**RESOLUTION OF THE GOVERNING BODY OF**

**[FULL LEGAL NAME OF PUBLIC ENTITY]**

**[FULL NAME(S) OF FUNDING PROGRAM(S)]**

## RESOLUTION NO.:

**[Name of Project as It Appears in the Application]**

WHEREAS, the California Department of Housing and Community Development ("Department"), as authorized by the California General Fund, CalHome Proposition 46 and Proposition 1C, and the Building Homes and Jobs Act (Sen. Bill No. 2 (2017-2018 Reg. Sess) §1: 2022 and 2023 for Serna, issued a Homeownership Super Notice of Funding Availability, dated[Date] [and amended on <<Date>>] (“Homeownership Super NOFA”). The Homeownership Super NOFA provides funding under the following programs for homeownership: the CalHome Program and the Joe Serna, Jr., Farmworker Housing Grant Fund.

WHEREAS, **[Full Legal Name of Public Entity],** a [Type of Public Entity](“Public Entity”), submitted an application to the Department in response to the Homeownership Super NOFA (the “Application”) and was determined to be an eligible [Sponsor/Grant Recipient] under one or more of the foregoing programs (the “Program(s)”) pursuant to that certain conditional award letter, dated [Date] (the “Conditional Award Commitment”).

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional awards to the Public Entity as follows:

|  |  |
| --- | --- |
| Program | Award |
| Joe Serna, Jr., Farmworker Housing  Grant Fund  Homeownership Development Project Loan | [Serna$]  [If none, please delete this row of the table.] |
| Joe Serna, Jr., Farmworker Housing  Grant Fund  Self Help Technical Assistance | [Serna$]  [If none, please delete this row of the table.] |
| Joe Serna, Jr., Farmworker Housing  Grant Fund  Mortgage Assistance | [Serna$]  [If none, please delete this row of the table.] |
| Joe Serna, Jr., Farmworker Housing  Grant Fund  Owner – Occupied Rehabilitation | [Serna$]  [If none, please delete this row of the table.] |
| Joe Serna, Jr., Farmworker Housing  Grant Fund  Acquisition of Manufactured Housing | [Serna$]  [If none, please delete this row of the table.] |
| Total: | [Total Amount$] |

WHEREAS, each and all of the awards expressly identified above will hereinafter be referred to, both individually and collectively, as the “Program Award.”

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Award.

RESOLVED FURTHER: Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver one or more Standard Agreement(s), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program(s), and all amendments thereto (collectively, the “Program Award Documents”).

RESOLVED FURTHER: Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement(s), and that the Homeownership Super NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant Standard Agreement(s).

RESOLVED FURTHER: That [**Title of Authorized Signatory**] [**Optional**: or his or her designee] is hereby authorized to execute the Program Award Documents on behalf of the Public Entity.

##### CERTIFICATE OF THE [**SECRETARY/CLERK]** OF THE Public Entity

The undersigned, **[Secretary/Clerk]** of the Public Entity, does hereby attest and certify that the foregoing is a true, full and correct copy of a resolution that was duly adopted by the Public Entity’s governing body on **[DATE]**, and that the resolution has not been altered, amended, modified, repealed, rescinded, or annulled.

DATE:

**[Full Name] [Secretary/Clerk]**

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

**NOTICE AND INSTRUCTIONS**

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. This language and the table may require modification and customization in order to accurately reflect your entity and/or your entity’s participation in the relevant Program(s). Accordingly, the Department encourages each entity to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to participate in the relevant Program(s). Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Program Award Documents may result in the Department rejecting the Authorizing Resolution.

1. **Accuracy, Verification.** The Department will verify that this Authorizing Resolution comports with the legal authority of the entity’s governing body. The entity must timely notify the Department, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially consistent with this template.

1. **Authorized Signatory or Signatories, Designee.** As a public entity,the entitymay designate an authorized signatory by identifying only the title of that individual. The entity may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Program Award Documents individually or collectively. In addition, the entity may authorize a designee of the authorized signatory to execute the Program Award Documents. In such case, the entity 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 entity.

1. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Program Award Documents on behalf of the entity.