

Instructions for submitting a Resolution as part of the Authorized Representative Request

All applicants applying under the ReConnect Program or Community Connect Grant Program are required to submit an Authorized Representative Request (ARR) and a resolution in order to access the online application and online financial reporting and compliance (R&C) system. 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, 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 shown in the organizational documents filed with the applicant’s respective Secretary of State’s office.
- If an entity conducts business under a “Doing Business As” (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 must 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 has the authority to provide signatures, authorize certifications, enter and 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, and submit compliance reports, and assign access to new users.
- The individual(s) identified as Administrator(s) will have the authority to enter and update applications in the online application system, enter, update, and submit compliance reports in the online financial reporting and compliance system, and assign access to new users in both the online application and financial reporting and compliance systems.

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 [select one: 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

RESOLVED that _____ (insert name of individual), the _____ (insert title of individual) of the Corporation, has the assigned Representative-Signature-Certifier security role on behalf of the Corporation, who shall be responsible for providing signatures, authorizing certifications, entering and updating applications, submitting applications for consideration, and assigning access to new users in USDA's online application system for the ReConnect Program and Community Connect Grant Program. If application(s) are awarded under either program, the Representative-Signature-Certifier security role on behalf of the Corporation shall also be responsible for authorizing certifications, entering, updating, and submitting compliance reports, and assigning access to new users in USDA's online financial reporting and compliance system.

RESOLVED that _____ (insert name(s) of individual(s)) of the Corporation, has the assigned Administrator(s) security role on behalf of the Corporation, who shall be responsible for assigning access to new users, and entering and updating applications in USDA's online application system for the ReConnect Program and Community Connect Grant Program.

If application(s) are awarded under either program, the Administrator(s) security role on behalf of the Corporation shall also be responsible for assigning access to new users and entering, updating, and submitting compliance reports in USDA's online financial reporting and compliance system.

1. 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 system for the ReConnect Program and Community Connect Grant Program, and for 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 hereunto set my hand and affix the seal of the Corporation this ____ day of _____, 20_____.

Secretary

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 Managers of the LLC at the [select one: 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, has the assigned Representative-Signature-Certifier security role on behalf of the LLC, who shall be responsible for providing electronic signatures, authorizing certifications, entering and updating applications, submitting applications for consideration, and assigning access to new users in USDA's online application system for the ReConnect Program and Community Connect Grant Program. If application(s) are awarded under either program, the Representative-Signature-Certifier security role on behalf of the LLC shall also be responsible for authorizing certifications, entering, updating, and 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)), has the assigned Administrator(s) security role on behalf of the LLC, who shall be responsible for assigning access to new users, and entering and updating applications in USDA's online application system for the ReConnect Program and Community Connect Grant Program.

If application(s) are awarded under either program, the Administrator(s) security role on behalf of the LLC shall also be responsible for assigning access to new users, and entering, updating, and submitting 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 system for the ReConnect Program and Community Connect Grant Program, and USDA's online financial reporting and compliance system.

I 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 hereunto set my hand and affix the seal of the LLC this ____ day of _____, 20 ____.

Secretary