



OHIO FAMILY AND CHILDREN FIRST (OFCF)
SFY 2021 Administrative Agent Update

1. SFY 2021 ADMINISTRATIVE AGENT UPDATE

County FCFCs may designate a new entity to service as the Council's Administrative Agent (AA) or update the contact information for the AA on file for SFY 2021. The AA will serve the term of July 1, 2020 through June 30, 2021.

Please set aside approximately 10 minutes to complete this survey. Applicants **WILL NOT** have the option to save partial surveys and resume at a later time.

FCFCs that are changing Administrative Agents for SFY2021 will be required to upload the following documents during the survey process. We recommend applicants save the following documents as a PDF or JPEG file prior to starting this process:

1. Full council meeting minutes reflecting council's approval of the new SFY 2021 AA. Minutes must clearly reflect the state fiscal year and the name of the grant for which you are applying. Otherwise, the minutes will not be accepted;
2. Optional, but required if someone other than the AA on file with OFCF is authorized to sign OFCF forms/applications on behalf of the AA. The AA must provide an annual resolution or documentation on letterhead, dated, and signed by the current AA. The document needs to clearly state the AA is delegating signature authority to sign OFCF forms/applications and it needs to include the name(s) of the individual(s) authorized to sign on behalf of the AA. Questions can be directed to Tammy Payton at 614-752-4044 or via email at OFCF@mha.ohio.gov.



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2. SECTION I: FCFC CONTACT INFORMATION

Please answer the following questions as they pertain to the FCFC.

* 1. Select the county in which the FCFC operates:

* 2. Name of Person Completing this Survey:

* 3. Title of Person Completing this Survey:

* 4. Is the FCFC changing their Administrative Agent for SFY 2021 (7/1/20 - 6/30/21)?

Yes

No

No, but the Administrative Agent contact for the agency on file with OFCF DID change.



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3. COUNCIL CONTACT INFORMATION FOR SFY 2021

Please provide the FCFC contact information for SFY 2021.

* 5. SFY 2021 Council Chair Contact Information:

Term of 7/01/2020 through 6/30/2021)

Chair's First Name:

Chair's Last Name:

Chair's Agency Name:

Chair's Mailing Address:

Chair's City Name:

Chair's Zip Code:

Chair's Phone Number:

Chair's Fax Number:

Chair's Email Address:

*** 6. SFY 2021 council coordinator contact information:**

(Term of 7/01/20 through 6/30/2021)

Coordinator's First Name:

Coordinator's Last Name:

Coordinator's Mailing Address:

Coordinator's City Name:

Coordinator's Zip Code:

Coordinator's Phone Number:

Coordinator's Fax Number:

Coordinator's Email Address:

FCFC Website (Enter "N/A" to bypass required field, if not applicable):



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4. SFY 2021 Designation of Administrative Agent (AA) - CHANGING JULY 1, 2020

This Section will serve as the FCFC's SFY 2021 Designation of Administrative Agent. It is understood by all parties that the AA listed on this application will serve for a term of no less than one (1) year beginning July 1, 2020 through June 30, 2021. The information will be used to verify proper supplier setup and ensure payments are processed correctly.

*** 7. Please select the entity that will become the AA effective July 1, 2020:**

- | | |
|---|--|
| <input type="checkbox"/> Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board | <input type="checkbox"/> Board of County Commissioners |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Department of Job & Family Services |
| <input type="checkbox"/> Board of Developmental Disabilities | <input type="checkbox"/> Children's Services Board |
| <input type="checkbox"/> Board of Education | <input type="checkbox"/> Board of Education Services Center |
| <input type="checkbox"/> Juvenile Court | |

*** 8. Please provide the agency information for the entity that will serve in the AA capacity for the term of July 1, 2020 through June 30, 2021.**

Enter the AA's Agency Name:

Enter the AA's Mailing Address:

Enter the AA's City:

Enter the AA's Zip:

Enter the AA's 9 Digit Federal Tax ID Number:

Enter the AA's Fax Number:



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5. SFY 2021 Designation of Administrative Agent - UPDATED AA CONTACT

FCFCs and AAs are responsible for updating OFCF when there is a contact change for the AA. Please provide the contact information for the agency contact that will serve as the FCFC's AA effective July 1, 2020 through June 30, 2021.

*** 9. Please select the title for the agency contact that will serve in the AA capacity effective July 1, 2020 through June 30, 2021:**

Please note: The contact person listed for the AA on this survey, must be appointed to one of the positions available in the drop down list below. This person will also be responsible for executing/managing funding related documents & applications that pertain to OFCF and/or the local FCFC. You will be asked to provide the contact information for this person in the next section of this application.

* 10. Enter the name and direct contact information for the person that will serve in the AA capacity for the term of 7/1/20 through 6/30/21. The information provided below must be the direct contact information for the person appointed to the position you selected.

DO NOT ENTER fiscal administrators or alternate fiscal contacts in this section!

AA's First Name:

AA's Last Name:

AA's Agency:

AA's Email Address:

AA's Phone Number:

AA's Fax Number:



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6. SFY 2021 Designation of Administrative Agent - ASSURANCES

SFY 2021 Council and AA Assurances.

* 11. Does the Council have a written Administrative Agreement with the Council's Administrative Agent (per AOS Bulletin 98-007)?

- Yes, the council has an Administrative Agreement with the AA.
- No, the council does not have an Administrative Agreement with the AA.

12. Upload the full council meeting minutes approving the change in Administrative Agents for SFY2021.

Choose File

No file chosen

*** 13. Has the AA designated an alternate contact person within the agency to sign OFCF documents on behalf of the AA?**

- No**, the AA on file is the only authorized person to sign OFCF documents.
- YES**, the AA authorized a designee to sign OFCF documents on his/her behalf.

Please provide the First/Last Name and Title of the person(s) that is authorized to sign on behalf of the AA on file with OFCF.

Please note, you will be required to supply a letter or resolution signed by the AA on file to designate this individual(s) to sign on their behalf.

14. Upload the resolution or documentation delegating signature authority on behalf of the AA on file with OFCF. *This is optional and is not a requirement of funding.* It is offered as a convenience to the applicant. Documentation can be provided to OFCF at a later date, if or when applicable to the county council.

The file must be a PDF, DOC, DOCX, PNG, JPG, JPEG, or GIF

Choose File

No file chosen