

## Required Documents Checklist for State Grants (Revised 1/13/12)

### **All programs must submit the following:**

- 2012-2013 State Budget Review Checklist -  ABE  GAE
- Grant Award Page
- Initial Budget or Amendment Page and detailed narrative
- Projected Line Item Budget Report attached to each grant award packet.
- Class Schedule and Personnel Page

### **The following forms should be used one time per local program:**

- Arkansas Department of Career Education Adult Education Division Assurances (5/30/11)  
Initial each page as read.
- Accompanying forms:
  - a. Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions
  - b. Certifications Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements
  - c. Disclosure of Lobbying Activities
- Signature Authorization letter (if applicable)
- New Item NOTE:** Administration Signature Verification 7-1-12 to 6-30-13.
- New Item NOTE:** Class Schedule