

## Letter of Authorization Template

**Instructions:** This template is available to help Applicants to the Tribal Capacity Building Program and/or the Tribal Housing Pre-Development Fund to develop their Letter of Authorization. Tribes must provide a **Tribal Leadership Letter of Authorization** OR Tribal Governing Body Resolution that includes authorization to apply for, accept, and execute a grant from the California Strategic Growth Council (SGC). Applicants can adapt this format however they see fit or follow a different format.

**[INSERT LETTERHEAD]**

**[DATE]**

Tribal Housing and Capacity Building Initiative  
California Strategic Growth Council  
1400 Tenth Street  
Sacramento, CA 95814

Re: Letter of authorization by **[INSERT TRIBE NAME]** for the Tribal Housing and Capacity Building Initiative's Program applications

Dear SGC Staff,

As the duly governing body of **[INSERT TRIBE NAME]**, please be advised that we authorize this application for the Tribal Housing and Capacity Building Initiative grants. We understand **[INSERT TRIBE NAME]** is responsible for the development, preparation, and scoping of the Tribal Capacity Building Program and/or Tribal Housing and Pre-Development Fund applications. If awarded, **[INSERT TRIBE NAME]** will assume the responsibility of a Grantee for the Tribal Capacity Building Program and/or Tribal Housing and Pre-Development Fund and will be responsible for administrating the grant award. These responsibilities include:

- Demonstrating administrative and financial capacity to execute the grant agreement
- Coordinating completion and submittal of grant deliverables
- Participating in regular check-ins with SGC
- Additional administrative duties

We further understand and agree that we shall remain responsible for all Tribal Housing and Capacity Building Initiative terms and conditions should we be awarded a Tribal Capacity Building Program and/or Tribal Housing and Pre-Development Fund grant.

***[Insert signature lines for each member of the governing body that will be signing the letter of authorization.]***

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**[Signature]**

**[Print Name and Title]**

**[Tribe's Address]**

**[Email Contact]**