STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130SA

Cal 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 up to three (3) years following the date of approval below.

☐ This Signature Authority is disaster specific and is effective only for disaster number(s)

_____.

_____, *OR*
(Title of Authorized Agent)

_____, *OR*
(Title of Authorized Agent)

_____,
(Title of Authorized Agent)

Signed and approved this _____day of _____, 20_____

_____
(Print Name)

_____
(Signature)

_____
(Official Position)

Mail to: Cal OES/PA GPU 3650 Schriever Avenue Mather CA 95655

Cal OES Signature Authority Form Instructions

A new Signature Authority Form for State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.

When completing the Cal 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, Agency Secretary, 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 disaster/grant. Examples include: California Highway Patrol, California Department of Fish and 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 the Federal Emergency Management Agency and the California Governor's Office of Emergency Services 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 must 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) 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 for a period of three (3) years following date of approval) 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. A new Cal OES Signature Authority Form will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or if their title changes.

4. **Signature:** The bottom of the form should have the head of the agency's printed name, signature and official position.

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