

## Board of Trustees Regular Meeting (VI.U)

Meeting	February 17, 2026
Agenda Item	Other Items (VI.U)
Subject	Other Items - Resolution No. 57-25/26 - State of California, Office of Emergency Services Designation of Applicant's Agent Resolution for Non-State Agencies
College/District	District
Funding	N/A
Recommended Action	Recommend adopting Resolution No. 57-25/26 for the California Office of Emergency Services (Cal/OES) Designation of Applicant's Agent Resolution for Non-State Agencies.

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### Background Narrative:

All applicants must submit a Designation of Applicant's Agent Resolution for Non-State Agencies every three years to be eligible for federal emergency and disaster financial assistance. On May 16, 2023, the district submitted Resolution No. 61-22/23 to Cal/OES. However, a new resolution is necessary for the district to receive the FEMA public assistance grant awarded to the District for Tropical Storm Hilary recovery, as well as to apply for federal financial assistance in the future.

Prepared By: Aaron S. Brown, Vice Chancellor, Business & Financial Services

### Attachment(s):

[Resolution No. 57-25/26 - State of California, Office of Emergency Services Designation of Applicant's Agent for Non-State Agencies](#)





**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 17 day of February, 2026

Jose Alcala, President, Board of Trustee  
 (Name and Title of Governing Body Representative)

Virginia Blumenthal, Vice President Board of Trustees  
 (Name and Title of Governing Body Representative)

Mary Figueroa, Secretary, Board of Trustees  
 (Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Mary Figueroa, duly appointed and Secretary, Board of Trustees of  
 (Name) (Title)  
Riverside Community College District, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Trustees  
 (Governing Body)  
 of the Riverside Community College District on the 17 day of February, 2026.  
 (Name of Applicant)

Mary Figueroa  
 (Signature)

Secretary, Board of Trustees  
 (Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



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**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."