**2025-2026 Federal Budget Review Checklist**

**Grant Award Page**

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

**Budget Page**

* Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
	+ - *Signatures are required after Program Advisor has approved the budget*
* 01 Administration
	+ One-stop contributions are included as well as a copy of the IFA/MOU (if applicable)
	+ 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 IELCE.

**Narratives**

* Brief job descriptions (2-4 sentences) are included for each individual paid with adult education funds.
* Matching is complete for each person paid with adult education funds for each grant.
* Salary amounts match Personnel Reconciliation Page
* Instructors
	+ Include the following:
		- Full-time or Part-Time
		- License Type
		- Number of hours worked
		- Salary on grant and total salary
* Paraprofessionals (Part-time)
	+ Note the hourly wage based on credential/degree attained *(Waiver requests are accepted if programs need to exceed)*:
		- $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®
* Salary Waiver
* Must include if exceeds maximum wage allowance
* 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, item listing with prices and quantities, or quotes.
* For travel, include names of those traveling and all related expenses with supporting documentation, if necessary.

**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 Budget page line item amount matches individual category totals
* *Budget Differences by Award* row amounts are zero for all budgets

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

□ Arkansas Workforce Connections, Office of Adult Education 2024-2025 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 7/1/24 to 6/30/25

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

□ Signature Authorization letter (if applicable)

□ LEA and Director PARs Acknowledgement Form

**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 OAE are certified in a tutor training program approved by OAE.

□ Copy of Literacy Council Board, offices, contact information