INSTRUCTIONS FOR PREPARING

RESOLUTION

A resolution must be adopted by the governing body of the applicant authorizing an official representative to submit the pre-application and other information that may be requested, and designating an official to be the official project representative if a project results from the pre-application. A Sample Resolution is provided as a guide for use in preparing the resolution. Changes in the wording may be made as required to fit each applicant’s needs.

The Department of Environmental Quality staff will not review or approve any documents, authorize the award of any contract, or take any official action on the project unless requested by the official project representative named in the resolution or the consultants and attorneys engaged by the applicant to work on the project. Exception: The Department may investigate allegations of misconduct involving the project that may be made by any person who presents sufficient evidence to warrant such an investigation.

The official project representative is generally a position such as Mayor, Parish President, etc, but may be an individual listed by name. If the title of a position, rather than an individual person, is listed the resolution will remain valid as long as the applicant wishes the person holding that position to be the official project representative. If an individual is listed by name, a new resolution must be submitted each time that individual is replaced by another.

# SAMPLE RESOLUTION

WHEREAS the (Name of Applicant) is in need of (nature of project) ; and,

WHEREAS loans and/or grants for this project may be available through the State Revolving Fund loan program operated by the Louisiana Department of Environmental Quality:

NOW, THEREFORE, BE IT RESOLVED, by the (Name of governing body) of the (Name of Applicant) that:

Section 1. The (Title of official) is hereby authorized to submit a pre-application, application, and issue debt in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Department of Environmental Quality on behalf of the (Name of Applicant) for the purpose of placing this project on the Project Priority List for funding through the State Revolving Fund loan program; and,

Section 2. The (Title of official) is further authorized to furnish such additional information as may reasonably be requested in connection with the pre-application; and,

Section 3. The (Title of official) is hereby designated as the Official Project Representative for the (Name of Applicant) for any project that may result from the submission of the pre-application.

A MOTION TO ADOPT the above resolution was made by (Name) , seconded by (Name) , and resulted in the following vote:

|  |  |
| --- | --- |
| YEAS |  |
| NAYS |  |
| ABSENT |  |
| ABSTAINING |  |

CERTIFICATE

We the undersigned do certify that the foregoing resolution is a true and correct copy of a resolution adopted at a meeting held on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, at which meeting a quorum was present and voting.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Presiding official

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title (Secretary/Clerk)