

***Governing Body Resolution***

*BE IT RESOLVED BY THE* \_\_\_\_\_  
(Governing Body)

*OF THE* \_\_\_\_\_ *THAT*  
(Name of Applicant)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_  
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subawarded through the State of California.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

***Certification***

I, \_\_\_\_\_, duly appointed and  
(Name)

\_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_ on the  
(Governing Body) (Name of Applicant)

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Instruction Sheet

### Governing Body Resolution, Meeting Minutes, & Addendum to GBR

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**Purpose**

The purpose of the Governing Body Resolution (GBR) is to appoint individuals to act on behalf of the governing body and the OA.

**Note:** Self Certifications are not accepted as a valid Governing Body Resolution. You cannot self certify that you are an authorized agent. Another Board member will need to sign the lower portion of the GBR.

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**Required  
GBR-related  
Application  
Documents**

- Governing Body Resolution (GBR)
  - Meeting Minutes (associated with GBR)
  - Addendum to the GBR
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**Authorized  
Agent(s)**

The Governing Body Resolution allows for the appointment of individuals or positions. **For each person or position appointed by the governing body, you must submit the following information, with the resolution, to Cal OES on the applicant's letterhead:**

- |   |  |
|---|--|
| <input type="checkbox"/> Name                             | <input type="checkbox"/> Title               |
| <input type="checkbox"/> Jurisdiction                     | <input type="checkbox"/> E-Mail Address      |
| <input type="checkbox"/> Street Address (City & Zip Code) | <input type="checkbox"/> Phone & Fax Numbers |
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**Authorized  
Agent Changes**

- If the Governing Body Resolution identified Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to Cal OES, as indicated above.
- If the Governing Body Resolution identified Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.