



## Sample Resolution of the Governing Body

*(revised XX/XX/202X)*

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

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

### **A RESOLUTION APPROVING AN ALLOCATION OF FUNDING AND AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE CDBG-DR PROGRAM AND/OR CDBG-MIT PROGRAM**

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

#### **SECTION 1:**

The *[City Council or County Board of Supervisors, as applicable]* has reviewed the State of California’s Community Development Block Grant – Disaster Recovery (CDBG-DR) Action Plan for 2017 disasters and/or the State of California’s Community Development Block Grant – Mitigation (CDBG-MIT) Action Plan for 2017 disasters and hereby approves the execution of a Standard Agreement (“Agreement”) between \_\_\_\_\_ (“Subrecipient”) and the California Department of Housing and Community Development (“HCD”).

The *[City Council or County Board of Supervisors, as applicable]* agrees to perform activities, as further detailed in the Agreement, as a means to facilitate the development of infrastructure pursuant to the 2017 Disaster Recovery Infrastructure Program (DR-Infrastructure) Policies and Procedures and Mitigation Resilient Infrastructure Program (MIT-RIP) Policies and Procedures Addendum, as the same may be amended from time to time.

#### **SECTION 2:**

The *[City or County, as applicable]* hereby authorizes and directs the *(insert the title of the authorized official)*, or designee\*, to enter into, execute and deliver the Agreement and any and all subsequent amendments thereto with the State of California for the purposes of the Grant.

**SECTION 3:**

The [City or County, as applicable] acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 4:**

The [insert the title of the authorized official], or designee\*, is authorized to execute and deliver all project applications and any and all related documentation required to effectuate the terms of the Agreement, and to act on the [City's or County's] behalf in all matters pertaining to all such applications and documentation.

**SECTION 5:**

If an application is approved, the [insert the title of the authorized official], or designee\*, is authorized to enter into, execute and deliver all Notice(s) to Proceed, 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 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 the Agreement for purposes of 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 or 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 [City Council or County Board of Supervisors, as applicable] of the [City or County, as applicable] of \_\_\_\_\_ held on \_\_\_\_\_ by the following vote:

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

AYES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Name and Title  
[City Council or Board of Supervisors, as applicable]

**STATE OF CALIFORNIA**  
City/County of \_\_\_\_\_

I, \_\_\_\_\_, City/County Clerk of the City/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/Board of Supervisors on this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name, City/County Clerk of the City/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 or the designee of such authorized signer.*