All information provided will be verified using the entity’s bylaws, or appropriate governing documents. If the governing documents of the organization are not reflective of the current board makeup, the Applicant/Requestor must notify HCD in writing of the discrepancy and provide an explanation.

The Authorizing Resolution shall be submitted with the Advance Allocation Request. The Department will not issue an advance until the Department receives a fully executed Authorizing Resolution.

# [Insert Resolution Number] [Insert Name of Regional Entity]

**AUTHORIZING RESOLUTION**

**[All***, or* **A necessary quorum and majority]** of the **[directors, supervisors, members, council members, etc.]** of **[official name of applicant entity, and type of entity: Council of Government or Multiagency Working Group.]** (“Applicant”) hereby consents to, adopts and ratifies the following resolution:

1. WHEREAS, the Department is authorized to provide up to $125,000,000 to Councils of Governments and Fiscal Agents of Multiagency Working Groups (“Applicant”) under the Regional Early Action Planning grant program (REAP), the regional component of the Local Government Planning Support Grants Program (as described in Health and Safety Code section 50515.02).

## WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice and Request for Advance Allocation on October XX 2019 for Regional Early Action Planning grants available to Councils of Government and Fiscal Agents of Multiagency Working Groups;

## WHEREAS Applicant is a Council of Governments or Fiscal Agent of a Multiagency Working Group eligible to submit a Request for Advance Allocation pursuant to Health and Safety Code section 50515.02(d)(3) to develop and accelerate the implementation of the requirements contained in the Council of Governments or Multiagency Working Group’s application pursuant to Health and Safety Code section 50515.02(d)(1) including the development of an education and outreach strategy related to the sixth cycle regional housing need allocation.

## WHEREAS the Department shall approve the advance allocation request, subject to the terms and conditions of Eligibility, Guidelines, NOFAs, Program requirements, and the Standard Agreement by and between the Department and Local Government Planning Support Grant Recipients;

NOW THEREFORE BE IT RESOLVED THAT:

* 1. The **[Council of Government/Fiscal Agent of a Multiagency Working Group**] is hereby authorized and directed to request an advance allocation not to exceed **$ [ ]** (up to 25% of the amount allocated pursuant to Health and Safety Code section 50515.02(b) consistent with the methodology described in 50515.03(a)).
	2. The [**insert designee title**] is authorized to execute the Advance Allocation Request, on behalf of the [**Council of Governments/Multiagency Working Group**] as required by the Department for receipt of REAP funds.

## When **[Council of Government/Fiscal Agent of a Multiagency Working Group]** receives an advance allocation of REAP funds in the authorized amount of **$ [ ]** from the Department pursuant to the above referenced Advanced Allocation Request, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515.02(d)(1), as approved by the Department and in accordance with all REAP requirements, guidelines, all applicable state and federal statutes, rules, regulations, and the Standard Agreement executed by and between the Applicant **[Council of Government/Fiscal Agent of Multiagency Working Group]** and the Department.

## The **[insert designee title]** is authorized to enter into, execute and deliver a State of California Standard Agreement for the amount of **$[ ],** and any and all other documents required or deemed necessary or appropriate to evidence and secure the REAP advance allocation, the **[Council of Government’s/Fiscal Agent of Multiagency Working Group’s]** obligations related thereto and all amendments the Department deems necessary and in accordance with REAP.

PASSED AND ADOPTED at a regular meeting of the **[Insert Name of Applicant Council of Government/Multiagency Working Group]**this day of , by the following vote:

## AYES: ABSTENTIONS: NOES: ABSENT:

Signature of Approving Officer

**[Insert printed name and title of Approving Officer]**

*INSTRUCTION:* The attesting officer cannot be the person identified in the resolution as the authorized signor.

ATTEST:

Signature of Attesting Officer

**[Insert printed name and title of Attesting Officer]**