



Commonwealth of Massachusetts
 Executive Office of Public Safety & Security
 Office of Grants & Research

Helpful Hints for the NEW Contractor Authorized Signatory Form (CASL)

- The individual signing on the bottom portion must have the authority to delegate the authorized signatories on the top of the form.
- There must be **two (2) different signatures** at the top of the form who are authorized to sign contracts and subgrant conditions.
- The signatory on the bottom of the form can only sign contracts/subgrant conditions if they are also at the top of the form. (See example below.)
- Each person listed on the form will need to enter their signature in the chart.
- **IMPORTANT:** The signature as shown in the chart should be how it will be reflected on the Standard Contract Form and OGR Grant Conditions. If the signature is handwritten on the CASL chart, then it should be handwritten on the Standard Contract and OGR Grant Conditions. If the signature is electronically affixed using a digital tool on the CASL chart, then it should be electronically affixed using the same digital tool as the contract documents. See the example below of a completed form. The City of XYZ would need to sign their Standard Contract Form and OGR Conditions with a handwritten signature.

Contractor Legal Name City of XYZ	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small> VC11111111111111
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Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Jane Doe		Program Manager	555-555-555 5	jdoe@xyz
Mary Smith		Director	222-222-222 2	msmith@xyz

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 8/21/23
Print Name Mary Smith	Phone Number 222-222-2222
Title Director	Email Address msmith@xyz

A copy of this listing must be attached to the "record copy" of a contract filed with the department.