



Authorized Representative Policy Overview

OneStar, as a state service commission, must ensure that subrecipients are in compliance with the AmeriCorps Terms and Conditions (OneStar II.E. and XVI.B.) These sections relate to the requirements on subrecipient contact information.

As outlined in the OneStar Terms & Conditions Section II.E.:

The subrecipient must notify the Commission within ten (10) business days of the occurrence of any change in the subrecipient's key personnel assigned to the grant project (Primary Fiscal contact, Primary Program contact or Legal Authorized Signatory), significant changes affecting the subrecipient's identity (such as name, governing structure or organization ownership or control, name change, governing board membership), any voluntary or involuntary actions in bankruptcy, or any Criminal or civil allegations or actions by or against the subrecipient.

As outlined in the OneStar Terms & Conditions Section XVI.B.:

The subrecipient must send the Primary Program and Primary Fiscal contacts as designated in the Authorized Representative Form (ARF) to all mandatory trainings and events, unless otherwise noted below. If the Primary contacts are unavailable to attend a mandatory training or event, subrecipients may propose to send a Secondary Program or Fiscal contact in their place as substitutes, as deemed appropriate by OneStar. Substitute attendees for mandatory events must be approved in advance by OneStar Program and Grants Officers. Details on events will be disseminated as the Commission obtains additional information.

Initial Entry of Authorized Contact Information

Once a grantee has been notified that they have been selected for funding for the first time, the Grants Management Specialist will provide 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. Primary Program Contact is required to participate in Program Staff Interviews during On-Site Monitoring. Any communication related to this grant will always be communicated, at minimum, to the primary program contact. OneStar requires that the Primary Fiscal and Primary Program contact be two different individuals. The Primary Program Contact will be checked in [SAM](#) prior to issuing a Grant Award and upon a change in the Primary contact during the year.

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. Primary Fiscal Contact is required to participate in Fiscal Staff Interviews during On-Site Monitoring. OneStar requires that the Primary Fiscal and Primary Program contact be two different individuals. The Primary Fiscal contact will be checked in [SAM](#) prior to issuing a Grant Award and upon a change in the Primary contact during the year.

SECONDARY OR TERTIARY 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. The Legal Authorized Signatory will be checked in [SAM](#) prior to issuing a Grant Award and upon a change in the contact during the year.

PRE-AWARD CONTACT OR GRANT MANAGER

Organizations may designate a Pre-Award Contact or Grant Manager for this program. This will most likely be a staff member who is involved in writing the AmeriCorps Grant, responsible for clarification, negotiation, and/or receiving the Terms and Conditions for review. This person would most likely not be involved in the day-to-day administration of the AmeriCorps program. This person would interact most directly with the OneStar Program Specialist.

Updating Authorized Contact Information

Programs are instructed to keep the ARF updated as changes occur throughout the year. These reminders are included in the AmeriCorps Update notifications. It is the responsibility of the subrecipient to keep the contacts updated at all times and notify OneStar within ten (10) business days of the occurrence of any changes to key personnel assigned to the grant project.

Communication Policy

APPLICANTS: OneStar will only provide communication, funding notification and the status of the application in the review process to the individual listed on the Application Face Sheet Item #5 “Application Information” as well as the “Authorized Representative” listed on the Application Face Sheet Item #18, so long as OneStar has the email address for the Authorized Representative as this is not always provided. No information on an Application will be provided to any other individuals.

CURRENT PROGRAMS: OneStar will only provide formal communication, funding information, status of the application, notices of noncompliance, or official communication to the Primary Program, Primary Fiscal and Legal Authorized Signatory. The Pre-Award Contact or Grant Manager identified will be included in all communication related to the Grant Award, Continuation, Recompete and Closeout process.

Secondary or Tertiary contacts will not be included in formal communication but may be included in less formal or day-to-day communication by OneStar Program and Grants Officers.

Required Forms

OneStar Foundation Authorized Representative Form (ARF)

<https://www.tfaforms.com/4684773>