

21st JUDICIAL DISTRICT VALE FUND
CHANGE IN SIGNING AUTHORITY FORM

PROJECT TITLE:
GRANT NUMBER:
GRANTEE AGENCY:

PREPARED BY:
PHONE: EMAIL:

DATE:

THE PURPOSE OF THIS REQUEST IS TO (Select One):

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

FORMER OFFICIAL INFORMATION

Name:

NEW OFFICIAL INFORMATION

Name:
Title:
Telephone:
Email:
Mailing Address:
Reason for Change:
Date Effective:

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 data entry required, has not been altered.

PROJECT DIRECTOR OR AUTHORIZED OFFICIAL SIGNATURE

DATE

Note: If the purpose of the request it to change the Project Director, the Authorized Official must certify the change.

Send the completed form to VALE Administrator, Jennifer Ballagh, at PO Box 20,000, Dept. 5031, Grand Junction, CO 81501, or at Jennifer.ballagh@mesacounty.us. An approved copy will be returned for your records. **See reverse side for full instructions.**

****21st JD VALE STAFF USE ONLY****

THIS REQUEST IS: _____

REASON FOR DENIAL: _____

21ST JD VALE ADMINISTRATOR SIGNATURE

DATE

INSTRUCTIONS FOR COMPLETING CHANGE IN SIGNING AUTHORITY FORM

Project Title: This is the name of the project which is identified on the Grant Contract Agreement.

Grant Number: This is the grant number assigned to the project by local VALE. It can be found in Zoom Grants and the Grant Contract Agreement.

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

Prepared by: Name of person completing this form. Include this person's phone number and email address.

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

PURPOSE OF THE REQUEST: Check which signing authority is changing. Submit a separate form for each person changed. 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, mailing address, telephone, and email address of the new person.

REASON FOR CHANGE: Briefly state why the previous person no longer holds the position with this grant.

DATE EFFECTIVE: List the date this change became/becomes effective.

Send the signed form, to VALE Administrator, Jennifer Ballagh, at PO Box 20,000, Dept. 5031, Grand Junction, CO 81501, or at Jennifer.ballagh@mesacounty.us

USEFUL DEFINITIONS:

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 his/her 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. At the state level, this individual will be a department or division head. For private non-profit agencies, this individual will be the Chair of the Board of Directors.

Examples of Authorized Officials Follow:

If the subgrantee is a:

State Agency

An agency of/or a unit of local government:

City

County

Sheriff's Department

Police Department

Courts

District Attorney's Office

Institution of Higher Education

Then the Authorized Official is the:

Department or Division Director

Mayor or City Manager

Chairperson of the County Commissioners

Chairperson of the County Commissioners

Mayor or City Manager

Chief Judge

District Attorney or Chair of the County Commissioners

President of the institution or chair/dean of the appropriate department

Private Non-Profit Agency

President/Chairperson of the Board of Directors

School District

Superintendent/Asst. Superintendent