



Appendix C: Governing Body Resolution

Completing the Resolution for the 2023 CDBG Application

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Appendix C: Resolution Template

- Applicants are required to use the Department approved Authorizing Resolution form.
- No changes to content other than what is in the fillable fields when submitting the CDBG application is allowed.
- The Authorizing Resolution designates a person/persons responsible for and authorized to execute and deliver all documents related to the application of CDBG funds.
- **Submit the approved resolution in eCivis by the application due date.**
- The resolution form, requirements and instructions are found on page 18 of the 2023 NOFA and Appendix C in eCivis.



Appendix C: Department Resolution Template



1

Resolution of the Governing Body

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 AND/OR 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the Choose an item. of the Choose an item. of Enter City/County Name as follows:

SECTION 1:

The Choose an item. 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 \$Enter Dollar Amount for the following CDBG activities, pursuant to the 2023 and 2024 CDBG NOFAs:

List activities and amounts

Activity (<i>i.e.</i> Public Services, Housing Rehabilitation, Activity Delivery, General Admission)	Dollar Amount Being Requested for the Activity

SECTION 2:

The Choose an item. hereby approves the use of Program Income in an amount not to exceed \$Enter Dollar Amount for the CDBG activities described in Section 1.

SECTION 3:

The Choose an item. acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The Choose an item. hereby authorizes and directs the insert title of designated official
 Department of Housing and Community Development
 Resolution Form Revised 9/29/2023

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or designee*, to execute and deliver all applications and act on the Choose an item.'s behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the insert title of designated 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 title of designated 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.

PASSED AND ADOPTED at a regular meeting of the Choose an item. of the Choose an item. of Enter City/County Name held on Click or tap to enter a date. by the following vote:

AYES: Enter # of votes or names

ABSENT: Enter # absentees or names

NOES: Enter # of votes or names

ABSTAIN: Enter # of abstains or names

Enter Name and Title.
Choose an item.

STATE OF CALIFORNIA

Choose an item. of Enter City or County Name.

I, Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Choose an item. on this Enter Day. day of Enter Month, 20Enter Year. and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California

By: Enter Name of City/County Clerk, Title.



Resolution Meeting Local Standards

- If an applicant (governing body) must prepare a separate resolution that conforms to its local standards, it may do so in addition to preparing the resolution form provided by the Department.
- Applicants must submit their approved resolutions provided by the Department, in addition to the resolution conforming to its local standard by the application due date.
- Failure to provide an acceptable resolution at the time of application will result in a delay executing the Standard Agreement.

