

MICHIGAN STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

EXAMPLE RESOLUTIONS

The following examples have been provided for the benefit of local units of government applying for a grant from the Certified Local Government Grant Program. Resolutions do not have to match the example word-for-word but must include the major components, including the identification of the project, the funding request, acknowledgement that this is a reimbursable grant program, the project manager, and the name of the person authorized to execute the grant agreement and related documentation. For rehabilitation projects, this includes the historic preservation easement.

Please also note the following:

- *Individuals cannot authorize themselves and sign the resolution. The authorizing official or body, per the organization/government unit bylaws (e.g., Clerk), must authorize an individual to act in accordance with the responsibilities as outlined in the resolution and sign the resolution accordingly.*
- *SHPO encourages applicants to submit a draft resolution to Alan Higgins at higginsS3@michigan.gov to ensure it meets grant program requirements before the resolution is submitted for approval by the local body.*

EXAMPLE #1: PLANNING, DOCUMENTATION, OR EDUCATION PROJECT

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (description of project) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges it will be responsible for paying invoices as they become due and that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)

EXAMPLE #2: REHABILITATION PROJECT WHERE THE APPLICANT IS THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

Whereas, upon completion of the project, the (title) shall be required to and is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution; and

RESOLVED, that the (title) be authorized to sign the required historic preservation easement and record it at the County Register of Deeds.

SEAL

Signature of (title)

EXAMPLE #3: REHABILITATION PROJECT WHERE THE APPLICANT IS NOT THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) has entered into an agreement with (name of owner) to complete the preservation work for the resource located at (address of resource), and;

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) and (property owner name), owner of the property at (address of resource), have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the (name of applicant) has appointed (name of person and title) as the Grant Project Manager;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursements will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) of the (name of applicant) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the (name of property owner) shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of applicant) directs the (applicant title of authorized official) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (applicant title of authorized official) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)