

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
General Policy & Procedure**

**CONTRACTOR BUDGET MODIFICATION**

**EFFECTIVE DATE: July 11, 2003**

**NUMBER: 2.9**

**SUPERSEDES: SNWIB General Policies and  
Procedures No. 2.9 dated March 14, 2001**

**AUTHORIZATION: SNWIB Manager**

**BACKGROUND:**

The Southern Nevada Workforce Investment Board's (SNWIB) fiscal administration of WIA Title I funds requires that prudent procedures be established through which subrecipients process budget modifications.

**I. GENERAL BUDGET MODIFICATION PROVISION:**

- A. Any proposed budget modification that results in a line item increase or decrease of 20% must be submitted to the SNWIB in writing. This written submission must include:
1. The current budget in its entirety.
  2. The proposed modified budget in its entirety.
  3. An explanation (narrative) of the reason/justification for the modification.
  4. An explanation of the results of the modification.
- B. SNWIB staff shall perform an analysis of the reasonableness of the modification request. SNWIB staff will notify the subrecipient of the approval/disapproval of the modification in writing. Approval of the subrecipient's modification request must be in place prior to the subrecipient's implementation of the modification(s).

**II. BUDGET VS. EXPENDITURES**

SNWIB approval of the original budget and/or any modification(s) DOES NOT constitute approval of actual expenditures. Actual expenditures must comply with all applicable Federal, State and local regulations.