

## Signatory Authority Form

<b>Grant Program:</b>		<b>DUNS#</b>	
<b>Agreement Number</b>		<b>Date Prepared / Effective Date</b>	
<b>Name of Applicant (Jurisdiction):</b>			
<b>Tax ID#:</b>			
<b>Signatory Information</b>			
<i>Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.</i>			
	<i>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</i>	<i>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>	<i>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>
<b>Project Manager Name</b> <i>Individual who will manage project</i>			
<b>Project Manager Address</b> City, State Zip			
<b>Project Manager Telephone</b>			
<b>Project Manager Fax</b>			
<b>Project Manager Email</b>			
<b>Chief Financial Officer Name</b> <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
<b>Chief Financial Officer Address</b> City, State Zip			
<b>Chief Financial Officer Telephone</b>			
<b>Chief Financial Officer Fax</b>			
<b>Chief Financial Officer Email</b>			
<b>Signatory Official Name</b> <i>Jurisdiction's Chief Executive Governing Official</i>			
<b>Signatory Official Address</b> City, State Zip			
<b>Signatory Official Telephone</b>			
<b>Signatory Official Fax</b>			
<b>Signatory Official Email</b>			
<b>Signatures**</b>			
<i>**Signature required by each of the above named individuals.</i>			
<b>Project Manager</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
<b>Chief Financial Officer</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
<b>Signatory Official</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>

## **Subgrantee/Jurisdiction Signatory Authority**

### **Obligating Award Document**

The grant Obligating Award Document requires the identification of three (3) separate individuals and their positions; Project Manager, Chief Financial Officer, and Signatory Official and original signatures from the Project Manager, Chief Financial Officer and the Signatory Official. The signatory official's shall be:

- Project Manager; The individual that has the overall responsibility for implementation of the grant project(s).
- Chief Financial Officer; The individual that has final fiscal responsibility and authority for the jurisdiction. (Examples: Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, etc.)
- Signatory Official; The individual that has final executive authority and responsibility for the jurisdiction. (Examples; Mayor, City Manager)

The signatory officials on the Obligating Award Document and amendments can not be delegated. Changes to these individuals may require an amendment to the original document.

### **Quarterly Progress Reports**

Both the Narrative and Financial Progress Reports require two (2) signatures to ensure appropriate responsibility and accountability for project activities and expenditures.

Required signatures on the Narrative Progress Report:

- Project Manager
- Signatory Official

Required signatures on the Financial Progress Report

- Project Manager
- Chief Financial Officer

### **Delegation of Signatory Authority**

The Chief Financial Officer, Signatory Official, and the Project Manager may delegate signature authority to another individual(s) (delegate) for the Narrative and Financial Progress Reports only. The jurisdiction must submit the Signatory Authority Form upon acceptance of the Obligating Award Document. No changes to this document will be accepted without prior written request and approval from DHS&EM. The jurisdiction must be in compliance with the following:

- The delegate(s) for the Chief Financial Officer or the Signatory Official cannot be the Project Manager nor can the delegate(s) be subordinate to the Project Manager.
- DHS&EM will maintain a copy of the delegation request on file and will apply it to the appropriate grant report. If the delegation letter is not on file, the report will be returned to the jurisdiction.
- DHS&EM reserves the right to accept and authorize the delegation of signatory authority for all grants identified for that jurisdiction.