

Authorized Official Requirements

Application for NBRC funding

The NBRC requires a formal approval from the applicant's legal authority to allow an executive, called the "Authorized Official," to sign all NBRC investment documents on the applicant's behalf. Applicants must submit this approval in the form of an Authorized Official Resolution with the application. The requirements for the Authorized Official Resolution are detailed below. Only the authorized official specified in the resolution can sign NBRC documents that legally bind the applicant.

Changes to Authorized Official/Key Grant Personnel

Once a project is awarded funding, should the Authorized Official (AO) change, this triggers an amendment to the grant. If the Authorized Official changes during the performance period of an award, grantees are required to provide NBRC with an updated Authorized Official Resolution and an executed [Key Contacts Form](#) to document the change. While NBRC does not mandate the form for the Authorized Official Resolution, recognizing many entities have their own template, the resolution must indicate the executive's name and title as well as state their permission to sign all NBRC investment documents that bind the applicant. Examples of legal authorities include select boards and councils for municipalities; commissions for counties; state authorized officials or boards for states; boards of directors, or trustees for nonprofits. Only authorized officials may sign NBRC documents that bind the applicant or represent finances related to the grant award (reimbursement requests (SF270), annual reporting SF425), etc.

Other Project Contacts

If a grantee wishes for other key grant personnel to be included in project-related correspondence, a [Key Contacts Form](#) would also need to be provided for those individuals but does not need to be supported by any type of resolution or other support documentation. As a reminder, only authorized officials may sign NBRC documents that bind the applicant or represent finances related to the grant award. Authorized Official are not required to sign quarterly progress reports (PPRs).

Authorized Official Resolution Requirements

An Authorized Official Resolution (AOR), also known as a Signing Authority Resolution, typically includes the following elements:

- The governing body of the corporation (usually its board of directors)
- A specific date when officers decide to authorize the resolution
- A specific person by name and title to sign a specific contract
- A different office of the corporation (not the person authorized to sign the contract) certifies that the resolution occurred on the specific date.

Example Authorized Official Resolutions

Corporate Resolution Example

I, (Name of Chairperson, Board of Directors name) of (Name of Grantee), an authorized entity licensed to conduct business in the (Name of State(s)) do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED, that (Full Name of Person being named as Authorized Official), who is the (Title of Person being named as Authorized Official), is empowered to act on behalf of (Name of Grantee) as the Authorized Official.

In Witness whereof, the undersigned has affixed her/his signature, this the ____ day of _____ 20__.

Signature of Chairperson, Board of Directors

[Include if necessary] I, as authorized by the Company, hereby certify and attest that all the information above is true and correct. _____ Secretary

Government Resolution Example

A Resolution authorizing that **(Full Name of Person being named as Authorized Official)**, who is the **(Title of Person being named as Authorized Official)**, is empowered to act on behalf of **(Name of Grantee)** as the Authorized Official.

Resolved by the Town or City Council/Board of Selectmen of the Town/City of _____ as follows:

WHEREAS, the Town/City Charter, Section ____ (if applicable) requires the Board of Selectmen/Town Council to designate the source of any money appropriated after the budget is adopted; and

WHEREAS, the Town/City of _____ is applying for \$_____ in NBRC funding for the **(brief NBRC project name)**

OR

Municipal Resolution Example

WHEREAS, the Town/City of _____ as been awarded NBRC funding in the amount of **(\$Amount to of NBRC award)** for the **(brief NBRC project name)**.

NOW THEREFORE, the **(Full Name of Person and Title of Person being named as Authorized Official)** is hereby authorized, on behalf of the **(Name of Town/City Grantee)** to apply for, accept, and expend grant funds from the Northern Borders Regional Commission (NBRC). The named authorized official has permission to sign all NBRC investment documents that bind the applicant.

Signature of Individual authorized to act on behalf of City/Town

Passed and approved this ____ day of _____, 20__.