

MUST BE ON ENTITY'S OFFICIAL LETTERHEAD

[Date]

Subject: **2019 EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)**

[insert Contract Number] (if applicable)

[insert name of local government or other entity and resolution number]

Pursuant to the attached Resolution, I am the designated Signature Authority of **[insert name of Administrative Entity (applicant)]**. I am authorized to execute documents related to the Emergency Solutions Grant award (ESG). As of **[date]** I have designated **[insert name and title (designee)]** to execute documents on my behalf.

This designation is effective until rescinded by me.

If you have further questions or require additional assistance, please feel free to contact this office at (XXX) XXX-XXXX.

[Signature]

Name and Title **[authorized signatory]**

Date:

Please note: a designee letter is only acceptable if the original authorizing resolution provides the option for a designee to sign in place of the authorized signatory (e.g. "City Manager or designee is authorized to execute a standard agreement").