

Brownfield Opportunity Area Applicant Governing Board Resolution Guidance

Applicants must submit a formal resolution adopted by the applicant's governing board that authorizes submission of the application and identifies the title of the applicant's authorized representative. The Applicant must submit, with the application, a formal resolution from each governing body confirming support for the grant application, and a commitment to move forward in a timely manner, if funded. The resolution must include the following items:

1. Authorization to apply for the grant: The governing body of the municipality, community-based organization or community board must identify, by title, the applicant's authorized representative, and authorize that person to submit an application to the Brownfield Opportunity Areas (BOA) Program. The resolution should also authorize their representative to execute all financial and administrative processes relating to the completion of the BOA document.
2. Brownfield Opportunity Area name: The resolution should identify the study area, by name, and provide a brief description of the project.
3. Funding request: The resolution must indicate the amount of money being requested through the Brownfield Opportunity Areas Program. The amount requested may not exceed 90% of the total project cost.
4. Local share information: The resolution must state the applicant's commitment of 10% local share of the total project cost.
5. Project completion and designation: The resolution must state the applicant's commitment to complete a BOA Nomination in a timely manner and the applicant's commitment to seek official Designation of the Brownfield Opportunity Area by the Secretary of State upon completion of the Nomination.
6. Certification of Recording Officer: The resolution must include a certification that the attached resolution is a true and correct copy of the resolution, and must record the vote of the members of the governing body.