

**INSTRUCTIONS FOR
APPLICATION COVER PAGE**

For the Cover Page, complete the Applicant Information Form on Page 2 and 3 of this document.

Instructions:

In Section 1, *Applicant Information*, type the:

- official agency name of the organization as it would appear in a resulting contract;
- Federal Tax Identification Number;
- type of organization; mailing address (Street, P.O. Box, City, State and Zip Code);
- physical Address (Physical location of the organization, if it is different from the mailing address).

In Section 2, *Person authorized to act as the contact for this organization in matters regarding this application*, type the:

- first and last name, position title, telephone number, email address, and fax number of the person authorized to act as the contact for the organization in matters regarding this application.

In Section 3, *Person authorized to obligate this organization in matters regarding this application or resulting contract*, type the:

- first and last name, position title, telephone number, email address, and fax number of the person authorized to obligate this organization in matters regarding the application or a resulting contract.

In Section 4, *Name and title of person authorized by the Board of Directors to sign this application on behalf of the Board*, if the organization is a legal corporation with a Board of Directors, type the:

- first and last name and position/title of the person authorized to sign this application on behalf of the Board. The authorized signatory must sign and date the Application Cover Page.

The person identified as the person authorized to obligate this organization in matters regarding this application or resulting contract (Section 3 or 4) must sign and date the Application Cover Page, including the final attestation (page 2 and 3)

Cover Page: Applicant Information Form

1. Applicant Information		
Official Agency Name <i>(as it would appear in a resulting contract)</i>		
Federal Tax Identification Number	Type of Organization <i>(e.g., county/city government, local health jurisdiction, public entity, private non-profit)</i>	
Mailing Address <i>(Street, P.O. Box, City, State, Zip Code)</i>	Physical Address <i>(If different from mailing address)</i>	
2. Person authorized to act as the contact for this organization in matters regarding this application:		
Printed Name <i>(First, Last)</i>		Title
Telephone number	Email address	Fax number
3. Person authorized to obligate this organization in matters regarding this application or resulting contract:		
Printed Name <i>(First, Last)</i>		Title
Telephone number	Email address	Fax number
4. Name and title of person authorized by the Board of Directors to sign this application on behalf of the Board:		
Printed Name <i>(First, Last)</i>		Title
Signature		Date

I, [the official named in Section 3 or 4 above], certify under penalty of perjury that I am duly authorized to legally bind the prospective applicant to the federal certification clauses located in the ASH Ed Request for Application. This certification is made under the laws of the State of California.

By submitting this application, the applicant accepts responsibility for all applicable state and federal laws, and all contract requirements in this RFA released by the California Department of Public Health (CDPH). The applicant understands CDPH is not obligated to fund the project until a contract between a successful applicant and the Department has been executed.

Signature and title of person authorized to obligate this organization (Individual in Section 3 or 4)

Date