



# STAFF REPORT – CITY COUNCIL MEETING

---

May 01, 2024

**TO:** Honorable Mayor and City Council Members

**FROM:** David Loya, Director of Community Development

**PREPARER:** Nick Brichta, Community Development Specialist

**DATE:** April 24, 2024

**TITLE:** **Adopt Resolution No. 234-45 Authorizing a Grant Application to the HOME Investment Partnerships Program for up to \$1,500,000 for the Tenant-Based Rental Assistance Program and Authorize the Mayor to Sign the HOME Standard Agreement.**

---

## **RECOMMENDATION:**

It is recommended that the Council adopt Resolution No. 234-45 authorizing a grant application to the HOME Investment Partnerships Program for up to \$1,500,000 for the Tenant-Based Rental Assistance Program and authorize the Mayor to sign the HOME Standard Agreement.

## **INTRODUCTION:**

City Council adopted Resolution No. 234-39 authorizing an application to the HOME Investment Partnerships program to extend funding for the City's Tenant Based Rental Assistance program at their March 20, 2024, meeting. Staff based Resolution No. 234-39 on a previous resolution, which was acceptable to HOME Investment Partnerships Program in 2019. This year, the HOME Investment Partnerships program requires the Mayor to sign the grant contract unless a city ordinance allows another position to sign contracts. Resolution No. 234-39 named the City Manager as the authorized signatory for this standard agreement. This action will replace Resolution No. 234-39 with Resolution No. 234-45, which conforms to the HOME Program's template and authorizes the Mayor to sign the HOME grant's standard agreement.

## **DISCUSSION:**

Resolution No. 234-39 approved an application of up to \$1,500,000 to extend the City's current Tenant Based Rental Assistance Program for the next three years. City staff submitted an application to the 2022-2023 HOME Investment Partnerships for \$1,500,000 on April 9<sup>th</sup>, 2024.

The 2022-2023 HOME Investment Partnerships Program requires that the Mayor sign the grant's standard agreement unless an ordinance authorizes another official or employee to enter into contracts. Staff provided the City's administrative procedures codified in the Arcata Municipal Code to Housing and Community Development (HCD) staff. The municipal code defines administrative powers of the City Manager including authorization to sign contracts for supplies, equipment, materials, and services, however HCD expressed doubt that language used in either ordinance was

sufficient. The City's HOME Investment Partnerships Program representative instructed staff to submit an authorizing resolution compliant with the template released by the Department of Housing and Community Development. Adoption of Resolution No. 234-45 (Attachment A) will replace the previous authorizing resolution with a compliant resolution which authorizes the Mayor to sign the Standard Agreement and the City Manager to sign all other grant documents.

**ENVIRONMENTAL REVIEW (CEQA):**

Environmental Review will be completed for General Administration costs prior to submission of grant application. NEPA Categorical Exempt per 24 CFR 58.34(a)(3) (Administration of Program).

**BUDGET/FISCAL IMPACT:**

The HOME grant match has been waived by the State. Based on the previous resolution, staff applied for the maximum administration which is 10% of the grant award.

**ATTACHMENTS:**

- A. Resolution 234-45 (PDF)