

**COLORADO DIVISION OF CRIMINAL JUSTICE  
MODIFICATION OF OTHER GRANT AGREEMENT TERMS (DCJ Form 4-D)**

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

|                |   |
|----------------|---|
| GRANTEE:       | GRANT NUMBER:                             |
| PROJECT TITLE: | PROJECT DURATION<br>FROM: _____ TO: _____ |
| PREPARED BY:   |   |
| PHONE: _____   | DATE: _____                               |

This form is limited only to *addition or deletion of goals/objectives or Special Conditions* for the above-referenced grant number. Please note that major deviation from the original goals and objectives (scope of work) approved for this project will require issuance of a Grant Agreement Modification.

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. The purpose of this request is to: *(please mark one selection)*

- Add, Modify, or Delete **Goal(s) and Objective(s)**
- Add, Modify, or Delete **Special Conditions**

B. Description of modification, including 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.**

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

THIS REQUEST IS: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

By: \_\_\_\_\_ DCJ Grant manager

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

INSTRUCTIONS FOR COMPLETING  
MODIFICATION OF OTHER GRANT AGREEMENT TERMS (DCJ FORM 4-D)

**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. **Requested Modification:** Indicate the purpose of the modification by checking the proper line. Generally, grantees will only initiate a modification of goals and objectives.
- B. **Modification Description:** State whether you are adding, modifying or deleting, and describe fully and justify the modification as specifically as possible. Include the goal and objective number(s) being changed. It is preferred that you write the goal/objective as it was originally stated and then indicate the change. Attach additional sheets as necessary.

Please note that major deviation from the original goals and objectives (scope of work) approved for this project will require issuance of a Grant Agreement Modification.

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**Verbal approval is not sufficient.**

If approved, DCJ will issue a Grant Agreement Modification for changes that deviate from the original scope of the project, or return a signed copy of this form as a General Approval. 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 changes are not encouraged or automatic, and are governed by federal and state program guidelines and DCJ discretion.

***Send one signed form to DCJ.***