

CDBG Resolution Webinar

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Resolution of the Governing Body

- Applicants must submit an Authorizing Resolution using the Department-approved form
- Designates a person (or persons) as an Authorized Representative to
 - Sign and Submit the application for CDBG funds
 - Execute a Standard Agreement and any amendments thereto
 - Submit requests for funds and other required documents
- Note: If a jurisdiction must prepare a concurrent resolution that conforms to local standards it may do so, but an approved resolution on the Department-approved form must be included in the application



Authorized Representatives for Cities & Towns

- California Government Code sections 40601 and 40602 require the Mayor or Mayor pro tempore to sign any written contracts and conveyances
- The Mayor or Mayor pro tempore **must** be the Authorized Representative in the Resolution for execution of the standard agreement **unless** the city/town has an ordinance, municipal code, or city/town charter provision that delegates this authority to another officer
- A copy of the ordinance, municipal code, or city/town charter provision reflecting this delegation must be provided with the application if exercised



Department-Approved Form

- The approved form can be downloaded in the solicitation's files section



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 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 and 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$
	\$
	\$

Examples: (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

EX: Public Improvement Project – Water Line Replacement \$XXXXXX

..... Housing Rehabilitation Program – Single Family Residential \$XXXXXX

Note: Similar to the above, any Colonia or Tribal Set-Aside activities must be included separately with the Resolution.

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 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.

** 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.*

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:

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

AYES: Enter # of votes or names

ABSENT: Enter # absentees or names

NOES: Enter # of votes or names

ABSTAIN: Enter # of abstains or names

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

Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.



Hidden Text

- The form contains *italicized* “hidden text” that provides instructions for the resolution but does not appear after being printed
- If you cannot see hidden text, navigate to Files Tab > Options > Display > Select the “Hidden Text” option
- If hidden text is appearing on the printed resolution, navigate to the same page as above and ensure that the “Print Hidden Text” option is **not** selected

Word Options

General

Display

Proofing

Save

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Change how document content is displayed on the screen and when printed.

Page display options

- Show white space between pages in Print Layout view ⓘ
- Show highlighter marks ⓘ
- Show document tooltips on hover

Always show these formatting marks on the screen

- Tab characters →
- Spaces ...
- Paragraph marks ¶
- Hidden text abc
- Optional hyphens —
- Object anchors ⚓
- Show all formatting marks

Printing options

- Print drawings created in Word ⓘ
- Print background colors and images
- Print document properties
- Print hidden text
- Update fields before printing
- Update linked data before printing



Completing the Form

- Dropdowns and Text/Number Fields

RETO FROM THE 2024 FUNDING YEAR
GRAM

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Choose Governing Body Type

Choose an item. ▾

- Choose an item.
- City Council
- Board of Supervisors
- Town Council
- Governing Body
- Council

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SECTION 1.

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NOFA:

List activities and amounts



Section 1 - Template

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 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 and 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. <i>Public Services, Infrastructure, etc.</i>)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$
	\$
	\$



Section 1 - Completed

Resolution of the Governing Body

RESOLUTION NO. 24-99

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

BE IT RESOLVED by the **City Council** of the **City** of **Nowhere** as follows:

SECTION 1:

The **City Council** 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 **\$2,461,000** for the following CDBG activities, pursuant to the and 2024 CDBG NOFA:

List activities and amounts |

Activity (e.g. <i>Public Services, Infrastructure, etc.</i>)	Dollar Amount Being Requested for the Activity
Road Infrastructure Project	\$ 2,000,000
Youth Summer Club Public Service	\$ 300,000
General Administration	\$ 161,000
	\$
	\$



Sections 2 to 4 - Template

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 or designee*, to execute and deliver all applications and act on the Choose an item.'s



Sections 2 to 4 - Completed

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed **\$100,000** for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the **Mayor** or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such |



Sections 5 and 6 - Template

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.



Sections 5 and 6 - Completed

SECTION 5:

If an application is approved, the **Mayor** 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 **Mayor** 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.



Vote Count and Signature - Template

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.



Vote Count and Signature - Completed

PASSED AND ADOPTED at a regular meeting of the **City Council** of the **City** of **Nowhere** held on **6/20/2024** by the following vote:

AYES: **Council Member Garcia,
Johnson, Kaur, Gold, and Mayor Diaz**
NOES: **0**

ABSENT: **0**
ABSTAIN: **0**

**Robert Diaz, Mayor
City Council**



Attestation - Template

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.



Attestation - Completed

STATE OF CALIFORNIA
City of Nowhere

I, Jane Smith, City Clerk of the City of Nowhere, 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 on this 20th day of June, 2024 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.

Jane Smith, City Clerk of the City of Nowhere, State of California

By: Jane Smith, City Clerk



Mayor

KAREN BASS

We are moving our city in a new direction. Together, we are urgently housing people, making our city safer and more livable for all.

As your mayor, I will never stop working for you, I will continue working with you to make sure our agenda and our administration truly reflects the full diversity and will of the people of Los Angeles.

We are locking arms and we are getting big things done.

[Learn More](#)



Executive Directive No.4: Identifying Barriers to Small Business Creation



EXECUTIVE DIRECTIVE NO.4: IDENTIFYING BARRIERS TO SMALL BUSINESS CREATION



Thank you!

- For questions, email CDBG@hcd.ca.gov



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