

Signatory Authority Form

Grant Program(s):		Effective Date		
UEI #		Tax ID#		
Name of Applicant (Jurisdiction):				
Signatory Information				
<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>	
Project Manager	Name/Title <i>Individual who will manage project</i>			
Project Manager	Address City, State Zip			
Project Manager	Telephone			
Project Manager	Email			
Chief Financial Officer	Name/Title <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
Chief Financial Officer	Address City, State Zip			
Chief Financial Officer	Telephone			
Chief Financial Officer	Email			
Signatory Official	Name/Title <i>Jurisdiction's Chief Executive Governing Official and Title</i>			
Signatory Official	Address City, State Zip			
Signatory Official	Telephone			
Signatory Official	Email			
Equipment Inventory Manager	Name			
Equipment Inventory Manager	Telephone			
Equipment Inventory Manager	Email			
<p>Grant Correspondence such as award documents and payment notifications will be sent to primary delegates. If you would like additional contacts cc'd in the email please list them below and provide email address if not listed above.</p>				
<p>Signatures are required by everyone named above. Need <u>Ink and Stamped</u>--when using a physical or computer-generated stamp)</p>				
Project Manager	/	/	/	
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>	
Chief Financial Officer	/	/	/	
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>	
Signatory Official	/	/	/	
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>	
Equipment Inventory Manager	/	/	/	
	<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.

Equipment Inventory Manager

When a subrecipient has purchased equipment (\$5,000.00 or more or highly pilferable) items through grants with DHS&EM (federal or state funds), the jurisdiction must report on those items annually whether they have a current grant or not. The Equipment Inventory Manager is the designated contact for DHS&EM to coordinate with.