

Finance and Budget Committee

Meeting date: November 20, 2024

Agenda Item #: 4

Discussion of a resolution authorizing the Director of Administration and Finance to serve as an Authorized Organization Representative (AOR) for the agency and sign on its behalf in that capacity.

Agenda item type: Action item

Summary

DRCOG Executive Director recommends that the Director of Administration and Finance serve as an Authorized Organization Representative of DRCOG.

Background

In the past, paper documents were used for grant applications and certifications required by grantors which the Executive Director signed in ink. Now grant applications and certifications are submitted online through various federal and state platforms. These platforms require an Authorized Organization Representative (AOR) to review, approve and sign grants on behalf of DRCOG. Once the AOR signs, they are responsible for monitoring the grant in addition to approving the financial reports, reimbursement requests, and submit certifications within the online platform throughout the term of the grant.

DRCOG's Director of Administration and Finance has direct oversight of monitoring grant compliance and financial reporting and, at the Executive Director's discretion, has been operating as an AOR as it has become necessary for operational efficiency. The purpose of this memo is to acknowledge this current practice so it can be accurately documented in DRCOG policy and procedural protocols.

It should be noted that the Director of Administration and Finance can only sign on such matters upon consultation with the Executive Director and in compliance with other policy and procedures documented in the DRCOG Fiscal Management Control Policy.

Action by others

None

Previous discussion/action

None



Finance and Budget Committee

November 20, 2024

Page 2 of 2

Recommendation

Move to adopt a resolution authorizing the Director of Administration and Finance to serve as an Authorized Organization Representative for DRCOG and sign on its behalf in that capacity.

Attachment

Draft resolution

For more information

If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org; or Jenny Hunnings, Director, Administration and Finance, at jhunnings@drcog.org.

