

# AUTHORIZED SIGNATURE FORM

## Local Government Assistance Program (LGAP)

### Community Water Enrichment Fund (CWEF) Program

Authorized Signatures for Request for Payment (RFP) FORMS (See Instructions below)	
Name and Address of Grantee Organization (Municipality)          <span style="float: right;">(1)</span>	Contract Number (LEAVE BLANK)          <span style="float: right;">(2)</span>

**-- BELOW ENTER THE SIGNATURES OF INDIVIDUALS AUTHORIZED TO DRAW ON THE CITED CONTRACT FUNDS.-- ONLY ONE (1) SIGNATURE REQUIRED TO SIGN REQUEST FOR PAYMENT FORM (RFP).**

Printed Name and Signature          <span style="float: right;">(3)</span>	Printed Name and Signature          <span style="float: right;">(4)</span>
Printed Name and Signature          <span style="float: right;">(5)</span>	Printed Name and Signature          <span style="float: right;">(6)</span>
<p><i>I CERTIFY THAT THE SIGNATURES ABOVE ARE OF THE <b>ONLY</b> INDIVIDUALS AUTHORIZED TO SIGN REQUEST FOR PAYMENT(RFP) FORMS FOR THE CITED CONTRACT FUNDS</i></p>          <span style="float: right;">(7)</span>	<p><b>APPROVED BY:</b> (COMMUNITY DEVELOPMENT SPECIALIST ONLY)</p>          <span style="float: right;">(8)</span>
<b>Date / Signature of Certifying Official</b>	Date / Signature of OCD Program Specialist

**IMPORTANT ! NO ERASURES OR CORRECTIONS MAY APPEAR ON THIS FORM**

#### INSTRUCTIONS FOR AUTHORIZED SIGNATURE FORM (PLEASE FOLLOW EXACTLY)

**Block**

- 1** Insert name and address including zip code of the municipality receiving funds.
- 2** Leave blank, OCD staff will assign contract number here.
- 3-6** These blocks are for the **printed name and signature of individuals who are authorized to sign** the Community's Request for Payments. Only one signature is required on each RFP request. It is suggested to have at least two (2) authorized signatures. It is important that you sign your name as you would sign on a regular basis. \*\* Remember, the person who certifies the signatures on line 7 **cannot** also be an authorized person to sign on **lines 3 through 6.**
- 7** **Signature and date of Official certifying the signatures on lines 3 through 6.** This is usually the Chief Executive Officer (current Mayor or Parish President). However, should the Mayor or Parish President choose to sign RFP's as an authorized person, he/she would sign **only once** on lines **3** through **6**. A separate designated individual is then **required** to sign as the Certifying Official on line 7. If someone other than the Chief Executive Officer certifies the signatures on line 7, this form must be accompanied by a **resolution** of the governing council authorizing him/her to certify the signatures.
- 8** Leave Blank