

## Required Documents Checklist for State Grants 2014-2015 Program Year

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

- 2014-2015 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.
- Personnel Page
- Personnel Page Reconciliation to Initial Budget

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

- Arkansas Department of Career Education Adult Education Division Assurances  
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)
- Administration Signature Verification 7/1/14 to 6/30/15
- Class Schedule, Summer (if applicable) and Fall