



ENVIRONMENTAL SERVICES

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Date: Friday, November 01, 2019

To: Le Sueur County Board of Commissioners

From: Amy Beatty, Le Sueur County Environmental Programs Specialist

RE: Designation of the Authorized Representative and Authorized Signer for the County Feedlot Program

The Minnesota Pollution Control Agency (MPCA) is requesting from all counties delegated to administer the feedlot program to designate an authorized representative (designated by the grantee's organization to direct the project or activities being supported by the grant) and an authorized signer (the institutional authority to legally enter into and bind their institution in contract/agreement matters).

Enclosed is motion to designate the Environmental Programs Specialist as the authorized representative and the Chair of the Le Sueur County Board of Commissioners as the authorized signer for the County's feedlot program.

Also enclosed with this memo is a draft feedlot grant agreement template. The grant agreement will be the payment method for the County to administer the feedlot program.

*Per MPCA staff, "we strongly recommend that counties determine who the appropriate internal grant/contract/legal/fiscal staff is within this process and make sure that that individual reviews and refers the agreement to the proper county approval/signature authority. Our grant person is starting to enter county-specific information into the grant agreement template. Please let us know by **Friday, November 8** if you have any questions/concerns on the template once it is reviewed by your county grant/contract/legal/fiscal staff.*

When county specific information has been entered into the template, the grant agreement will be e-mailed to [the county's authorized representative] for your county authorized signer to sign. When it is signed, e-mail it back to [the MPCA authorized representative]. Once sent back, the MPCA purchaser and Assistance Division Director will sign them. They will then be final and a copy will be sent back to [the county's authorized representative].