

**Arkansas Department of Career Education
Adult Education Division
Funding Packet General Instructions - PY 2013-2014**

Adult Education/Literacy Council administrators must complete all required forms for each funding source from which they receive a grant: Adult Basic Education Funds (ABE); General Adult Education Funds (GAE); Direct & Equitable Funds (D&E); Correctional/Institutional Funds (C/I); English Literacy/Civics Funds (EL/Civics), Special Projects Funds, and Carry-over Funds.

The ABE, GAE, D&E, EL/Civics, and C/I awards are one-year grants funded from July 1, 2013 through June 30, 2014 and are based on the availability of state and federal funds. These grants may not be available in future years.

1. Individual packets of completed forms must be submitted to the Adult Education Division for each grant awarded. Each program will receive the *Adult Education Grant Award* page by e-mail or U.S. mail, which will serve as the cover page of the funding packet. Funding packets for each funding source are located at the following web address: <http://ace.arkansas.gov/adultEducation/informationForms/Pages/forms.aspx>

Requirements for each funding source are different. Be sure to use all required forms in each specific funding packet when submitting that packet. Only **the original** of each packet of forms should be submitted. Any required funding **packets that are not received by the deadline, may be denied**. Please note: All required signatures must be **original** and in **BLUE** ink.

2. Each program is required to have a grant budget review meeting with their program advisor. In addition, to submitting the funding packet, program administrators will need to be able to discuss goals and plans for grant money and be able to provide substantive justification for each projected spending allocation.

Grant funding packets will be submitted, in person, on the scheduled grant review date. Funding may be denied if grant packets are not reviewed by the deadline. Be sure that every applicable blank on each form is completed.

ABE, GAE, D&E, EL/Civics, C/I, and Special Projects funds will not be released until funding packets have been approved and signed by the Adult Education Division.

3. A **signed and dated** original copy of the 2013-2014 *Arkansas Adult Education Assurances* must be completed and returned with the funding packet(s). If a program has multiple grants, only **one copy of Assurances** should be submitted. These forms are located at: *Adult Education Assurances and Forms*
<http://ace.arkansas.gov/adultEducation/informationForms/Pages/forms.aspx>

4. Each page of the Arkansas Adult Education Assurances must be initialed by the Local Education Agency (LEA) Administrator. Additionally, the last page must be signed by the LEA Administrator and the bottom right hand corner of each page.

5. In the event someone other than the Local Education Agency (LEA) Administrator or Community Based Organization (CBO) board president is authorized to sign on behalf of the grantee for subsequent documents, an annual letter on official letterhead must accompany the completed packet stating who is authorized to sign on behalf of the LEA or CBO.

6. Each application should include a detailed budget line-item narrative, in 12-point or larger font, explaining each item and how the projected expenditures in each subcategory (01-Administration; 02-Instruction; 03-Maintenance and Operation; and 04-Other Support Services) are reasonable and directly related to the adult education program with each *Adult Education Initial Budget or Amendment page*. **Simply restating the budget categories in the narrative WILL NOT BE ACCEPTABLE.** This includes names with salaries and benefits with amounts and items for purchase in 04(f).

01-Administration Category

In the Administration category, each position to be funded should be listed by title and employee name and whether the position is part-time or full-time. Also include a brief description of the job duties and responsibilities performed by each position. Show the annual salary rate and the percentage of time to be devoted to the project for each position. The compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within your organization.

The fringe benefits requested should be consistent with what the LEA offers for comparable positions and based on the proposed fringe benefits on actual known costs. Fringe benefits should be for the listed personnel and only for the percentage of time devoted to the project. Applicants must provide adequate documentation of costs and the percentage computation. Fringe benefits with regards to overtime hours are subject to the payroll deductions of FICA, workers' compensation, and unemployment compensation. **If these amounts exceed 10% for State Grants or 5% for Federal Grants then an Arkansas Adult Education Administration Cost Waiver Application must be submitted.**

Each program is required to verify ALL employees paid on all grants received from Arkansas Adult Education. All new employees must have a Personnel Data form submitted to the state office. Likewise, all inactive employees MUST be removed from Personnel Records, AERIS database, and any documents that support salaries.

All budgeted TBA positions MUST be filled within 90 DAYS of grant approval. Failure to fill TBA position may result in a Budget Amendment to reallocate funds. Note: Programs are only allowed 2 budget amendments each fiscal year.

