

ATTACHMENT 2

SIGNATURE CERTIFICATION FORM AND INSTRUCTIONS

- Fill in the “Grantee’s Name” and “Contract #” in the upper right corner of the form.
- The *Signature Certification* form identifies the three individuals, authorized by the chief elected official (CEO), to make requests for grant funds. Any local official or employee may be authorized to request funds. (They do not have to be the same individuals that sign the community checks.) However, the **chief elected official (CEO) is disqualified** from being authorized to request funds, as the CEO is responsible for certifying the authorized signatories. **The CEO shall only sign the *Signature Certification* form after the authorized individuals 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 (see *Attachment 3*). If at any time an authorized signatory is unable to continue signing the *Request for Disbursement of Community Development Block Grant Funds* forms, or a name change occurs, a new form must be completed and mailed to the address below. Please be sure to complete the line that indicates the “**previously authorized signature.**”
- When the *Signature Certification* form has been completed, retain a photocopy of the form for your grant files. Mail the **original form, with original signatures**, to:

Rick Radig
CDBG Program, Bureau of Local Development
P. O. Box 7970
Madison, WI 53707-7970