

Section 7.2.3: Change of Recipient's Authorized Signing Official

PURPOSE AND POLICY

Each agency should establish and follow a standard process for various grant adjustments. A subgrantee may make changes to the person who is responsible for authorizing and signing official documents, such as award documents, progress reports, and other standard documents within the eCivis Subrecipient Manager (SRM). These changes include name, address, phone number, email address, and title.

An award acceptance document must be signed by the authorized representative whose name is on the pre-printed award. If the authorized representative has changed, a modification or amendment is required before the signed acceptance document becomes part of the grant file in or out of the eCivis SRM.

PROCEDURE

1. **Submit grant adjustment request.**

The subgrantee submits a request for a grant adjustment in writing, preferably via the eCivis SRM.

2. **Approve or deny the grant adjustment request and notify subgrantee.**

Grant program managers should consult with their agency leadership and follow internal policies regarding modification or amendment requests. The grant program manager reviews the grant adjustment request to determine if the requested change is allowable under the grant terms and conditions, is necessary and reasonable, and is consistent with the goals and objectives of the grant.

Once the grant program manager determines that the adjustment request is acceptable, he or she approves it, preferably within the eCivis SRM. The grant program manager has the authority to final approve this modification or amendment. If the request is denied, the grant program manager should contact the subgrantee and follow it up in writing. If using a e-system like eCivis SRM to manage the grant program, this process can be completed in the system.

If a change is needed, the grant program manager requests the subgrantee to submit the required changes. The subgrantee then resubmits the adjustment request to the grant program manager.

If the grants program manager places the modification or amendment on hold, the grants program manager includes a note in the eCivis SRM file explaining why it is on hold.

3. **Record of the grant adjustment disposition**

Once the modification or amendment has final approval (or denial), the grants program manager records the change in the award file, preferably in the eCivis SRM.