

CDBG Resolution Webinar

Tanner Wolverton, CDBG Specialist





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

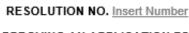
- California Government Code sections 40601 and 40602 require the Mayor or Mayor pro tempore to sign any written contracts and conveyances
- The Mayor or Mayor pro tempore must be the Authorized Representative in the Resolution for execution of the standard agreement unless the city/town has an ordinance, 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





BE IT RESOLVED by the <u>Choose an item.</u> of the <u>Choose an item.</u> of <u>Enter City/County</u> 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 (<u>e.g.</u> 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 \$XXXXX

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

SECTION 2:

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

SECTION 5:

If an application is approved, the <u>Insert title of designated official</u> 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 <u>Insert title of designated official</u> 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 <u>Choose an item</u>, of the <u>Choose an item</u>, of <u>Enter City/County Name</u> held on <u>Click or tap to enter a date</u>, 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 NOES: Enter # of votes or names ABSENT: Enter # absentees 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

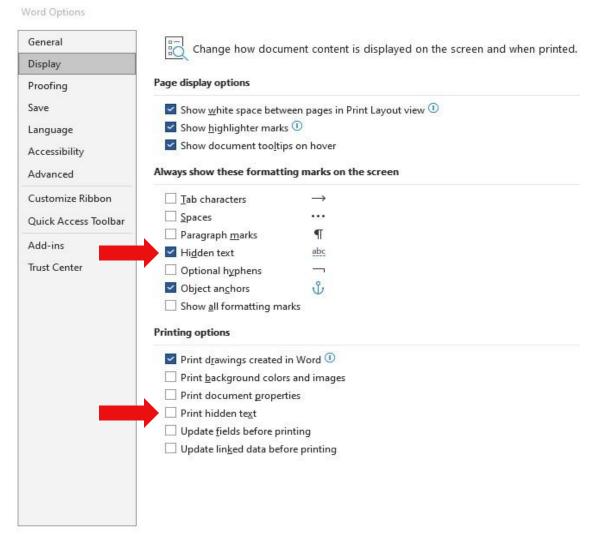
By: Enter Name of City/County Clerk. Title.

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





Completing the Form

Dropdowns and Text/Number Fields

OLVED by the Choose Governing Body Type Choose an item. Choose an item. Choose an item. City Council Board of Supervisors Town Council Governing Body Council Governing Body Council aggreg ar Amount for the following CDBG activities

RETO FROM THE 2024 FUNDING YEAR

SECTION I.

The Choose an item. has reviewe

Finter dollar amount le or more applicati

Enter Dollar Amount for the following 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 <u>Choose an item.</u> of the <u>Choose an item.</u> of <u>Enter City/County</u> 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 (<u>e.g.</u> Public Services, Infrastructure, etc.)	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 (<u>e.g.</u> Public Services,	Dollar Amount Being Requested for the
Infrastructure, etc.)	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 <u>Choose an item.</u> 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 <u>Choose an item.</u> hereby authorizes and directs the <u>Insert title of designated official</u> or designee*, to execute and deliver all applications and act on the <u>Choose an item.</u>'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 <u>Insert title of designated official</u> 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 <u>Insert title of designated official</u> 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 <u>Choose an item.</u> of the <u>Choose an item.</u> of the <u>Choose an item.</u> of <u>Enter City/County Name</u> held on <u>Click or tap to enter a date.</u> 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

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



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



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