



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions Part E Instructions

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FY 2014 – 2015 NOFA

State of California
Department of Housing and Community Development
Division of Financial Assistance

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PART E

Part E of this Application generally requires signatures on each item. Please note carefully and supply original signatures on the required documents before submitting the application.

1 Governing Board Resolution

This is intended to be a sample resolution authorizing submittal of an application to HCD and the authorized person(s) who will sign the Standard Agreement on behalf of the applicant. Applicants may use their own format if it contains all of the authorizations contained in this sample. There must be a quorum and the vote count must be included on the resolution.

The person attesting to the signing of the resolution, (e.g. the secretary) cannot be the same person who is authorized to execute documents, (e.g. the President) in the name of the applicant. The person(s) named to be authorized to execute documents should be the person(s) identified in Tab 3, section 3.b.

Except as provided below, an original resolution or a live certified copy of the resolution must be submitted with the application.

Public agency applicants may submit, after the application deadline, a resolution ratifying the submittal of the application. In such case applicants must submit, with the application, a projected date not to exceed one month from the application due date, for the consideration and adoption of the ratifying resolution by the public agency's governing body and must submit the resolution immediately upon adoption. If the Department does not receive the ratifying resolution by the projected date it may suspend or defer processing of the application. The ratifying resolution must contain substantially the same provisions as the model resolution and be fully consistent with the submitted application. No changes to the application will be permitted due to a resolution not consistent therewith. Submittal of a resolution not consistent with the submitted application will result in the rejection of the application.

2 Legal Status Questionnaire

The Legal Status Questionnaire must be completed by those parties as indicated within the document. The Questionnaire must be completed by applicants and joint applicants. Explain all "Yes" responses on a separate sheet of paper and attached immediately behind the Legal Status Questionnaire.

3. Certifications and Identity of Interest Disclosure

- a. By signing this document, the applicant is attesting that all the information, including attachments, exhibits, spreadsheets and worksheets in the application is true and correct to the best of their knowledge.
- b. The person signing the Certifications and Identity of Interest Disclosure shall be the same as the person with authority to submit the application per the Governing Board Resolution.
- c. Disclose all identities of interest as defined in the Certifications and Identity of Interest Disclosure for all applicants and joint applicants.