

FORM 1-1 INSTRUCTIONS

AUTHORIZED SIGNATURE FORM FOR REQUEST FOR FUNDS

Complete the Authorized Signature Form as instructed. This Form is required to request the electronic transfer of CDBG funds into a Recipient's CDBG non-interest bearing checking account. The Form is to be submitted with the signed grant agreement unless the Form is an update to a previously submitted Form. Retain a copy for your files.

Updated Form - Check the box if the Form is an update to a previously submitted Form. Please forward the completed Form to your assigned OCR Community/Economic Developer.

Recipient Name and Mailing Address – Enter the official contact information of the Recipient.

Project Number – Enter the OCR assigned Project number. A Request for Funds Form must be submitted for each project funded by OCR.

Contact Person – Enter the name and telephone number of the person OCR should contact if there are any questions with the Form.

Requests for Funds requires – Check the box that represents the number of signatures required to authorize a request for funds. **It is recommended that two signatures be required for the authorization of requests for funds. If a non-municipal employee is authorized to sign requests for funds, two signatures are REQUIRED. The second signature must be that of a municipal employee. Only one non-municipal employee can be authorized to sign the Requests for Funds.**

Persons Authorized to Sign Request for Funds: Enter the name, title, date and signature of the persons authorized to sign the Request for Funds Form for CDBG funds. It is suggested that a minimum of three people be designated to assure availability of personnel. For internal control purposes, **the person responsible for preparing the Request for Funds Form 1-4, and the person signing the Disbursement Form 1-4A, should not be the same person(s) authorized to sign the Request for Funds Form 1-4. CEO's cannot be an authorized signatory for Request for Funds. Therefore, they cannot be listed as an authorized person on the Form.**

Signature of Chief Elected Official – Enter the name and title of the Chief Elected Official. The Chief Elected Official must sign and date the Form after the Form has been completed and all authorized persons have been listed.