



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 also add their name and signature in the chart on the top of the CASL document. *"Please note: an individual cannot self-certify their own signature as a single signer listed above".* (See example below.)
- Another individual will need to also be listed as an authorized signature in the chart, which means there **MUST** be at least **(2)** different names listed on the form.
- 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 the contract documents. See example below of a completed form. 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	555-555-5555	jdoe@xyz
Mary Smith		Director	222-222-2222	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.