

**Designation of Applicant's Agent  
Resolution**



Be it resolved by \_\_\_\_\_ of \_\_\_\_\_  
(Governing Body) (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 payments, and prepare all required documentation for funding requirements.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Title) (Signature) (Title)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Title) (Signature) (Title)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Title) (Signature) (Title)

**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)

## **INSTRUCTIONS FOR COMPLETING DESIGNATION OF APPLICANT'S AGENT**

Governing Body = council, commissioners, board of directors, etc.

Public Agency = name of the applicant entity, i.e., county, city, fire district, etc.

### **General Notes:**

- \* Must have signatures of voting members of the governing body; titles may be typed.
- \* A majority of the governing body must sign the resolution.
- \* The certification must be signed by the clerk of the governing body.
- \* The signed resolution itself may be photocopied, but the **certification** needs to have the **original signature** of the signer.
- \* A letter may be substituted for the Designation of Applicant's Agent Resolution. The letter should be from the chief executive officer for the public agency, i.e., Mayor, City Manager. **One may not appoint oneself as the applicant agent.**