**2025-2026 State Budget Review Checklist**

**Grant Award Page**

* Grants Awarded: \_\_\_\_ ABE \_\_\_\_ GAE \_\_\_\_ Special Project
* Grant Award Page
	+ Grant Award amount matches the Initial Budget Page and projected Line Item Budget page totals
	+ Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
		- *Signatures are required after the Program Advisor has approved the budget*
	+ 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 budget for each county total at least 75% of the county-designated funds listed on the Award Page.

**Budget Page**

* Program information entered at the top of the Initial Budget Page
* Signed by LEA Administrator/Board President or Chair (IN BLUE INK)
* *Signatures are required after the Program Advisor has approved the budget*
* 01 Administration
	+ 10% maximum
		- If the 01 total exceeds 10%, an Administration Cost Waiver Application is included
* 02 Instruction
	+ ASE Instructor 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 (Waiver application is required if exceed)
* 04 Other
	+ If items are included in 04f, provide a detailed inventory and any other relevant supporting documents, such as a listing or quote (no shopping carts are required).
		- All calculators and toner must be budgeted in 04f.
	+ Equipment over $100 (including tax) must be listed in the 04h category.
		- Equipment purchases must be approved by Dr. Miles.
	+ Include any conferences that personnel may attend (i.e.- AACAE conference).

**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 the 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

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

□ Administration Signature Verification 7/1/24 to 6/30/25

□ Signature Authorization letter (if applicable)

□ LEA and Director PARs Acknowledgement Form