

OES ID # \_\_\_\_\_

*SIGNATURE AUTHORITY*  
*FOR*  
*CALIFORNIA STATE AGENCIES*

*AS THE* \_\_\_\_\_  
(Director/President/Chancellor, Secretary – Head of State Agency)

*OF THE* \_\_\_\_\_  
(Name of State Agency / State University Campus / University of California Campus)

I hereby authorize the following individuals to execute for and on behalf of the named Agency or Campus, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the California Governor’s Office of Emergency Services.

- This Signature Authority is universal and is effective for all open and future disasters.  
 This Signature Authority is disaster specific and is effective only for disaster number(s) \_\_\_\_\_.

\_\_\_\_\_, *OR*  
(Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Title of Authorized Agent)

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## **OES Signature Authority Form Instructions**

When completing the OES Signature Authority Form, Applicants should fill in the blanks on page 1 as follows:

Director/President/Chancellor/Secretary: This is the individual responsible for appointing and approving the Authorized Agents. Examples include: Director, Secretary of State, etc.

Name of State Agency/State University Campus/University of California Campus: This is the official name of the state agency that has applied for the grant. Examples include: California Highway Patrol, California Department of Fish & Game, California Department of Water Resources, University of California Berkeley, etc.

Title of Authorized Agent: These are the individuals that are authorized by the head of the agency to engage with FEMA and OES regarding grants for which they have applied. There are two ways of completing this section:

1. Titles Only: If the Head of the Agency so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If Titles Only is the chosen method, this document should be accompanied by a cover letter, which includes Agency Letterhead, naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.: Administrative Assistant, the Authorized Agent, Secretary to the Director, etc.) and does not require the Head of the Agency's signature.
2. Check Boxes: Select either Universal (this Signature Authority applies to all open and future disasters) or Disaster Specific (this Signature Authority applies only to the specified disasters). If Disaster specific, fill in the blank with the disaster number(s) for which this resolution applies.
3. Names and Titles: If the Head of the Agency so chooses, the names and titles of the Authorized Agents should be listed. This will require a new Signature Authority Form if any of the Authorized Agents are replaced or leave the position listed on the document or if their titles change.

Signature: The bottom of the form should be signed by the Head of the Agency only and that person's title again listed below the signature.