**Resolution Instructions**

Use the Resolution template below to create your Resolution.

Print the document on your agency’s letterhead.

See the attached PDF **YR 48 AAP** for the information you will need to complete the Resolution.

**What information goes in each blank?**

**Date**

the date of the meeting at which the Board authorized the agency to accept CDBG funds

**Legal Name of the Agency**

the name of your agency as it is registered with the Connecticut Secretary of State

Link to CT Secretary of State website:

<http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

**Title ONLY of Board Officer**

the title of the board member who will sign your agreement; typically the Board Chair. **DO NOT INCLUDE THE OFFICER’S NAME – TITLE ONLY**

**$Amount**

see the PDF **YR 48 AAP**

**PROGRAM TITLE & DESCRIPTION**

see the PDF **YR 48 AAP**

**Name & Title**

the name and title of the person who will sign your Requests for Payment, typically the Executive Director or CFO

If you need further guidance see the attached sample Resolution for Kids In Crisis, Inc.

**BOARD RESOLUTION**

On **Date** at a duly called meeting of the Board of Directors of  **Legal Name of the Agency** , at which a quorum was present, it was resolved that the  **Title ONLY of Board Officer** , of the **Legal Name of the Agency**, is authorized to accept the **$Amount** in Community Development Block Grant Year 46 funding from the Stamford Community Development Office, for the **PROGRAM TITLE & DESCRIPTION** and is authorized to sign a contract and pertaining documents, including a Note and Mortgage.

Furthermore,  **Name & Title**  is authorized to sign Requests for Payment for this grant.

Corporate Secretary Date

SAMPLE – SAMPLE - SAMPLE

**BOARD RESOLUTION**

On **September 8, 2015** at a duly called meeting of the Board of Directors of **Kids In Crisis, Inc.** , at which a quorum was present, it was resolved that the **Board Chair**, of the **Kids In Crisis, Inc.**, is authorized to accept the **$5,000** in Community Development Block Grant Year 46 funding from the Stamford Community Development Office, for the **Medical Care for Youth Emergency Shelter – Nurse services for 39 homeless Stamford children and teens at youth shelter** and is authorized to sign a contract and pertaining documents.

Furthermore, **Shari L. Shapiro, Executive Director** is authorized to sign Requests for Payment for this grant.

Corporate Secretary Date