



Employment Training Panel

Memorandum

To: ETP Policy Committee
Gretchen Newsom, Chairperson
Janice Roberts, Member
Rick Smiles: Member

Date: December 17,
2020

CC: Executive Staff
Reg Javier, Executive Director
Peter Cooper, Assistant Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item 3.a.1.
Report to Policy Committee Re: Amendment Cap Clarification

I. Brief Issue Statement:

At the December, 2020 Panel meeting, Panel approved a moratorium on funding increase amendments for the remainder of this fiscal year.

There is one additional funding increase amendment item that staff would like to just clarify here, namely: what is the cap allowed for funding increase amendments?

ETP does not put a unique dollar amount cap on funding increase amendments. Rather, funding increase amendments are limited to the project cap for the relevant type of contract (for example, the Single Employer project cap, or MEC project cap).

There has been some confusion lately over which project cap limits the size of funding increase amendments; the project cap that was in effect at the time that the project was first approved, or the project cap that is in effect in the current fiscal year (when the amendment is requested).

ETP's project caps can and often do change on a yearly basis. Sometimes, the current year cap is higher than the prior year's cap. Other times, as is now the case, the current year cap is lower than the prior year's cap.

Staff is clarifying that all funding increase amendments (once the moratorium on funding increase amendments is lifted) are limited to the *current year's project cap*, and not to the project cap that applied when the project was approved.

Staff will be ensuring that all internal reference documents for staff and all relevant document templates will be updated to reflect this clarification.

II. Conclusion:

There is no action necessary by Committee for this item. However, if there are any questions, we welcome them at this time.