

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: If the application is for completion of a BOA Plan (formerly known as a BOA Nomination), the resolution must state the applicant's commitment to complete a BOA Plan 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 BOA Plan.
6. Pre-development Activities: If the application is for Pre-development Activities, the resolution must identify the name of the BOA Designated by the Secretary of State, and identify the project within the BOA that is to be advanced by the requested Pre-development Activities.
7. Phase II Environmental Site Assessments: If the application is for Phase II Environmental Site Assessment, the resolution must identify the name of the BOA Designated by the Secretary of State, and the site that is being applied for Phase II Environmental Site Assessment must be defined around one or more areas of environmental concern and may include more than one contiguous tax parcel. The site must have definitive and identifiable boundaries.

8. 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.