

APPENDIX F: CERTIFICATION LETTER REQUIREMENTS

If an applicant does not have a governing board, a certification letter from the organization's Director or Chief Executive Officer must be furnished. The letter should:

1. Approve the filing of an application for the **(name of the project)**; and
2. Certify that applicant understands the assurances and certification in the application; and
3. Certify that applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so; and
4. Certify that applicant will comply with the provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certify that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Appoint the **(Title/Position of Authorized Representative (e.g., Executive Director, President, etc., not the individual's name))**, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).
7. Contain the signature of the Director or Chief Executive Officer.