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| GRANTEE NAME (LOCAL/TRIBAL GOVERNMENT): |  |
| DOA-DEHCR GRANT AGREEMENT #: |  |

#### SIGNATURE CERTIFICATION FORM

*The authorized signatories listed below are designated by the Chief Elected Official (CEO) to approve grant payment requests. They cannot include the CEO. Two Signatories must approve each payment request so at least two signatories must be designated below. Three designees are recommended. Submit an additional form if more than three Signatories are designated. At least one of the authorized signatories must be an official or employee of the Grantee (local or tribal government).*

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|  |  |   |  |   |
| *Signature of Authorized Person* |  | *Title*  |  | *Date* |

|  |  |
| --- | --- |
| *Typed Name of Authorized Person:* |   |

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| This signature replaces the previously authorized signature of: |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |   |  |   |
| *Signature of Authorized Person* |  | *Title*  |  | *Date* |

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| *Typed Name of Authorized Person:* |   |

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| This signature replaces the previously authorized signature of: |   |

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|  |  |   |  |   |
| *Signature of Authorized Person* |  | *Title*  |  | *Date* |

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| *Typed Name of Authorized Person:* |   |

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| This signature replaces the previously authorized signature of: |   |

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**I HEREBY CERTIFY THAT THE ABOVE SIGNATORIES ARE AUTHORIZED TO APPROVE A PAYMENT REQUEST FOR FLEXIBLE FACILITIES PROGRAM FUNDS.**

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|  |  |   |  |   |
| *Signature of Chief Elected Official* |  | *Title*  |  | *Date* |

|  |  |
| --- | --- |
| *Typed Name of Chief Elected Official:* |   |

#### SIGNATURE CERTIFICATION FORM (INSTRUCTIONS)

The Grantee’s (local/tribal government’s) Chief Elected Official (CEO) must authorize at least two (2) individuals to serve as signatories/approvers for payment requests for the DOA-DEHCR awarded grant funds. Having three (3) authorized signatories/approvers is recommended, in the event that one of the authorized signatories/approvers is not available when a payment request for grant funds is being submitted to DEHCR, given two (2) approvers are required on the *DEHCR Payment Request* Form (to be issued to the Grantee by DEHCR after the Grant Agreement has been executed). Except for the CEO, any local official or employee, or external third party involved with the project (such as a contracted grant administrator) may be authorized to request grant funds. Authorized signatories/approvers do not have to be the same individuals that sign the Grantee’s (local/tribal government’s) checks.

**The CEO cannot authorize themself to be a signatory.** The CEO is not eligible to be listed as an approver on payment requests for grant funds, given the CEO is responsible for certifying the authorized signatories/approvers for payment requests. The CEO must only sign the *Signature Certification* form **after** the authorized signatories have signed and dated the form.

Only the authorized individuals designated by the CEO on the *Signature Certification* form may approve a *DEHCR Payment Request* Form (and supporting documents for a payment request). Each grant payment request requires two (2) approvers, with at least one being an official or employee of the Grantee/local or tribal government (e.g., Clerk, Treasurer, Public Works Director, Board Member, etc.). Contracted grant administrators and/or subrecipients and/or their support staff may be authorized to serve as signatories, as well, but only one (1) of the two (2) required approvers on a *DEHCR Payment Request* form may be an external third party or subrecipient who is not an official or employee of the Grantee (local/tribal government).

 COMPLETING THE FORM:

* Fill in the “Grantee Name (Local/Tribal Government)” and the “DOA-DEHCR Grant Agreement Number” fields found in the upper right corner of the *Signature Certification* form. The Grant Agreement number should be in the grant Award letter and/or in the email in which the Award letter was transmitted.
* Fill in the “[Job] Title” and the “Typed Name” fields pertaining to the person being authorized to serve as a signatory/approver for grant payment requests. If the authorized signatory is replacing a previously authorized individual, the name of the replaced signatory must be provided. [For example: Jane Doe, the newly elected Clerk, is replacing former Clerk Chris Miller]. The CEO may authorize three (3) signatories on the *Signature Certification* form, at least one of which must be an official or employee of the Grantee/local or tribal government (e.g., Clerk, Treasurer, Public Works Director, Board Member, etc.). To authorize additional signatories, complete an additional *Signature Certification* form. Common combinations of authorized signatories include (but are not limited to):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Example #1:** | **OR** | **Example #2:** | **OR** | **Example #3:** |
| 1. Contracted Grant Administrator\*
2. Local Clerk
3. Subrecipient Representative\*
 | 1. Contracted Grant Administrator\*
2. Contracted Grant Admin’s Assistant\*
3. Local Clerk
 | 1. Local Clerk
2. Local Board Member
3. Subrecipient Representative
 |
| *\*When two (2) representatives of a contracted firm or Subrecipient organization are listed as authorized signatories, only one (1) may approve a grant payment request. The second required approver would need to be an employee or official of the Grantee/local or tribal government (e.g., the ‘Local Clerk’ in Examples #1 and #2 above).* |

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| **IMPORTANT REMINDER!** |
| The Grantee’s CEO **cannot authorize themself** to be a signatory. The CEO is ineligible to be listed as an approver the *DEHCR Payment Request* Form, given the CEO is responsible for certifying the authorized signatories/approvers of payment requests. |

* Each authorized signatory must provide their signature along with the date when they signed the *Signature Certification* form.
* The *Signature Certification* form is not valid until fully signed and dated by the authorized signatories and the CEO. The CEO’s signature and date signed must be added to the form **after** the authorized signatories sign and date the form.

If the authorized signatories for approving the *DEHCR Payment Request* Forms (and supporting documents) change, then **a new Signature Certification form must be completed** and submitted to DEHCR. If the Grantee (local/tribal government) has any questions, please contact your assigned DEHCR Project Representative.

* When this *Signature Certification* form has been completed, retain a copy of the signed form for the local files for the DOA-DEHCR grant funded project.
* Submit a copy of the completed *Signature Certification* form via email to your assigned DEHCR Project Representative or FlexibleFacilitiesProgram@wisconsin.gov.