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Esperanza Colio Warren

COUNTY COUNSEL:  
Gregory Priamos

CLERK OF THE BOARD:  
Vanessa Delgado

**Agenda Item  
Regular Meeting of the  
Board of Supervisors  
Tuesday, October 14, 2025**

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**Item Number: 1.9**

**MEETING DATE:** 10/14/2025

**DEPARTMENT:** HEALTH AND HUMAN SERVICES AGENCY

**AGENDA ITEM PREPARER:** Mike Hodges

**DEPT HEAD/DIRECTOR:** Tracey Belton

**SUBJECT:**

**HEALTH AND HUMAN SERVICES AGENCY - T BELTON**

1. Adopt Resolution to approve the correction to Resolution 2018-13 between the County and the California Department of Housing and Community Development (HCD) to correct an input error regarding the date of the original Notice Of Funding Availability (NOFA) from June 6, 2018 to the correct date of June 5, 2018; and

2. Authorize Board Chair to sign Resolution.

SBC FILE NUMBER: 939

RESOLUTION NO: 2025-80

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

On July 24, 2018, the San Benito County Board of Supervisors approved a resolution (Resolution #2018-43) that allowed the County to apply for a housing grant through the California Department of Housing and Community Development (HCD). This grant was funded by the federal HOME Investment Partnerships Program, which helps build, buy, or fix up affordable housing, or provide rental assistance to low-income individuals and families.

San Benito County was awarded \$500,000 to operate the Tenant Based Rental Assistance (TBRA) program and provide rental assistance to eligible households. A contract was signed on June 24, 2020, with a term lasting through February 2, 2038. The County had until February 2, 2023, to spend the funds.

There is currently a remaining balance of \$61,602.81 that the County is owed for services already provided to eligible households.

On September 11, 2025, HCD informed the County that a small but important clerical error was found in the original resolution: the date listed for the Notice of Funding Availability (NOFA) was entered as June 6, 2018, but the correct date is June 5, 2018. Although this is a minor mistake, HCD requires it to be corrected before the County can receive the remaining reimbursement of \$61,602.81.

To fix this, the County must now submit a revised version of the original resolution with the correct date. The revision must reflect the correction only, without making any other changes to the original resolution as indicated in an email from our State Representative on 9/18/2025:

"The County needs to submit a revised original Resolution, which means to resubmit the original resolution with the correction to the NOFA date. It must be re-signed and re-attested again. It should match the prior, original Resolution, except for the correction to the NOFA Date. The County cannot simply handwrite the correct NOFA date into the prior, original Resolution because it was previously signed and approved already without the subsequent modification. As such, they cannot make modifications to a previously reviewed and executed resolution that was previously approved/signed by the County Representative and Clerk. The County representative who previously signed the Resolution must review the modification and subsequently sign the Resolution. As mentioned previously, if the County has the prior original Resolution saved in a digital file, the County can simply use the previously saved digital version to type in the correct NOFA, have it re-signed and have the clerk re-sign it with the incorporated correction. The language should match the original Resolution, except the correction to the NOFA date. This is a simple correction."

Once HCD receives the updated resolution, they will issue reimbursement for the remaining balance.

### **FISCAL IMPACT:**

No current year fiscal impact. This item is simply a date correction to the original resolution. Once the correction is completed and submitted, the State HCD can pay the county the remaining grant balance of \$61,602.81. This payment amount has been budget and expended in prior fiscal years.

### **STAFF RECOMMENDATION:**

1. Adopt Resolution to approve the correction to Resolution 2018-13 between the County and the California Department of Housing and Community Development (HCD) to correct an input error regarding the date of the original Notice Of Funding Availability (NOFA) from June 6, 2018 to the correct date of June 5, 2018; and
2. Authorize Board Chair to sign Resolution.

### **ATTACHMENTS:**

[Agenda Fact Sheet - HUD Home TBRA](#)  
[Resolution - Correcting HUD HOME TBRA Reso: 2018-43](#)  
[San Benito County Resolution 2018-43](#)  
[Email TBRA Resolution 9.19.25](#)