

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 approving:

- the identification of the project
- the name(s)/title(s) of the individual(s) authorized to sign the grant agreement, any amendments and other related documents. For rehabilitation projects, this includes the historic preservation easement
- the grant manager
- the amount of the authorized grant request
- an acknowledgement that this is a reimbursable grant program

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.

EXAMPLE #1:
PLANNING, DOCUMENTATION, OR EDUCATION PROJECT

[NAME OF APPLICANT]

RESOLUTION

202—[]

AUTHORIZATION TO APPLY FOR CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the **(name of applicant)** (the “Applicant”) desires to file an application (the “Grant Application”) with the Michigan State Historic Preservation Office (the “SHPO”) for the Certified Local Government Grant Program (the “CLG Program”) in the amount of **(amount of grant request)** (the “Grant Request”) for the **(description of project)** (the “Project”);

WHEREAS, the Applicant anticipates that the cost of the Project will be \$**(full project amount)** (the “Project Cost”);

WHEREAS, the CLG Program is an expense reimbursement program and the Applicant will be responsible for paying invoices as they become due and that reimbursement will be made upon completion of final project work, the SHPO’s acceptance of the final completion report, and the SHPO’s audit and acceptance of financial documentation for eligible costs;

IF MATCH IS BEING PROVIDED, OTHERWISE DELETE: WHEREAS, the CLG Program does not require a local match (the “Local Match”) from the Applicant’s own funds towards the Project Cost, but the Applicant wishes to make a Local Match in the amount of **(Dollar Amount)** \$**(0.00)** towards the Project Cost;

WHEREAS, the Applicant shall designate an authorized officer (the “Authorized Officer”) who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and

WHEREAS, the Applicant shall designate a 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 (the “Grant Project Manager”).

NOW, THEREFORE, Be It Resolved by the Applicant:

1. The Project is hereby authorized including expenditures for the Project in an amount not to exceed the Project Cost using funds from **(source of funds [general funds, donations, private funds, etc.])**.
2. **(Name + Title)** is hereby designed as the Authorized Officer.
3. The Authorized Officer is directed to file the Grant Application on behalf of the Applicant with the SHPO in the amount of the Grant Request.
4. **IF MATCH IS BEING PROVIDED, OTHERWISE DELETE:** **(Dollar Amount)** \$**(0.00)** in Applicant funds is hereby authorized as the Local Match.

5. The Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, any grant agreement amendments, and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
6. [Name + Title] is hereby appointed as the Applicant's Grant Project Manager.

AYES:

NAYS:

The undersigned, (name), the duly qualified and acting (title) of (name of applicant), does hereby certify that the foregoing resolution: (1) was adopted at a meeting of the (name of applicant) held on (date); (2) constitutes a true and complete copy of a resolution adopted by the Applicant; (3) has not been amended, altered or revoked; and (4) is in full force and effect.

SEAL

Signature of (title)

EXAMPLE #2:

REHABILITATION PROJECT WHERE THE APPLICANT IS THE PROPERTY OWNER

[NAME OF APPLICANT]

RESOLUTION

202—[]

AUTHORIZATION TO APPLY FOR CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the **(name of applicant)** (the “Applicant”) desires to file an application (the “Grant Application”) with the Michigan State Historic Preservation Office (the “SHPO”) for the Certified Local Government Grant Program (the “CLG Program”) in the amount of **(amount of grant request)** (the “Grant Request”) for the **(description of project)** (the “Project”) to be completed on a property located at **(address of the resource)** (the “Property”);

WHEREAS, the Applicant is the owner of the Property;

WHEREAS, the Applicant anticipates that the cost of the Project will be \$**(full project amount)** (the “Project Cost”);

WHEREAS, the CLG Program is an expense reimbursement program and the Applicant will be responsible for paying invoices relating to the Project Cost as they become due and that reimbursement will be made upon completion of final project work, the SHPO’s acceptance of the final completion report, and the SHPO’s audit and acceptance of financial documentation for eligible costs;

WHEREAS, the CLG Program requires the Applicant to execute, and record at its own expense, a historic preservation easement on the Property upon completion of the Project (the “Easement”);

IF MATCH IS BEING PROVIDED, OTHERWISE DELETE: WHEREAS, the CLG Program does not require a local match (the “Local Match”) from the Applicant’s own funds towards the Project Cost, but the Applicant wishes to make a Local Match in the amount of **(Dollar Amount)** \$(**0.00**) towards the Project Cost;

WHEREAS, the Applicant shall designate an authorized officer (the “Authorized Officer”) who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and

WHEREAS, the Applicant shall designate a 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 (the “Grant Project Manager”).

