

AUTHORIZATION LETTER INSTRUCTIONS

The purpose of an Authorization Letter is to: (a) demonstrate that the individual(s) signing contracts and reviewing and submitting invoices have been authorized to do so by the organization's Board of Directors; and (b) provide a sample of the signatures of the organization's authorized signatories.

The Authorization Letter is required to: (1) be an original document on official organization letterhead; (2) include the names and signatures of all authorized signatories; (3) include the name and signature of an authorized board representative; and (4) be notarized. Please keep the original of your authorization letter in your files (contracting agencies reserve the right to view the original upon request) and submit a copy in HHS Accelerator by uploading to the Document Vault and sharing with all contracting agencies. The signatures and notary stamp should be clear, and all signatures must be originals. An organization must designate at least one authorized signatory on the Authorization Letter, and may designate multiple authorized signatories.

If the Board removes any of the authorized individuals, a new Authorization Letter must be executed and uploaded to the Document Vault and shared with all contracting agencies no more than 15 calendar days after the change.

If all information remains the same except for the addition of an authorized signatory, the Board may submit an addendum to its existing Authorization Letter that (a) satisfies the same four requirements listed above; (b) clearly indicates in the header that the document is an addendum; and (c) identifies the original Letter of Authorization that it amends by title and date.

A sample Authorization Letter is attached. Should you have any questions, please contact your contracting agency's procurement office.

Thank you.

**Organization Letterhead
Organization Address
Organization Telephone Number**

AUTHORIZATION LETTER

RESOLVED, that [NAME AND TITLE], representing the Board of Directors of [NAME OF ORGANIZATION], does hereby authorize and direct:

[NAME AND TITLE],

[NAME AND TITLE], and

[NAME AND TITLE]

to sign contracts, contract amendments, and other related contract documents, and to review and submit invoices on behalf of the Board of Directors of [NAME OF ORGANIZATION]. This Authorization Letter is valid during the tenure of the board representative(s) and the underlying signatories or until any of these individuals is removed or replaced, at which time [NAME OF ORGANIZATION] will provide The City of New York's contracting agencies with a new Authorization Letter. [NAME OF ORGANIZATION] may submit an addendum to this Authorization Letter if the sole change is to add a signatory.

Signature Specimens

Printed name and title of authorized signatory

Signature of authorized signatory

Printed name and title of authorized signatory

Signature of authorized signatory

Printed name and title of authorized signatory

Signature of authorized signatory

Signing on behalf of the Board of Directors of [NAME OF ORGANIZATION]:

Printed name of board representative

Signature of board representative

Notary Public

State of _____

County of _____

Sworn to before me this ___ day of ____, 20__
