

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT AGREEMENT SIGNING INSTRUCTIONS

Please review the grant agreement and forward to the appropriate approval authority for execution. Funds may only be disbursed to your agency once the agreement is properly and fully executed.

On the grant agreement signature page, there are 3 sections that must be signed/completed. For the purposes of this grant agreement, your agency is the GRANTEE.

- A. **Authorized signature:** Requires the signature of the individual *authorized to make agreements* for your governmental subdivision.
1. For county offices, the chairman of the county board of supervisors must sign the grant agreement. If someone other than the chairman is designated to sign agreements, please enclose a copy of the resolution authorizing this. If the board's rules require an attestation or certification of the signature by the clerk of the board, it may be typed anywhere it is convenient on the signature page.
 2. For city offices, the mayor or the city manager must sign the grant agreement. If someone other than the mayor or city manager is designated to sign agreements, please enclose a copy of the resolution authorizing this. If the council rules require an attestation or certification of the signature by the clerk, it may be typed anywhere it is convenient on the signature page.
 3. For county and city offices, a signed copy of the board of supervisors or city council's approved agenda item or resolution listing this grant agreement must be attached to the signed agreement when it is returned to the Arizona Criminal Justice Commission office.
 4. For state agencies, the director or chief executive officer of the agency must sign the grant agreement where indicated.
 5. For non-profit agencies, the executive director or chairman of the board must sign the agreement where indicated.
- B. **Legal counsel for GRANTEE:** Requires the signature of the deputy county attorney or assistant attorney general who provides legal counsel to the governing body. This individual is approving the agreement as to form and attesting to the legal authority of the governing body to perform the agreement activities. State agencies should check if this is required by their legal counsel. This field is not required for non-profit agencies.
- C. **Appropriate A.R.S., ordinance, or charter reference:** This line refers to the Arizona Revised Statute, city ordinance or other reference that gives the governing body legal authority to perform the agreement activities. This field is not required for non-profit agencies.

If there are any questions regarding the execution of this agreement, please contact the grant coordinator at (602) 364-1146.