# Appendix C: Resolution Template of the Governing Body (Required)

Applicants are required to use the resolution form on the following page with no changes to content other than what is in the fillable fields.

When completing and preparing the Resolution, please refer to section V.F.4 of the 2024 NOFA.

Please note: On the next page, hidden text is used to provide instructions. Once a document is printed or converted to a pdf, the hidden text will be omitted.

To display hidden text:

1. Go to the Files Tab
2. Select Options from the bottom of the left-hand column
3. Click on the “Display” option
4. Check the “Hidden Text” box.
5. Make sure the “Print hidden text” box is not checked. This will ensure that when you convert to PDF or print the document, the instructional, hidden text is not displayed.

***Note 1: The attesting officer cannot be the person identified in the Resolution as the authorized signer*.**

***Note 2: Unless there is a city ordinance stating otherwise, the mayor must be the designated official in Section 5.***

**Resolution of the Governing Body**

**RESOLUTION NO.** Insert Number

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM**

BE IT RESOLVED by the Choose an item. of the Choose an item. of Enter City/County Name as follows:

**SECTION 1:**

The Choose an item. has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of $Enter Dollar Amount for the following CDBG activities, pursuant to the and 2024 CDBG NOFA:

**List activities and amounts**

|  |  |  |
| --- | --- | --- |
| **Activity (*e.g. Public Services, Infrastructure, etc.*)** | **Dollar Amount Being Requested for the Activity** | |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

Examples: (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

EX: Public Improvement Project – Water Line Replacement $XXXXXX

Housing Rehabilitation Program – Single Family Residential $XXXXX

Note: Similar to the above, any Colonia or Tribal Set-Aside activities must be included separately with the Resolution.

**SECTION 2:**

The Choose an item. hereby approves the use of Program Income in an amount not to exceed $Enter Dollar Amount for the CDBG activities described in Section 1.

**SECTION 3:**

The Choose an item. acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 4:**

The Choose an item. hereby authorizes and directs the Insert title of designated official or designee\*, to execute and deliver all applications and act on the Choose an item.’s behalf in all matters pertaining to all such applications.

**SECTION 5:**

If an application is approved, the Insert title of designated official or designee\*, is authorized to enter into, execute and deliver the grant agreement (*i.e*., Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

**SECTION 6:**

If an application is approved, the Insert title of designated 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 the grant.

\* Important Note: If the designee is signing any application, agreement, 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.

PASSED AND ADOPTED at a regular meeting of the Choose an item.of the Choose an item. of Enter City/County Name held on Click or tap to enter a date. by the following vote:

Instruction: Fill in all four vote-count fields below. If none, indicate “0” for that field.

AYES: Enter # of votes or names

NOES: Enter # of votes or names

ABSENT: Enter # absentees or names

ABSTAIN: Enter # of abstains or names

Enter Name and Title.

Choose an item.

**STATE OF CALIFORNIA**

Choose an item. of Enter City or County Name.

I, Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Choose an item. on this Enter Day. day of Enter Month, 20Enter Year.and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By: Enter Name of City/County Clerk, Title.

Note: The attes*tin*g officer cannot be the person identified in the Resolution as the authorized signer.