

**SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD**

**CONTRACT SIGNATURE AUTHORITY  
POLICY 13-01.1**

**DATE OF ISSUE**

December 14, 2023

**EFFECTIVE DATE**

December 14, 2023

**APPLICABILITY**

Southwestern Area Workforce Development Board (SAWDB) provider of Workforce Investment and Opportunity Act (WIOA) and other training services.

**PURPOSE**

To provide the SAWDB an opportunity to execute contract modification in a timely manner.

**BACKGROUND**

Contract modifications can only be approved by the Board. Waiting for the next board meeting may cause delays in contract approvals and services to customers. This policy would allow immediate contract approvals by the Chair or Vice-Chair between board meetings.

**ACTION**

The Chair or Vice-Chair is authorized to sign contract modifications to accept, transfer, or decrease funds on existing contracts, and for the contract modifications to be ratified by the Board at their next meeting.

This policy does not authorize the Chair or Vice-Chair to sign original contracts without the Board's approval.

**INQUIRIES**

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857 in Elephant Butte, New Mexico.

**ATTESTED**

This policy was reviewed and approved by the SAWDB on December 14, 2023.



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SAWDB Chairman

12/15/2023

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Date