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| AUTHORIZING RESOLUTION |
| Resolution No.: |
| **A RESOLUTION OF THE GOVERNING BODY OF [FULL LEGAL NAME OF LOCALITY] AUTHORIZING PARTICIPATION IN THE STATE RENTAL ASSISTANCE PROGRAM** |
| **WHEREAS:**   1. On December 27, 2020, the Consolidated Appropriations Act, 2021 (Pub.L. No. 116-260) (the “**Act**”) was signed into law. Section 501 of Division N of the Act established the federal Emergency Rental Assistance Program (“**ERAP**”), and authorized the direct allocation of funds to states, units of local government, tribal communities, and territories. The ERAP funds are intended to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. 2. California Senate Bill No. 91 (2021-2022 Reg. Sess.) (“**SB 91**”) established the State of California’s program for administering its share of ERAP funds (the “**State Rental Assistance Program**,” “**SRAP**,” or “**State Rental Assistance Funds**”). SB 91 added Chapter 17 (commencing with Section 50897) to Part 2 of Division 31 of the Health and Safety Code. Health and Safety Code section 50897.1, subdivision (a)(1) authorizes the Department of Housing and Community Development (the “**Department**”) to administer the State Rental Assistance Funds in accordance with state and federal law. 3. On [INSERT DATE], [FULL LEGAL NAME OF LOCALITY] (“**Locality**”) received an allocation of ERAP funds from the U.S. Department of the Treasury (“**Treasury**”) in the amount of [INSERT $ AMOUNT] (this amount, the Locality’s “**Direct Federal Allocation**”). 4. Localitywill also receive a share of State Rental Assistance Funds pursuant to Health and Safety Code section 50897.2, subdivision (a)(3) (this amount, the Locality’s “**Proportionate SRAP Share**”). The Department will administer the Locality’s Proportionate SRAP Share pursuant to Health and Safety Code section 50897.3. |
| **THEREFORE, IT IS RESOLVED THAT:**   1. Locality is hereby authorized and directed to transmit its Direct Federal Allocation to the Department so that the Department will administer the Locality’s Direct Federal Allocation and the Locality’s Proportionate SRAP Share for and on behalf of the Locality, and pursuant to Health and Safety Code section 50897.3, subdivision (b)(3). 2. Locality is hereby authorized and directed to enter into, execute, and deliver any and all documents (and amendments thereto) that are required or deemed necessary or appropriate UNDER STATE OR FEDERAL LAW to govern the Department’s administration of the Locality’s Direct Federal Allocation for and on behalf of the Locality (collectively, the “**HSC 50897.3 Documents**”). Such HSC 50897.3 Documents shall include a Department-approved STD 213, Standard Agreement in a total amount not to exceed $\_\_\_\_\_\_\_\_\_\_\_ (the “**Standard Agreement**”), and all amendments thereto. 3. Locality acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement. 4. [NAME OF AUTHORIZED SIGNATORY, TITLE OF AUTHORIZED SIGNATORY], [**Optional:** or his or her designee,] is authorized to execute the HSC 50897.3 Documents on behalf of the Locality for participation in the State Rental Assistance Program. |
| PASSED AND ADOPTED this day of , 2021, by the following vote:  AYES: NAYES: ABSTAIN: ABSENT: |
| The undersigned, [NAME, TITLE OF SIGNATORY] of Locality, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed. |
| SIGNATURE: DATE: |
| NAME: TITLE: |

**NOTICE AND INSTRUCTIONS**

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. The Department encourages each Locality to consult with professional legal counsel during the development of its own formal, legally binding resolution for participation in the State Rental Assistance Program.
   1. Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the HSC 50897.3 Documents may result in the Department rejecting the Locality’s authorizing resolution.

1. **Accuracy, Verification.** The Department will verify that the Locality’s authorizing resolution comports with the legal authority and composition of the Locality’s governing body. Locality must timely notify the Department, in writing, of any factors that limit its ability to provide an authorizing resolution which is materially in line with this template.
2. **Dollar Amounts of Standard Agreements.** The Department recommends identifying an authorized Standard Agreement amount that is at least triple the anticipated or received Direct Federal Allocation (based on current formula calculations). If the Locality is ultimately awarded a Direct Federal Allocation in excess of the amount identified in the Locality’s authorizing resolution, the Department will require a new authorizing resolution from the Locality.
3. **Authorized Signatory or Signatories, Designee.** Locality may designate an authorized signatory by title only. In addition, the Locality may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the HSC 50897.3 Documents individually or collectively. In addition, the Locality may authorize a designee of the authorized signatory to execute the HSC 50897.3 Documents. In such case, the Locality 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 governing body.
4. **Vote Count.** Please fill out the field by every voting category (i.e., Ayes, Nayes, Abstain, Absent). If none, please indicate zero (0) for that field. The vote count must comport with the legal authority and membership of the Locality’s governing body.
5. **Certification of Authorizing Resolution.** The individual who certifies the authorizing resolution cannot also be authorized to execute the HSC 50897.3 Documents on behalf of the Locality.