

INSTRUCTIONS

The authorized representative must be either an employee or an official of the responsible unit (RU). This may be accomplished in one of two ways. On the resolution you may name a person, or you may name a position or office, such as "town clerk," as the responsible unit's authorized representative. It is preferable to name a position/title (Clerk, Chairman, etc.) rather than a person in order to reduce the number of times the resolution needs to be changed and re-submitted.

Person If you name a person, and that person later leaves his/her position or office, you must pass a new resolution to authorize another person to act as the authorized representative of the responsible unit.

- Please notify the DNR Recycling Grant Manager listed below to provide the new person's name, title, address, phone number and email address.

Office/Position If the resolution names a position/title and there is subsequent turnover in that office, you do not need to pass a new resolution as long as the new authorized representative has the same position/title.

- You will need to email the new authorized representative's name, title, address, phone number and e-mail address to the Recycling Grant Manager listed below so that our records can be updated.

If you need to update the authorizing resolution please provide a copy to the DNR Recycling Grant Manager as soon as possible.

Contact:

Wendy Peich, Recycling Grant Manager

Email: wendy.peich@wisconsin.gov

608-264-9207

Wisconsin DNR

Wendy Peich – CF/2

P.O. Box 7921

Madison, WI 53707

Updated: October 2019

July 2015