As the Authorized Representative, named by title by the Governing Board of the **(name of the organization/local government unit receiving project funding)**, I am responsible for reviewing and submitting disbursement requests for Division of Water Infrastructure-funded projects. I hereby delegate the following person/people from the same organization, and successors so titled, to review and submit project funding disbursement requests in the Division’s EBS System:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name (please type or print for clarity) |  | Title\* |
|  |  |  |
| Name (please type or print for clarity) |  | Title\* |
|  |  |  |
| Name (please type or print for clarity) |  | Title\* |

*\* Delegation is limited to employees of the organization/local government unit receiving project funding.*

I understand that the delegate(s) above will be required to attest and certify, with each disbursement request, that the request has been reviewed and determined to represent true incurred costs that are eligible and allocable to the identified project, are in compliance with the contractual terms and conditions of the funding agreement, and have not been previously paid.

**This request replaces all previously submitted delegations.**

Authorized Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS FOR COMPLETING THE “DELEGATION OF AUTHORITY TO SUBMIT DISBURSMENT REQUESTS” FORM

1. Only the Authorized Representative named or named by title by Resolution of the Governing Board for projects funded by the Division of Water Infrastructure may complete, sign and submit the Delegation of Authority to Submit Disbursement Requests Form (Form) to the Division of Water Infrastructure.
2. Delegated submitters must be employees of the organization or local government unit that is directly receiving Division of Water Infrastructure funding.
3. To allow for flexibility in submitting disbursement requests, it is recommended that multiple delegated individuals be named in the Form.
4. If the Authorized Representative wishes to change or add to the person(s) delegated, a new Delegation of Authority to Submit Disbursement Requests Form must be submitted to the Division of Water Infrastructure.
5. Each new Form replaces all previously submitted delegations.
6. The completed Form must be submitted to the Division of Water Infrastructure using the [DWI Laserfiche Portal](https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form) as a “Delegation to Submit Claims” document.