



September 12, 2013

United States  
Department of  
Agriculture

**TO:** APHIS Agreements Specialists, Authorized Departmental Officer's  
Designated Representatives, and Authorized Departmental Officers

**FROM:** Michael Peranio *[Signature]* 9/13/13  
FMD, Financial Service Branch  
Agreements Services Center

**SUBJECT:** Accepting Copies of Certain Original Signature Documents Related to  
Cooperative Agreements and Grants

**Authorities:** 7 CFR 3015 Uniform Federal Assistance Regulations, APHIS manual  
chapter 4.

The following guidance is being implemented, to increase efficiency in processing cooperative agreements and grants and their related payment requests. Effective immediately, APHIS will accept copies of originally signed documents via paper copy, e-mail or fax from a cooperator as long as APHIS has on file the original notice sent by the cooperator that delegate's signatory authority on their behalf.

The cooperator must submit to APHIS a formal notice to delegate signatory authority to persons within that organization. Upon receipt of this formal delegation, APHIS will accept copies of the original signature documents from these individuals.

Whenever there is a change in authorized signers, the cooperator must notify APHIS in writing immediately, please see a sample authorized signature form attached. This new policy is in effect for new and continuation agreements starting 9/12/2013.

**Copies of original signatures documents will be accepted for the following documents:**

- Notice of Award (including new, continuations, or revisions)
- SF-424 – Application for Federal Assistance
- SF-424b – Assurances - Non-Construction Programs
- Certification Regarding Lobbying, SF-LLL – Disclosures of Lobbying Activities
- SF-270 – Request for Advance or Reimbursement
- SF-425 - Federal Financial Report
- Inventory Report
- Prior Approval Request



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**Original signatures are still required for the following document:**

- Authorized signature form

Please contact your ASC representative if you have any question or need additional information, a list of your representatives can be found at:

[http://www.aphis.usda.gov/mrpb/contact\\_us/fnd\\_agreements\\_grants.shtml](http://www.aphis.usda.gov/mrpb/contact_us/fnd_agreements_grants.shtml)

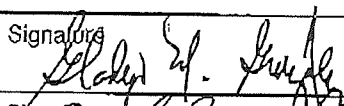
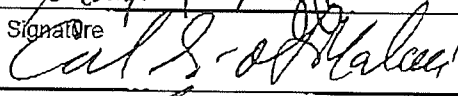

Attachment: 1 Sample Authorized signature.docx

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Attachment 1.

## Authorized Signatures

**List the name and title of those individuals in your organization who are authorized to execute agreements and MOUs and/or instruments on behalf of the organization, including financial reports and payment requests. Specify if more than one signature is required.**

Name (Typed)	Signature	Title
Gladys M González		Dean and Director
Carlos E Ortiz Malave		Associate Dean AES
Angel Cuyar		Financial Officer - AES
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title

I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign Agreements and other legally binding documents related to Agreements with the Animal Plant Health Inspection Service – APHIS on behalf of ( University of Puerto Rico, Agricultural Experimental Station. I understand and agree that the University of Puerto Rico, Agricultural Experimental Station has a duty to ensure that this listing is immediately updated and communicated to APHIS whenever any of the authorized signatories above is no longer employed or have their responsibilities changed resulting in their no longer being authorized to sign Agreements with APHIS or whenever new signatories are

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. APHIS reserves the right to publish the names and titles of authorized signatories of contractors.

COOPERATOR LEGAL NAME: University of Puerto Rico at Mayaguez

  
 \_\_\_\_\_  
 Authorized Signature(s)

Title: Acting Chancellor  
 Telephone 787-252-4040  
 Email: Rector.uprag@upr.edu

\* This would be the person that can certify signatures above are valid and authorized to sign official documents such as the agreement, MOU, all required forms.