



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

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www.commerce.wa.gov

March 26, 2019

TO: Diane Klontz, Assistant Director

FROM: Lisa Brown, Director

SUBJECT: Delegation of Signature Authority

I hereby delegate my authority to you to certify the sixteen assurances outlined in the Low Income Home Energy Assistance Act of 1981, as amended, and otherwise perform all necessary functions to properly administer the Low Income Home Energy Assistance Program (LIHEAP).

All actions you take must comply with the 2017-2019 Biennium Signature Authority guidelines I have issued under a separate memorandum and must comply with all applicable state and federal laws and regulations.

The state's budget and accounting act RCW 43.88.290 states that "no state officer or employee shall intentionally or negligently: Over-expend or over-encumber any appropriation made by law; fail to properly account for any expenditures by fund, program, or fiscal period; or expend funds contrary to the terms, limits, or conditions appropriate by law."

In addition, RCW 43.88.300 states that "where there is reason to believe that a present or former state officer or employee has violated or threatens to violate RCW 43.88.290, the attorney general may initiate an appropriate civil action for the enforcement of RCW 4.88.280 through RCW 43.88.320 or to prevent any such violation..."

This authority is effective on the date signed by me below.

Handwritten signature of Lisa J. Brown in black ink.

Lisa Brown, Director
(Please sign in color other than black)

3/27/19

Date

My signature below certifies that:

- I accept the delegation of this authority to sign contracts, personnel actions, and other official documents for the LIHEAP and Consolidated Plan as delegated by the Director of the Department of Commerce, Lisa Brown.
- I am responsible for the financial management of my division in accordance with the state's budget and accounting act, OFM regulations, the Department of Commerce's regulations, policies and procedures including not exceeding appropriations, complying with all state and federal regulations and using state resources most effectively.
- I am also responsible for ensuring my staff understand and follow applicable federal and state laws, regulations, and policies, and departmental regulations and policies that apply to these actions.
- I understand that I must follow the Department of Commerce signature authority and delegation procedures when delegating signature authority to staff.



Diane Klontz, Assistant Director

Community Services and Housing Division

(Please sign in color other than black)

3/27/19

Date

cc: Martin McMurry, Assistant Director, Administrative Services Division
Amy Goodall-Rasmussen, Human Resources Manager
Shanna-Mae Cullen-Oden, Internal Auditor