

Required Documents Checklist for Federal Grants

(Revised 1/13/12)

All programs must submit the following:

- 2012-2013 Federal Budget Review Checklist - D&E, C/I, EL Civics
- Grant Award Page
- Initial Budget or Amendment Page and detailed narrative
- Projected Line Item Budget Report attached to each grant award packet
- Personnel Page (name change)
- Personnel Page Reconciliation to Initial Budget
- New Item NOTE:** Class Schedule

The following forms should be used only once per local program:

- Arkansas Department of Career Education Adult Education Division Assurances (PY 2012 -2013) Initial each page as read.
- Accompanying Federal 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
- Administration Signature Verification 7/1/12 to 6/30/13
- Signature Authorization letter (if applicable)

Additional Documents Required of CBOs:

- CBO Copy of agency's articles of incorporation
- CBO Proof of bonding
- Most recent audit or financial statement
- Report of sources and amounts of all revenue
- Description of organization (purposes, length of time existing, length of time offering educational services)
- Letter from CBO's Board of Directors stating that all tutors whose students and hours are reported to ACE–AED are certified in a tutor training program approved by ACE-AED
- Require copy of Literacy Council Board, offices, contact information