

May 7, 2012

MEMORANDUM TO: Shashi Malhotra, Grants Specialist  
Research, Resources and Grants Branch  
Division of Contracts  
Office of Administration

FROM: James C. Corbett, Director */RA/*  
Division of Contracts  
Office of Administration

SUBJECT: DELEGATION OF GRANTS AUTHORITY

Pursuant to the authority delegated to me by the Senior Procurement Executive in memorandum dated September 30, 2011 (ML11255A249), you are delegated authority to execute and modify financial assistance relationships with educational institutions, state, local and tribal governments, and non-profit entities. In addition, you shall perform other typical duties of a Grants Officer, as set forth in Office of Management and Budget Circulars A-102 and A-133, as well as 2 CFR Parts 180, 182, 215, 225, 220, and 230.

Exercise of this delegated authority shall comply with all requirements of the law, executive orders, regulations, policies, and procedures, including clearances and notification requirements in effect at the time of the transaction.

This delegation of authority, effective the date of this memorandum, supersedes any authority previously delegated, and shall remain in effect until superseded. You are delegated the authority to sign the following actions:

- 1) Grants and cooperative agreements, where the estimated value of the single action is \$150,000 or less; and
- 2) Modifications to grants and cooperative agreements, where the estimated value of the single action is \$150,000 or less.

The authority contained herein may not be redelegated.

Enclosure:  
Certificate of Appointment

CONTACT: Carolyn A. Cooper, ADM/DC  
(301) 492-3605

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