**2022-2023 Federal Budget Review Checklist**

**Grant Award Page**

* Grants Awarded: \_\_\_\_ D&E \_\_\_\_ C/I \_\_\_\_ IEL/CE
* Grant Award Page
  + Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
    - Signatures are required after your Program Advisor has approved the budget
  + Grant Award amount matches budget page and projected line item budget page
  + Verify DUNS Number

**Budget Page**

* Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
* 01 Administration
  + One stop contributions are included as well as a copy of the IFA/MOU
  + 5% maximum
    - If the 01 total exceeds 5%, an Administration Cost Waiver Application is included
* 02 Instruction
  + If a C/I grant, 100% of funds are in the 02 category
* 03 M&O
  + 10% maximum
* 04 Other
  + If items are included in 04f, provide a detailed inventory and any other relevant supporting documents, such as a shopping cart or quote.
  + No equipment purchase is allowed.
  + No funds can support correctional classes if grant is D&E or IEL/CE.

**Narratives**

* Brief job descriptions (2-4 sentences) are included for each individual paid with adult education funds.
* Matching is detailed and complete for each person paid with adult education funds for each grant.
* All rental and lease agreements are included.
* All instructional texts, instructional supplies, utilities, custodial services, advertisement costs, graduation expenses, office supplies, copying costs, and telephone must have supporting documentation such as, past bills, shopping carts, or quotes.

**Personnel Page**

* Salary Amounts match narrative and personnel reconciliation page
* Instructors
  + Include the following:
    - Full-time or Part-Time
    - License Type
    - Number of hours worked
* Paraprofessionals
  + Note the hourly wage based on credential/degree attained:
    - $12/hr.-High School/GED
    - $14/hr.-Associate’s Degree
    - $18/hr.- Bachelor’s Degree
    - $20/hr.- Master’s Degree
    - $24/hr.- Doctorate Degree
* Volunteers/Tutors Listed by name
  + Must have High School Diploma/GED

**Projected Line Item Budget**

* All grants are included
* Numbers match amounts shown on each Initial Budget Page

**Personnel Reconciliation Page**

* All grants are included
* Each amount matches individual category totals

**All programs must submit the following forms only once per local program:**

□ Arkansas Division of Workforce Services, Adult Education Section 2022-2023 Assurances. Each page must be initialed and signed on the last page by the LEA.

□ Accompanying Federal forms that must be signed by the LEA:

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 7/1/22 to 6/30/23

□ General Education Provisions Act (GEPA) Sec. 427 Attestation

□ Signature Authorization letter (if applicable)

□ LEA and Director PARs Acknowledgement Form

□ Class Schedule, Summer (if applicable) and Fall **(75% of classes must be Managed Enrollment)**

**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 DWS/AES are certified in a tutor training program approved by DWS/AES.

□ Copy of Literacy Council Board, offices, contact information