



Office of Faith-Based and Community Initiatives

Mitchell E. Daniels, Jr., *Governor* • Paula Parker-Sawyers, *Executive Director*

COMMUNICATION 2006-P-08

TO: AmeriCorps*State Sub-Grantee Organizations
FROM: Paula Parker-Sawyers
CC: Agency Operations Manual (2006)
DATE: August 17, 2006
SUBJECT: **Signatory Authority** (AmeriCorps*State Sub-Grantee Organizations)

PURPOSE

To establish guidelines for authorized signatures on AmeriCorps*State documents.

EFFECTIVE DATE

August 21, 2006

SCOPE

This communication applies to all AmeriCorps*State sub-grantee organizations.

RECESSION

None.

STATEMENT OF POLICY

A. *Definitions.*

Authorized signatory denotes an individual or individuals designated by the board of directors to execute agreements, contracts, and other AmeriCorps*State related documentation.

Board of directors refers to a legally organized body with oversight of a sub-grantee's fiscal and organizational responsibilities.

Sub-grantee means the host organization with legal and fiscal responsibilities for an AmeriCorps*State formula or competitive program and its members.

Host Site means the partner organization hosting AmeriCorps members. A partner organization must have legal status as a state or local government, an Indian Tribe, a non-

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profit organization (religious organizations are permissible), or an educational institution and provide one or more types of eligible programs as defined in C.F.R. §2522.110.

B. Authorized Signatory.

- (1) It shall be the responsibility of the sub-grantee organization to determine which individual or individuals may execute one or more of the following AmeriCorps*State documents:
 - a. State grant agreement
 - b. Member contracts
 - c. Member-related forms
 - d. Program application
 - e. Program management forms
 - f. Quarterly Progress Reports
 - g. Financial Status Reports (FSR)
 - h. Grant closeout package
 - i. Request for reimbursement
 - j. Host site agreement(s)
 - k. Correspondence
 - l. Other requests or documentation
- (2) The sub-grantee organization shall complete the Sub-Grantee Signatory Authority Form at the commencement of each program year.
- (3) It shall be the responsibility of the sub-grantee organization to revise the above-referenced form and return it the Office of Faith-Based and Community Initiatives (OFBCI) if a change or changes occur on the original or revised form filed with the OFBCI.
- (4) The sub-grantee organization shall authorize one (1) primary and a minimum of one (1), but not more than two (2), secondary signatories.

REFERENCES AND PRECEDENCE

A. References.

None.

B. Precedence.

Should there be any inconsistency between the United States and Indiana Codes, Indiana Executive Orders, U.S. and Indiana Administrative Codes, and this internal policy the order of precedence that will prevail is (1) United States and Indiana Codes; (2) AmeriCorps General Provisions; (3) AmeriCorps Special Provisions; (4) this internal policy.

INTERPRETATION

The OFBCI executive director shall have the sole authority to interpret the provisions set forth in this policy.

APPROVAL:

A handwritten signature in black ink, reading "Paula Parker-Sawyers". The signature is written in a cursive style with a large initial "P".

Paula Parker-Sawyers, Executive Director

August 17, 2006

Date