

# Sample Resolution Letters

The following collection of Sample Resolution Letters is a resource for applicants to reference as they are developing Resolution Letters for their applications. All the letters in this document have been redacted to help maintain the privacy and confidentiality of the communities they pertain to. The samples provided below are scanned documents and are not accessible by people who use assistive technology, such as screen readers. If you wish to request this document in an alternative format, please email the CRC team at [CRC@sgc.ca.gov](mailto:CRC@sgc.ca.gov).

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# SECTION A: Tribal-specific Resolution Letters

## Sample Resolution Letter #1



### RESOLUTION OF THE

██████████

Resolution No: 22-R-097  
Date Approved: June 23, 2022

RESOLUTION AUTHORIZING ██████████: TCC PLANNING GRANT IN THE AMOUNT OF \$300,000.00.

WHEREAS; the ████████ Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the ████████ Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the ████████ Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the ████████ Tribe; and

WHEREAS; the ████████ Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the ████████ Tribe; and

WHEREAS; the ████████ Tribal Council endorsed the United Nations' Declaration on the Rights of Indigenous People on January 26, 2012; and

WHEREAS; The Department of Natural Resource's has been working on climate transformation for the community of ██████████ now it is applying for \$300,000 in funding from the Strategic Growth Council's Transforming Climate Communities Planning Grant project entitled ██████████

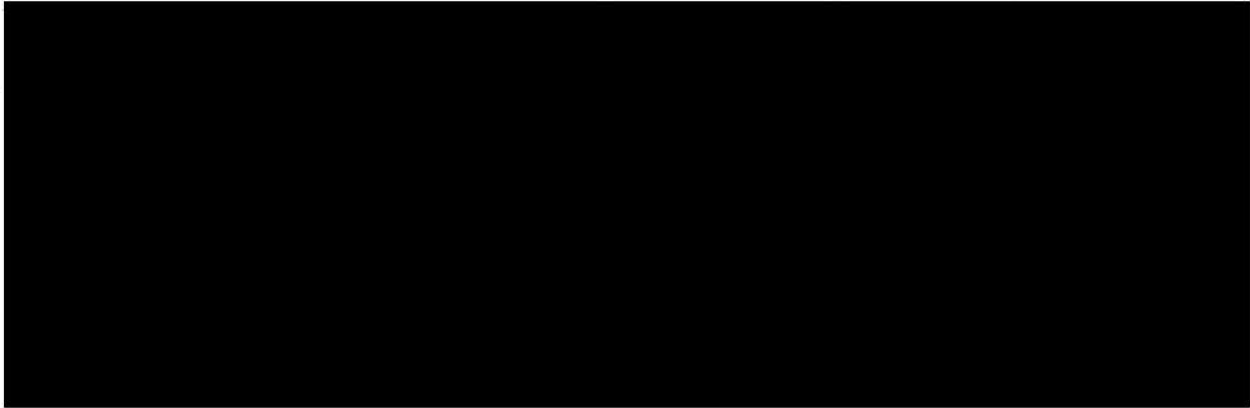
THEREFORE BE IT RESOLVED; that the ████████ Tribal Council authorizes ██████████: TCC planning grant in the amount of \$300,000.00.

**CERTIFICATION**

I, as Chairman, hereby certify the foregoing resolution 22-R-097 which was approved at a Regularly Scheduled Tribal Council Meeting on June 23, 2022, was duly adopted by a vote of 5 AYES, 0 NOES,      ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which 5 voted.



6/23/22  
Date



**TRIBAL COUNCIL RESOLUTION  
AUTHORIZING THE GRANT APPLICATION TO THE CALIFORNIA STRATEGIC  
GROWTH COUNCIL (CSGC), CALIFORNIA DEPARTMENT OF CONSERVATION,  
TRANSFORMATIVE CLIMATE COMMUNITIES GRANT PROGRAM**

Resolution No. 051822

**WHEREAS**, the [REDACTED], (appearing in the U.S. Federal as the [REDACTED]) is a self-governing federally recognized Indian tribe exercising sovereign authority over the lands of the [REDACTED] Indian Reservation;

