

Emergency Solutions Grants (ESG) Program Office Hours – 2024 ESG NOFA: Resolutions

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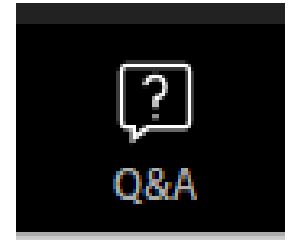
Anthony Zepeda, ESG Representative

January 15, 2025





How to ask a question...



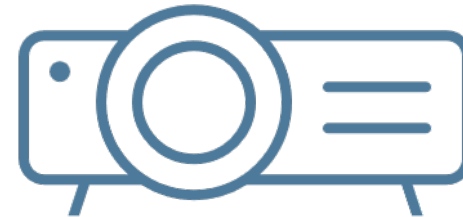
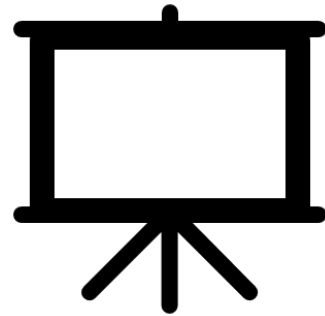
Question Format

- ❖ All Questions must be submitted in the Question & Answer (Q&A) Box:
 - Please type your organization name and question.
- ❖ The team will read questions out loud at the end of the presentation and will also provide answers (if possible) throughout the presentation.
- ❖ All questions and answers entered into the Q&A box will be recorded as part of the public record.



Slides and Recording

Both the slides and recording will be sent to all participants within two weeks of this event.





Agenda

- ❖ Welcome and Introductions
- ❖ ESG Updates
- ❖ Spotlight Series: **2024 ESG NOFA: Authorizing Resolutions**
- ❖ Q&A





ESG Team Representatives

❖ Sam Lieu

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❖ Giovanni Martinez

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❖ Anthony Zepeda

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Please reach out to your ESG Representative listed above or contact us at:

[**ESGNOFA@hcd.ca.gov**](mailto:ESGNOFA@hcd.ca.gov)



ESG Updates

Upcoming Office Hours Schedule*:

- ❖ **January 15th, 2025 – Office Hours – 2024 NOFA Resolution**
- ❖ **January 22nd, 2025 – 2024 NOFA Webinar (1pm to 3pm)**
- ❖ **January 29th, 2026 – Office Hours – Indirect Costs**

**Dates are tentative and subject to change*



ESG Updates

2024 ESG NOFA Schedule*:

- ❖ January 31, 2025 – Application Portal Opens
- ❖ March 28, 2025 – Applications Due in eCivis by 5:00pm (PDT)
- ❖ July 2025 – Award Announcements

**Dates are tentative and subject to change*



ESG – 2023 Grant Updates

❖ 2023 Performance Milestones

❖ Percentage of ESG Award that must be expended:

- 20% - 120 days after the execution date of your Standard Agreement
- 50% - 180 days after the execution date of your Standard Agreement

❖ 2023 RFFs (Approved P&Ps)

- HCD recommends RFFs be submitted on a Monthly Basis
- Standard Agreement requirements: At least Quarterly



ESG – 2023 Grant Updates

- ❖ For subrecipients with staffing changes, new authorized signatures forms
- ❖ Staff will be reaching out for introductory meetings
- ❖ Email your ESG representative if your Budget and/or Goals need to be changed/updated in eCivis



To All Grantees Impacted by the Wildfires

- ❖ HCD is here to both support and work with you in the event that you may need financial changes such as budget revisions, amendments, delayed requests for reimbursement, etc.
- ❖ Please stay in touch and let us know how we can best support your efforts.
- ❖ HCD Leadership will be sending out a response to the wildfires in the coming days.



ESG Program

Moving from State Regulations to Guidelines

- ❖ The ESG program is moving to Guidelines as of the 2024 Notice of Funding Availability (NOFA).
- ❖ ESG Guidelines are replacing current State Regulations.
- ❖ ESG is replacing annual contracts with 3-year contracts





Questions?

ESG Office Hours – Spotlight Series

2024 ESG NOFA: Resolutions

January 15, 2025





Authorizing Resolution Overview

- ❖ The Authorizing Resolution designates a person-or persons-responsible, and authorized to, execute and deliver all documents related to the application of ESG funds.
- ❖ If awarded, the Authorizing Resolution, designates who will be responsible for the execution of the Standard Agreement with HCD.



Authorizing Resolution Overview

- ❖ Please see the ESG webpage for the HCD-approved Authorizing Resolution templates.

Notice of Funding Availability

[2024 ESG NOFA \(PDF\)](#)

[3-Year ESG Resolution Template \(DOC\)](#)

[1-Year ESG Resolution Template \(DOC\)](#)



Authorizing Resolution Overview

- ❖ Applicants are required to use this Authorizing Resolution template in both content and form on their Letterhead.
- ❖ Failure to provide a complete Authorizing Resolution on this acceptable Department-approved resolution template by the application due date may result in the immediate disqualification of the application.



Authorizing Resolution Overview

- ❖ If a governing body must prepare a separate resolution concurrently that conforms to its local standard, it may do so in addition to preparing and submitting the HCD-approved Authorizing Resolution.
- ❖ HCD recommends submitting a 3-year resolution with the application



Authorizing Resolution Template

RESOLUTION NO. _____ [Insert resolution number]

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024-2025 FUNDING YEAR OF THE STATE ESG PROGRAM.

