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VA Department of Criminal Justice Services

Attention: Grants Management

Subject: Signature Authority

Date: January 30, 2023

At the July 2021 meeting of the Avalon Center Board of Directors a motion to give the executive director permission to electronically sign documents on behalf of the Project Administrator/Board Chair and to establish internal controls to assure continued Board oversight on DCJS grants. The motion passed unanimously. This was communicated to the grant monitor and through the OGMS system following that July 2021 meeting.

This letter will serve as an update that this permission is still in effect and applies to all DCJS grants and to both fiscal year 2023 and fiscal year 2024.

Please advise us if anything more is required.

Brian Muse, Esq,
Avalon Center Board Chair
Project Administrator

[Susan Keilitz \(Feb 8, 2023 14:55 EST\)](#)

Feb 8, 2023

Attested to by:
Susan Keilitz
Avalon Center Board Secretary

Proud partner of:



Avalon's federal tax-exempt
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Signature Authority Delegated in OGMS

Final Audit Report

2023-02-08

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By:	Teresa Christin (teresa@avaloncenter.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC-3MjnFDiPDloyMM1GUjTTRudQ-8SL5b

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