**Resolution or letter acknowledging acceptance of Fiscal Agent responsibility**

**Instructions:**

If you have an external fiscal agent for your project, you must provide an official letter or resolution from the fiscal agent acknowledging acceptance of this responsibility. The fiscal agent must use the following templates as the basis for the letter or resolution. They may revise the text to conform with the format used by their community, agency, or organization, but the final resolution or letter must include all the elements contained in the templates.

Most applicants will have their external fiscal agent use the proposal stage template for resolutions and must include it when they submit their proposal. However, if the Legislative-Citizen Commission on Minnesota Resources (LCCMR) during its consideration of the proposal recommends that the services of a fiscal agent are acquired, the applicant should have their external fiscal agent use the recommendation stage template for resolutions.

The signed and dated letter or resolution must be uploaded to the attachments page of your proposal in the [LCCMR Proposal and Grant Management System](https://lccmrprojectmgmt.leg.mn/#/) as a Microsoft Word document or PDF.

**Template resolution to be adopted by the governing board of entity that will serve as the fiscal agent:**

A. Proposal Stage:

**WHEREAS**, The <<ENTITY REQUESTING ENRTF FUNDING>> has requested in <<YEAR>> <<$ AMOUNT>> in Environment and Natural Resources Trust Fund (ENRTF) funding from the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for the project titled, “<<PROJECT TITLE>>”; and

**WHEREAS**, The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> has reviewed the funding request and the “Duties of a Fiscal Agent” document provided by the state and is fully aware of the work that will occur if funded, the project timeline, and the project budget.

**NOW, THEREFORE, BE IT RESOLVED**, That, if funding is awarded, the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> may enter into an agreement, as approved by the state of Minnesota, with the <<ENTITY REQUESTING ENRTF FUNDING>> in order for the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> to act as a fiscal agent for the <<YEAR>> project titled, “<<PROJECT TITLE>>”. The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> will comply with all terms as stated in the fiscal agent agreement and understands that grants from the ENRTF are generally paid out on a reimbursement basis; and

**BE IT FURTHER RESOLVED**, That <<TITLE OF AUTHORIZED OFFICIAL/DEPARTMENT>> is hereby authorized to execute the fiscal agent agreement on behalf of the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>>.

B. Recommendation Stage:

**WHEREAS**, The <<ENTITY REQUESTING ENRTF FUNDING>> has been recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) to receive <<$ AMOUNT>> in funding from the Environment and Natural Resources Trust Fund (ENRTF) in <<YEAR>> for the project titled, “<<PROJECT TITLE>>”; and

**WHEREAS**, The LCCMR has recommended that the <<ENTITY REQUESTING ENRTF FUNDING>> must acquire the services of a fiscal agent to perform certain services in relation to the funding; and

**WHEREAS**, The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> has reviewed the funding request and the “Duties of a Fiscal Agent” document provided by the state and is fully aware of the work that will occur if funded, the project timeline, and the project budget.

**NOW, THEREFORE, BE IT RESOLVED**, That, if funding is awarded, the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> may enter into an agreement, as approved by the state of Minnesota, with the <<ENTITY REQUESTING ENRTF FUNDING>> in order for the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> to act as a fiscal agent for the <<YEAR>> project titled, “<<PROJECT TITLE>>”. The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> will comply with all terms as stated in the fiscal agent agreement and understands that grants from the ENRTF are generally paid out on a reimbursement basis; and

**BE IT FURTHER RESOLVED**, That <<TITLE OF AUTHORIZED OFFICIAL/DEPARTMENT>> is hereby authorized to execute the fiscal agent agreement on behalf of the <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>>.

**Template letter from the authorized representative of the entity that will serve as the fiscal agent:**

<<DATE>>

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

658 Cedar Street

Centennial Building,1st Floor

St. Paul, MN 55155

To the Members of the LCCMR:

In response to the <<YEAR>> Environment and Natural Resources Trust Fund (ENRTF) Request for Proposals, the <<ENTITY REQUESTING ENRTF FUNDING>> has requested <<$ AMOUNT>> in funding from the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for the project titled, “<<PROJECT TITLE>>”. The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> has reviewed the funding request and the “Duties of a Fiscal Agent” document provided by the state and is fully aware of the work that will occur if funded, the project timeline, and the project budget.

The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> is prepared to serve as a fiscal agent for this project. The <<ENTITY SERVING AS EXTERNAL FISCAL AGENT>> understands that, if funded, it will need to enter into a state-approved agreement with the <<ENTITY REQUESTING ENRTF FUNDING>> to act as its fiscal agent and comply with all terms stated in the fiscal agent agreement.

Sincerely,