- ❖ Must have a resolution number.
- ❖ Funding is for the 2024-2025 ESG grant year
- ❖ Don't add or delete language



Authorizing Resolution Templates

_____ [All, or A necessary quorum and majority] of the _____ [directors, supervisors, members, council members, etc.] of _____ [official name of Applicant entity, and type of entity: non-profit, city, county, municipality, etc.] (“Applicant”) hereby consent to, adopt and ratify the following resolution:

- ❖ Examples of resolution language is provided
- ❖ Agency Name
- ❖ Agency Type



Authorizing Resolution Templates

A. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice of Funding Availability (“NOFA”) dated _____ [MM/DD/YYYY] under the Emergency Solutions Grants (ESG) Program (“Program” or “ESG Program”); and

❖ The correct date that the NOFA was issued by HCD is required

❖ **December 31, 2024**



Authorizing Resolution Templates

B. WHEREAS Applicant is an approved Subrecipient or Contractor.

SECTION 1. Applicant is an approved Subrecipient or Contractor by their Continuum of Care and is hereby authorized and directed to receive an ESG Program grant, in an amount not to exceed \$_____ [Insert amount for CoC Service Area or a higher amount per the instruction below] in accordance with all applicable rules and laws.

❖ It is recommended that you list a dollar amount that is at least 150% of the amount you expect to receive based on the 2024 NOFA's published allocation (Appendix A)



Authorizing Resolution Templates

SECTION 2. Applicant hereby affirms that if ESG Program funds remain available for allocation after the deadline for submitting an application, and if the Department advises Applicant that Applicant is eligible for an additional allocation from these remaining funds, Applicant is hereby authorized and directed to accept this additional allocation of funds (“Additional ESG Allocation”) up to the amount authorized by Department but not to exceed \$_____ [Insert amount].

- ❖ HCD recommends listing an approved dollar amount that is at least 25% of the amount identified in the 2024 NOFA (Appendix A)



Authorizing Resolution Templates

SECTION 3. Applicant hereby affirms that the ESG Program funds and allocation amounts published under the NOFA represent the _____ [Enter current Annual Funding Cycle year; first, second, or third] of three consecutive Annual Funding Cycles; the second and third Annual Funding Cycles are estimated amounts only, and actual amounts, if any, are contingent upon the Department receiving an annual grant agreement from the United States Department of Housing and Urban Development (HUD).

❖ Enter the current Annual Funding Cycle of the three-year NOFA cycle

❖ 2024-2025



Authorizing Resolution Templates

SECTION 6. The Applicant hereby authorizes and directs the _____ [Title of authorized signor], or designee*, to execute and deliver all applications and act on the Applicant's behalf in all matters pertaining to all such applications.

❖ Enter the Title of the Authorized Representative (or designee)



Authorizing Resolution Templates

SECTION 7. If an application is approved, the _____ [Title of authorized signor], or designee*, is authorized and directed to act on behalf of Applicant in connection with the ESG Allocation Award and any Additional ESG Allocation 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.

- ❖ If the applicant or grantee is a City, the City must have the Mayor or Mayor pro tempore sign all HCD documents.
- ❖ CA Code Section 40601 and 40602



Authorizing Resolution Templates

SECTION 8. If an application is approved, the _____ [Title of authorized signor], 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.

- ❖ Enter the Title of the Authorized Representative (s)
- ❖ If identifying multiple signors, don't use "And" unless you want to require multiple signatures
- ❖ Don't use "And / Or"



Authorizing Resolution Templates

PASSED AND ADOPTED at a regular meeting of the _____ [official name of Applicant entity, and type of entity: non-profit, city, county, municipality, etc.] held on _____ [Insert date] by the following vote:

AYES: __[Insert Number of Ayes]

NOES: __[Insert Number of Noes]

ABSTENTIONS: _____[Insert Number of Abstentions]

ABSENT: _____[Insert Number Absent]

- ❖ All sections must be completed
- ❖ Numbers entered must be consistent with current Board composition, numbers, and agency Bylaws.



Authorizing Resolution Templates

I, _____ [Fill in name], am the _____ [Insert title of person; likely Secretary] of _____ [Insert name of Applicant entity, and type of entity (e.g. nonprofit, city, county, municipality, etc.)] _____, a _____ [Insert entity type (e.g. California nonprofit public benefit corporation, (the "Corporation"))], and as such, am familiar with the facts herein and do hereby certify as follows:

- ❖ The Attesting Officer cannot be the person identified in the Resolution as the Authorized Signor
- ❖ This is usually the Clerk or Secretary of the Governing Board



Authorizing Resolution Templates

1. That the _____ [Insert entity type (e.g. Corporation)] is a _____ [Insert (e.g. nonprofit public benefit corporation)], duly formed, validly existing and duly qualified to transact business in the State of California, with full power and authority to enter into agreements with the Department of Housing and Community Development (“Department”).

[Insert Signature Block]

By: [Insert name and title]

Date: [Insert date of attestation
signature]



Questions?



ESG Guidelines Resources

❖ ESG Webpage:

[Emergency Solutions Grants Program \(ESG\) | California Department of Housing and Community Development](#)

❖ ESG Guidelines:

[esg-final-guidelines.pdf](#)

❖ ESG Program Team Contact:

ESGNOFA@hcd.ca.gov



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HCD values diversity at all levels of the Department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

Join us and help improve the lives of all Californians.

To find jobs at HCD:

Visit: jobs.ca.gov and click “Advanced Job Search.”

- Search for California Department of Housing and Community Development

New to state service? Don't worry.

You can view the step-by-step process on jobs.ca.gov.