



Department of
Military

TEMA

Public Assistance Designation of Applicant Agent Form

This purpose of this form is to establish the Applicant Agent and other programmatic points-of-contact for your community or private non-profit agency. The completed form must be signed by the authorized Applicant Agent and returned to:

Tamara Smith
Public Assistance Specialist
Tennessee Emergency Management Agency
3041 Sidco Drive
Nashville, TN 37204-1502

Entity: (i.e., City of Hazardville, Hazard County, Hazardville Utility, etc.)

DUNS Number:

Applicant Agent:

The Applicant Agent must be the chief executive officer, mayor, etc. This person has the authority to sign contracts, authorize funding allocations or payments, etc.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office #: _____ Fax #: _____ Email: _____

Primary Contact:

The Primary Contact is the person responsible for coordinating the implementation awarded projects. This is also the person the State will contact regarding the status of work, quarterly reports, pay requests, supporting documentation for expenditures, etc.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office #: _____ Fax #: _____ Email: _____

Alternate Contact:

The Alternate Contact is the person that can address questions or concerns in the Primary Point of Contact's absence.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office #: _____ Fax #: _____ Email: _____

Financial Contact:

The Financial Contact is the person to be contacted for questions/clarification of financial concerns, i.e., banking account, Edison automatic deposits, etc.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office #: _____ Fax #: _____ Email: _____

Certification

The signature below certifies authorization to execute for and on behalf of the named entity, a public entity established under the laws of the State of Tennessee. The persons noted above are designated contacts for the Federal financial assistance provided under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288).

Signature of Applicant Agent

Title

Date

For TEMA Use Only

Reviewed:

Reviewed By:

Entered in Database: