

## Instructions for Grantee (Municipality)

### INSTRUCTIONS FOR AUTHORIZING BOARD RESOLUTION AND CERTIFICATION

To receive an award from a grant program administered by the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”), the governing body of your municipality must submit a duly adopted Resolution and Certification approving your municipality’s acceptance of grant funds and delegating signing authority to execute the New York State Master Contract for Grants (“Master Contract”) and any amendments thereto, any deed of easement, and any other certifications that may be required.

OPRHP suggests utilizing the attached sample Resolution and Certification. Your municipality may also develop its own resolution and certification provided it includes, on official letterhead, all data elements set forth below:

- legal name of the municipality
- name of grant program or authorizing law (*e.g.*, Recreational Trails Program, or Title 9 of the Environmental Protection Act of 1993, or other)
- project name
- amount of grant award
- language indicating the municipality is “authorized to accept” and/or “does accept” the grant award
- language indicating the municipality is accepting the specific grant of funds for the project described in the grant application
- The municipal office title (*e.g.*, Mayor)\* or employment position title (*e.g.*, Director of Grants Management)\* to which the governing body of the municipality is delegating signing authority to execute the Master Contract and other required agreements and certifications.

*\* The resolution should grant signing authority to a specific title rather than an individual person. Moreover, in the New York State Grants Gateway, the grantee should assign the role of “Grantee Contract Signatory” to the same municipal office title or employment position title delegated signing authority by the resolution.*

The Resolution must be accompanied by a Certification that it is a true and actual copy of a duly adopted resolution, signed and dated by the Clerk of the municipality, and affixed with the seal of the municipality.\*\*

*\*\*If the Clerk is the municipal officer who has been delegated signing authority in the resolution, then another officer of the municipality or its governing body should also sign the Certification.*

## RESOLUTION

(To be made on official letterhead of Municipality)

RESOLVED, that City of ABC applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under the **Title 9 of the Environmental Protection Act of 1993** for the purpose of funding the development of XYZ Park;

### OR

RESOLVED, that City of ABC applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under the **Recreational Trails Program** for the purpose of funding the development of XYZ Trail;

RESOLVED, that City of ABC is authorized and directed to accept these grant funds in an amount not to exceed \$145,000 for the project described in the grant application;

RESOLVED, that City of ABC is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such development of XYZ Park;

RESOLVED, that City of ABC is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individuals who hold the following elected or appointed municipal office and employment position titles: Mayor and Director of Grants Management.

### **CERTIFIED TRUE COPY**

I, Clark I. Kent, Clerk of City of ABC, hereby certify that the foregoing is a full, true, and accurate copy of a resolution duly and regularly adopted by the governing body of the municipality, at a meeting duly and regularly held on August 1, 2019, at which quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is still in full force and effect and has not been revoked or modified.

Dated: August 15, 2019

*Clark I. Kent*

Signature:  
Clerk

Affix Seal of Municipality Here