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

#### SIGNATURE CERTIFICATION FORM

The Authorized Signatories cannot include the Chief Elected Official (CEO).

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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* |

|  |  |
| --- | --- |
| *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* |

|  |  |
| --- | --- |
| *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 SIGN THE REQUEST FOR PAYMENT OF 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 for requesting payment of CDBG funds. Except for the CEO, any local official or employee may be authorized to request CDBG funds. Authorized Signatories do not have to be the same individuals that sign community checks.

**The CEO cannot authorize him/herself to be a signatory.** The CEO is disqualified from being authorized to request funds, as the CEO is responsible for certifying the Authorized Signatories. The CEO must only sign the *Signature Certification* form **after** the Authorized Signatories have signed and dated the form.

Only the three individuals authorized on the *Signature Certification* form may sign the *Request for Disbursement of Community Development Block Grant Funds* form. Each CDBG payment request requires two (2) signatures, at least one of which must be a representative of the community (Clerk, Treasurer, Public Works Director, Board Member, etc.). Contracted Grant Administrators and their support staff may be authorized to serve as signatories, but only one (1) of the two required signatures on a CDBG payment request may come from a representative of a contracted firm.

* 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.
* Fill-in the “[Job] Title” and the “Typed Name” fields pertaining to the person being authorized to serve as a signatory 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)*.] The CEO may authorize up to three (3) signatories, at least one of which must be a representative of the local community (Clerk, Treasurer, Public Works Director, Board Member, etc.). 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 provide a signature on a CDBG payment request. The second required signature would need to come from the representative of the local community (i.e. the ‘Local Clerk’ in Example #2 above).* |

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| **IMPORTANT REMINDER!** |
| The UGLG’s CEO **cannot authorize him/herself** to be a signatory. The CEO is disqualified from being authorized to request CDBG funds, as the CEO is responsible for certifying the Authorized Signatories. |

* Each Authorized Signatory must provide his/her 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.

Should the Authorized Signatories’ name or authorization status to continue signing the *Request for Disbursement of Community Development Block Grant Funds* forms change, **a new form must be completed** and submitted to DEHCR. If the UGLG has any questions, contact DEHCR’s Bureau of Community Development.

* When this *Signature Certification* form has been completed, retain a copy of the signed form for the local CDBG project files.
* Submit the completed form to DEHCR.DEHCR prefers electronic submittal(s) but paper copies are acceptable (one copy). There is no need to utilize postage-paid mail if the signed document is submitted via email, however, a copy of the completed form **must** also be kept in the UGLG’s local project files.

Email: *DOACDBG@wisconsin.gov*

Mail: DEHCR Project Representative

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

 Bureau of Community Development, 6th Floor

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