

SPECIFICATIONS
Office of Skills Development (OSD) Grants
September 23, 2016

The following Specifications regarding OSD Grants are required by the Office of Skills Development under the authority of Act 892 of 2015, part 25-30-109.

1.00 COSTS

- 1.01 Budget is one of the four primary scoring categories according to the Rules and Regulations. The Purpose, Eligibility, and Scoring sections of the Rules and Regulations should be reviewed in detail.
- 1.02 Costs must be broken down according to the categories provided in the application, particularly Table 4. The breakdown includes costs (i.e. expenditures) for instruction, travel, administrative or indirect charges, facilities or rents, and “other” costs.
 - 1.02.1 “Other” and “in-kind” costs must be itemized and described in the additional space provided with, and corresponding to, these two cost categories.
- 1.03 In the narrative section provided in the application that is below the cost breakdown section in Table 4, describe and tie together all costs.
- 1.04 The maximum administrative, indirect, or overhead cost allowable in a project is ten percent (10%). Reimbursements of administrative, indirect, or overhead costs are considered on a case-by-case-basis.
- 1.05 Costs shall not be reimbursed if there are fewer than ten (10) completers of any single course or the number of completers is less than fifty percent (50%) of the enrollment projected in the original application, except for in the case of certain ‘train-the-trainer’, Customized Technical, and Grow Our Own projects, which shall be considered on a case-by-case basis.
- 1.06 For Professional Development training, in addition to the other Specifications in this document, the following may apply, as deemed appropriate by the Office of Skills Development.
 - 1.06.1 If funding is recommended, a cumulative reimbursable cost per training hour shall be calculated based on a rate of one hundred dollars (\$100 per hour).
 - 1.06.2 The maximum funding amount that may be recommended, if this section is applied, is the lesser of one hundred dollars (\$100) multiplied by the total number of training hours, or fifty percent (50%) of allowable costs.

1.07 Travel reimbursements must be for actual expenses approved in the grant application. The budget for reimbursement is not set on a per diem basis and shall not exceed maximum allowable rates as listed in the Federal Travel Directory, plus applicable taxes. See the Federal Travel Directory at <http://www.gsa.gov/portal/category/100000>. Appendix A within these Specifications provides additional detail regarding reimbursement of travel costs. These Specifications shall govern should there be any conflict with language in the Federal Travel Directory.

2.00 REIMBURSEMENTS

2.01 Documentation necessary to receive reimbursement includes the following:

2.01.1 A completed performance report as provided in the appropriate template by the Office of Skills Development, typically available on the OSD Grants web page.

2.01.2 Direct correlation between items reported in the reimbursement request documentation and the content of the approved OSD Grants application. Narrative must accompany the reimbursement request, which accounts for any deviations from the content and schedule of the application.

2.01.3 Dated sign-in sheets reflecting, minimally, the instructor name, course name, and names of trainees in attendance for each day of instruction or training. The Office of Skills Development may provide a sign-in sheet template.

2.01.4 Original receipts or invoices, as appropriate, for each cost or expense for which reimbursement is sought.

2.01.5 A summary invoice to the Arkansas Department of Career Education, Office of Skills Development must be provided, from the fiscal agent identified in the OSD Grants application for the total reimbursement requested. The summary invoice must list and summarize all itemized costs as supported by the receipts and invoices provided. The summary invoice must be on the letterhead or similar type form containing at least the name of the entity seeking reimbursement.

2.01.6 The general ledger reflecting the expenditures for which a reimbursement is sought may be required by the Office of Skills Development.

2.02 Reimbursement amounts shall be based on the percentage of the amount requested that is approved for funding by the Governor's Workforce Cabinet, up to the maximum dollar amount associated with that percentage at the time of approval.

2.02.1 Should performance under the grant deviate from the approved application, reimbursement may be adjusted downward in direct proportion to the performance deviation. An example of an adjustment is one directly correlating to an actual cost that was lower than projected in the application. Another example is an adjustment based on a lower than projected number of completers, where the reimbursement is reduced fractionally according to the number of actual completers of the training.

APPENDIX A

No expenses for meals will be allowed within the city or town of the employee's primary place of employment or residence, whichever is applicable.

On the first and last calendar days of travel, the maximum meal reimbursement is seventy-five percent (75%) of the daily maximum on other travel days. If travel covers a two day period, then meal reimbursement is up to 75% of the daily allowance for each day.

Meal maximums are inclusive of tax and up to 15% gratuity.

Reimbursement for lodging is limited to the single room rate.

Expenses for personal entertainment, flowers or other decorations, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable.