Funds During this Reporting Period	\$797,705.50	% of PLHA Funds Expended During this Period (% may be higher than 100% if PLHA funds awarded in previous reporting period were expended during this reporting period)	100.00%
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**General Project Information**

**Expenditure Breakdown - Please enter the amounts expended ONLY with PLHA funds. (Total amount expended should equate to the amount of PLHA funds received. Total amount may be less than the amount received if PLHA have not been fully expended)**

Project (Project Name or Identifier)	Project Address Street, City, Zip	Project County	Length of Affordability Restriction (in years, if applicable)	Date of Affordability Covenant Expiration, if applicable	Total Cost of Project (Includes PLHA and non-PLHA funds)	Amount of PLHA Funds Expended on Rapid Rehousing	Amount of PLHA Funds Expended on Rental Assistance	Amount of PLHA Funds Expended on Supportive/Case Management	Amount of PLHA Funds Expended on Operating and Capital Costs for Navigation Centers	Amount of PLHA Funds Expended on Operating and Capital Costs for Emergency Shelters	Amount of PLHA Funds Expended on New Construction of Permanent Housing	Amount of PLHA Funds Expended on New Construction of Transitional Housing	Amount of PLHA Funds Expended on Rehabilitation and/or Preservation of Permanent Housing	Amount of PLHA Funds Expended on Rehabilitation and/or Preservation of Transitional Housing	Amount of PLHA Funds Expended on Other eligible activities (Please describe in additional comments)	Total Amount of PLHA Funds Expended
Milway Shelter (Building Fund)	1640 Parkway Drive, San Leandro 94577 (Corporate Address)	Alameda County	nil	nil	\$105,000.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000.00
Emergency Case Management (Building Fund)	1640 Parkway Drive, San Leandro 94577 (Corporate Address)	Alameda County	nil	nil	\$21,200.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,200.00
Dignity Village (5 Keys Schools and Programs)	2330 Fifth Street, Alameda 94501	Alameda County	50 years (Homekey)	5/22/2019 (Homekey)	15,076,269.10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,076,269.10
	Select One															\$0.00
	Select One															\$0.00
	Select One															\$0.00
	Select One															\$0.00
<b>Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$113,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$114,200.00</b>

**Sub-Awards**

This activity may include subawards to Administrative Entities as defined in HSC Section 50490(a)(1-3) that were awarded CESH program or HEAP funds for rental assistance to continue assistance to these households (§301(a)(6)(A)). If PLHA funds were awarded to subrecipients, enter the name of the awarded Administrative Entity, type of funding, and contract number from their previous funds (CESH or HEAP), amount awarded to the subrecipient and the date of the subrecipient award letter. If project does not have CESH or HEAP funds, please enter N/A.

Subawardee Administrative Entity Name	Subawardee PLHA Amount	Prior Source of Rental Assistance	Select One	HCD CESH or HEAP Contract Number	Subrecipient Award Letter Attached?	Select One
		Prior Source of Rental Assistance	Select One	HCD CESH or HEAP Contract Number	Subrecipient Award Letter Attached?	Select One
		Prior Source of Rental Assistance	Select One	HCD CESH or HEAP Contract Number	Subrecipient Award Letter Attached?	Select One
		Prior Source of Rental Assistance	Select One	HCD CESH or HEAP Contract Number	Subrecipient Award Letter Attached?	Select One
		Prior Source of Rental Assistance	Select One	HCD CESH or HEAP Contract Number	Subrecipient Award Letter Attached?	Select One

**Households or Individuals Served - Please enter the total number of households or individuals assisted with PLHA funds for each category. Number may be duplicated (example, a 65 year old veteran will be counted in the "Seniors" column and "Veterans" column)**

Project (Project Name or Identifier)	Number of Individuals assisted by Rapid Rehousing	Number of Individuals assisted by Rental Assistance	Number of Individuals Receiving Supportive/Case Management	Total Number of Unduplicated Individuals assisted by project	Number of Individuals to be Referred	Number of Individuals to Occupancy Newly Constructed or Rehabilitated Permanent Housing	Number of Individuals to Occupancy Newly Constructed or Rehabilitated Transitional Housing	Number of Seniors Assisted (65 and older)	Number of Veterans Assisted	Number of Disabled Persons Assisted	Number of Families with Minor Children Assisted	Number of Transition-Aged Youth (18-24) Assisted
Milway Shelter (Building Fund)	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Case Management (Building Fund)	0	0	20	20	0	0	0	0	0	0	0	0
Dignity Village (5 Keys Schools and Programs)	0	0	68	68	10	0	0	12	3	24	0	11
<b>Total</b>	<b>0</b>	<b>0</b>	<b>212</b>	<b>212</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4</b>	<b>112</b>	<b>35</b>	<b>18</b>

**Unit Details - Please enter the total number of units assisted with PLHA funds for each category.**

**Project Status and Evidence of Compliance**

Project (Project Name or Identifier)	Number of Housing Units Receiving Rapid Rehousing Assistance	Number of Housing Units Receiving Rental Assistance	Number of Housing Units Receiving Supportive/Case Management	Number of Housing Units Receiving Operating or Capital subsidy	Number of Emergency Shelter Beds Supported	Number of Permanent Units Developed, Rehabilitated or Preserved	Number of Transitional Units Developed, Rehabilitated or Preserved	Total number of unduplicated units developed, rehabilitated or preserved	Type of Housing Developed, Rehabilitated, or Preserved	Project Status	If Completed, is Certificate of Occupancy Attached?	Completion Date (if applicable)
Milway Shelter (Building Fund)	0	0	0	0	25	0	0	0	Other - explain in additional comments	Select One	Select One	
Emergency Case Management (Building Fund)	0	0	0	0	0	0	0	0	Other - explain in additional comments	Select One	Select One	
Dignity Village (5 Keys Schools and Programs)	0	0	0	0	0	0	0	0	Factory Built/Modular	Construction Completed	Yes	4/28/2023
										Select One	Select One	
										Select One	Select One	
										Select One	Select One	
										Select One	Select One	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>				

Explain how you are providing services consistent with the Housing First Practices per 25 CCR, Sec. 8499, Subdivision (b)(1)-(6) and in compliance with WIC, Sec. 8256(b)(8). Please complete this section if PLHA funds have been requested and/or expended during this reporting period. Enter an "N/A" if PLHA funds have not been requested. Annual Report will be returned if this section is left blank and there are outcomes reported in the above sections.

The City of Alameda requires its service providers such as Building Futures, to sign a Service Agreement in which they agree to adhere to Housing First practices and to follow other "Core Principles." In addition to Housing First, these Core Principles include Harm Reduction, Trauma-Informed Care and Cultural Competency, Racial Equity and Inclusion.

**Outcomes and Activity Expenditures - Please complete this section if PLHA funds HAVE NOT been requested and/or expended (if already disbursed) during this reporting period. Annual Report will be returned if this section is left blank and there are no outcomes reported in the above sections.**

- If you have not requested PLHA funds for this activity, please enter "N/A" or "0" in the above cells and provide the anticipated timeframe in which you will request and expend funds. Please be specific and describe the current status of this activity and/or your plan in fulfilling this activity with the awarded funds. If applicable, please describe the targeted beneficiaries of your project including services to be provided.
- If you have requested or received PLHA funds but have not expended the funds, please enter "N/A" or "0" in the above cells and describe in detail the current status of this activity and/or your plan in fulfilling this activity with the awarded funds. Please include a timeframe as to when you plan to expend the funds. If applicable, please describe the targeted beneficiaries of your project including services to be provided.
- If you expended PLHA funds that were received during the last reporting period, please enter the data as requested above. For example, even though you have not requested funds during this reporting period, you expended funds that were previously disbursed to you. Please provide a clarification.

The PLHA funds were used to support the operation of Dignity Village as well as Milway Shelter. Five Keys Schools and Programs operates 47 units of interim housing (Dignity Village) with supportive services for homeless adults, including cognitive and life skills aid for transitional age. Building Futures operates Milway Shelter, a 24-hour-a-day, service-enriched homeless shelter for women and children that provides emergency, meals, and support groups.

PLHA funds were also used for Building Futures Emergency Case Management Services Program. Building Futures provides case management support and housing navigation services with weekly office hours and case coordination with local service providers who work with people who are unsheltered or at risk of homelessness. The organization also provides weekly laundry services and drop-in services. Drop-in services include assisting clients through case management enabled Building Futures to locate individuals who were referred to move into Dignity Village, benefits and identifying and securing resources to support clients. In addition, Building Futures participates in the City's monthly Coordinated Entry Team meetings with other providers to address individual cases. The coordination and the relationships built through case management enabled Building Futures to locate individuals who were referred to move into Dignity Village.

Additional Comments - Please complete this section if you plan or is in the process of making amendments to your 5-Year Plan, if you are encountering issues in completing your Activity, and/or if there are discrepancies that need to be clarified.

