**Authorized Contact Policy**

**Overview**

This procedure documents the process regarding how authorized contacts are designated and how to make updates when information changes.

**Initial Entry of Authorized Contact Information**

Once a sub-grantee has been notified that they have been selected for funding for the first time, the Project Coordinator will provide them with a link to the Authorized Representative (ARF) in Form Assembly to enter the first name, last name, title, e-mail and phone number for the following individuals associated with the program:

* **Primary Program Contact**

Organizations must select one primary contact person who will serve as the main contact for the grant. This person will interact with OneStar on an ongoing basis and will be responsible for ensuring that the organization is responsive to requests and kept informed of any updates and/or changes from OneStar. Any communication related to this grant will always be communicated, at minimum, to the primary program contact.

* **Primary Fiscal Contact**

Organizations must select one primary contact person who will serve as the main fiscal contact for this grant. This contact should be the person who OneStar should contact regarding any issues with reimbursements, financial reports, or other fiscal related issues (such as fiscal monitoring). OneStar will copy the Primary Program Contact on any initial requests for information or issues with reimbursements to ensure clear communication.

* **Secondary Contact(s) – Program or Fiscal (as applicable)**

The program may select additional program or fiscal contacts for the grant. These are most likely other staff that work on the program and would be applicable to receive updates from OneStar regarding the AmeriCorps program.

* **Legal Authorized Signatory**

The program must designate a Legal Authorized Signatory for this grant. This person is listed on the Notice of Grant Award (NOGA) as the person that is legally authorized to enter into the agreement on behalf of the organization.

**Updating Authorized Contact Information**

Programs are also instructed to keep the ARF updated as changes occur throughout the year. These reminders are included periodically in the AmeriCorps Update notifications. It is the responsibility of the program to keep the contacts updated at all times.

Requirements to notify OneStar in a timely manner (within 10 business days) of changes to staff associated with the program can be found in Section 5.3 of the Terms and Conditions.

**Required Forms**

OneStar Foundation Authorized Representative (ARF) and Payment Form

[http://www.tfaforms.com/159770](http://e2ma.net/go/8888109263/3289684/101153648/24609/goto%3Ahttp%3A/www.tfaforms.com/159770)