**RESOLUTION TEMPLATE**

**A RESOLUTION SUPPORTING THE [xxxx] PROJECT AND SUBMITTING AN APPLICATION TO THE CYCLE 3 SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING**

**WHEREAS**, the [*insert sponsor name here*] (Sponsor) has identified [*spell out what the issue is, why you are applying*], and

**WHEREAS**, the Sponsor has developed [*Insert project name here*] (Project) to [*how you will address the issue*], and

**WHEREAS**, it will cost [$xxx] to implement the Project scope, and

**WHEREAS**, the Sponsor seeks [$xxx] for the Project, and

**WHEREAS,** the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Measure A Alternative Congestion Relief & Measure W Transportation Demand Management (ACR/TDM) Program on June 5, 2025, and

WHEREAS, a Primary Grant Agreement has been executed between the Sponsor and the TA on [DATE]; and

**WHEREAS**, the TA requires the Sponsor’s governing board to adopt a resolution:

1. Supporting the Project and application for [$xxx] in TA TDM Program funds for the Project;
2. Committing the Sponsor to the completion of the Project, including the commitment of matching funds in the amount of [$xxx] needed for implementation;
3. Certifying that any funds awarded by the San Mateo County Transportation Authority will be used to supplement existing funds for program activities, and will not replace existing funds or resources;
4. If funds are awarded, authorizing the City Manager, or designee, to sign a project supplement with the TA for TDM Program funding for the Project and to take any other actions necessary to give effect to this resolution; and
5. Committing to commence work on the Project, if awarded, within one year of the TA Board of Directors allocating 2025 Cycle 3 TDM Program funding.

**NOW, THEREFORE, BE IT RESOLVED** that the [*insert name of sponsor here*]

1. Directs staff to submit an application for TA TDM Program funds for [$xxx] for the [*spell out name of project*].
2. Authorizes the [*Executive Officer title here*], or his/her designee, to execute a project supplement with the San Mateo County Transportation Authority to encumber any TDM Program funds awarded.
3. Commits to the completion of the Project, including the commitment of [$xxx] of matching funds needed for implementation, if awarded the requested TA funds.
4. Certifies that any funds awarded by the TA will be used to supplement existing funds for the Project, and will not replace existing funds or resources.
5. Commits to commencing work on the Project, if awarded, within one year of the TA Board of Directors allocating the 2025 Cycle 3 TDM Program funds.
6. Authorizes the [*Executive Officer title*] to take any other actions necessary to give effect to this resolution.

**PASSED AND ADOPTED** at a regular meeting of the [Sponsor], held on the [xxxx] day of [xxxx], [20xx] by the following vote:

**AYES**: [xx, xx, xx,]

**NOES**: [xxx]

**ABSENT**: [xx]

**ABSTAIN**: [xx]

[xxxx]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Title]

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Title]