

RESOLUTION INSTRUCTIONS

APPLICATION AND LOAN AND GRANT CONTRACT

A. You are required to submit with the application, a resolution adopted by your governing board which authorizes the applicant entity to apply for funding from the Division of Boating and Waterways, Harbors and Watercraft Revolving Fund and allows for the designation of an officer to sign and submit the application.

Please see attached document "SAMPLE APPLICATION RESOLUTION"

B. Prior to issuance of a Funding Agreement, another resolution will be required which:

1. authorizes an officer to sign the Funding Agreement, certifications, and any amendments;
2. designates a person to approve claims for reimbursement;
3. designates a person to sign the "Funding Request and Project Status" form;
4. designates a person to sign the Certification of Project Completion (for a construction project), and
5. designates a person to sign the Final Release form.

Please see attached document "SAMPLE FUNDING AGREEMENT RESOLUTION"

C. If a loan is provided, the resolution will need to include:

1. the dedicated source of revenue
2. specific revenue stream to repay said loan and that
3. that the dedication of said source of revenue shall remain in full force and effect until the loan is fully discharged.

In addition, the resolution resolves that if for any reason, the source of revenue proves insufficient to satisfy the debt service, sufficient funds shall be raised through increased slip fees/parking rates, user charges, assessments or any other legal means available to meet the loan obligation and to operate and maintain the Project.

*use position title, i.e. Harbor Master, Director, President, etc. **No personal name is used in the event of a change in person in said position.**

SAMPLE APPLICATION RESOLUTION

Application Resolution

Resolution No. _____

WHEREAS, the **(Applicant entity's legal name)** has the authority to construct, operate, and maintain the **(name of boat launch, Marina, etc)**; and

WHEREAS, the **(Applicant entity's legal name)** is requesting a \$ _____ grant/loan from the Division of Boating and Waterways; and

WHEREAS, the **(Applicant entity's legal name)** desires to enhance, repair, or rebuild and protect the **(name of the boat launch, marina)** to meet the needs of watercraft users and provide other public amenities to those utilizing the facility, therefore;

BE IT RESOLVED by the **(Applicant entity's legal name)** that, pursuant and subject to all of the terms and provisions of the Harbors and Watercraft Revolving Fund program, application be made to the State of California, Department of Parks and Recreation, Division of Boating and Waterways for funding; and

BE IT FURTHER RESOLVED that the **(Authorized Representative*)** of said **(Applicant entity's legal name)** is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Division of Boating and Waterways.

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** of the **(name of boat launch, Marina)** on **(day)** of **(month/year)**.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Clerk of said _____: _____

SAMPLE FUNDING AGREEMENT RESOLUTION

LOAN OR GRANT CONTRACT RESOLUTION NO. _____

WHEREAS, on (date) , the (Applicant entity' s legal name) made application to the Division of Boating and Waterways for a \$ _____ grant/loan under the Harbors and Watercraft Revolving Fund; and

WHEREAS, on (date) , the Division of Boating and Waterways issued a Notice of Application Acceptance to said name of entity) committing \$ _____ in Grant/Loan Funding for (project description) ; and

WHEREAS, on (date) , said (Applicant entity's legal name/Board of Directors) adopted a project budget totaling \$ _____; and

WHEREAS, on (date) , the Division of Boating and Waterways committed funding in the amount of \$ _____ under the Harbors and Watercraft Revolving Fund program; and

WHEREAS, the remaining \$ _____ of project costs are to be funded under the (Applicant entity's/other agency's legal name) ; and *(use for joint funded projects only)*

WHEREAS, the Funding Agreement under the Harbors and Watercraft Revolving Fund will provide for a _____ year repayment period at a _____ percent interest rate. (LOANS ONLY)

WHEREAS, prior to the Division of Boating and Waterways issuing said Funding Agreement, said (Applicant entity's legal name/Board of Directors) is required to pass a resolution formally establishing a dedicated source of revenue to repay said loan(LOANS ONLY), authorizing an officer to execute said Funding Agreement, amendments, and certifications, designating a person to approve claims for reimbursement, designating a person to sign the Funding Request and Project Status form, and designating a person to sign Project Completion Certification.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the (Title of Authorized Representative*) is hereby authorized to sign the Division of Boating and Waterways, Harbors and Watercraft Revolving Fund program Funding Agreement and any amendments thereto; and

BE IT FURTHER RESOLVED AND ORDERED, that the (Title of Authorized Representative*) is hereby authorized to sign claims for reimbursement and the Reimbursement Request and Project Status form under the Division of Boating and Waterways, Harbors and Watercraft Revolving Fund program; and

BE IT FURTHER RESOLVED AND ORDERED, that the (Title of Authorized Representative*) is hereby authorized to certify that the project is complete and ready for final inspection; and

