

**COLORADO DIVISION OF CRIMINAL JUSTICE
CHANGE IN GRANT AWARD PERIOD (DCJ Form 4-C)**

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

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: _____ TO: _____
PREPARED BY:	
PHONE: _____ DATE: _____	

A change in Grant Award Period is not official until it is approved in writing either by a Grant Agreement Modification or a General Approval fully executed/signed by the Division of Criminal Justice.

A. Current Grant Award Period: From: _____ To: _____

B. Requested change of Grant Award Period: From: _____ To: _____

C. Explanation and justification of the need to change:

All other terms and conditions of the original grant with any approved modifications remain in full force and effect.

PROJECT DIRECTOR

DATE

Submit one signed form to DCJ.

A Grant Award Period Extension must be received by DCJ no later than sixty (60) days PRIOR to the end of the Current Grant Award Period.

*****Division of Criminal Justice Use Only*****

THIS REQUEST IS FOR A: _____

THIS REQUEST IS: _____

Reason for Denial: _____

By: _____ Date: _____

DCJ Grant manager

INSTRUCTIONS FOR COMPLETING CHANGE IN GRANT AWARD PERIOD (DCJ Form 4-C)

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.

- A. **Current Grant Award Period:** If this is the first request for a grant period change, indicate the current grant award period which may be found on the Grant Award Documents.

If the grantee has previously requested and received a grant period change, indicate the most recently approved grant award period.

- B. **Requested Change of Grant Award Period:** Indicate your requested grant period change. End dates are usually the end of a calendar quarter.

- C. **Explanation and justification of the need to change:** Include a narrative explaining and justifying the need for a grant period change.

Some funding sources allow no-cost grant extensions if the grantee anticipates that the project cannot be completed within the grant period and/or that funds will be remaining at the end of the Grant Award Period. The request should be made at least sixty (60) days before the end of the Grant Award Period, and must be accompanied by a narrative explaining the need for the extension. All required reports must be up-to-date and all applicable Special Conditions of the Grant Award must be met for a change in the Grant Award Period to be considered. Approval of the request is not automatic, but will be contingent upon federal/state limitations and at the discretion of DCJ.

If a project is not operational within (60) days of the approved start date, the grantee must report in writing to DCJ: (a) the steps being taken to initiate the project, (b) the reasons for the delay, and (c) the projected start date.

Verbal approval is not sufficient.

If approved, DCJ will issue a Grant Agreement Modification for an award period end change or return a signed copy of this form. A Grant Agreement Modification must be executed (signed by the appropriate state and grantee officials as appropriate) prior to the end of the Grant Award Period. If denied, a copy with DCJ's denial reason will be returned for the Grantee Grant File.

Grant extensions are not encouraged or automatic, and are governed by federal and state expiration dates and DCJ discretion.