

**VICTIM ASSISTANCE AND LAW ENFORCEMENT  
FOURTH JUDICIAL DISTRICT**

**CHANGE IN SIGNING AUTHORITY**

Subgrantee:	Grant Number:
Project Title:	
Project Duration - To:	From:
Prepared By:	Date:
Phone:	E-mail:

A grant modification is not authorized until it is approved in writing by the VALE Board. For change, submit this form with original or electronic signatures. An approved copy will be returned for your records. Review the full instructions to ensure the form is properly completed. Incomplete forms will be returned.

All other terms and conditions of the original grant with any approved modifications thereto remain in full force and effect. I, hereby certify that the content of this form, other than the date entry required, has not been altered.

Change requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Director's Signature (required)

The purpose of this request is to:

Change the Project Director     Change the Financial Officer     Change the Authorized Official

Change Effective Date:

From: \_\_\_\_\_

To: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of new Official (required)

Reason for change: \_\_\_\_\_

\*\*\*Office Use Only\*\*\*

This Request is  Approved     Denied, see attached

By: \_\_\_\_\_ Date: \_\_\_\_\_

VALE Administrator, 4<sup>th</sup> JD

## INSTRUCTIONS FOR COMPLETING CHANGE IN SIGNING AUTHORITY

### Heading Description

Subgrantee: This is the agency to which the grant award was made.

Grant Number: This is the grant number assigned to the project by local VALE. It can be found on the Statement of Grant Award.

Project Title: This is the name of the project which is identified on the Statement of Grant Award.

Duration: This is the period of the grant award. It can be found on the Statement of Grant Award.

Prepared by: Name of the person completing this form. This person should be a current signing authority on the grant.

Date: This is the date the Change in Signing Authority form is completed.

Project Director's Signature: The approved change will be sent to the Project Director. If the current Project Director is not available, another signing authority on the grant may sign.

### **Signing Authority Change**

- Check which signing authority is changing. Submit a separate form for each person and each grant number that requires a change.
- Indicate the date the change becomes effective. Supply the name of the person who will no longer hold the position of project director, financial officer, or authorized official. Print or type the name, title, agency, mailing address, telephone number, and e-mail address of the new person. The original or electronic signature of the new person is required.

Project Director: The project Director is the individual who will be in direct charge of the project. This should be a person who has knowledge and experience in the project area and ability in administration and supervision of personnel. The project director will be expected to devote a major portion of their time to the project.

Financial Officer: The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures and grant financial reports. This must be an individual other than the project director.

Authorized Official: This is the individual authorized to enter into binding commitments on behalf of the applicant agency. This must be an individual other than the Project Director or Financial Officer. In local units of government, this individual will normally be a city manager, district attorney, mayor and/or commissioner. For private non-profit agencies, this individual will be the Chair of the Board of Directors.

If the subgrantee is a:	Then the Authorized Official is the:
State Agency	Department or Division Director
An agency of/or a unit of local government	<ul style="list-style-type: none"><li>- Mayor or City Manager</li><li>- Chairperson of the County Commissioners</li><li>- Chairperson of the County Commissioners</li><li>- Mayor or City Manager</li><li>- Chief Judge</li><li>- District Attorney</li><li>- President/Chairperson of the Board of Directors</li><li>- Superintendent/Asst. Superintendent</li></ul>
Private Non-Profit Agency	President/Chairperson of the Board of Directors
School District	Superintendent/Asst. Superintendent

**Reason for Change**: Briefly state why the previous person no longer holds the position with this grant.

Submit the Change in Signing Authority form to the VALE administrator by e-mail at:  
[AmberHolland@DA4Colorado.gov](mailto:AmberHolland@DA4Colorado.gov). An approved copy will be returned for your records.