**WHEREAS**, the [REDACTED] Band is governed by a duly elected Tribal Council (“Tribal Council”);

**WHEREAS**, the [REDACTED] Band wishes to apply for the Transformative Climate Communities (TCC) Grant Program;

**WHEREAS**, the TCC is administered by the California Strategic Growth Council (SGC) in partnership with the California Department of Conservation, Indian Health Service, and Division of Behavioral Health; and

**WHEREAS**, the TCC funds the implementation of neighborhood-level proposals with multiple, integrated projects; empowers communities to choose their own strategies for reducing greenhouse gas emissions and achieving community benefits; prioritizes California’s most disadvantaged communities – neighborhoods ranked in the top 25 percent (25%) of CalEnviroScreen; and

**WHEREAS**, the [REDACTED] Band wishes to reduce greenhouse gas emissions and achieving Tribal community benefits, through the utilization of these grant funds.

Tribal Council Resolution  
Grant Application CSGC, TCC  
No.: 051822  
Page 2 of 2

**NOW, THEREFORE BE IT RESOLVED THAT THE TRIBAL COUNCIL HEREBY CERTIFIES AND DULY APPROVES AND AUTHORIZES, AFTER MOTION AND UPON THE VOTE OF THE MAJORITY OF COUNCIL MEMBERS, THE FOLLOWING:**

The [REDACTED] Band hereby prioritizes reducing greenhouse gas emissions, and maximizing climate, public health, environmental, workforce, and economic benefits of climate investments.

The [REDACTED] Band strives to avoid economic displacement of low-income disadvantaged community residents and businesses in such efforts.

The [REDACTED] Band is committed to community engagement in all phases.

The [REDACTED] Band is hereby authorized to apply for and accept a TCC Implementation Grant, and authorized to execute all related documents if awarded.

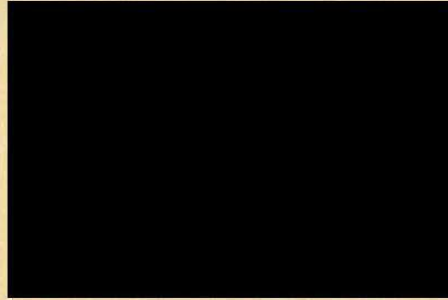
The Chairperson of the [REDACTED] Band, or in the Chairperson's absence, the Vice Chairperson is hereby authorized to take any required action and to execute on behalf of the [REDACTED] Band, any and all documents required to further the purposes of this resolution.

**CERTIFICATION**

Resolution passed this 18<sup>th</sup> day of may, 2022, at a duly noticed meeting of the [REDACTED] Tribal Council by a vote of 4 for 0 against and 0 abstaining.







**RESOLUTION OF THE**



**RESOLUTION NO: 22-12**

**TO SUPPORT AND AUTHORIZE THE SUBMISSION OF APPLICATION FOR  
FUNDING TO CALIFORNIA STRATEGIC GROWTH COUNCIL FOR A 2022  
TRANSFORMATIVE CLIMATE COMMUNITIES PLANNING GRANT**

**WHEREAS:** The [redacted] Tribe is a federally recognized Indian Tribe with inherent powers of self-government protected by federal law and the Tribe's Constitution; and

**WHEREAS:** the [redacted] Tribe Council is the governing body of the [redacted] Tribe under the authority of the Constitution of the Tribe; and

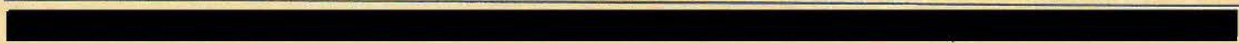
**WHEREAS:** the [redacted] Tribe is eligible and has the authority and administrative capability to apply for and manage state grants; and

**WHEREAS:** the [redacted] Tribe's [redacted] Land Trust is tasked with prioritizing [redacted] people in affordable housing to allow [redacted] people to remain in their homelands and to take action against climate change through deep green building practices; and

**WHEREAS:** the California Strategic Growth Council's Transformative Climate Communities program is designed to empower communities most impacted to choose their own goals, strategies and projects to reduce greenhouse gas emissions.

**NOW, THEREFORE BE IT RESOLVED** that the Tribal Council of the [redacted] Tribe hereby authorize the submission of an application to the California Strategic Growth Council's Transformative Climate Communities program for a 2022 Planning Grant as part of the ongoing work of the [redacted] Land Trust.

