

## Instructions for submitting a Resolution as part of the ARR

All applicants applying under the Application Intake System for Telecommunications Programs are required to submit an Authorized Representative Request (ARR) and a resolution in order to access Telecom's online application systems. Additionally, all Telecommunications Program borrowers and grant recipients required to use the reporting and compliance (R&C) system, are required to submit an ARR and resolution. The resolution, or its equivalent, is dependent on the legal structure of the applicant. Sample resolutions for corporations and LLCs are included on pages 2 and 4 of this document. If the applicant is an entity other than a corporation or LLC, then the content in the sample resolutions can be modified to reflect the applicant's legal structure.

To prevent the submission of an unacceptable resolution and rejection of the ARR, please review the following information before submitting an ARR:

- The resolution must include the exact legal name of the applicant as how it is shown in the organizational documents filed with the respective Secretary of State's office.
  - If an entity conducts business under a DBA, **do not** include the DBA as part of the legal name of the entity.
- The legal name stated in the resolution must match the legal name stated in the ARR. The names of the Representative Signature Certifier (Rep-Sign-Cert) and Administrator(s) identified on the ARR must be clearly specified in the resolution.
- An applicant can assign only **one** individual as a Rep-Sign-Cert and one or more individuals as Administrators.
- All individuals listed on the ARR must be employed by the applicant and have a USDA Level 2 e-Authentication account.
- At a minimum, applicants will have to identify a Rep-Sign-Cert on the ARR. The role of an Administrator(s) and other roles can be added in the system by the Rep-Sign-Cert at a later date once the ARR has been approved.
- The individual identified as the Rep-Sign-Cert will have the authority to provide signatures, authorize certifications, enter/update applications, submit applications for consideration, and assign access to new users. If awarded, the Rep-Sign-Cert will also have the authority to enter/update compliance reports, submit compliance reports, and assign access to new users.
- The individual(s) identified as Administrator(s) will have the authority to enter/update applications in the online application system, enter/update compliance reports in the financial reporting and compliance system, and assign access to new users in both the online application and financial reporting and compliance system.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_ do hereby certify that: I am the Secretary of \_\_\_\_\_ (hereinafter the "Corporation"); that the following are true and correct copies of resolutions duly adopted by the Board of Directors of the Corporation at the [regular/special] meeting held on \_\_\_\_\_, 20\_\_\_\_, and entered in the minute book of the Corporation; that the meeting was duly and regularly called and held in accordance with the bylaws of the Corporation; and that none of the following resolutions have been rescinded or modified:

### RESOLUTION

1. RESOLVED that \_\_\_\_\_ (insert name of individual), the \_\_\_\_\_ (insert title of individual) of the Corporation, have the assigned Representative-Signature-Certifier security role on behalf of the Corporation, who shall be responsible for providing signatures, authorizing certifications, entering/updating applications, submitting applications for consideration, and assigning access to new users in USDA's Online Application Intake System for Telecommunications Programs. If application(s) are awarded under these Programs, the Representative-Signature-Certifier security role on behalf of the Corporation, shall also be responsible for authorizing certifications, entering/updating compliance reports, submitting compliance reports, and assigning access to new users in USDA's Online Financial Reporting and Compliance System.

2. RESOLVED that \_\_\_\_\_ (insert name(s) of individual(s)) of the Corporation, have the assigned Administrator(s) security role on behalf of the Corporation, who shall be responsible for assigning access to new users and entering/updating application(s) in USDA's Online Application Intake System for Telecommunications Programs. If applications are awarded under these Programs, the Administrator(s) security role on behalf of the Corporation, shall also be responsible for assigning access to new users and entering/updating compliance reports in USDA's Online

Financial Reporting and Compliance System.

3. RESOLVED that the Representative-Signature-Certifier and Administrator(s) for the Corporation shall comply fully with all security procedures and policies of the Online Application Intake System for Telecommunications Programs and USDA's Online Financial Reporting and Compliance System.

I FURTHER CERTIFY THAT each member of the Board of Directors of the Corporation was furnished with notice of said meeting in compliance with the bylaws of the Corporation.

**IN WITNESS WHEREOF** I have hereunto set my hand and affixed the seal of the Corporation this \_\_\_ day of \_\_\_\_\_, 20\_.

\_\_\_\_\_.

Secretary

## LLC MEMBERS' AUTHORIZATIONS

I, \_\_\_\_\_ do hereby certify that: I am the Secretary of \_\_\_\_\_ (hereinafter the "LLC"); that the following are true and correct copies of resolutions duly adopted by the Members and/or Managers of the LLC at the [regular/special] meeting held \_\_\_\_\_, 20\_\_\_\_\_, and entered in the minute book of the LLC; that the meeting was duly and regularly called and held in accordance with the bylaws of the LLC; and that none of the following resolutions have been rescinded or modified:

### RESOLUTION

1. RESOLVED that \_\_\_\_\_ (insert name of individual), the \_\_\_\_\_ (insert title of individual) of the LLC, have the assigned Representative-Signature-Certifier security role on behalf of the LLC, who shall be responsible for providing electronic signatures, authorizing certifications, entering/updating applications, submitting applications for consideration, and assigning access to new users in USDA's Online Application Intake System for Telecommunications Programs. If application(s) are awarded under these Programs, the Representative-Signature-Certifier security role on behalf of the LLC, shall also be responsible for authorizing certifications, entering/updating compliance reports, submitting compliance reports, and assigning access to new users in USDA's Online Financial Reporting and Compliance System.
2. RESOLVED that \_\_\_\_\_ (insert name(s) of individual(s)), have the assigned Administrator(s) security role on behalf of the LLC, who shall be responsible for assigning access to new users and entering/updating applications in USDA's Online Application Intake System for Telecommunications Programs. If application(s) are awarded under these Programs, the Administrator(s) security role on behalf of the LLC, shall also be responsible for assigning access to new users and entering/updating

compliance reports in USDA's Online Financial Reporting and Compliance System.

3. RESOLVED that the Representative-Signature-Certifier and Administrator(s) for the LLC shall comply fully with all security procedures and policies of the Online Application Intake System for Telecommunications Programs and USDA's Online Financial Reporting and Compliance System.

FURTHER CERTIFY THAT each member of the LLC was furnished with notice of said meeting in compliance with the bylaws of the LLC.

**IN WITNESS WHEREOF** I have hereunto set my hand and affixed the seal of the LLC this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Secretary