

**Attachment J: Municipal Responsibility Resolution**

**SAMPLE  
GOVERNMENTAL RESPONSIBILITY RESOLUTION  
FOR RUNOFF MANAGEMENT GRANTS**

WHEREAS, \_\_\_\_\_ is interested in acquiring a  
*(applicant)*

Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban stormwater runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that \_\_\_\_\_  
*(applicant)*

HEREBY AUTHORIZES \_\_\_\_\_, \_\_\_\_\_ to act on  
*(position title) (department)*

behalf of \_\_\_\_\_ to:  
*(applicant)*

- Submit and sign an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Submit reimbursement claims along with necessary supporting documentation;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that \_\_\_\_\_ shall comply with all state  
*(applicant)*

and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_ at a legal meeting on \_\_\_\_ day of \_\_, 20\_\_\_\_\_.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**IMPORTANT NOTE:** *The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program.*