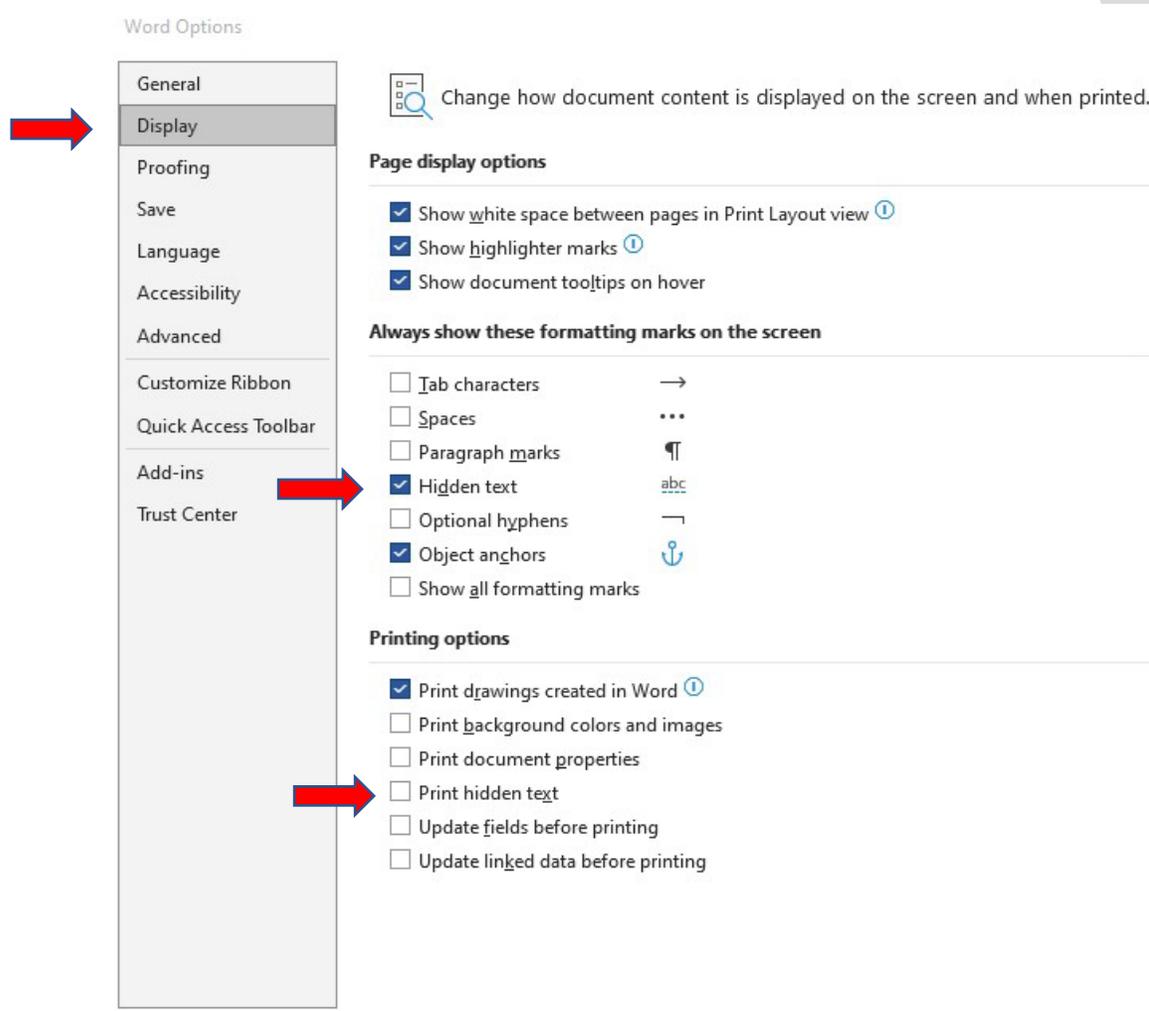


Resolution Template and Instructions

- Go to Appendix C in eCivis for the Department approved authorizing resolution form.
- A copy of the Resolution is shown on Slide 3 for your reference.
- Applicants are required to complete the authorizing resolution form with no changes to content and form other than what is in the fillable fields of the form.
- Download the resolution form and pay special attention on how to display the “Hidden Text” boxes on Slide 6 and the note regarding the attesting officer.
- Please download a copy of the Resolution to refer to during the webinar.



Appendix C: Instructions to Display Hidden Text in the Resolution



- Go to the File tab in Microsoft Word.
- Select Options from the bottom on the left-hand column.
- Click on the “Display” option.
- Check the “Hidden Text” Box.
- Make sure the “**Print hidden text**” box is not checked. This will ensure that when you convert to PDF or print, the instructional, hidden text is not displayed.
- *Note: The attesting officer cannot be the person identified in the Resolution as the Authorized signer.*



Completing the Resolution



Resolution of the Governing Body

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 AND/OR 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the Choose an item. of the Choose an item. of Enter City/County Name as follows:

- Click on each Hidden Text Boxes and enter the request information to complete each item in this section of the Resolution:
 - Insert Number (Resolution No.)
 - Enter Governing Board Type
 - Enter Jurisdiction Type, and
 - Enter Jurisdiction Name
- Note: Some Hidden Text Boxes are "fill in" and others are "dropdown" choices.



