

# CHANGE OF CONTACT

If your contact person changes, we will need a letter on your company letterhead, listing the following information for the new contact person.

Name

Title

Email address

Phone number(s)

The letter **must be signed by 2 company officers (the new contact person cannot sign as one of the company officers)**.

You can email your change of contact letter to [ra-vfcvasgp@pa.gov](mailto:ra-vfcvasgp@pa.gov).

The new contact will also need to log into the grant application <https://osfcegrants.osfc.pa.gov> with their Keystone Id and password, save the profile, and email [ra-vfcvasgp@pa.gov](mailto:ra-vfcvasgp@pa.gov) the Keystone Id they logged in with. We will add the individual to the grant application as the primary preparer with signing ability.

Thank you