



# State of Alaska

## Department of Labor and Workforce Development

<b>Divisions:</b> Alaska Workforce Investment Board (AWIB), Employment and Training Services (DETS)	<b>Policy:</b> 07-526.1
<b>Subject:</b> Subaward Amendments	<b>Pages:</b> 3
<b>Reference:</b> <a href="#">Federal Regulation 2 CFR 200</a> ; <a href="#">Alaska Technical and Vocational Education Program AS 23.15.820</a> ; <a href="#">Displaced Homemakers' Program 8 AAC 88.10-190</a> ; <a href="#">Adult Basic Education Program 8 AAC 99.10-200</a> ; <a href="#">State Training and Employment Program AS 23.15.620</a>	<b>Effective:</b> 2/4/2016 <b>Revised:</b> 6/19/2020
Approved:  _____ Louise Dean, Executive Director, AWIB	6/30/2020 _____ Date
Approved:  _____ Patsy Westcott, Director, DETS	6/30/2020 _____ Date

### 1. Parties Affected

This policy applies to Alaska Workforce Investment Board (AWIB) and Division of Employment and Training Services (DETS) staff, and subrecipients receiving state or federal funds from AWIB or DETS.

### 2. Background

Subrecipients must request a subaward amendment if they expect to change the project scope of work, have difficulty fulfilling the terms and conditions of the agreement, or need to adjust a budget line item beyond specified limits. This policy is intended to establish conditions for amendment requests versus amendment notifications; provide direction to subrecipients on the process for requesting an amendment; clarify the authority of AWIB and DETS staff to approve subaward amendments; and ensure a timely and accurate response to requests for amendments.

### 3. Policy

Subrecipients are required to request prior approval from the appropriate division for all program plan revisions and for budget revisions beyond specified limits. The subrecipient must provide written notification of all subaward amendments, including those not requiring formal approval by the division.

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities

Amendment requests requiring division approval must be submitted at least three working days in advance of the intended change. If a subrecipient encounters an unforeseen situation that requires an immediate or retroactive adjustment to the scope of work, terms and conditions, or budget, then the Program Coordinator II or their designee is authorized to make reasonable exceptions under these conditions.

**Subaward Amendment Limits:** Except as noted below, adjustments that transfer up to \$2,500 or 10 percent, whichever is greater, of a budget category do not require formal division approval. Budget category adjustments above this amount require formal approval. Adjustments between funding sources require division approval. Adjustments to budget line items within a budget category do not require division approval.

The thresholds identified in this policy are summative across all amendments and are relative to the originally-negotiated budget category amounts as specified in the budget. The subrecipient must provide written notification of all subaward amendments, including those not requiring formal approval by the division.

**Frequency of Amendments:** Subrecipients may request one subaward amendment per quarter. Each amendment may include any or all of the elements of the subaward including the scope of work, terms and conditions, or budget. Amendment requests within 45 days of the subaward end date will not be accepted without prior approval from the Program Coordinator II or designee. If a subrecipient requires more than one amendment within a quarter, the Program Coordinator II will determine if the situation warrants an exception to the policy.

**Timely Decisions on Subaward Amendments:** Amendment requests must be submitted at least three working days in advance of the intended change. Division staff authorized to make the decision have three working days to approve, deny, or request additional information. If additional information is requested, the authorized staff have three days to make a decision to approve or deny the amendment after the additional information is received. If an amendment is denied, staff will provide a written justification for the denial.

**Appeals:** Subrecipients may appeal amendment decisions to the Program Coordinator II within five working days of a written denial. The Program Coordinator II has five working days to respond.

Subrecipients may appeal decisions of the Program Coordinator II to the Director within five working days of a written denial. The Director has five working days to respond. The Director's decision is final.

During this process, division staff may request additional information from the subrecipient, bearing in mind that decisions must be made in a timely manner. Division staff must negotiate with the subrecipient to determine a reasonable time for additional information to be submitted.

All appeals and responses must be in writing.

#### 4. Definitions

- a) **Budget category** is one of seven major categories used to classify and sort funds: personal services, employee travel, contractual, supplies, participant services, equipment, and administration.
- b) **Funding source** is the classification of program funds used to support the activities and outcomes of the project, e.g., WIOA Youth In-School, WIOA Youth Out-of-School, STEP, etc.
- c) **Line item** is an itemized cost associated with a particular budget category.
- d) **Subaward** is an award of public funds AWIB or DETS issues through competitive or designated processes.
- e) **Subaward amendment** is a change to a subaward that facilitates the successful accomplishment of program objectives. Subaward amendments may include adjustments to the scope of work, terms and conditions, or budget.