

**COLORADO DIVISION OF CRIMINAL JUSTICE
CHANGE IN PROJECT OFFICIALS (DCJ Form 4-B)**

See page two to view full instructions for completing this form.

GRANTEE:	GRANT NUMBER:	
PROJECT TITLE:	PROJECT DURATION	
	FROM:	TO:
PREPARED BY:	PHONE:	DATE:
THE PURPOSE OF THIS REQUEST IS TO (Select One):		
<input type="checkbox"/> CHANGE THE PROJECT DIRECTOR <input type="checkbox"/> CHANGE THE FINANCIAL OFFICER <input type="checkbox"/> CHANGE THE SIGNATURE AUTHORITY		

FORMER OFFICIAL	NEW OFFICIAL
NAME:	NAME:
	TITLE:
AGENCY NAME:	AGENCY NAME:
MAILING ADDRESS:	MAILING ADDRESS:
	TELEPHONE: FAX:
	EMAIL:
	SIGNATURE:

DATE CHANGE EFFECTIVE:

REASON FOR CHANGE:

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 SIGNATURE AUTHORITY

DATE

Note: If the purpose of the request is to change the Project Director, the Signature Authority must certify the change.

Submit one signed form to DCJ. A copy will be returned for your records.

Division of Criminal Justice Use Only	
THIS REQUEST IS	
Reason for Denial:	
By:	Date:
DCJ Grant Manager	

A GRANT MODIFICATION IS NOT AUTHORIZED UNTIL IT IS APPROVED IN WRITING BY THE DIVISION OF CRIMINAL JUSTICE.

DETAILED INSTRUCTIONS FOR COMPLETING
CHANGE IN PROJECT OFFICIALS (DCJ Form 4-B)

HEADING:

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

Grant Number: This is the grant number assigned to the project by DCJ. It can be found on the Grant Award Documents.

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

Project Duration: This is the period of the grant award. It can be found on the Grant Award Documents, and is changed only if the project requests and receives a grant extension.

Prepared by: This is the person completing this form. Include this person's 10-digit phone number.

Date: This is the date this form is completed.

PROJECT OFFICIAL CHANGE:

Check which project official 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, agency, mailing address, telephone and fax number, and email address of the new person.

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.

Signing Authority: 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 Signature Authority Follow:

If the grantee is a:

Then the Signature Authority is the:

State Agency

Department or Division Director

An agency of/or a unit of local government:

City

Mayor or City Manager

County

Chairperson of the County Commissioners

Sheriff's Department

Chairperson of the County Commissioners

Police Department

Mayor or City Manager

Courts

Chief Judge

District Attorney's Office

District Attorney or Chair of the County Commissioners

Institution of Higher Education

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

Date Change Effective: Indicate the date the project officials will change.

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

Signatures: The new project official must sign the form unless the request is to change the Project Director, the Signature Authority must certify the change of a Project Director.

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