

Organization Name: City of Orlando Authorization #: _____

**Delegation of Signing Authority
for the Child Care Food Program**

By means of this letter, I, Mayor Buddy Dyer (the Delegating Official, which is the Board Chairman, Executive Director, President or Majority Owner), delegate the authority herein described, to Lisa Early (my representative), on the following terms and conditions:

1. My representative may sign, on my behalf, any documents pertaining to the Child Care Food Program (CCFP).
2. The designated effective time period of this delegation is as follows:
 - a. For a prospective contractor, this delegation will be in effect from the date that the CCFP application checklist or contract is signed, whichever date occurs earlier, through September 30, 2015 or until revoked in writing by the delegating official, whichever date occurs earlier.
 - b. For a renewing contractor, this delegation will be in effect from the date that the CCFP Annual Information Update and Certification or contract amendment (when applicable) is signed, whichever date occurs earlier, through September 30, 2015 or until revoked in writing by the delegating official, whichever date occurs earlier.
3. The authority delegated is not subject to sub-delegation without my prior and written consent.
4. I understand that this delegation does not relieve me of responsibility to manage and supervise operation of the Child Care Food Program, that I may be liable for repayment of funds received and that I may be subject to disqualification from future participation in the Child Care Food Program should the terms of the contract with DOH for participation in the Child Care Food Program not be fulfilled.

Buddy Dyer
Signature (Delegating Official)

Mayor Buddy Dyer
Name

Title (Board Chairman, Executive Director,
President or Majority Owner)

Date

Acknowledged and agreed:

Lisa Early
Signature (Representative)

Lisa Early
Name

Families, Parks and Recreation Director
Title

Date

7/30/14
Date