

WIOA Title I Local Budget Narrative Modification

Provide a response to each question (as appropriate) to describe significant changes to your organization's approved budget. You may provide high-level (summative) information (e.g. 1-5 paragraphs) for most questions. However, you may also include additional details and supporting documentation to provide a more complete description of changes to the local area's budget priorities or spending strategies. If a question does not apply to your local budget, no response is required.

Budget Spreadsheet

Submit a revised budget spreadsheet if there is a 10% change (increase or decrease) to any of the three broad categories of the approved budget. Categories include:

- 1) LWDA Operations
- 2) Direct WIOA Participant Expenses
- 3) Local Board Expenses

Submit a modified Budget Narrative if any of the following apply.

1. If the fiscal agent has changed or will change within the next 6 months, submit details, as appropriate. Details may include, but are not limited to: new fiscal agent name/contact information, local board action that authorized the change, transition date and supporting details.
2. If you anticipate requesting a transfer of funds within the upcoming quarter (that was not reflected in the original approved budget), submit those details. This does not take the place of an official request, but will assist with budget forecasting.
3. If you anticipate a need to submit a large purchase request within this program year, submit those details. If that large purchase was included in the previous/approved budget narrative submission, you may skip this question.
4. If there has been a change in staffing at the executive level within the local organization, submit those details. This includes Executive Director, Finance Director, etc.
5. If there has been a change in the signatory authority at the local level, submit those details and a new signature card.
6. Describe additional budget reductions or shifts that have occurred since you received approval for your local budget. Explain how you went about making the necessary adjustments and provide information regarding any services/administrative functions that had to be reduced. If certain contracts or service providers were cut, please explain that as well.