

## **INSTRUCTIONS FOR RESOLUTION FORM**

- (A) The Legislative Body of the Municipality must adopt the resolution or one that will have the same effect. This form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Board of Selectmen), and the names and titles of the Authorized users of the dotGrants on-line reporting system.
- (B) The titles and names mentioned under Item #2 must be the same as the names entered on the Electronic Access Licensing Agreement (EALA).
- (C) Following formal adoption, the Resolution must be signed by a majority of the legislative body. In all cases the Clerk must sign and provide a seal. This form must be sent back to the Department of Transportation as part of a complete application.
- (D) A copy of the form should be placed in your file.

dotCode: \_\_\_\_\_

**MUNICIPAL RESOLUTION NO.** \_\_\_\_\_

**WHEREAS** the Pennsylvania Department of Transportation and \_\_\_\_\_  
*Municipality Name*  
have agreed to use the **dotGrants** on-line reporting system to file the required Liquid Fuels forms annually; including but not limited to the MS-965, MS-329 and MS-999 forms.

**NOW THEREFORE BE IT RESOLVED**

1. that the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this on-line reporting program;
2. that the Legislative Body hereby designates the following persons and any Officers holding the following titles/positions

_____ <i>Title</i>	_____ <i>Typed Name</i>	_____ <i>Signature</i>
_____ <i>Title</i>	_____ <i>Typed Name</i>	_____ <i>Signature</i>

to execute and provide all information necessary for the completion of said application, and to execute all documents necessary to effect such an agreement, including but not limited to, an Electronic Access Licensing Agreement (EALA) on behalf of the Municipality.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**LEGISLATIVE BODY**

(Typed Name)	(Signature)
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the foregoing is a true and correct copy of the Resolution as finally adopted at a meeting of the Legislative Body held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

IN WITNESS WHEREOF, I hereunto set my hand on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**(SEAL)**

\_\_\_\_\_  
*(Signature of Municipal Secretary/Clerk)*