# RESOLUTION NO.

## A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A STANDARD AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2022 HOMEOWNERSHIP SUPER NOFA (HOSN) DATED JANUARY 6, 2023.

BE IT RESOLVED by the **[*Insert FULL LEGAL Name of Entity, Be Sure to Include Entity Type as Applicable]***as follows:

# SECTION 1:

The ***[Insert Name of Entity]***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, $\_\_\_\_\_\_\_\_\_\_\_\_ for the following HOSN activities pursuant to the 2022 HOSN Notice of Funding Availability (NOFA):

## List activities and amounts

Examples:

*Serna Owner-Occupied Rehabilitation* $

*CalHome Development Project* $

# SECTION 2:

The ***[Insert Entity Name]***hereby authorizes and directs the **[*Insert the TITLE Of the Authorized Official]***, or designee, to execute and deliver all applications and act on the ***[Insert Entity’s name]***behalf in all matters pertaining to all such applications.

# SECTION 3:

If an application is approved, the **[*Insert the TITLE Of the Authorized Official]****,* or designee, is authorized to enter into, execute and deliver the Standard Agreement and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

\* Important Note: If the designee is signing any application, agreement, or any other document on behalf of the designated official, 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.

# SECTION 4:

If an application is approved, the **[*Insert the Title of The Authorized 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.

# SECTION 5:

The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. **[Insert Entity Name]** acknowledges and agrees that it may be required to execute any and all other instruments necessary or required by HCD for participation in the HOSN Program.

PASSED AND ADOPTED at a regular meeting of the ***[Insert Entity Name (i.e., Board of Directors or County Supervisors)]***held on ***[Insert Date of Meeting]****.*

The undersigned **[Insert Name of Authorized Officer]** of the **[Insert Name of Entity]** there before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Authorized Officer Signature of Authorized Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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

**NOTICE AND INSTRUCTIONS**

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. This language may require modification and customization in order to accurately reflect your entity and/or your entity’s participation in the Program. Accordingly, the Department encourages each entity to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to participate in the Department’s Program. Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Program Loan Documents and/or the Program Grant Documents may result in the Department rejecting the Authorizing Resolution.

1. **Accuracy, Verification.** The Department will verify that this Authorizing Resolution comports with the legal authority of the entity’s governing body. The entity must timely notify the Department, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially in line with this template.

1. **Authorized Signatory or Signatories, Designee.** As a public entity,the entitymay designate an authorized signatory by identifying only the title of that individual. The entity may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Program Loan Documents and/or the Program Grant Documents individually or collectively. In addition, the entity may authorize a designee of the authorized signatory to execute the Program Loan Documents and/or the Program Grant Documents. In such case, the entity must append a supporting document (e.g., memorandum, meeting notes of official action), which indicates the name and title of the designee who is authorized to legally bind the entity.

1. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Program Loan Documents and/or the Program Grant Documents on behalf of the entity.