

eGrants Authorization Package Cover letter Template

LETTER HEAD

August 6, 2018

Sarah White  
State Hazard Mitigation Officer  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702

Re: Mitigation eGrants Access and Privileges

Dear Ms. White:

This eGrants Authorization Package provides MEMA and FEMA with appropriate information to receive an application for Federal funds from **Town of/City of \_\_\_\_\_**. All staff listed below will require access to the eGrants system and has already begun the online registration process as outlined by your instructions. We are requesting the following access and role approvals based on each of the staff responsibilities:

<b><u>Staff Name</u></b>	<b><u>Title</u></b>	<b><u>Privileges Requested</u></b>
<b>Mrs. X</b>	<b>Manager of Planning</b>	<b>View/Print; Create/Edit; Sign/Submit</b>
<b>Please Note: Only the individuals listed on the CASL will be assigned Sign and Submit privileges in the eGrants System</b>		
Mr. Y	GIS Manager	View/Print; Create/Edit
Ms. J	GIS Specialist	View/Print; Create/Edit

In addition you will find the following enclosure:

**1. Contractor Authorized Signatory Listing (CASL)**

Your assistance in establishing and approving these roles and privileges would be appreciated. If you have any further questions, please contact me at **(XXX) XXX-XXXX, ext. XXX** or **[email address]**.

Sincerely,

**Authorized Applicant Agent** (Usually President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel)