1. **Purpose of the form**
   This informs SSBG who at the agency can sign the contracts, invoices, and budget revisions.

2. **When it is used**
   Each year with annual service proposal and upon any subsequent changes.

3. **Who completes the form**
   Agency directors

4. **An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)**
   n/a

5. **Who needs the original and where should it be filed**
   SSBG Program Coordinator, SSBG Program Director

6. **Who needs a copy and where should it be filed**
   Shared drive

7. **Length of time the form must be maintained after the service is rendered/case closed**
   Pending