

INSTRUCTIONS FORM 1-1
AUTHORIZED SIGNATURE FORM FOR REQUEST FOR FUNDS

1. Recipient Name
 - a. Enter the full name of the County, City, Town or Village that is the Recipient of the CDBG funds
2. CDBG Project #
 - a. Enter the CDBG project number, for example, 1699PR152-16
3. Contact Name
 - a. Enter the full name of the Contact Person that can be contacted for any questions regarding the form.
 - b. **This must be a municipal employee.**
4. Title
 - a. Enter the full title of the Contact Person
5. Phone
 - a. Enter the phone number, including area code for the Contact Person
6. E-mail
 - a. Enter the municipal e-mail address for the Contact Person
7. New Submission
 - a. Select YES or NO
 - b. If NO is selected, and the form is being updated with new signatories or any other information, the UPDATED box will be checked, the date of the initial submission must be provided
8. Request for Funds
 - a. Select ONE SIGNATURE or TWO SIGNATURES
9. Enter up to FOUR (4) names of persons that will authorized to sign a Request for Funds (Forms 1-4, 1-5 or 1-6)
 - a. Signatures and dates completed must be entered
 - b. Electronic signatures are not acceptable
 - c. Chief Elected Officials cannot be authorized signatories
10. Enter the name and Title of the Chief Elected Official
 - a. Signatures and dates completed must be entered
 - b. Electronic signatures are not acceptable
11. Submit the ORIGINAL FORM 1-1 to the assigned Community or Economic Developer
12. If a change in signatories can result in the delay of processing a request for funds, the Form 1-1 can be SCANNED to the assigned Community or Economic Developer
13. Retain a copy with local project files
14. The FORM is provided as a PDF fillable form. Do not hand write in any fields that are provided as fillable.