December 18, 2014

To Whom it May Concern:

The purpose of this letter is to inform you of a change in the way No-Cost Extension modifications (NCE) are handled by the WASO Financial Assistance office. Beginning January 1, 2015, all NCE requests to WASO Financial Assistance Office will need to be accompanied by a Purchase Requisition (PR).

This change in policy is necessary for two primary reasons. First, requiring all modifications to have a matching PR allows the Financial Assistance office and partners to easily and accurately track the status of modifications in progress. Secondly, this new policy brings the WASO financial assistance team consistent with the rest of the Washington Contracting Office on this matter. When a request for a NCE is requested, we ask that you attach to the PR a draft modification and a justification for the necessity of such an extension.

Please be advised that the only type of PR that can be used for Financial Assistance is a “Grants Funded PR.” Unfortunately using this type does mean that every PR will need to have $1 on it even though this is a no-cost modification. This is not ideal, but this is a limitation to the software systems that there is no control over. However, when the $1 PRs for no-cost extensions are received, the actual modification will be created in PRISM without any funding. This means that the $1 which was attached will then be returned to the program. All requisitioners should already have this information, but if they have questions about the process the WASO Financial Assistance team will do our best to answer them.

Thank you in advance for your understanding and cooperation as we move forward with this new policy. Should you have any questions please do not hesitate to contact me. Thank you all for your continued support.

Best regards,

Andrew Lubner