Completing the Resolution: Section 1

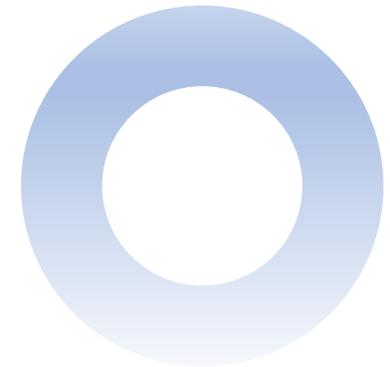
SECTION 1:

The Choose an item. 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 \$Enter Dollar Amount for the following CDBG activities, pursuant to the 2023 and 2024 CDBG NOFAs:

List activities and amounts

Activity (<i>i.e.</i> Public Services, Housing Rehabilitation, Activity Delivery, General Admission)	Dollar Amount Being Requested for the Activity

- Click on the Hidden Text Box for the following to complete Section 1 of the Resolution:
 - Choose Governing Board Type
 - \$ Enter Dollar Amount
 - List Activities and Dollar Amounts





Completing the Resolution: Section 2 & 3

SECTION 2:

The Choose an item. hereby approves the use of Program Income in an amount not to exceed \$Enter Dollar Amount for the CDBG activities described in Section 1.

SECTION 3:

The Choose an item. acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

- Click on the Hidden Text Boxes (greyed out area) to complete Sections 2 and 3 of the Resolution:

Section 2

- Choose Jurisdiction Type
- Enter Dollar Amount

Section 3

- Choose Jurisdiction Type



Completing the Resolution: Section 4 & 5

SECTION 4:

The Choose an item, hereby authorizes and directs the Insert title of designated official or designee*, to execute and deliver all applications and act on the Choose an item's behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Insert title of designated 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.

- Click on the Hidden Text Boxes (greyed out area) to complete Section 4 and 5 of the Resolution:
- Section 4:
 - Choose Jurisdiction Type
 - Insert the designated official's title only and not the official's name. For example, City Manager, City Administrator, etc.
 - Choose Jurisdiction Type
- Section 5
 - Insert the designated official's official title. For example, City Manager.



Completing the Resolution: Section 6

SECTION 6:

If an application is approved, the Insert title of designated 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.

PASSED AND ADOPTED at a regular meeting of the Choose an item. of the Choose an item. of Enter City/County Name held on Click or tap to enter a date. by the following vote:

AYES: Enter # of votes or names

NOES: Enter # of votes or names

ABSENT: Enter # absentees or names

ABSTAIN: Enter # of abstains or names

Enter Name and Title.
Choose an item.

- Click on the Hidden Text Boxes (greyed out area) to complete Section 6 of the Resolution:
- Section 6:
 - Insert the title of the designated official
 - Choose Governing Body Type
 - Choose Jurisdiction Type
 - Enter City/County Name
 - Click or tap to enter a date
 - Enter the following:
 - AYES: Enter # of votes or names
 - NOES: Enter # of votes or names
 - ABSENT: Enter # of absentees or names
 - ABSTAIN: Enter # of absentees or names
 - Enter name and Title
 - Choose Governing Body Type



Completing the Resolution: Signature Block

STATE OF CALIFORNIA

Choose an item. of Enter City or County Name.

I, Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Choose an item. on this Enter Day. day of Enter Month, 20Enter Year. and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Enter Name of City/County Clerk., Choose an item. Clerk of the Choose an item. of Enter City or County Name., State of California

By: Enter Name of City/County Clerk, Title.

- Click on the Hidden Text Box to complete the Signature Block of the Resolution:
- Signature Block:
 - Choose Jurisdiction Type
 - Enter City or County Name
 - Enter Name of City/County Clerk
 - Choose Jurisdiction Type
 - Enter City or County Name
 - Choose Governing Body Type
 - Enter Day, Month and Year
 - Enter the following:
 - Name of City/County Clerk
 - Choose Jurisdiction Type
 - Choose Jurisdiction Type
 - Enter City or County Name
 - Enter Name of City/County Clerk and Title





Thank you for viewing the 2023 CDBG NOFA Resolution Presentation.

Please contact the CDBG Program if you have any questions regarding the 2023 CDBG NOFA and application at cdbg@hcd.ca.gov.

Also subscribe to the CDBG mailing List by emailing the CDBG Program at <https://www.hcd.ca.gov/contact-us> to receive notifications and announcements.