

**Authorizing Resolution Template for Co-Applicant Limited Partnership's  
Managing General Partner and Administrative General Partner  
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.
  - a. 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 Co-Applicant's operative organizational documents (e.g., Articles of Incorporation, bylaws). Co-Applicant must timely notify HCD, in writing, of any discrepancies between its Authorizing Resolution and its organizational documents, along with a written explanation of same.
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-Applicant may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Homekey+ Documents individually or collectively.
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 relevant provisions in Co-Applicant's operative organizational documents (e.g., authorized number of directors, quorum).
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 prior to submitting the Resolution with the Homekey+ application package.**

SAMPLE

## AUTHORIZING RESOLUTION

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

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF [Full Legal Name of Corporation or Limited Liability Company], A CALIFORNIA [Non-Profit/For Profit] [Corporation/ Limited Liability Company], HEREBY CONSENT TO ADOPT, AND RATIFY THE FOLLOWING RESOLUTIONS;**

### WHEREAS:

- A. 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.
- B. The **[Corporation/Limited Liability Company]** is a co-applicant within the meaning of Section 200 of the NOFA under the Program.
- C. The Corporation is authorized to do business in the State of California, and it is in the Corporation’s best interests to act as the **[sole member/manager]** of **[Full legal name of limited liability company]**, a California limited liability company (the “LLC”), the **[Administrative/Managing/Sole]** General Partner of **[Name of Limited Partnership]**, a California limited partnership **[(the “Homekey+ Co-Applicant(s) [List all Co-Applicants”];**
- D. The Corporation is authorized and directed to submit an application for Homekey+ funds (“Application”) in response to the NOFA on its own behalf and as the **[sole member/manager]** of the LLC, the **[Administrative/Managing/Sole]** General Partner of the Homekey+ **[List all Co-Applicants]**.
- E. The Corporation is authorized and directed to submit an application for Homekey+ funds (“Application”) in response to the NOFA on its own behalf and as the **[sole member/manager]** of the LLC, the **[Administrative/Managing/Sole]** General Partner of the Homekey+ **[List all Co-Applicants]**, and jointly apply for Homekey+ grant funds with **[Full Legal Name of Each Co-Applicant] [insert as applicable all other Co-Applicants]**, Therefore, Applicant is joining **[insert all applicable Co-Applicants]** in the submittal of an application for Homekey+ funds (“Application”) to HCD for review and consideration

- F. 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.

**THEREFORE, IT IS RESOLVED THAT THE Corporation/Limited Liability Company DOES HEREBY DETERMINE AND DECLARE AS FOLLOWS:**

1. The **Corporation/Limited Liability Company** is hereby authorized and directed to submit a joint Application to HCD in response to the NOFA, and to jointly apply for Homekey+ grant funds in a total amount not to exceed \$ \_\_\_\_\_.
2. If the Application is approved, **Corporation/Limited Liability Company**, on its behalf and as the **sole member/manager** of the LLC as **Administrative/Managing/Sole** General Partner of the Borrower, is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed \$ \_\_\_\_\_, 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**”).
3. The **Corporation/Limited Liability Company** acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.
4. That **Enter Name(s) and Title(s) of Corporate Officer(s)/ members / managers** **[is/are]** hereby authorized to execute the Homekey+ Documents, and any amendments or modifications thereto, on behalf of the Corporation for itself and as **sole member/manager** of the LLC as **Administrative/Managing/Sole** General Partner of the Homekey+ **List all Co-Applicants**.

PASSED AND ADOPTED this \_\_\_\_\_ **Insert numerical day** day of \_\_\_\_\_, **Insert month**, 20\_\_\_\_ **Insert year, preceded by 20**, by the following vote of the Corporation’s Board of Directors:

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

The undersigned, [NAME, TITLE OF ATTESTOR] of Corporation, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Corporation's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SAMPLE