

Designation of Applicant's Agent Resolution

Here is an example of a resolution designating the applicant agent. You will need either a letter **or** a resolution. If the highest elected official is to be the applicant agent or alternate, a resolution must be used.

Be it resolved by _____ of _____
(Governing Body – (City Council, Board of Commissioners etc.) (Public Agency)

_____, _____ is hereby designated the authorized
(Name of New Agent) (Title)

representative and _____, _____ is designated
(Name of Alternate) (Title)

the alternate for and in behalf of _____, a public
(Public Agency Name)

agency established under the laws of the state of Washington.

The purpose of this designation as the authorized representative is to obtain federal and/or state emergency or disaster assistance funds. These representatives are authorized on behalf of the _____ to execute all contracts, certify completion of projects, request (Governing Body – (City Council, Board of Commissioners etc.) payments, and prepare all required documentation for funding requirements.

Passed and approved this _____ day of _____, 20_____.

_____, _____, _____, _____, _____, _____
(Signature) (Title) (Signature) (Title)
_____, _____, _____, _____, _____, _____
(Signature) (Title) (Signature) (Title)

The majority of board members must sign.

Certification

I, _____, duly appointed and _____ of _____,
(Name) (Title) (Public Agency)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ of _____ on the _____ day of _____, 20_____.

(Governing Body) (Public Agency)

Date: _____

(Official Position)

(Signature)

The copy sent to the State must be **certified with an original signature.**

or, Designation of Applicant's Agent Letter

Use either a letter **or** resolution to designate your applicant agent and alternate. You cannot designate yourself. If you are to be the agent or alternate, you will need to provide a resolution signed by your governing body.

The duties of an applicant agent may be split between two or more individuals. The duties of each must be specified in the letter.

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| <p>Date</p> <p>Gerard Urbas Washington Military Department Emergency Management Division MS: TA-20 Building 20-B Camp Murray, WA 98430-5122</p> <p>Re: Designated Applicant Agent</p> <p>Dear Mr. Urbas:</p> <p>The purpose of this letter is to designate <u>(insert name and title)</u> as the Applicant Agent and <u>(insert name and title)</u> as the Alternate authorized representatives for <u>(insert name of agency/jurisdiction)</u> for the (name of event) Declaration. The purpose of this designation as the authorized representatives is to obtain federal and/or state emergency or major disaster assistance funds.</p> <p>These representatives are authorized on behalf of <u>(insert name of agency/jurisdiction)</u> to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.</p> <p>Sincerely,</p> <p>Name State Agency Department Director or Elected Official (Mayor, Chairman of the Commissioners)</p> |
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The person signing this letter must be the highest elected official or State Agency Department Director. You cannot sign for someone else. You cannot designate yourself.