**2022-2023 State Budget Review Checklist**

**Grant Award Page**

* Grants Awarded: \_\_\_\_ ABE \_\_\_\_ GAE \_\_\_\_ Special Project
* 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

**ABE Funds Only**

* Each county has a separate budget page and narrative and a cumulative budget page for all ABE funds. Expenses for each county must be clearly identified.
* ABE funds for each county is at minimum of 75% of the designated funds (refer to the “ABE Funds by County” at the end of the Funding Packet Guidelines.

**Budget Page**

* Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
* 01 Administration
  + 10% maximum
    - If the 01 total exceeds 10%, an Administration Cost Waiver Application is included
* 02 Instruction
  + ASE Instructors Salary and matching (or applicable percentage), GED® Examiner Salary and Match, and instructional texts specifically for ASE learners (i.e. GED® preparation texts) are only allowed within the GAE budget
* 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.
  + Equipment over $100 (including tax) must be listed in the 04h category
  + Include any conferences that personnel may attend- AACAE conference.

**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.
* For travel, include names of those traveling and all related expenses with supporting documentation.

**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

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

□ Administration Signature Verification 7/1/22 to 6/30/23

□ 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)**