



APPENDIX D

Appendix D: Sample Resolution of the Governing Body

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

RESOLUTION NO. _____

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM- CORONAVIRUS RESPONSE ROUND 2 and 3 (CDBG-CV2 and CV3) NOFA DATED DECEMBER 18, 2020

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

SECTION 1:

The [City Council or County Board of Supervisors, as applicable] 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 \$_____ for the following CDBG-CV2 and CV3 activities pursuant to the December 2020 CDBG-CV2/3 Notice of Funding Availability (NOFA):

List activities and amounts

Examples: *(Note: Activity totals should include Activity Delivery Fees and General Administration costs associated with the activity as a not to exceed amount.)*

Public Service- Food Bank	\$ _____
Economic Development- Microenterprise	\$ _____

(Note: Similar to the above, any Colonia or Native American Set-Aside activities must be included separately in the Resolution.)

SECTION 2:

The [City or County] hereby approves the use of Program Income in an amount not to exceed \$_____ for the CDBG-CV2 and CV3 activities described in Section 1.



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SECTION 3:

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

SECTION 4:

The [City or County] hereby authorizes and directs the (*insert the title of the authorized official*), or designee*, to execute and deliver all applications and act on the [City's or County's] behalf in all matters pertaining to all such applications.

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 the grant agreement (*i.e.*, Standard Agreement) 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 the title of the 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 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.*



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PASSED AND ADOPTED at a regular meeting of the *[City Council or County Board of Supervisors, as applicable]* of the *[City or County]* of _____ held on *[insert date of meeting]* by the following vote:

[Instruction: Fill in all four (4) vote-count fields below. If none, indicate "0" for that field.]

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Name and Title

[City Council or Board of Supervisors]

STATE OF CALIFORNIA

[City or County] of _____

I, _____, *[City or County]* Clerk of the *[City or 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 or Board of Supervisors, as applicable]* on this ____ day of _____, 20__.

Name, *[City or County]* Clerk of the *[City or 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.)