# Part 02: Chief Elected Official Template

**Record of Changes**

|  |  |
| --- | --- |
| **Date** | **Description of Change** |
| 2023 | Exhibit template added to CDBG website  |
| 2025 | Updates to General Instruction. |

**INSTRUCTIONS:** Identify the **Chief Elected Official** (CEO) for the local unit of government. The certificate of the Chief Elected Official acknowledges the application is complete, and that the applicant complies with federal and state regulations.

1. The certificate must be printed on the local unit of government’s letterhead.
2. Complete the template with the applicant’s information.
3. Print it for signatures.
4. Sign in blue ink. *Documents with wet signatures must always be signed in blue ink.*
5. Scan/upload this to DED in full color.

The certificate’s template is found on the next page.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT**

**CERTIFICATION OF CHIEF ELECTED OFFICIAL FOR APPLICATION**

I, [Full Name of Chief Elected Official] hereby certify that I am the chief elected officer of the [Name of the Local Government Unit], Nebraska, a local government requesting CDBG funds (“Applicant”), and do further certify that, to the best of my knowledge and belief, data, and information in this application are true and correct, including any commitment of local or other resources. This application has been duly authorized by the governing body of the Applicant following an official public hearing. This Applicant will comply with all federal and state requirements governing the use of CDBG funds.

CEO Signature in Blue Ink: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: **[Title of Chief Elected Official]**

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

Attestor Signature in Blue Ink: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name of Attestor: **[Full Name of Attestor]**

Title: **[Title of Attestor]**

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