

TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY:
Your County Finance Committee respectfully recommends the adoption of the following:

RESOLUTION

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended, Berrien County is providing a local transportation program; and

WHEREAS, Berrien County has entered into Master Agreement No. 2017-0021 with the Michigan Department of Transportation authorizing Berrien County to enter into Project Authorizations for Fiscal Year(s) 2017 through 2021; and

WHEREAS, due to the unique circumstances created by the COVID-19 pandemic, it is recommended that the Berrien County Board of Commissioners authorize, via resolution, the Chairman of the Board, with the Vice-Chair as an alternate, to sign and execute all future project authorizations under Master Agreement No. 2017-0021.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Berrien County Board of Commissioners authorizes the Chairman of the Board, with the Vice-Chair as an alternate, to enter into and execute all Project Authorizations under Master Agreement No. 2017-0021 with the Michigan Department of Transportation, on behalf of Berrien County.

**Respectfully submitted,
BERRIEN COUNTY FINANCE COMMITTEE**

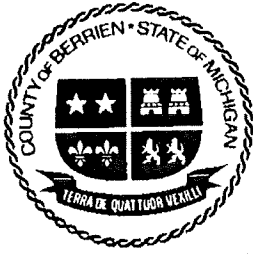
Mamie L. Yarbrough, Chair

Robert P. Harrison, Vice-Chair

Ezra A. Scott

Jon Hinkelman

RESOLUTION APPROVED AS TO FORM	
Administrator _____ <i>in</i>	Date <u>4/29/20</u>
Comments Attached _____	
Corporate Counsel _____	Date _____
Comments Attached _____	



MEMORANDUM

DATE: April 28, 2020

FROM: EVAN SMITH, Transportation & Planning Coordinator

TO: Berrien County Board of Commissioners

SUBJ: Resolution F2004246

Berrien County currently has a 5-year Master Agreement (2017-0021) on file with the Michigan Department of Transportation (MDOT) which authorizes Berrien County to enter into subcontracts or "Project Authorizations" with MDOT for various Federal operating and capital grants. Traditionally, Berrien County has opted not to keep a "signature resolution" on file with MDOT authorizing the Chair to sign and execute Project Authorizations as they come in (which is a standard practice statewide). Instead, the County BOC have passed individual resolutions authorizing the Chair to sign each PA, or amendments to existing PA's (see Resolution F2004231).

With the majority of MDOT staff working remotely, and the expected increase in Project Authorizations statewide due to CARES ACT funding, MDOT has asked that all agencies return an electronic signature certification form authorizing their dedicated signer, in our case the BOC Chair, to execute contracts electronically. They have also asked for an "alternate signer", in the event that the designated signer is unavailable. In order to do so, they are also requiring any agency that does not currently have a signature resolution on file to submit one prior to setting up electronic signatures.

In order to maintain compliance, I am submitting Resolution F2004246 that will, if passed, serve as Berrien County's "signature resolution" with MDOT. With an approved signature resolution on file, I can then submit the attached Electronic Signature Certification Form(s) authorizing the Chair (with Vice-Chair as alternate) to begin executing project authorizations under Master Agreement No. 2007-0021 electronically and without delay.

MDOT DIGITAL SIGNATURE CERTIFICATE REQUEST FORM

INSTRUCTIONS:

The information on this form is required by the Michigan Department of Transportation (MDOT) to verify the identity of the applicant requesting a digital signature certificate. The supplied information ensures the returned digital signature certificate matches the identity of the signer. The assigned signature is eligible for use on all applicable MDOT documents.

This completed form will remain valid until the signer's digital signature certificate expires or until such time as the signer needs to create a new digital signature. Each digital signature is unique. If another digital signature is used, even though it appears similar, it will not validate as the encrypted data within the signature will not match the previously validated signature information. This will result in the rejection of any document on which the non-validated signature has been used.

It is the responsibility of the applicant and/or associated company/agency to notify MDOT of any change in employment status, signing authority, or e-mail address that may impact the validity of the assigned signature. Note: Applicants and associated company/agencies may be directly contacted to further authenticate the identity of the applicant and/or confirm signing authority.

Completed forms must be returned electronically to: MDOT-eSign@Michigan.gov

SIGNATURE APPLICANT SECTION	
APPLICANT NAME (LEGAL NAME)	COMPANY/AGENCY
APPLICANT NAME AS TO APPEAR ON SIGNATURE (IF DIFFERENT THAN FIELD ABOVE)	TITLE
PROFESSIONAL LICENSURE (PE, PS, AIA, etc.)	LICENSE NUMBER
E-MAIL	PHONE NUMBER

CERTIFICATION AFFIDAVIT:

The undersigned affirms all information provided on this form is true and correct. I agree to supply and receive information electronically. I agree to utilize MDOT's current digital signing software as the legal equivalent of my hand-written signature on all required transactions. I also understand by signing below, the digital signature certificate assigned will be used exclusively for State of Michigan contracting and/or authorized use only.

PRINT OR TYPE NAME, SAME AS SIGNATURE BELOW	TITLE
APPLICANT SIGNATURE	DATE