



DELEGATION OF SIGNING AUTHORITY

for CDBG and HOME Invoices

SECTION I: GRANTEE INFORMATION

1. GRANTEE (NAME & ADDRESS):	2. DCED CONTRACT NUMBER:	
	3. CONTRACT AMOUNT:	
	4. CONTRACT ACTIVITY PERIOD (MONTH, DAY, YEAR):	
	4A. FROM:	4B. TO:
5. PROGRAM TYPE: <input type="checkbox"/> CDBG ENTITLEMENT <input type="checkbox"/> CDBG COMPETITIVE <input type="checkbox"/> HOME		

SECTION II: AUTHORIZED SIGNATOR INFORMATION

1. NAME OF AUTHORIZED SIGNATOR:	2. TITLE AND OFFICE:
3. EMAIL:	4. PHONE NUMBER:
5. SIGNATURE:	
<p>On behalf of _____ (GRANTEE NAME), we hereby authorize the delegated individual (listed above) with official signing authority to submit any financial invoices for the above listed contract number for the duration of the contract activity period. In addition, we certify that this individual is an employee of the grantee and acknowledge that it is our responsibility to notify DCED if this authorization changes or is revoked. By giving this authority to sign on our behalf, it is understood that the grantee continues to be ultimately responsible for the management of the overall grant.</p>	

SECTION III: CERTIFICATION OF ELECTED OFFICIALS

(two official signatures are required)

1. SIGNATURE OF DELEGATING OFFICIAL:	2. PRINTED NAME:
3. EMAIL:	4. DATE:
5. SIGNATURE OF DELEGATING OFFICIAL:	6. PRINTED NAME:
7. EMAIL:	8. DATE:
9. Is a Board Resolution required to authorize any of the above? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "yes," include a copy of the Resolution with the Application.</i>	

INSTRUCTION FOR DELEGATION OF SIGNING AUTHORITY FORM

BACKGROUND

Upon the execution of each year's contract for CDBG, CDBG Competitive and/or HOME, the grantee will be asked to submit an Authorized Signature form for invoicing purposes only, with their contract if the grantee so chooses to delegate an individual to sign on their behalf. The name on this form, along with the Chief Elected Official will be the only persons allowed to sign the invoice forms going forward. It also negates any past authorized signatures. If anyone signs the invoice form that has not been authorized on this form, the invoice will be denied and returned to the grantee. With the onset of electronic signatures being accepted on the invoices, all items; name, title, and signature will be reviewed for authorization prior to approval by the FMC. An e-mail will be sent to both the contact person and authorized signator, notifying them of the approval or denial of the invoice.

Instructions for this form are as follows:

I. GRANTEE INFORMATION

Please complete all grantee information as it relates to each open CDBG and HOME contract with DCED. A separate form is required for each open contract.

II. AUTHORIZED SIGNATOR INFORMATION

This section is to be completed if the chief elected official is not available to sign or chooses to authorize a designated individual to sign a CDBG or HOME invoice on their behalf. This authorized signator must be an employee of the grantee. Private contractors, consultants or contracted agencies (including but not limited to Community Action Program (CAP) Agencies, Councils of Government (COG), Redevelopment Authorities, etc.) are NOT permitted to sign on behalf of the grantee/municipality. The authorized signator will certify that they have reviewed the invoice and that all expenditures are correct and eligible, fundable, follows programs guidelines and 2 CFR 200.

III. CERTIFICATION OF ELECTED OFFICIALS

At a minimum, two elected official(s) signatures are required for this form.

NOTE: In the event that the delegation of signing authority changes, a new form must be completed and submitted immediately for each open CDBG or HOME contract to avoid any unnecessary invoice denials. Please remember that the authorized signator **must be different** from the contact person completing the invoice.

Should the grantee choose to not have a designated authorized signator, other than the Chief Elected Official, they will need to complete Section I, enter "NONE" in line one of Section II, and complete Section III.