Appendix D: Sample Resolution of the Governing Body

*(Applicants are required to use this resolution in content and form.)*

RESOLUTION NO. \_\_\_\_\_\_\_\_\_\_

**A RESOLUTION APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT FOR THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CORONAVIRUS RESPONSE ROUND 2 and 3 (CDBG-CV2 and CV3) NOFA DATED DECEMBER 18, 2020**

BE IT RESOLVED by the [*City Council or County Board of Supervisors, as applicable*] of the [*City or County*] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as follows:

**SECTION 1:**

The [*City Council or County Board of Supervisors, as applicable*] has reviewed and hereby approves the submission to the State of California (“State”) of one or more amendments to its existing CDBG-CV2 and CV3 Standard Agreement with the State numbered 20-CDBG-CV2-3-\_\_\_\_\_ [insert Standard Agreement number] (the “Standard Agreement”) pursuant to the State’s December 2020 CDBG-CV2 and CV3 Notice of Funding Availability (NOFA). The reviewed and approved amendment(s) are presented in Section 2 of this Resolution.

**SECTION 2**:

The following amendments to the Standard Agreement have been reviewed and approved by the [*City Council or County Board of Supervisors, as applicable]* with acknowledgement that all provisions of the Standard Agreement other than those shown in the tables below shall remain unmodified.

|  |
| --- |
| **Existing Section Reference** (*if applicable*)**:**  |
| **Existing Provision:**  |
| **Amended Provision:**  |

|  |
| --- |
| **Existing Section Reference** (if Applicable)**:**  |
| **Original Provision**:  |
| **Amended Provision:**  |

(*Add as many tables as necessary to document the requested amendment. Include associated budget changes, if any.*)

**SECTION 3**:

The [*City or County*] acknowledges compliance with all state and federal public participation requirements with respect to the proposed amendments to the Standard Agreement described in Section 2 above.

**SECTION 4**:

The [*City or County*] hereby authorizes and directs the (*insert the title of the authorized official*), or designee\*, to execute and deliver all applications and/or amendments and act on the [*City's or County’s*] behalf in all matters pertaining to all such applications and/or amendments.

**SECTION 5**:

If an amendment to the Standard Agreement is approved as contemplated above, the (*insert the title of the authorized official*), or designee\*, is authorized to enter into, execute, and deliver an amendment to the Standard Agreement and any and all other documentation which may be required by the State from time to time for the purposes of this grant.

**SECTION 6**:

If an amendment to the Standard Agreement is approved, the (*insert the title of the authorized official*), or designee\*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with this grant.

*\* Important Note: If the designee is signing any application, agreement, amendment, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party’s approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement or any subsequent amendments thereto.*

PASSED AND ADOPTED at a regular meeting of the [*City Council or County Board of Supervisors, as applicable*] of the [*City or County*] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_held on

[*insert date of meeting*] by the following vote:

[*Instruction: Fill in all four (4) vote-count fields below. If none, indicate “0” for that field.*]

AYES: \_\_\_\_\_\_\_ NOES: \_\_\_\_\_\_\_

ABSENT: \_\_\_\_\_\_\_ ABSTAIN: \_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title

[City Council or Board of Supervisors]

**STATE OF CALIFORNIA**

[*City or County*] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [*City or County*] Clerk of the [*City or County*] of \_\_\_\_\_\_\_\_\_\_\_\_, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said [City Council or Board of Supervisors, as applicable] on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ , 20 \_\_\_ .

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name, [*City or County*] Clerk of the [*City or County*] of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of California

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title

(*Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.*)