02-Instruction Category

Instructional Supplies and Materials: List any education supplies, materials, or curriculum to be purchased for use by the instructional personnel. Provide the quantity and amount. Also include shipping and freight charges.

Testing (Psychological/Diagnostic/Skills): List any testing supplies and materials to be purchased. Provide the quantity and amount.

03- Maintenance and Operation Category

Office/Classroom Space/Rent: Provide a description of services to be rendered that will be supported by this funding. **Provide a copy of the lease or rental agreement, which outlines items such as to whom rent is paid, for what location, amount of space, length of contract, price/square footage, if the rent is split with other entities, etc.** Include satellite locations if applicable.

Rental costs are allowable to the extent that the rates are reasonable in light of such factors as rental costs of comparable property. (Fair Market Value) Rental arrangements should be reviewed periodically to determine if circumstances have changed. List what is included in the rental agreement – insurance, utilities, custodial service, maintenance costs, etc. REMEMBER RENTAL INSURANCE FOR CONTENTS.

Rental costs are allowable only up to the amount that would be allowed had the agency continued to own the property. This amount would include expenses such as depreciation or use allowance, maintenance, taxes, and insurance. Be sure to include the method used to determine the amount of rent.

Utilities: Provide agency name and description of services to be rendered. This includes utilities (phone, electric, heat) and other contracted or purchased services. Indicate if the amount budgeted for utilities (such as electricity, water, sewer, and gas) is based upon direct meter readings expenditures to be paid by the award. Include the methodology or basis used to determine the amount budgeted for utilities overall and for this grant award. Be sure that the amount budgeted for utilities are not actually included in the rental agreement (if so, it should be moved to rent).

Custodial Services: If the LEA has a contract with an outside service provider for custodial services, indicate whether or not there is a contract for services with the LEA or an employee of the LEA performing custodial services. Note: An employee of the LEA will need to complete a Personal Activity Report (PAR). A LEA charging a separate “fee” (not included in the rent) will need to have a contract for service. Include the method used to determine the over-all dollar amount and the amount budgeted for this grant award designated for custodial services. Be sure that the amount budgeted for custodial services are not actually included in the rental agreement (if so, it should be moved to rent).

Building/Property Insurance: Include the provider name and type of insurance supplied. Also indicate whether the amount budgeted for building and/or property insurance is based upon a

direct bill the LEA receives for the facility. Include the method used to determine the over-all dollar amount and the amount budgeted for this grant award. Be sure that the amount budgeted is not actually included in the rental agreement (if so, it should be moved to rent).

Equipment Lease/Rental/Maintenance Contracts: Include the name of the contractor and a description of the equipment or service provided. Indicate whether the amount budgeted for the lease, rental or maintenance of equipment is based upon a direct bill the LEA receives. Include the method used to determine the over-all dollar amount and the amount budgeted for the individual grant award. Be sure the amount budgeted is not actually included in the rental agreement (if so, it should be moved to rent).

04- Other Support Services Category

Other Support Services may include items such as supplies, telephone, copying costs, etc. Supplies are expendable items and equipment costing less than \$500 and should be listed by type. Usually, supplies include any materials that are expendable or consumed during the course of the project. Be sure to show how you calculated the costs.

TRAVEL: Categories 01-d, 02-k, 04-g

All travel expenses should be itemized for project personnel by purpose. Be sure to show how each cost is calculated. In particular please provide justification of amount allocated. Be specific using federal or state travel regulations.

Local programs may transfer travel funds by amendment only among 01-d Administration travel, 02-k Instructional travel, and 04-g Conference/workshop travel. Funds may be transferred by an additional amendment out of travel into other categories, but not out of other categories into travel without prior written approval by the Deputy Director of Adult Education.

Travel and equipment may not be increased after the budget is approved without authorization of the Adult Education Division Deputy Director.

TRANSFER OF FUNDS

Transfer of funding within the categories of 01-Administration, 02-Instruction, 03-Maintenance and Operation, and 04-Other Support Services are allowed without amendment or state office approval. However, transfer of funds for travel and equipment are subject to the approval process. In either case, please notify your assigned Program Advisor **PRIOR** to transferring funds.

Equipment requests must be listed separately along with estimated costs. Generally, equipment is defined as nonexpendable equipment, which is tangible property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. . Please remember to add the new equipment to your inventory list and include an Adult Education tag on it.

