AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Colorado Division of Criminal Justice; DCJ Form 4-B, Change in Signing Authority; Gunnison County Substance Abuse Prevention Project; 1/7/13

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Colorado Division of Criminal Justice &Gunnison County

Term Begins: 7/18/2013 **Term Ends:** 9/30/2013 **Grant Contract #:**

Summary:
Title V Signatory Authority Update for GCSAPP

Fiscal Impact: n/a

Submitted by: B. Lucero for M. Kuehlhorn **Submitter's Email Address:** mkuehlhorn@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:

ok db 7/19/13

Reviewed by: DBaumgarten Discharge Date: 7/19/2013 Certificate of Insurance Required Yes ○ No ◉

County Manager Review:

Comments:

Reviewed by: MBirnie Discharge Date: 7/19/2013

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted:

Agenda Date: 8/6/2013 Follow Up Agenda Date: N/A

Revised April 2013

COLORADO DIVISION OF CRIMINAL JUSTICE

DCJ Form 4-B: CHANGE IN SIGNING AUTHORITY

SUBGRANTEE: Gunnison County	GRANT NUMBER: 11-JV-12-50
PROJECT TITLE: Substance Abuse Prevention Activity Expansion	PROJECT DURATION FROM: 10/1/12 TO: 9/30/13
PREPARED BY: Matthew S. Kuehlhorn	PHONE: (970)642-7396 DATE: 1/7/13

A GRANT MODIFICATION IS NOT AUTHORIZED UNTIL IT IS APPROVED IN WRITING BY THE DIVISION OF CRIMINAL JUSTICE. For change, submit two forms with **original** signatures. One approved copy will be returned for your records. **See reverse side for full instructions.**

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.

Change requested by: _____ _____
SUBGRANTEE PROJECT DIRECTOR Signature DATE

PROJECT DIRECTOR'S MAILING ADDRESS:

THE PURPOSE OF THIS REQUEST IS TO:

___**CHANGE THE PROJECT DIRECTOR**

___**CHANGE THE FINANCIAL OFFICER**

_X_ **CHANGE THE AUTHORIZED OFFICIAL**

Date Change Effective: January 22nd, 2013

From: Hap Channel

Gunnison County
Agency Name

200 East Virginia Avenue, Gunnison CO 81230
Mailing Address

To: Paula Swenson
PRINT OR TYPE FULL NAME/TITLE

Gunnison County
Agency Name

200 East Virginia Avenue, Gunnison CO 81230
Mailing Address

(970) 641-0248 ( )
Telephone Fax

pswenson@gunnisoncounty.org
Email

_____
Original Signature of new Official (required)

Reason for change: Hap Channel's term was completed and new commissioner was elected.

Division of Criminal Justice Use Only

THIS REQUEST IS ____ Approved ____ Denied, see attached

By: _____ _____
PROGRAM SPECIALIST, DCJ **DATE**

DETAILED INSTRUCTIONS FOR COMPLETING
DCJ Form 4-B - CHANGE IN SIGNING AUTHORITY

HEADING

Subgrantee: 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 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, and is changed only if the project requests and receives a grant extension.

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

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

Project Director's Signature and Address: The approved change will be sent to the Project Director at this address.

SIGNING AUTHORITY CHANGE

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, agency, mailing address, telephone and fax number, and email address of the new person. The original 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 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:	Then the Authorized Official 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

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

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COLORADO DIVISION OF CRIMINAL JUSTICE

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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

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