# Resolution or Letter Authorizing Proposal Submission from Non-State Entities

**Instructions:**

All non-state and University of Minnesota entities must provide a letter or resolution authorizing proposal submission. Non-state entities must use the following templates as the basis for the letter or resolution. UMN may use its own SPA template. You may revise the text to conform with the format used by your community, agency, or organization or include additional clauses or paragraphs, but the final resolution or letter must at least include all the elements contained in the templates.

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 requesting ENRTF funding:

**WHEREAS**, The << ENTITY REQUESTING ENRTF FUNDING >> seeks <<$ AMOUNT>> to <<PROJECT SUMMARY>>.

**NOW, THEREFORE, BE IT RESOLVED**, That the << ENTITY REQUESTING ENRTF FUNDING >> supports the above referenced project and authorizes the submittal of a proposal for funding of this project on behalf of the << ENTITY REQUESTING ENRTF FUNDING >> to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the <<YEAR>> Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal; and

**BE IT FURTHER RESOLVED**, That, if funding is awarded, the << ENTITY REQUESTING ENRTF FUNDING >> agrees to accept the award and may enter into an agreement with the state of Minnesota for the above referenced project. The << ENTITY REQUESTING ENRTF FUNDING >> will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and

**BE IT FURTHER RESOLVED,** That <<ENTITY REQUESTING ENRTF FUNDING>> understands that grants from the ENRTF are generally paid out on a reimbursement basis. The <<ENTITY REQUESTING ENRTF FUNDING>> has the financial capability to pay for project expenses prior to seeking reimbursement; and

**BE IT FURTHER RESOLVED**, That <<ENTITY REQUESTING ENRTF FUNDING>> certifies none of the current principals of <<ENTITY REQUESTING ENRTF FUNDING>> have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded; and

**BE IT FURTHER RESOLVED**, That <<TITLE OF AUTHORIZED OFFICIAL/DEPARTMENT>> is hereby authorized to execute such agreements and work plans as necessary and <<PROJECT MANAGER NAME>> is authorized to implement the project on behalf of the <<ENTITY REQUESTING ENRTF FUNDING>>.

INCLUDE IF REQUESTING FUNDS FOR CAPITAL CONSTRUCTION:

**BE IT FURTHER RESOLVED**, That the <<ENTITY REQUESTING ENRTF FUNDING>> has the financial capability to meet the match requirements and ensure adequate construction, operation, and maintenance of the project once completed; and

INCLUDE IF THERE WILL BE AN EXTERNAL FISCAL AGENT:

**BE IT FURTHER RESOLVED**, That, if funding is awarded, the <<ENTITY REQUESTING ENRTF FUNDING>> may enter into an agreement, as approved by the state of Minnesota, with the <<ENTITY SERVING AS FISCAL AGENT>> in order for the <<ENTIFY SERVING AS FISCAL AGENT>> to act as the fiscal agent for the project, and the <<ENTITY REQUESTING ENRTF FUNDING>> will comply with all terms as stated in the fiscal agent agreement; and

INCLUDE IF APPLICANT IS A FOR-PROFIT ENTITY:

**BE IT FURTHER RESOLVED**, That <<ENTITY REQUESTING ENRTF FUNDING>> certifies that <<ENTITY REQUESTING ENRTF FUNDING>> is not under bankruptcy proceedings; and

## Template letter authorizing proposal submission from authorized representative of the entity requesting ENRTF funding:

<<DATE>>

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Room 1XX, Centennial Office Building

658 Cedar Street

St. Paul, MN 55155 St. Paul, MN 55155

To the Members of the LCCMR:

The <<ENTITY REQUESTING ENRTF FUNDING>> is seeking <<$ AMOUNT>> to <<PROJECT SUMMARY>>.

The <<ENTITY REQUESTING ENRTF FUNDING>> supports this project and authorizes the submittal of a proposal by <<PROJECT MANAGER NAME>> for funding of this project to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the <<YEAR>> Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal.

If funds are awarded, the <<ENTITY REQUESTING ENRTF FUNDING>> understands that it must comply with all applicable federal and state laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement (if needed) and the approved LCCMR work plan. The <<ENTITY REQUESTING ENRTF FUNDING>> understands that grants from the ENRTF are generally paid out on a reimbursement basis and has the financial capability to pay for project expenses prior to seeking reimbursement.

The<<ENTITY REQUESTING ENRTF FUNDING>> certifies that none of its current principals have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded. [**INCLUDE FOR** **CAPITAL CONSTRUCTION PROJECTS:** The <<ENTITY REQUESTING ENRTF FUNDING>> has the financial capability to meet match requirements and ensure adequate construction, operation, and maintenance of the project once completed.]

[**INCLUDE IF THERE WILL BE AN EXTERNAL FISCAL AGENT:** The <<ENTITY REQUESTING ENRTF FUNDING>> will enter into an agreement, as approved by the state of Minnesota, with the <<ENTITY SERVING AS FISCAL AGENT>> in order for the <<ENTIFY SERVING AS FISCAL AGENT>> to act as the fiscal agent for the project. The <<ENTITY REQUESTING ENRTF FUNDING>> will comply with all terms as stated in the fiscal agent agreement.]

**[INCLUDE IF APPLICANT IS A FOR-PROFIT ENTITY:** The<<ENTITY REQUESTING ENRTF FUNDING>> certifies that it is not under bankruptcy proceedings.]

**[INCLUDE FOR ALL APPLICANTS:** <<PROJECT MANAGER OR OTHER AUTHORIZED INDIVIDUAL’S NAME>> is authorized to execute such agreements and work plans as necessary and <<PROJECT MANAGER NAME>> is authorized to implement the project on behalf of the <<ENTITY REQUESTING ENRTF FUNDING>>.]

Sincerely,