



POLICY AND PROCEDURE NOTICE: PPPN-060 AGENCY DESIGNEES

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program in interactions with subrecipients and subrecipient participation in Part A processes.

Authority:

- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedure:

The recipient will assign a staff member to serve as Project Officer for each subrecipient and who will serve as the main point of contact for the subrecipient. The subrecipient will assign appropriate staff to serve as Programmatic, Fiscal, and Data Designees. The

1. At the time of annual submittal of the signed Ryan White Part A Contract/Agreement the subrecipient shall provide the name and contact information of the Programmatic and Fiscal designees who will be authorized to sign and certify the Cumulative Contract Expenditure Report and other documents required by the recipient (e.g., Quarterly Reports, Budget Revision Requests, Spend Plans, etc.) on behalf of the subrecipient.
 - A. In no instance will the Programmatic and Fiscal Designees be the same person.
 - B. Unless authorized by the Ryan White Staff, these individuals will serve as the only two contacts for all issues related to the performance of duties under this contract.
 - C. Notification of change in the individual serving as the designee shall be provided in writing to the Ryan White Part A Program Office no later than 14 days after the change.
 - D. Programmatic and Fiscal Designees must attend all Ryan White Part A Providers Meetings, technical assistance sessions, and site visits.
2. At the time of annual submittal of the signed Ryan White Part A Contract/Agreement the subrecipient shall provide the name and contact information of the Data designee for data management and compliance with the RDR and RSR.
 - A. Notification of change in the individual serving as the designee shall be provided in writing to the Ryan White Part A Program Office no later than 14 days after the change.
 - B. The Data Designee must attend all Ryan White Part A Providers Meetings, Data technical assistance meetings, and site visits.

3. At the time of annual submittal of the signed Ryan White Part A Contract/Agreement the subrecipient shall provide the name and contact information of the individual(s) designated to fully participate in the Metropolitan Atlanta HIV Health Services Planning Council's Comprehensive Plan, Assessment and Quality Management processes.
 - To ensure consistency alternates will not be allowed.
 - A. Notification of change in the individual serving as the designee shall be provided in writing to the Ryan White Part A Program Office no later than 14 days after the change.

4. At the time of annual submittal of the signed Ryan White Part A Contract/Agreement the subrecipient shall provide the name and contact information of the individual designated as the subrecipient's Title VI Coordinator. The Title VI Coordinator shall be the agency's representative who is responsible for the development and implementation of contractor's Title VI Program.

Verification:

- Review of expenditure reports, quarterly reports, budget revision requests, and spend plans.
- Meeting sign-in sheets.

Approved: May 2016

Approved: March 2021