

ABC Community College
123 Grants Avenue
Dallas, TX 75202
(XXX) XXX-XXXX

US Department of Labor
Employment & Training Administration
525 Griffin Street, Suite 317
Dallas, TX 75202

March 1, 2012

RE: Trade Adjustment Assistance Community
College and Career Training Grant
Grant Number – TC-XXXXX-12-60-A-XX
Request to change signature authority

Federal Project Officer:

ABC Community College (ACC) requests grant officer approval to change the signature authority for its DOL Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant.

Effective March 30, 2012, Dr. John Dow will retire and no longer serve as ACC's authorized official for its TAACCCT Training Grant. Dr. Jane Dow will assume the position of College President and serve as the new authorized official effective, March 31, 2012. The contact information for Dr. Jane Dow is below:.....

Dr. Jane Dow
College President
ABC Community College
123 Grants Avenue
Dallas, TX 75202
Phone - (XXX) XXX-XXXX
Fax - (XXX) XXX-XXXX
Email – jdow1@acc.edu

Please contact Mary Jane Dow, TAACCCT Project Director, at (XXX) XXX-XXXX if additional information is needed.

Respectfully,
Signature Authority