

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 02-23

Date Released: March 7, 2023

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: March 7, 2023

Subject: Contract Modifications

Applicable Program: WIOA Adult, Dislocated Worker and Youth

Revision History: Initial Release

The purpose of this Operational Directive (OD) is to provide instruction regarding requesting and completing Contract Modifications.

There are two types of modifications: contract amendment and/or budget redistribution. Contract Modifications may be requested by the FRWDB staff or by the Provider of Services (POS). Performance and monitoring standards, minimum service levels and cost category limitations, cannot be altered in the modification unless approved by the FRWDB.

The POS must submit the FRWDB Contract Modification Request Form (Form# CON-023) to the Contract Facilitator (CF) to request a modification.

A POS may submit a request for a contract amendment modification for the following:

- a. Participant Management Plan to correct carryover numbers after closeout; must be received no later than the end of the first quarter (September 30th);
- b. Revisions to the Statement of Work: Adjustment(s) to scope of work, project focus; or
- c. Change in authorized signatory.

A budget redistribution modification does not increase or decrease a contract award amount, it serves to reallocate money between line items of an already approved budget. Changes to the approved budget may be submitted only as they relate directly to the services required in the contract.

Budget redistribution shall not exceed the agreement amount and must comply with the maximum and minimum cost categories established by the FRWDB and State policies for the specific funding stream. A request for budget redistribution modification will be considered under the following circumstances:

- a. Salary adjustments

- b. Operational costs (e.g., rent, data line costs, etc.) that exceed the line item budgeted amount by more than 25% or \$2,000, whichever is greater;

Note: All budget redistribution requests must be received by the FRWDB by the end of the third quarter (March 31st). Any budget redistribution requests received after the end of the third quarter will not be considered.

A request for contract modification will be processed within (2) weeks of submission by the POS.

The CF is responsible for the review and processing of the modification. Modifications will be reviewed for:

- a. Clarity. Is the request clearly stated?
- b. What is the effect on the total program?
- c. What is the effect on the current participants?
- d. Are costs reasonable and in line with FRWDB policy.

Contract Modifications will be returned to the POS for corrections when necessary. The POS is to correct errors noted and return the modification to the CF within the specified time-frame set by the CF. Upon completion of the review, the CF will complete an analysis and recommendation and will route the contract modification for FRWDB staff approval. Upon final approval, the contract modification will be routed to the POS for final signature.

Please address any questions to your FRWDB Contract Facilitator.

Form:

CON-023 - Contract Modification Request Form