

**AUTHORIZED SIGNATURES FOR REQUISITION
OF GRANTS**

Grantee: _____ Grant Agreement No.: _____/_____

Names and signatures of persons authorized to sign Requisition of Grant Funds.
(Note: See instructions on reverse side.)

1. Typed name:

Signature: _____

2. Typed name:

Signature: _____

3. Typed name:

Signature: _____

4. Typed name:

Signature: _____

I certify that the signatures are of the individuals authorized to sign the Requisition of Grant Funds (Form: MGM-3).

Typed Name:

Signature: _____ Date: _____, 20____

(Designated Grant Administrator)

The Agency requires only one signature on each Requisition of Grant Funds.
The grant administrator may not be authorized to sign the Budget Status Requisition Form if being paid by grant funds or if serving as municipal clerk or treasurer. For example, consultants (including Regional Planning Commission staff) who are paid via the grant, and the municipal clerk/treasurer, may not be authorized to submit requisitions.

For Agency Use

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Approved as to form, and the file
up-dated by: _____ Date: _____

Instructions For Form MGM-2
Authorized Signatures for Requisition of Grant Funds

- (A) From MGM-2, Authorized Signatures for Requisition of Grant Funds (the Signature Form) must indicate the typed names and the signatures of the individuals authorized by the Grantee to sign the Requisition of Grant Funds (Form: MGM-3).
- (B) The name and signature of at least two individuals are recommended in order to avoid the delays which would occur in the absence of an authorized signatory.
- (C) The Signature Form must be certified by the Chief Executive Officer, or the grant administrator designated by the Legislative Body to act on behalf of the municipality, to the effect that the individuals whose names appear on the form have been authorized by the Legislative body to sign the Requisition of Grant Funds (Form: MGM-3).
- (D) The Agency requires only one person to sign the Requisition of Grant Funds (Form MGM-3. The grant administrator may not be authorized to sign the Budget Status Requisition Form if being paid by grant funds or if serving as municipal clerk or treasurer. For example, consultants (including Regional Planning Commission staff) who are paid via the grant, and the municipal clerk/treasurer, may not be authorized to submit requisitions.
- (E) The Chief Executive Officer may be one of the Authorized Signatories. The person empowered to sign checks for the Grantee (the Town Treasurer or Town Clerk) **should not be one of the authorized signatories.**
- (F) Grantees shall submit a new Signature Form (Form MGM-2) whenever there is a change in any of the persons authorized to sign, as well as when the legislative body designates a new grant administrator.
- (G) The Agency will process for payment only those Requisition of Grant Funds (Form: MGM-3) which bear the signature of a person authorized on the Signature Form (Form MGM-2) on file with the Agency.
- (H) The Grantee should send the original Signature Form (Form: MGM-2) to the Department of Housing and Community Affairs, along with the signed grant agreement, and the first requisition form (Form MGM-3).
- (I) A copy of the form should be placed in the Grantee's program file.