**BE IT FURTHER RESOLVED,** that the Tribal Administrator, [redacted], is authorized to act on behalf of the Tribe as Authorized Organizational Representative for the purposes of applying for and administering this grant



**C-E-R-T-I-F-I-C-A-T-I-O-N**

This is to certify that Resolution 22-12 was approved by vote of the [REDACTED] Tribal Council on Monday, June 13, 2022, at which a quorum was present, and that this Resolution was adopted by a vote of 5 HI' (Yes), 0 GIYAWL (No), and 0 Abstentions. This Resolution has not been rescinded or amended in any way.



# SECTION B: Public Entity Resolution Letters

## Sample Resolution Letter #4

### RESOLUTION OF THE GOVERNING BOARD OF [REDACTED] COMMUNITY COLLEGE DISTRICT

In re: ) RESOLUTION NO. R-07-22  
 )  
AUTHORIZATION TO APPLY FOR )  
TRANSFORMATIVE CLIMATE )  
COMMUNITIES PLANNING GRANT )  
THROUGH THE CALIFORNIA STRATEGIC )  
GROWTH COUNCIL )

#### RECITALS

- A. The [REDACTED] Community College District ("District") owns and is in construction of its [REDACTED] campus and wishes to integrate renewable energy and energy efficiency measures; and
  
- B. The California Strategic Growth Council ("SGC") is accepting applications for funds from the Transformative Climate Communities Planning Grant ("Program") available through the SGC to fund the community planning process that is a prerequisite to submittal of an implementation grant of \$35 million for construction and implementation affordable housing, public transit, and renewable energy projects that will provide a direct benefit to the District and the City of [REDACTED] and
  
- C. The District desires to apply for and participate in the Program which provides for up to \$300,000 per grantee; and
  
- D. The SGC Program application guidelines require submission of a Resolution from the District's Board of Trustees, or a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.



**RESOLVED**

1. The above recitals are true.
2. This Board declares its approval of the District's participation in this Program for the purposes set forth in the Recitals to this Resolution.
3. This Board further resolves that the Chief Business Official or designee is authorized to oversee the District's participation in the Program and to execute any and all documents for the purpose of applying and managing any award made to the District and use of the funds available under the Program.

///

The Resolution set forth above was adopted by the following vote:

AYES: 7      NOES: 0      ABSENT: 0      ABSTENSIONS: 0

GOVERNING BOARD OF THE  
[REDACTED] COMMUNITY COLLEGE DISTRICT

[REDACTED]  
[REDACTED] President of the Board

I certify that the Resolution is a full and correct excerpt from the Journal of the Board of Trustees of the [REDACTED] Community College District pertaining to the adoption of the Resolution at a meeting held on June 9, 2022.

[REDACTED]  
[REDACTED] rustees of  
the [REDACTED] Community College District  
[REDACTED] Chancellor

**RESOLUTION NO. 2022 - 115**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF [REDACTED] CALIFORNIA, 1) AUTHORIZING THE FILING OF A STRATEGIC GROWTH COUNCIL TRANSFORMATIVE CLIMATE COMMUNITIES (TCC) PLANNING GRANT APPLICATION IN THE AMOUNT OF \$300,000; 2) AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT AGREEMENT IF SELECTED FOR FUNDING; AND 3) IF SELECTED FOR FUNDING, APPROVING THE ESTABLISHMENT OF AN ENGINEERING GRANTS FUND APPROPRIATION OF \$300,000 AND CORRESPONDING REVENUE BUDGET TO ALLOW FOR REIMBURSEMENT OF ELIGIBLE PROJECT EXPENDITURES THROUGH THE PROGRAM**

**WHEREAS**, the Strategic Growth Council Transformative Climate Communities ("TCC") Planning Grant was established by Assembly Bill 2722 in 2016 and since then, has allowed 18 communities across the State to fund the development and implementation of neighborhood-level, climate-resilient, transformative plans that provide economic, environmental, and health benefits to the state's most disadvantaged communities; and

**WHEREAS**, the TCC Planning Grant is a \$300,000 two-year grant term that would allow the City of [REDACTED] to identify potential projects in a five-square mile area in [REDACTED] and

