

**Authorizing Resolution Template for
Limited Liability Company (LLC) as Co-Applicant
NOTICE AND INSTRUCTIONS**

1. **Notice.** Pursuant to the Homekey+ Notice of Funding Availability (NOFA) Section 300. vi. (a), Homekey+ applications must include a duly executed resolution authorizing the entity to apply for funds and to participate in the Homekey+ Program. The California Department of Housing and Community Development (HCD) is providing this Authorizing Resolution template as informational guidance only. HCD encourages each Applicant to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to apply to and participate in the Homekey+ program.
 - i. Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Application or the Homekey+ Documents (as defined) may result in HCD rejecting the Authorizing Resolution.
2. **Accuracy, Verification.** HCD will verify that this Authorizing Resolution comports with the legal authority and composition of Co-Applicant's governing body. Co-Applicant must timely notify HCD, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially in line with this template.
3. **One Resolution per Project.** A Resolution that includes multiple projects under one Resolution will not be accepted. Applicants and Co-applicants must submit a Resolution for each discrete Project.
4. **Applicants and Co-Applicants.** Include all Applicants and Co-applicants identified on the application. If the Resolution does not include all Applicants and Co-Applicants HCD will require a new Authorizing Resolution.
5. **Anticipated Grant Award Dollar Amounts.** HCD recommends seeking authorization for a higher dollar amount than the anticipated grant award since award amounts are subject to change. If Applicant is awarded an amount larger than the amount authorized in the Authorizing Resolution, HCD will require a new Authorizing Resolution.
6. **Authorized Signatory or Signatories, Designee.** Co-Applicants may designate an authorized signatory by title only. In addition, Co-Applicants may authorize multiple signatories, so long as there is clarifying language in the resolution(s) as to whether the signatories are authorized to execute the Homekey+ Documents individually or collectively. In addition, Co-Applicants may authorize a designee of the authorized signatory to execute the Homekey+ Documents. In such case, Co-Applicants must append a supporting document (e.g., memorandum, meeting notes of official action), which indicates the name and title of the designee who is authorized to legally bind the governing body.
7. **Vote Count.** Please fill out the field by every voting category (i.e., Ayes, Nays, Abstain, Absent). If none, please indicate zero (0) for that field. The vote count must comport with the legal authority and membership of Co-Applicant's governing body.

8. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Homekey+ Documents on behalf of Co-Applicant.

Delete this Notice and Instructions page(s) prior to submitting the Resolution with the Homekey+ application package.

RESOLUTION OF
[FULL LEGAL NAME OF LIMITED LIABILITY COMPANY GENERAL PARTNER]

[Name of project as it appears in the Homekey+ program application]

[All of the managers / A majority of the managers] of **[Full legal name of limited liability company]**, a California limited liability company (the “Limited Liability Company”), hereby consent to, adopt, and ratify the following resolutions:

WHEREAS, The Department of Housing and Community Development (“HCD”) has issued a Notice of Funding Availability, dated November 26, 2024 (“NOFA”), for the Homekey+ Program (“Homekey+” or “Program”). HCD has issued the NOFA for Homekey+ grant funds pursuant to Health and Safety Code Section 50675.1.3 (Assem. Bill No. 140 (2021-2022 Reg. Sess.), § 20.); Health and Safety Code Section 50675.1.5 (Assem. Bill No. 531 (2023-2024 Reg. Sess.); Section 14184.402 of the Welfare and Institutions Code; Section 5891.5 of the Welfare and Institutions Code; and Round 5 and 6 of the Homeless Housing, Assistance and Prevention (HHAP) grant program. (Assem. Bill No. 129 (Chapter 40, Statutes 2023) and Assem. Bill No. 166 (Chapter 48, Statutes 2024), respectively.

WHEREAS, HCD is authorized to administer Homekey+ pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey+ funding allocations are subject to the terms and conditions of the NOFA, the Application, the HCD-approved STD 213, Standard Agreement (“Standard Agreement”), and all other legal requirements of the Homekey+ Program; and

WHEREAS, the Limited Liability Company is authorized to do business in the State of California, and it is in the Limited Liability Company’s best interests to act as the **[Administrative/Managing/Sole]** General Partner of **[Name of Limited Partnership]**, a California limited partnership the **[List all Co-Applicants]**.

NOW, THEREFORE, IT IS RESOLVED, that the Limited Liability Company is hereby authorized and directed to act as the **[Administrative/Managing/Sole]** General Partner of the **[List all Co-Applicants]** in connection with HCD’s award of Homekey+ under the NOFA.

RESOLVED FURTHER: That in connection with the Homekey+ Program, the Limited Liability Company, as the **[Administrative/Managing/Sole]** General Partner of the Grantee, is authorized and directed to enter into, execute, and deliver a Standard Agreement in an amount not to exceed \$ **[Enter Amount of Funds]** (the “Homekey+ Funds”), any and all other documents required or deemed necessary or appropriate to secure the Homekey+ Funds from HCD and to participate in the Homekey+ Program, and all amendments thereto (collectively, the “Homekey+ Documents”).

RESOLVED FURTHER: That **[Name(s) and Title(s) of Limited Liability Company Manager/ Member Manager]** **[is/are]** hereby authorized to execute the Homekey+ Documents, and any amendments or modifications thereto, on behalf of the Limited Liability Company as the **[Administrative/Sole/Managing]** General Partner of the **[List all Co-Applicants]**.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

Passed and adopted, effective as of ____, 20__ by the consent of the **[Members/Managers]** of the Limited Liability Company by the following vote:

AYES: **[#]** NAYS: **[#]** ABSTAIN: **[#]** ABSENT: **[#]**

CERTIFICATE OF THE MEMBER/SECRETARY

The undersigned, **[Member/Secretary]** of the Limited Liability Company, does hereby attest and certify that the foregoing is a true, full and correct copy of a resolution duly adopted at a meeting of the Limited Liability Company which was duly convened and held on the date above-mentioned, and that the resolution has not been altered, amended, repealed, rescinded, or annulled.

DATE: _____
[Name]

[Member/Secretary]

