

**THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-9-09/01**

DATE: September 15, 2001

SUBJECT: The Oregon Consortium Sub-grant Recipient Agreement Modification Request

REFERENCES: Regional Sub-grant recipient Agreement, Section V, Assurances, Article XVII Termination & Modification, State Policy 589-10.2

PURPOSE:

To establish a process for regional sub-grant recipient agreement modification due to a change in funding, program design, planned activities, enrollments, performance outcomes, cost categories or budget.

BACKGROUND:

Regional sub-grant recipient Article XVII Clause E requires that a written request for modification be submitted to The Oregon Consortium & Oregon Workforce Alliance (TOC/OWA) for the following changes in the agreement:

1. Revisions to funding levels, including total funds by title and cost category totals, due to a request for additional funds or deobligation.
2. A change in planned participant enrollment numbers that results in a change in funding, cost categories or budget.

POLICY:

The regional sub-grant recipient will be required to submit all changes to the narrative and applicable forms in order for TOC/OWA to review and approve the requested modification. Modifications will be considered approved upon acceptance. Information required may include some or all of the following:

- a) Revised TOC Budget and Participation Plan
- b) Revision to the Budget Line Item form with explanations for certain line items as indicated on the form
- c) Revision to the Subgrant Recipient Plan Narrative
- d) Revised Implementation Schedule

- e) Revised Quarterly Expenditure Plan
- f) Transfer of Funds Request Between WIA Titles*

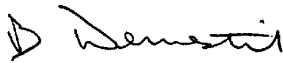
*Transfer of Funds Requests are accepted on a quarterly basis by Sept 25, March, 25, June 25, and Dec 25 and will be incorporated into the TOC Consent Agenda. TOC approved transfer requests along with TOC Board minutes will then be forwarded to ODCCWD with a request for a modification in our planned expenditures.

ACTION:

The TOC/OWA administrative office and the regional sub-grant recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the Director of Operations at 1-866-888-4TOC.



Bill Demestihis
Executive Director