

## Funding Packet Checklist

- Administrator Signature Verification
  - AR Adult Ed Administration Costs Waiver Application
  - Certification Debarment
  - Certifications Regarding Lobbying
  - Disclosure of Lobbying Activities
  - a. Required Document Checklist (Federal)
    - o b. Federal Budget Review Checklist
  - a. Required Document Checklist (State)
    - o b. State Budget Review Checklist
  - Funding Packet General Instructions
  - Adult Education Grant Award Page
  - 2014-15 Initial Budget Amendment
  - 2014-15 Line Item Budget
  - Personnel Page Reconciliation to Initial Budget
  - 2014-15 Personnel Page
  - Request for Federal Funds
  - Certification Debarment
  - State Assurances
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### Points to Remember

- All **TBA** positions will need to be filled within **90 days** of grant approval
- A Waiver should be submitted when any budget category exceeds approved 5% Federal 10% State
- Rental and Lease Agreement must be submitted with grant
- Program Advisors should be carbon copied on all grant submittals to the state office
- USB drives should be brought to Individual Budget Meetings with Program Advisors