1. Please describe any proposed amendment(s) to the approved activities and schedule (pursuant to Guidelines Section 503(b)).
2. Please describe any issues or barriers you encountered such as in securing required entitlements, permits, zoning changes, and environmental clearances as applicable.
3. Please provide any additional information regarding this activity.

Not applicable

**CUMULATIVE DATA** - The information below is based ONLY on PLHA funded units and individuals served by PLHA funds for this Activity. The Total Number of PLHA Funded Units or People Served amounts in this section reflect data from the execution of your contract to the current reporting period. Annual Report will be returned if this section is left blank.

1. In order to complete this section, please refer to the Cumulative Data for Activity 6 from last year's Annual Report.
2. If an Annual Report was not required to be submitted in the last reporting period, please enter a zero for each of the yellow cell below.
3. If an Annual Report was submitted in the previous reporting period, please use that Annual Report to enter an amount in each yellow cell below by adding the amounts reported in the Total Prior to this Reporting Period AND Total for this Reporting Period that corresponds to each row.
4. If the data in the previous Annual Report was reported incorrectly, please provide the correct amounts below. Please note that the amount requested in each yellow cell below reflects the total amount from the first time PLHA funds were used for the units and the people served to the previous year's reporting period. PLHA funds used during this reporting period should ONLY be reported in the above sections. In addition, please provide an explanation in the above Additional Comments section to explain the discrepancy between the data reported in this Annual Report and the previous Annual Report.

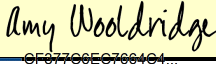

PLHA FUNDED UNITS	Total Prior to this Reporting Period	Total for this Reporting Period	Total Number of PLHA Funded Units to Date	PEOPLE SERVED	Total Prior to this Reporting Period	Total for this Reporting Period	Total Number of People Served to Date
Number of Units Developed, Rehabilitated, or Preserved	0	0	0	Total Unduplicated Persons Assisted by Project	309	212	622
Number of Housing Units Receiving Rapid-Rehousing Assistance	0	0	0	Number of Persons Assisted by Rapid Rehousing	0	0	0
Number of Housing Units Receiving Rental Assistance	0	0	0	Number of Persons Assisted by Rental Assistance	0	0	0
Number of Housing Units Receiving Supportive/Case Management Services	0	0	0	Number of Persons Assisted by Supportive/Case Management	237	212	449
Number of Housing Units Receiving Operating or Capital subsidy	0	0	0	Number of Individuals to Exit to Homelessness	43	33	76
Number of Emergency Shelter Beds Supported	0	25	25	Number of Individuals to Occupy Newly Constructed or Rehabilitated Permanent Housing	9	0	9
Number of Permanent Units Developed, Rehabilitated or Preserved	0	0	0	Number of Individuals to Occupy Newly Constructed or Rehabilitated Transitional Housing	28	0	28
Number of Transitional Units Developed, Rehabilitated or Preserved	0	0	0	Number of Seniors Assisted (65 and older)	41	20	61
				Number of Veterans Assisted	28	4	32
				Number of Disabled Persons Assisted	196	112	308
				Number of Families with Minor Children Assisted	5	35	40
				Number of Transition-Aged Youth (18-24) Assisted	27	18	45

<b>Grantee Name:</b>	Alameda	<b>HCD Grant Number:</b> 20-PLHA-15090
<b>Reporting Period:</b>	July 1, 2023- June 30, 2024, Due July 31, 2024	

**CERTIFICATION**

\*\*\*By signing this request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts will be for the purposes and objectives set forth in the terms and conditions of the State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

\*Please complete ALL the yellow cells in this tab. **Annual Report will be returned if this tab is not completed as requested or does not have BOTH signatures.**

Signature Method:	Certification by Signature	
<b>Printed Name of Authorized Executive Official (City Manager, CFO, CEO or designee per Guidelines 503(b))</b> <i>*If a designee is signing the Annual Report, a letter on official letterhead from the Authorized Executive Official identifying the name and title of the designee must accompany the report (if not previously submitted to SGM)</i>		<b>Title of Authorized Executive Official</b>
Amy Wooldridge		Acting City Manager
<b>Signature of Authorized Executive Official</b>		<b>Date</b>
DocuSigned by:  0F07700E0706401...		7/29/2024
Signature Method:	Certification by Signature	
<b>Printed Name of PLHA Administrator (per Guidelines 503(b))</b> <i>*The PLHA Administrator is someone authorized within the Local Government entity or Trust Fund that is overseeing PLHA activities and expenditures.</i>		<b>Title of PLHA Administrator</b>
Lisa Fitts		Housing and Human Services Manager
<b>Signature of PLHA Administrator</b>		<b>Date</b>
DocuSigned by:  064F0C23CF7540F...		7/29/2024

