

**Form 104**  
**Example Certification of Departmental Status Form**

*(Type on Grantee letterhead)*

**COUNTY**

As Judge of \_\_\_\_\_ County, I certify on this date, \_\_\_\_\_,  
that the Community Development Department (*Note 1*) of \_\_\_\_\_ County solely  
administers Federal funds received from the following sources: \_\_\_\_\_  
\_\_\_\_\_  
*(Note 2).*

These funds are accounted for separately from all other County revenues and expenditures.  
The Community Development Department is supervised by \_\_\_\_\_ and  
is staffed by \_\_\_\_\_, with  
assistance provided by \_\_\_\_\_.  
*(Name of Project Administrator)*

\_\_\_\_\_  
*(Signature of Judge)*

**CITY**

As Mayor of \_\_\_\_\_, I certify on this date, \_\_\_\_\_,  
that the Community Development Department (*Note 1*) for the City/Town of  
\_\_\_\_\_ solely administers Federal funds received from the following  
sources: \_\_\_\_\_  
\_\_\_\_\_  
*(Note 2).*

These funds are accounted for separately from all other City/Municipality revenues and  
expenditures. The Community Development Department is supervised by  
\_\_\_\_\_ and is staffed by \_\_\_\_\_,  
with assistance provided by \_\_\_\_\_.  
*(Name of Project Administrator)*

\_\_\_\_\_  
*(Signature of Mayor)*

*Note 1: This is a suggested title. Your department name may vary.*

*Note 2: List all sources of Federal funds received and the CFDA #. Be sure to include Community Development Block Grant funds received from the Arkansas Economic Development Commission.*