

**Grant Program: YEAR Local Emergency Planning Committee (LEPC) Grant**

**Agreement Number**

**Date Prepared / Effective Date**

**Name of Applicant (Jurisdiction):**

**Tax ID#:**

**Point of Contact Information**

*Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.*

	<i>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</i>	<i>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>	<i>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</i>
<b>LEPC Chairperson</b>			
Name			
<b>LEPC Chairperson</b>			
Address City, State Zip			
<b>LEPC Chairperson</b>			
Telephone			
<b>LEPC Chairperson</b>			
Fax			
<b>LEPC Chairperson</b>			
Email			
<b>Project Manager</b>			
Name <i>Individual who will manage project</i>			
<b>Project Manager</b>			
Address City, State Zip			
<b>Project Manager</b>			
Telephone			
<b>Project Manager</b>			
Fax			
<b>Project Manager</b>			
Email			
<b>Chief Financial Officer</b>			
Name <i>Highest level financial officer, authorized to certify financial expenditures and records</i>			
<b>Chief Financial Officer</b>			
Address City, State Zip			
<b>Chief Financial Officer</b>			
Telephone			
<b>Chief Financial Officer</b>			
Fax			
<b>Chief Financial Officer</b>			
Email			
<b>Signatory Official</b>			
Name <i>Jurisdiction's Chief Executive Governing Official</i>			
<b>Signatory Official</b>			
Address City, State Zip			
<b>Signatory Official</b>			
Telephone			
<b>Signatory Official</b>			
Fax			
<b>Signatory Official</b>			
Email			

**Signatures**

Signature required by each of the above named individuals.

<b>LEPC Chairperson</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
<b>Project Manager</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
<b>Chief Financial Officer</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>
<b>Signatory Official</b>			
	<i>Primary Signatory</i>	<i>Primary Delegate</i>	<i>Secondary Delegate</i>

# **Local Emergency Planning Committee Signatory Authority**

## **Obligating Award Document and Amendments**

The grant obligating award document and any award amendments (if issued) require the identification of individuals and their positions; Local Emergency Planning Committee (LEPC) Chairperson or Project Manager, Chief Financial Officer, and a Signatory Official. These obligating documents require original signatures from the positions listed below:

- LEPC Chairperson: The individual chosen by method identified through individual LEPC's bylaws to serve as chairperson of the committee *or*
- Project Manager: The individual that has the overall responsibility for implementation of the grant project(s)
- Chief Financial Officer: The individual that has final fiscal responsibility and authority for the jurisdiction (examples; Financial Officer, Controller, Comptroller, Finance Chief, Financial Manager, Treasurer, etc.)
- Signatory Official: The individual that has final executive authority and responsibility for the jurisdiction (examples; Mayor, City Manager)

The signatory officials on the obligating award document and amendments can not be delegated. Changes to these individuals will require an amendment to the original document.

## **Quarterly Progress Reports**

Both the Narrative and Financial Progress Reports require two (2) signatures to ensure appropriate responsibility and accountability for project activities and expenditures.

Required signatures on the Narrative Progress Report:

- LEPC Chairperson or the Project Manager
- Signatory Official

Required signatures on the Financial Progress Report:

- LEPC Chairperson or the Project Manager
- Chief Financial Officer

## **Delegation of Signatory Authority**

The Chief Financial Officer, Signatory Official, and the LEPC Chairperson or the Project Manager may delegate signature authority to another individual(s) (delegate) for the Narrative and Financial Progress Reports only. The LEPC must submit the Signatory Authority Form upon acceptance of the obligating award document. No changes to this document will be accepted without prior written request and approval from Division of Homeland Security and Emergency Management (DHS&EM). The LEPC must be in compliance with the following:

- If the LEPC Chairperson or Project Manager is also the Signatory Official or Chief Financial Officer of the body administering the LEPC grant funds, they may not sign as both positions on a progress report. A delegate must sign in one of the positions, the signatures must be different.
- The Signatory Official or Chief Financial Officer (or their delegate(s)) cannot also be delegate(s) for the LEPC Chairperson or Project Manager (nor can the Signatory Official or Chief Financial Officer be subordinate to the LEPC Chairperson or Project Manager).
- The Project Manager or LEPC Chairperson (or their delegate(s)) cannot also be delegate(s) for the Signatory Official or Chief Financial Officer.
- DHS&EM will maintain a copy of the delegation request on file and will apply it to the appropriate grant report. If the delegation letter is not on file, the report will be returned to the jurisdiction.
- DHS&EM reserves the right to accept and authorize the delegation of signatory authority for all grants identified for that jurisdiction.