## City of Alameda California



April 11, 2023

Vanessa Cooper, President  
Island City Development  
701 Atlantic Avenue  
Alameda CA 94501

RE: Conditional Commitment of City of Alameda to Loan Funds for North Housing PSH I Project

Dear Ms. Cooper:

On January 18, 2022, the City of Alameda (City) released a Notice of Funding Availability and Request for Proposals for Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and affordable housing related funds. After conducting a competitive procurement process, two projects were selected, including the North Housing PSH I project.

On June 7, 2022, the City Council approved the award recommendations for various program funds to be used on the North Housing PSH I project. This letter serves to confirm the City's commitment to the project in the amounts described below:

- HOME loan of approximately \$115,000;
- CDBG loan of approximately \$321,000, subject to final approval from the County and HUD;
- Permanent Local Housing Allocation (PLHA) loan of approximately \$450,000; and
- Affordable Housing Unit Fee (AHUF) loan of approximately \$375,000.

We look forward to working with you.

Sincerely,

DocuSigned by:  
*Lisa Maxwell*  
03D4CD3886B6458...

Lisa Maxwell  
Community Development Department Director

cc: Lisa Fitts, Community Development Program Manager

Community Development Department

950 West Mall Square, Suite 205  
Alameda, California 94501  
510.747.6890



# CERTIFICATE OF OCCUPANCY

## *FINAL*

This certifies that the building or structure or portion thereof located at the following address has been inspected and found to substantially comply with the provisions of the building and zoning ordinances of the City of Alameda. The occupancy thereof as indicated is hereby authorized for the area specified:

**Project Address:** 2350 FIFTH ST ALAMEDA CA 94501  
2350 FIFTH ST ALAMEDA, CA 94501

**Permit No.** CB22-0539

**Property Owner:** COMMUNITY IMPROVEMENT COMMISSION CITY OF ALAMEDA

**Owner Address:** , ALAMEDA,

**Occupant/Business:**

**Description of Work:** NEW TWO-STORY 47-UNITS TEMPORARY SUPPORTIVE MULTI-FAMILY HOUSING - TOTAL OF FOUR TWO-STORY FACTORY MANUFACTURED BUILDINGS (TOTAL 8,400 SQ.FT.) - OCCUPANCY GROUP R2; BLOCK A, B, C, AND D. THREE ONE-STORY PRE-FAB ADMINISTRATIVE BUILDINGS; COMMUNITY/DINING BLDG (864 SQ.FT.) - OCCUPANCY GROUP A, B, AND S2, OFFICES (433 SQ.FT.) - OCCUPANCY GROUP B, AND MEETING BLDG (756 SQ.FT.) - OCCUPANCY GROUP A, B, S2. SITE-BUILT RAISED DECKING IN CENTER COURT AREA, STAIRS & RAMPS TO DECKING. SITE-BUILT SECOND FLOOR WALKWAY AT RESIDENTIAL UNITS. ONE DETACHED SITE-BUILT TRASH ENCLOSURE. DETACHED SITE STORAGE ROOM AND BIKE STORAGE. DEFERRED PRE-FAB STAIRS TO SECOND FLOOR UNITS. SEPARATE FIRE PERMITS. (BLDG, M. E. P.)

**OCCUPANCY:** New

Final Activity	James Harker	Date: August 24, 2023
Electrical Division	James Harker	Date: April 28, 2023
Plumbing/Mech Div.	James Harker	Date: April 28, 2023
Building Division	James Harker	Date: April 28, 2023
Planning Division	Allen Tai	Date: October 6, 2022
Public Works	James Harker	Date: April 27, 2023

This Certificate of Occupancy shall be posted permanently and maintained in a conspicuous place and be readily accessible on the premises for which it is issued.

**BUILDING OFFICIAL:** ERIC SHIMP, BUILDING OFFICIAL

**BY:** *Eric Shimp*      **DATE:** AUGUST 24, 2023

**Revocation:** The Building Official may, in writing, suspend or revoke a certificate of occupancy issued under the provision of this code whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof or use is in violation of any ordinance or regulation or any provisions of this code.

**INSPECTION REQUIRED BEFORE CHANGE IN OCCUPANCY IS AUTHORIZED**  
**POST IN A CONSPICUOUS PLACE**