NOW, THEREFORE, Be It Resolved by the Applicant:

1. The Project is hereby authorized including expenditures for the Project in an amount not to exceed the Project Cost using funds from **(source of funds [general funds, donations, private funds, etc.])**.
2. **[Name + Title]** is hereby designated as the Authorized Officer.

3. The Authorized Officer is directed to file the Grant Application on behalf of the Applicant with the SHPO in the amount of the Grant Request.
4. **IF MATCH IS BEING PROVIDED, OTHERWISE DELETE:** (Dollar Amount) \$(0.00) in Applicant funds is hereby authorized as the Local Match.
5. The Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, any grant agreement amendments, any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
6. The Authorized Officer is hereby authorized to sign and record the Easement with the appropriate Register of Deeds upon the completion of the Project.
7. (Name + Title) is hereby appointed as the Applicant's Grant Project Manager.

AYES:

NAYS:

The undersigned, (name), the duly qualified and acting (title) of (name of applicant), does hereby certify that the foregoing resolution: (1) was adopted at a meeting of the (name of applicant) held on (date); (2) constitutes a true and complete copy of a resolution adopted by the Applicant; (3) has not been amended, altered or revoked; and (4) is in full force and effect.

SEAL

Signature of (title)

EXAMPLE #3:

REHABILITATION PROJECT WHERE THE APPLICANT IS NOT THE PROPERTY OWNER

[NAME OF APPLICANT]

RESOLUTION

202—[]

AUTHORIZATION TO APPLY FOR CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the **(name of applicant)** (the “Applicant”) and **(Property Owner Name)** (the “Property Owner”) desire to file an application (the “Grant Application”) with the Michigan State Historic Preservation Office (the “SHPO”) for the Certified Local Government Grant Program (the “CLG Program”) in the amount of **(amount of grant request)** (the “Grant Request”) for the **(description of project)** (the “Project”) to be completed on a property located at **(address of the resource)** (the “Property”);

WHEREAS, the Property Owner is the owner of the Property;

WHEREAS, the Applicant anticipates that the cost of the Project will be **\$(full project amount)** (the “Project Cost”);

WHEREAS, the CLG Program is an expense reimbursement program and the Applicant will be responsible for paying invoices relating to the Project Cost as they become due and that reimbursement will be made upon completion of final project work, the SHPO’s acceptance of the final completion report, and the SHPO’s audit and acceptance of financial documentation for eligible costs;

WHEREAS, the CLG Program requires the Applicant and the Property Owner to enter into a memorandum of understanding (the “MOU”) to delineate the Applicant’s and the Property Owner’s responsibilities including the filing of the historic preservation easement (the “Easement”);

WHEREAS, upon completion of the Project, the CLG Program requires the Property Owner to execute the Easement and to record the Easement with the appropriate Register of Deeds at its own expense;

IF MATCH IS BEING PROVIDED, OTHERWISE DELETE: WHEREAS, the CLG Program does not require a local match (the “Local Match”) from the Applicant’s own funds towards the Project Cost, but the Applicant wishes to make a Local Match in the amount of **(Dollar Amount) \$(0.00)** towards the Project Cost;

WHEREAS, the Applicant shall designate an authorized officer (the “Authorized Officer”) who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and

WHEREAS, the Applicant shall designate a 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 (the “Grant Project Manager”).

NOW, THEREFORE, Be It Resolved by the Applicant:

1. The Project is hereby authorized including expenditures for the Project in an amount not to exceed the Project Cost using funds from **(source of funds [general funds, donations, private funds, etc.]**).

2. (Name + Title) is hereby designed as the Authorized Officer.
3. The Authorized Officer is directed to file a joint Grant Application on behalf of the Applicant and the Property Owner with the SHPO in the amount of the Grant Request.
4. **IF MATCH IS BEING PROVIDED, OTHERWISE DELETE:** (Dollar Amount) \$(0.00) in Applicant funds is hereby authorized as the Local Match.
5. The Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, the MOU, any grant agreement amendments, any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
6. (Name + Title) is hereby appointed as the Applicant's Grant Project Manager.

AYES:

NAYS:

The undersigned, (name), the duly qualified and acting (title) of (name of applicant), does hereby certify that the foregoing resolution: (1) was adopted at a meeting of the (name of applicant) held on (date); (2) constitutes a true and complete copy of a resolution adopted by the Applicant; (3) has not been amended, altered or revoked; and (4) is in full force and effect.

SEAL

Signature of (title)