

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2015-10: Policy on the Use of Uncommitted Funds

Effective date: July 1, 2015  
(Original effective date: June 26, 2009)

**SUBJECT:** Policy on the Use of Uncommitted Funds

**PURPOSE AND REFERENCE:**

This policy establishes guidelines to be followed when uncommitted funds are available, describes the methodology to obligate and expend these funds as the program year progresses and facilitates meaningful services to the clients of the Job and Career Centers.

**POLICY:**

The use of uncommitted funds in any Workforce Innovation and Opportunity Act (WIOA) budget category must be consistent with WIOA regulations and with the established priorities of the Workforce Development Board. These funds may be used in one or more of the following ways:

- Modifying existing contracts or in-house budgets to provide for additional enrollments and/or increased services for enrolled clients
- Funding special projects identified as WDB priorities
- Funding new Requests for Proposals (RFPs) for new and needed services
- Funding unsolicited proposals that comply with the WDB's policies on unsolicited proposals and the submission of proposals

**INQUIRIES:**

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.