Failure to comply with specific deadlines/requirements of the Adult Education Division, including submission of reports and inputting of data in AERIS may result in suspension of funding until full compliance is achieved.

Funding Guidelines:

Federal & State Funds:

- Adult Education funds must be used effectively and efficiently.
- Programs funded with adult education grants must coordinate to avoid duplication of services, programs, and/or activities made available to adults under other local, state or federal adult education programs.
- No more than ten percent (10%) of state ABE/GAE grants and no more than five percent (5%) of federal D&E or EL/Civics grants may be spent in 01-Administration.
- If 01 Administration is projected to exceed 10% of a STATE grant or 5% of a FEDERAL grant, you may request to waiver the current maximum % level. The Adult Education Division Administration Waiver Form FY2013-2014 must be submitted with a detailed justification.
- No more than ten percent (10%) of each grant may be spent in 03-Maintenance and Operation and none is allowed in federal EL/Civics or C/I funds.
- **All personnel must be listed on the *Personnel Page* which must be updated whenever there is a change.**
 - CBO Exception: volunteers may be included on a listing of names and attached to the Personnel Page.
- All personnel paid with adult education funds and any volunteer tutors whose students and hours are reported to the ACE-AED must meet current requirements as found in the ACE-AED Program Policies. http://ace.arkansas.gov/adultEducation/programs/Documents/Adult_Ed_Forms/ArkansasAdultEducationPoliciesProcedures.pdf
- All programs receiving funds will be responsible for adhering to ACE-AED Program Policies, Assurances, <http://ace.arkansas.gov/adultEducation/informationForms/Pages/programPolicies.aspx>
- and Arkansas NRS Guidelines <http://ace.arkansas.gov/adultEducation/informationForms/Documents/Guidelines%20on%20Intake%20and%20Goal%20Setting.pdf>
- **The Adult Education Division requires all programs funded with State and/or Federal Adult Education Funds to use the Adult Education Reporting Information System (AERIS). AERIS is a high-quality web-based information management system that has the capacity to report participant outcomes and to monitor program performance. The Adult Education Division provides all funded programs access to AERIS, training, and a help desk at no charge.**
- Programs serving multiple counties must submit to the Adult Education Division budget pages and detailed narratives for each county served with GAE funds and one composite budget page.
 - Adult Basic Education (ABE) funds will continue to be used primarily in the main

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- county of the program; and
- Direct and Equitable, Correctional/Institutional, EL/Civics, Special Projects, and Carryover funds may be spent in the county of choice by the local Adult Education Administrator.
- Adult literacy services for adults in family literacy programs may be supported from state ABE/GAE and/or federal D & E and/or C/I grant funds.
- Federal D & E and EL/Civics funds may not be used to provide services to adults in C/I settings. Those services may only be supported with C/I grant funds, state ABE/GAE funds, Workplace, Special Projects, or Carryover, and/or other public or private funds.
- Students ages 16 and 17 may be served with Adult Education funds if they are waived into an adult education program. CBOs receiving adult education funding may not use adult education funds to serve students under the age of 18 in accordance with Arkansas Act 1659 of 2001, Arkansas Act 604 of 2003, and/or any subsequent acts amending them.

Federal Funds: D&E, C/I, EL/Civics

- Federal funds must be used **to supplement** (add to, extend) and **not supplant** (take the place of) other funding.
- Federal D & E funds may not be used to provide services to adults that function above the 8.9 functioning level in reading, math, and language arts skills as determined by a standardized testing instrument approved by the Adult Education Division.
- Only 02 - Instruction expenditures will be allowed with federal C/I funds.
- **No equipment** may be purchased with federal D&E, EL/Civics or C/I funds.
- CBO Bonding - CBOs must provide a copy of the policy. In the budget narrative, identify those bonded, their financial, purchasing, and/or check signing responsibilities for state and/or federal adult education funds.
- Any federal funds not used by local program should be returned to the Adult Education Division at the earliest possible date following the end of the fiscal year.

State Funds: ABE, GAE

- For the 2013-2014 fiscal year, each program receiving Adult Education Division state funding with multiple counties will receive from the Adult Education Division a grant award page with a total amount of GAE funds for the program's use. Programs must use GAE funds in each county which it serves. The amounts to be spent in each county have not been predetermined by a funding formula, but past year's county expenditures may serve as a guide for the amounts to be budgeted.
- GED testing and graduation expenses may be paid with state GAE Funds only.

If you have questions, please contact our office.

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