

## INSTRUCTIONS FOR PREPARING RESOLUTION

A resolution must be adopted by corporations/governmental entities authorizing an official of the corporation/entity to submit the Loan Application Form 100A and any other information which is or may be required, and designating an official to be the official project representative if a project results from such submission, and giving such official signature authority on all applicable documents. A Sample Resolution is provided (on pages 11 & 11A) as a guide for use in preparing the resolution. Changes in the wording may be made as required to fit each public water system's needs.

The Department of Health, Office of Public Health staff will not review or approve any documents, authorize the award of any contract, or take any official action on the project unless requested by the official project representative named in the resolution or the consultants and attorneys engaged by the governmental entity/corporation to work on the project (such requests by these parties must be authorized by the official project representative). Exception: The Department may investigate allegations of misconduct involving the project that may be made by any person who presents sufficient evidence to warrant such an investigation.

The official project representative is generally in a position such as Mayor, Parish President, president of corporation, etc., but may be an individual listed by name. If the title of a position, rather than an individual person, is listed, the resolution will remain valid as long as the corporation/governmental entity wishes the person holding that position to be the official project representative. If an individual is listed by name, a new resolution must be submitted each time that individual is replaced by another.

## SAMPLE RESOLUTION

WHEREAS the **(Name of Governmental Entity/Corporation)** is in need of improvements to **(Name of PWS)** whose PWS ID No. is **(PWS ID#)**; and,

WHEREAS loans for this project may be available through the Drinking Water Revolving Loan Fund program operated by the Louisiana Department of Health Office of Public Health.

NOW, THEREFORE, BE IT RESOLVED, by the **(Name of Governing Body)** of the **(Name of Governmental Entity/Corporation)** that:

Section 1. **(Name and/or Title of Official)** is hereby authorized to submit a Loan Application Form 100A and accompanying documents to the Department of Health on behalf of the **(Name of Governmental Entity/Corporation)** for the purpose of placing this project on the Comprehensive Priority List for funding through the Drinking Water Revolving Loan Fund program; and,

Section 2. **(Name and/or Title of Official)** is further authorized to furnish such additional information as may reasonably be required in connection with the Loan Application; and,

Section 3. **(Name and/or Title of Official)** is hereby designated as the Official Project Representative and is hereby given signature authority for all relative documents for the **(Name of Governmental Entity/Corporation)** for any project that may result from the submission of the Loan Application Form 100A and accompanying documents. Furthermore, **(Name and/or Title of Official)** representing **(Name of Governmental Entity/Corporation)** is hereby given the power and authority to do all things necessary to implement, maintain, amend, and renew such documents relative to any such project.

A MOTION TO ADOPT the above resolution was made by **(Name)**, seconded by **(Name)**, and resulted in the following vote:

YEAS	_____
NAYS	_____
ABSENT	_____
ABSTAINING	_____

### CERTIFICATE

We the undersigned do certify that the foregoing resolution is a true and correct copy of a resolution adopted at a meeting held on the **(Day)** day of **(Month)**, **(Year)**, at which meeting a quorum was present and voting.

\_\_\_\_\_  
Presiding Official

ATTEST:

\_\_\_\_\_  
Name & Title (Secretary/Clerk)

## SAMPLE RESOLUTION (For Consolidation)

WHEREAS the **(Entity A)** is in need of improvements to **(Name of PWS)** whose PWS ID No. is **(PWS ID#)**; and,

WHEREAS, the **(Entit A)** has adopted a Resolution the **(Name and/or Title of Official of Entity A)** to enter into a contract whereby the **(Entity B)** will provide water to its residents and transfer its water system to the **(Entity B)**, and it is in the best interest of this **(Entity A)** to enter into the transaction proposed by the **(Entity A)**.

NOW, THEREFORE, BE IT RESOLVED that **(Name and/or Title of Official of Entity A)** is hereby authorized to negotiate and execute an agreement with the **(Entity B)** whereby the **(Entity A)** will be transferred to the **(Entity B)** and the residents of the **(Entity A)** will become members of the **(Entity B)**. Thus the **(Entity A)** will be entirely absorbed by the **(Entity B)** forming one water system.

A MOTION TO ADOPT the above resolution was made by **(Name)**, seconded by **(Name)**, and resulted in the following vote:

YEAS	_____
NAYS	_____
ABSENT	_____
ABSTAINING	_____

### CERTIFICATE

We the undersigned do certify that the foregoing resolution is a true and correct copy of a resolution adopted at a meeting held on the **(Day)** day of **(Month)**, **(Year)**, at which meeting a quorum was present and voting.

\_\_\_\_\_  
Presiding Official

ATTEST:

\_\_\_\_\_  
Name & Title (Secretary/Clerk)

TERMS:	*Entity A	Name of Governmental Entity/Corporation being consolidated.
	*Entity B	Name of Governmental Entity/Corporation merged with. (Parent water system)