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| UNIT OF GENERAL LOCAL GOVERNMENT’S (UGLG’S) NAME: |  |
| DEHCR GRANT AGREEMENT #: |  |

#### SIGNATURE CERTIFICATION FORM

*The authorized signatories listed below are designated by the Chief Elected Official (CEO) to approve CDBG payment requests. They cannot include the CEO. Two Signatories must approve each payment request so at least two signatories must be designated below. Three 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 UGLG.*

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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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|  |  |   |  |   |
| *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 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS.**

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

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

#### SIGNATURE CERTIFICATION FORM (INSTRUCTIONS)

The Unit of General Local Government’s (UGLG’s) Chief Elected Official (CEO) must authorize at least two (2) individuals to serve as signatories/approvers for payment requests for CDBG 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 CDBG funds is being submitted to DEHCR, given two (2) approvers are required on the *CDBG Payment Request* form. 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 CDBG funds. Authorized signatories/approvers do not have to be the same individuals that sign the UGLG’s checks.

**The CEO cannot authorize themself to be a signatory.** The CEO is not eligible to approve payment requests for CDBG 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 *CDBG Payment Request* form (and supporting documents for a payment request). Each CDBG payment request requires two (2) approvers, with at least one being an official or employee of the UGLG (Clerk, Treasurer, Public Works Director, Board Member, etc.). Contracted grant administrators and their support staff may be authorized to serve as signatories, as well, but only one (1) of the two (2) required approvers on a *CDBG Payment Request* form may be an external third party who is not an official or employee of the UGLG.

 COMPLETING THE FORM:

* Fill in the “Unit of General Local Government’s (UGLG’s) Name” and the “Grant Agreement Number” fields found in the upper right corner of the *Signature Certification* form. The Grant Agreement number should be in the CDBG Award letter 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 CDBG payment requests. If the authorized signatory is replacing a previously authorized individual, the name of the replaced signatory must be provided. [For example: Betty Williamson, the newly elected Clerk, is replacing former Clerk Abbey Svenson on Attachment 8-C1: *Signature Certification (SAMPLE)* of [Chapter 8: Financial Management](https://energyandhousing.wi.gov/Documents/CDBG/ImplementionHandbook/Chapter%208%20Financial%20Management.pdf) of the [CDBG Implementation Handbook](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx).] 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 UGLG (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. Local Board Member
 | 1. Contracted Grant Administrator\*
2. Contracted Grant Admin’s Assistant\*
3. Local Clerk
 | 1. Local Clerk
2. Local Board Member #1
3. Local Board Member #2
 |
| *\*When two (2) representatives of a contracted firm are listed as authorized signatories, only one (1) may approve a CDBG payment request. The second required approver would need to be an employee or official of the UGLG (e.g., the ‘Local Clerk’ in Example #2 above).* |

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| **IMPORTANT REMINDER!** |
| The UGLG’s CEO **cannot authorize themself** to be a signatory. The CEO is ineligible to approve a request CDBG funds, 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 *CDBG Payment Request* forms (and supporting documents) change, then **a new Signature Certification form must be completed** and submitted to DEHCR. If the UGLG has any questions, please contact your assigned DEHCR CDBG Project Representative.

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