

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: MEGAN BASINGER, DIRECTOR OF HOUSING AND  
COMMUNITY SERVICES  
SUBJECT: REVISION TO AUTHORIZED SIGNER FOR CALHOME  
MORTGAGE ASSISTANCE GRANT FUNDS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

The Housing and Community Services Department recommends that the Council, by resolution, approve a resolution to authorize the Mayor to sign for the State of California Department of Housing and Community Development (HCD) – CalHome Mortgage Assistance grant funds in the amount of \$836,753, per request of HCD and as directed by California Government Code § 40602. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

On October 27, 2025, the City of Santa Rosa (City) was awarded \$836,753 of CalHome Mortgage Assistance grant funds from the State of California Department of Housing and Community Development (HCD). In the preparation of the Standard Agreement, HCD has requested a resolution stating that the Mayor is the authorized signer for these grant funds.

GOAL

This item relates to Council Goal #5 - Plan for and Encourage Housing for All and Reduce Homelessness by expanding access to more affordable housing opportunities for low and moderate-income households.

BACKGROUND/PRIOR COUNCIL REVIEW

On February 25, 2025, the Council, by Resolution, approved RES-2025-023, authorizing the submittal of an application in response to HCD's 2024 Homeownership Super Notice of Funding Availability (HOSN) for up to \$5 million under the CalHome Program and authorizing the Director of Housing and Community Services to execute a Standard Agreement and any related documents.

REVISION TO AUTHORIZED SIGNER FOR CALHOME MORTGAGE ASSISTANCE  
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On October 27, 2025, the City was conditionally awarded \$836,753 of CalHome Mortgage Assistance grant funds. In the preparation of the Standard Agreement, HCD has requested a resolution designating the Mayor as the authorized signer, in accordance with California Government Code § 40602. Per state law, the Mayor shall sign all warrants drawn on the city treasurer, all written contracts and conveyances made or entered into by the city, and all instruments requiring the city seal.

ANALYSIS

Approval of this item complies with HCD's request to provide an updated Resolution necessary to enter into a Standard Agreement and obtain program funds.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Resolution RES-2025-023
- Resolution

PRESENTER(S)

Angela Morgan, Program Specialist II