**WHEREAS**, the City can leverage this TCC Planning Grant to identify projects that are supported by the community and that address inequities associated with environmental injustices, socioeconomic disparities, and challenges with creating a healthy community and quality of life; and

**WHEREAS**, projects may include, but are not limited to:

1. Equitable Housing and Neighborhood Development
2. Land Acquisition for Affordable Housing
3. Transit Access and Mobility
4. Solar Installation
5. Health and Well-being

**WHEREAS**, the City has identified a contiguous area located along the southern half of the City's boundaries that would include the waterfront in the west, a mix of residential, industrial, and commercial land uses in the center, and residential and commercial land uses in the east; and

**WHEREAS**, this geographic area, which meets the demographic and disadvantaged community requirements, would best match the interests that have been expressed in the community as well as allow the City to adjust the limits of the study area if the planning grant is awarded; and

**WHEREAS**, City staff is requesting authorization to file the Strategic Growth Council Transformative Climate Communities Planning Grant (“TCC Planning Grant”) and recommends City Council delegate the authority to the City Manager or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF [REDACTED] CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**Section 1:** Authorizes the filing of a Strategic Growth Council Transformative Climate Communities (“TCC”) Planning Grant application in the amount of \$300,000.

**Section 2:** Authorizes the City Manager or designee to execute the grant agreement if selected for funding.

**Section 3:** If selected for funding, approving the establishment of an Engineering Grants Fund Appropriation of \$300,000 and corresponding revenue budget to allow for reimbursement of eligible project expenditures through the program.

**Section 4:** That the City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED and ADOPTED this 21st day of June, 2022**

[REDACTED]  
[REDACTED] Mayor

**ATTEST:**

[REDACTED]  
[REDACTED] City Clerk

**APPROVED AS TO FORM:**

[REDACTED]  
[REDACTED] City Attorney

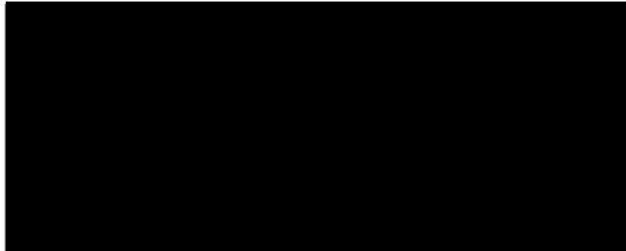
Passed and adopted by the Council of the City of [REDACTED] California, on June 21, 2022, by the following vote, to-wit:

Ayes:

Nays:

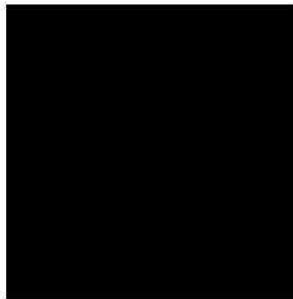
Absent:

Abstain:



AUTHENTICATED BY:

[REDACTED]  
Mayor of the City of [REDACTED] California



[REDACTED]  
City Clerk of the City of [REDACTED] California

BY

[REDACTED]  
MMC, Deputy City Clerk



**RESOLUTION NO. 2022-123**

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF  
THE CITY OF ██████████ CALIFORNIA,  
AUTHORIZING THE CITY MANAGER OR DESIGNEE TO  
SUBMIT AN APPLICATION FOR A \$300,000  
TRANSFORMATIVE CLIMATE COMMUNITIES (TCC)  
PLANNING GRANT FROM THE CALIFORNIA  
STRATEGIC GROWTH COUNCIL AND EXECUTE ALL  
RELATED DOCUMENTS IF AWARDED**

**WHEREAS**, the State of California (the “State”), Strategic Growth Council (“SGC”) along with its partner agency, the Department of Conservation (“DOC”), is authorized to provide approximately \$105 million in Implementation Grant funding and approximately \$1.2 million in Planning Grant funding for competitive awards in Round 4 of the TCC Program from the General Fund’s Climate Budget;

**WHEREAS**, the TCC Program furthers the purposes of AB 32 (Nunez, Chapter 488, Statutes of 2006) and AB 2722 (Burke, Chapter 371, Statutes of 2016) by funding projects that reduce greenhouse gas (“GHG”) emissions through the development and implementation of neighborhood-level transformative climate community plans that include multiple coordinated GHG emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities;

