

## **Resolution Instructions**

If your governing authority passed a resolution that both acknowledges applying for the grant and if you receive a grant to enter into an agreement. See the following excerpt from the Federal Recreational Trail Grant Application Manual.

### **Excerpt from the Grant Application Manual:**

**Resolution Supporting Application** – The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included in Appendix A. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility, trail or equipment will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant.

As noted on your Required Documentation Checklist under resolution that is should include accepting the grant, naming the fiscal agent and assures the facility, trail or equipment will be maintained for no less than 20 years. If your resolution did not include these three items, then a new resolution is required.

If you have any questions or would like your resolution language reviewed prior to your Governing Authority passing the resolution, please contact:

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DNR Trails and Waterways  
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## Resolution Sample

WHEREAS, the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Grant Program. The application is to construct five (5) miles of paved trail for the Sunnybrook Recreational Trail System. The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS, the City of Sunnybrook recognizes the fifty (50) percent match requirement for the Federal Recreational Trail grant program, and has secured the matching funds

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural resources, the City of Sunnybrook agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe  
Director of Finance/Treasurer  
City of Sunnybrook  
1111 Happy Trails Avenue  
Sunnybrook, MN 59985

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the Sunnybrook Recreational Trail will be maintained for a period of no less than 20 years.

OR

*For Equipment grants:*

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2017.

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JOHN DOE - MAYOR

ATTEST:

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MARY DOE - CITY CLERK