



# Office of Financial Management

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**November 15, 2023**

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

## **Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

## **Designation of Entity Administrator**

I, **Clair Levy, Commissioner**, the below signed individual, hereby confirm that the appointed Entity Administrator holds a position within the entity (e.g. employees, officers, board members). This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

## **Entity Covered by this Letter**

**Unique Entity ID: LB9EYBMY6NJ8**

**Legal Business Name: Boulder, County of**

**Physical Address: 2020 13<sup>th</sup> Street, Boulder, CO 80302**

## **Entity Administrator Contact Information**

**Full Name: Julie C. Fischer, Comptroller**

**Phone Number: (303) 413-7538**

**Email Address: [jcfischer@bouldercounty.gov](mailto:jcfischer@bouldercounty.gov)**

*\*The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.g. employees, officers, board members), not a third party acting on behalf of the entity.*

## **Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.g. employees, officers, board members), not a third party acting on behalf of the entity.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

**Claire Levy**  
**Commissioner**  
**clevy@bouldercounty.gov**  
**Boulder, County of**  
**2020 13<sup>th</sup> Street**  
**Boulder, CO 80302**

TO BE COMPLETED BY NOTARY  
*(in accordance with State notary requirements)*

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_ (year), by \_\_\_\_\_ (name of officer  
or agent, title or officer or agent) of \_\_\_\_\_ (name of  
entity).

\_\_\_\_ Personally Known

\_\_\_\_ Produced Identification

Type of ID and Number on ID \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary  
(Typed, Stamped or Printed)

Notary Public, State of \_\_\_\_\_