**WHEREAS**, funds available include a total of approximately \$105 million for three implementation grant awards of \$35 million each and a total of \$1.2 million for four planning grant awards of \$300,000 each for Round 4 of the TCC Program;

**WHEREAS**, SGC issued Final Round 4 TCC Program Guidelines (“Program Guidelines”) in February 2022;

**WHEREAS**, SGC issued a Notice of Funding Availability (“NOFA”) dated 03/08/2022 under the TCC FY 2021-2022 Funding Round;

**WHEREAS**, Applicant is a City and is eligible to submit an application for and administer TCC Program Funds;

**WHEREAS**, SGC may approve funding allocations for Round 4 of the TCC Program, subject to the terms and conditions of the Program Guidelines, NOFA, Program requirements, and other contracts between SGC and TCC grant recipients;

**WHEREAS**, if awarded, Applicant hereby agrees to use the TCC funds only for Eligible Activities as approved by SGC and in accordance with all Program requirements, Program Guidelines, other rules and laws, as well as in a manner consistent and in compliance with its Application and other contracts between the Applicant and SGC.

Resolution 2022-123  
June 15, 2022  
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**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF [REDACTED] AS FOLLOWS:**

**SECTION 1.** The above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2.** The Mayor and City Council hereby authorize the City Manager or designee to submit an application for and accept a TCC Planning Grant and execute all related documents if awarded.

**SECTION 3.** The Mayor and City Council finds this Resolution is not subject to the California Environmental Quality Act (CEQA) in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty, as in this case, that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

**SECTION 4.** Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

**SECTION 5.** Effective Date. This Resolution shall become effective immediately.

**APPROVED and ADOPTED** by the City Council and signed by the Mayor and attested by the City Clerk this 15<sup>th</sup> day of June 2022.

[REDACTED]  
[REDACTED] Mayor  
City of [REDACTED]

Attest:

[REDACTED]  
[REDACTED] CMC, City Clerk

Approved as to form:

[REDACTED]  
[REDACTED] City Attorney

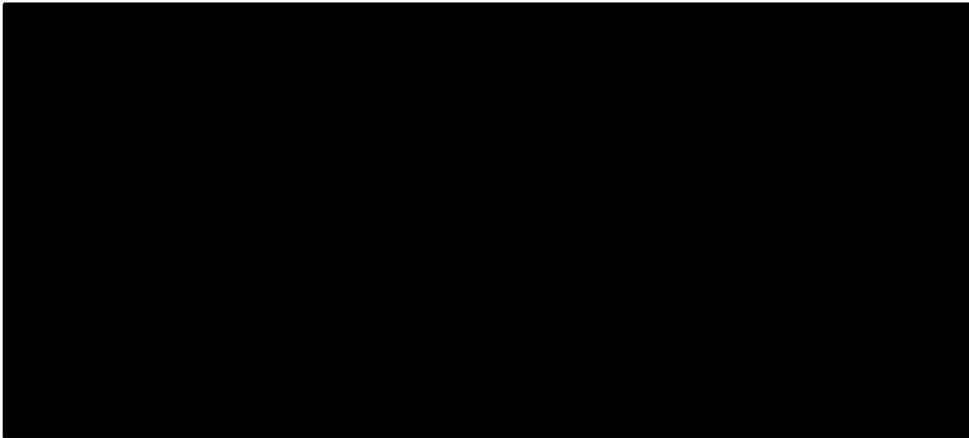
Resolution 2022-123  
June 15, 2022  
Page 2 of 3

**CERTIFICATION**

STATE OF CALIFORNIA )  
COUNTY OF [REDACTED] ss  
CITY OF [REDACTED]

I, [REDACTED] CMC, City Clerk, hereby certify that the attached is a true copy of Resolution No. 2022-123, adopted at a regular meeting held on the 15<sup>th</sup> day of June 2022 by the following vote:

Council Members:            AYES            NAYS            ABSTAIN            ABSENT



WITNESS my hand and official seal of the City of [REDACTED] this 16<sup>th</sup> day of June 2022.

