

## Sample Authorizing Resolution

**Instructions:** Each respondent must submit to the DNR an *Authorizing Resolution* that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to do the following:

1. Sign and submit the proposal
2. Sign the Agreement between respondent and the DNR
3. Submit annual and/or final reports to the DNR to satisfy the Agreement
4. Submit reimbursement request(s) to the DNR
5. Submit a recorded Public Access Easement
6. Sign and submit other required documentation

We strongly recommend that respondents show title of position in the Authorizing Resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a project. Were this to happen, your resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named.

*Note: If respondent is required to submit a draft "intergovernmental agreement (IGA)" along with your proposal, an Authorizing Resolution is not a substitute for an IGA.*

### STANDARD AUTHORIZING RESOLUTION

WHEREAS, \_\_\_\_\_ (*respondent*) is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of \_\_\_\_\_ (as described in the proposal);

WHEREAS, the respondent attests to the validity and veracity of the statements and representations contained in the proposal;

WHEREAS, an Agreement is required to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that \_\_\_\_\_ (*respondent*) will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative	Email address and phone number if alternative is used
Sign and submit proposal		
Enter into an Agreement with the WDNR		
Submit annual and final reports to the WDNR to satisfy the Agreement, as appropriate		
Submit reimbursement request(s) to the WDNR per the Agreement		
Sign a Public Access Easement		
Sign and submit other documentation as necessary to complete the project per the Agreement		

BE IT FURTHER RESOLVED that respondent will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement.

Adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_ at a legal meeting held on day of \_\_\_\_\_, 20\_\_\_\_.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_