# **Sample Transitional Housing Program Allocation Acceptance Resolution for Counties**

BEFORE THE BOARD OF SUPERVISORS

COUNTY OF \_\_\_\_\_\_\_\_ [Insert Name of County], STATE OF CALIFORNIA

[Insert Name of County]

IN THE MATTER OF: \_\_\_\_\_\_\_ [Insert Program Title]  
RESOLUTION NUMBER: \_\_\_\_\_\_\_ [Insert Resolution Number]

A RESOLUTION AUTHORIZING APPLICATION FOR AND ACCEPTANCE OF THE COUNTY ALLOCATION AWARD UNDER THE TRANSITIONAL HOUSING PROGRAM  
  
WHEREAS, the State of California, Department of Housing and Community Development (“Department”) issued an Allocation Acceptance form, dated February 7, 2020 under the Transitional Housing Program (“THP” or “Program”) for $8 million authorized by item 2240-102-0001 of section 2.00 of the Budget Act of 2019 (Chapter 23 of the Statutes of 2019) and Chapter 11.7 (commencing with Section 50807) of part 2 of Division 31 of the Health and Safety Code.  
  
WHEREAS, the Allocation Acceptance form relates to the availability of the TRANSITIONAL HOUSING PROGRAM Allocation funds; and  
  
WHEREAS, the \_\_\_\_\_\_\_ [Insert Applicant Name] (“Applicant”), was mentioned in the Allocation Acceptance form, dated February 7, 2020.  
  
NOW, THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_\_\_ [Insert Board of Supervisors]for \_\_\_\_\_\_\_ [Insert Name of County] (“County”) does hereby determine and declare as follows:  
  
SECTION 1. That Applicant is hereby authorized and directed to apply for and accept their TRANSITIONAL HOUSING PROGRAM Allocation award, as detailed in the Allocation Acceptance form, up to the amount authorized the Allocation Acceptance form and applicable state law.  
  
SECTION 2. That \_\_\_\_\_\_\_ [Insert Name and Title of Authorized County Official], or his or her designee, is hereby authorized and directed to act on behalf of County in connection with the TRANSITIONAL HOUSING PROGRAM Allocation award, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to be awarded the TRANSITIONAL HOUSING PROGRAM Allocation award, and all amendments thereto (collectively, the “TRANSITIONAL HOUSING PROGRAM Allocation Award Documents”).  
  
SECTION 3. That Applicant shall be subject to the terms and conditions that are specified in the TRANSITIONAL HOUSING PROGRAM Allocation Award Documents, and that Applicant will use the TRANSITIONAL HOUSING PROGRAM Allocation award funds in accordance with the Allocation Acceptance form, other applicable rules and laws, the THP Program Documents, and any and all THP requirements.  
  
PASSED AND ADOPTED this \_\_\_\_\_\_ [Insert Numerical Day] day of \_\_\_\_\_\_ [Insert Month], 20\_\_\_\_ [Insert Year, Preceded by 20], by the following vote:

AYES \_\_\_\_\_\_ [Insert Number of Ayes]

NOES \_\_\_\_\_\_ [Insert Number of Noes]

ABSTENTIONS \_\_\_\_\_\_ [Insert Number of Abstentions]

ABSENT \_\_\_\_\_\_ [Insert Number Absent]

Signature of Attesting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Attesting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **RESOLUTION CHECKLIST** |
| --- |
| **Minimum Requirements** |
| Entity name (state identity of the contracting party or borrower) and Entity type (i.e. Corporation, Non-Profit, LLC, etc.) |
| Name & Title of Signatory(ies) **Note:** Name and title of authorized signatory(ies) is preferred. In instances pertaining to municipalities (when title only is acceptable), supporting documentation evidencing the individual who currently holds the position **must** be provided. |
| Reference to NOFA date |
| Standard Agreement or Loan & Grant Agreement language (authorizes signatory(ies) to sign Loan & Grant Contract/Standard Agreement) |
| Amendment provision included |
| Dollar amount (Includes a dollar amount that is equal to or greater than the award amount) |
| Person attesting validity of resolution (must be someone other than person authorized to sign agreements) |
| Meeting Date, All Votes (Ayes, No’s, Absent, Vacant), and signature(s) included |
| Resolution number(s) **OR Project** Site Name (Required to differentiate multiple contracts issued to same contractor) |
| **Authorized Signatory(ies) – *And vs. Or*** |
| **And –** *CEO* **and** *Director* Both individuals named must sign the Standard Agreement.  **Example:** “The Board hereby authorizes CEO **and** Director to execute the Standard Agreement in an amount not to exceed…” |
| **Or –** *CEO* **or** *Director* Either individual may sign--only one signature is required.  **Example:** “The Board hereby authorizes the CEO **or** his/her designee to execute the Standard Agreement in an amount not to exceed…” |
| **And/Or –** *CEO* **and/or** *Director* Effective December 9, 2014, HCD’s Legal Assistance Division (LAD) declared this language legally insufficient. Resolutions with this language will not be accepted.  **Example:** “The Board hereby authorizes the CEO **and/or** Director to execute the Standard Agreement in an amount not to exceed…” |