[REDACTED]  
[REDACTED] CMC, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF [REDACTED] ss  
CITY OF [REDACTED] )

I, [REDACTED] Deputy City Clerk, do hereby certify that the foregoing and attached copy of the City of [REDACTED] **Ordinance No. 2022-123** is a full, true, and correct copy of that now on file in the Office of the City Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of [REDACTED] this 23<sup>rd</sup> day of June, 2022.

[REDACTED]  
[REDACTED] Deputy City Clerk



NVF:CDW:JMD  
5/25/2022

RES. NO. 80527

**RESOLUTION NO. 80527**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF [REDACTED] AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE CALIFORNIA STRATEGIC GROWTH COUNCIL FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES PLANNING GRANT IN AN AMOUNT OF \$300,000, OR IN ANY OTHER AMOUNT AWARDED, AND NEGOTIATE AND EXECUTE ANY RELATED DOCUMENTS NECESSARY TO ACCEPT THESE GRANT FUNDS**

**WHEREAS**, the Transformative Climate Communities (TCC) Program is part of the State's Climate Budget and funds measures to build climate adaptation and resilience through planning, and this opportunity uniquely aligns with both the City's equity and climate smart goals; and

**WHEREAS**, the City of [REDACTED] ("City") City Council desires to adopt this resolution for the reasons set forth in the Council Action Request memorandum from the Director of Environmental Services, [REDACTED] presented to Council at the June 7, 2022 City Council meeting ("Memorandum"); and

**WHEREAS**, the City desires to apply for, accept, and negotiate and execute any related documents necessary to enter into an agreement with the California Strategic Growth Council; and

**WHEREAS**, the pursuant to the provisions of the California Environmental Quality Act of 1970, together with state and local implementation guidelines and regulations, including without limitation Title 21 of the [REDACTED] Municipal Code, all as amended to date (collectively, "CEQA"), the action taken would be exempt from CEQA on the grounds that it is a grant application with with no commitment or obligation to enter into an agreement at the time of application and is exempt under file number PP17-006; and before action, Council has considered the exemption and agrees with the determination;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF** [REDACTED]

**[REDACTED] THAT:**

1. The City and its Environmental Services Department, working with the Department of Transportation, are authorized to apply for, accept, and implement a Transformative Climate Communities Planning Grant; and
2. The City Manager, or City Manager's designee, including [REDACTED], Director of Administration, Policy, and Intergovernmental Relations, is authorized to apply for, accept, negotiate, and execute all related documents to receive and implement a grant from the California Strategic Growth Council for the Transformative Climate Communities Planning Grant in an amount of \$300,000, or in any other amount awarded.

ADOPTED this 7<sup>th</sup> day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

[REDACTED]

[REDACTED]  
\_\_\_\_\_  
Mayor

[REDACTED]  
\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2022-34**

**RESOLUTION CITY OF [REDACTED]**

**APPROVING THE APPLICATION FOR GRANT FUNDS FOR CALIFORNIA  
STRATEGIC GROWTH COUNCIL TRANSFORMATIVE CLIMATE COMMUNITIES  
PROGRAM (TCC)**

WHEREAS, for Fiscal Year 2021-2022, the Legislature and Governor of the State of California have provided funds for the program shown above and delegated the Strategic Growth Council the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicants governing board before submission of said application(s) to the State; and

WHEREAS, per the guidelines of the grant program, the City of [REDACTED] is identified as a city eligible for funding; and

WHEREAS, the Grantee will enter into a grant agreement with the State of California and be responsible for compiling and submitting all invoices and reporting documents; and

WHEREAS, the city, if selected, will enter into an agreement with the State of California to carry out the TCC grant; and

WHEREAS, the Strategic Growth Council adopted a timeline indicating the full application is due July 1, 2022; and

WHEREAS, the City of [REDACTED] along with two other co-applicants Intends to submit a TCC Planning Grant; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of [REDACTED] as follows:

1. The foregoing findings and recitals are true, correct, and incorporated herein.
2. The City Council approves the City of [REDACTED] to serve as the lead application for the Planning grant application due by July 1, 2022.
3. The City Council authorizes the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, and payment requests and so on, which may be necessary for the grant.

**APPROVED AND ADOPTED** on this 22nd day of June, 2022. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of [REDACTED] following a roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk