**Arkansas Division of Workforce Services,**

**Adult Education Section**

**Funding Packet General Instructions 2024-2025 PY**

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); Integrated English Literacy/Civics Education Funds (IEL/CE), Special Projects Funds, and Carry-over Funds.

The ABE, GAE, D&E, IEL/CE, and C/I grant awards are one-year grants funded from July 1, 2024, through June 30, 2025, 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 Section for each grant awarded. Each program will receive the *Adult Education Grant Award* page by e-mail, which will serve as the cover page of the funding packet. Budget and Funding forms and worksheets are available under *Information and Forms* at <https://dws.arkansas.gov/adult-education/information-forms/>

**Requirements and limitations for each grant are specific and vary**. Be sure to use all required forms in each specific funding packet when submitting. Only the original of each packet of forms should be submitted. Any required funding**packets that are incomplete and received by the deadline may be denied.** Please note: all required signatures must be **original**and in **BLUE** ink.

Grant funding packets will be submitted by the scheduled grant review date.  Be sure that every applicable blank on each form is completed. ABE, GAE, D&E, IEL/CE, C/I, and Special Projects funds will not be released until funding packets have been approved and signed by the Adult Education Section.  Funding Packets must be complete in order to be approved.

1. For **ABE budgets**, programs serving multiple counties must submit a composite initial budget page and separate initial budget pages for each county, along with a separate narrative that clearly designates and identifies costs per county. **A composite narrative is not required.**

1. Each new program director is required to have a grant budget review meeting with his/her Program Advisor. Other program directors may also request a budget review meeting. In addition to submitting the funding packet, program administrators will discuss goals and plans for grant funds, challenges for the upcoming program year, and the necessary substantive justification for each projected spending allocation. Please see the budget narrative for more details.

Budgets should be submitted to the Program Advisor, Program Coordinator, and Associate Director before the scheduled review meeting. The review meeting may be by Zoom or in person at the State Office in Little Rock.

1. **A signed and**dated original copy of the 2024-2025 *Arkansas Adult Education Assurances,*along with the *LEA and Director PARs Acknowledgement Form*must be submitted before funds will be released. Even if a program has multiple grants, only one copy of Assurances should be submitted. These forms are located under *Information and Forms*at <https://dws.arkansas.gov/adult-education/information-forms/>

The last page of the Arkansas Adult Education Assurances must be signed by the LEA Administrator in **BLUE** ink.Additionally, **each preceding page** must be initialed by the Local Education Agency (LEA) Administrator.

1. 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.

1. Each application should include a detailed budget line-item narrative with each *Adult Education Initial Budget or Amendment page*, in 12-point 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, necessary, and directly related to the adult education program*.*This includes names with salaries and benefits with amounts and items planned for purchase as instructional texts (02i), instructional supplies (02j), Office Supplies (04c), Equipment (04h), or Other (04f). **Simply restating the budget categories in the narrative WILL NOT BE ACCEPTABLE.**

**Arkansas Adult Education Initial Budget Category Descriptions**

**For all Personnel Positions in any Category:**

Each position to be funded should include the following:

* Employee Name
* Title
* Part-time or Full-time
* A brief 2-4 sentence summary of the job duties and responsibilities for each position or individual. Information provided may include subjects and levels taught, roles filled (data entry, intake, career coach, TABE/CLAS-E test proctoring, etc.)
* Salary/Pay included for the grant and the percentage of time devoted to the project/grant *Note: The compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the 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. The portion of the fringe benefits for each position/individual should correspond to the percentage of time devoted to the project/grant. Applicants must provide adequate documentation of costs and the percentage computation. Fringe benefits with regard to overtime hours are subject to the payroll deductions of FICA, workers’ compensation, and unemployment compensation**.**

Each program is required to verify ALL employees’ credentials and certifications (i.e.: counselor, ELS, etc.) paid with Adult Education grants. All employees must have a Personnel Data form and copy of their GED®, high school diploma, degree, and current teacher license (if applicable) submitted to the state office.

*Note: For all inactive employees, an updated Personnel Data Form reflecting an exit date must be submitted and removed from the state-approved data management system.*

All budgeted TBA positions MUST be filled within 90 days of grant approval. Provide a Plan of Action and Timeline for filling TBA position(s). Failure to fill TBA position may result in a Budget Amendment to reallocate funds.

**01-Administration Category:**

**01a- Director/Coordinator Salary:**Provide the position title and name of personnel along with detailed salary information. The amount allocated for this position should align with the amount of time spent on the listed job responsibilities. A Director must be listed on at least one of the awarded grants.

**01b- Secretary/Bookkeeper/Accountant:** Provide the position title and name of personnel along with detailed salary information. The amount allocated for this position should align with the amount of time spent on the listed job responsibilities. The compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within your organization.

**01c. Administration Matching:** *See* *02g-h: GED Examiner & Instructional Matching on pages 4-5 for more details.*

**01d. Administration Travel:***See Travel Category Description on page 8 for more details.*

**01e. Audit/Bond/Financial Review:** Costs associated with a program's audit, bond, or financial review. Detailed cost and process documentation must be included.

**01f. One-Stop Infrastructure Costs:** Costs incurred as part of the Infrastructure Agreement (IFA) with the local one-stop center. A contract and/or MOU may be used for documentation of cost. ***This cost must be allocated under the D&E grant***.

*Note: All programs with a****comprehensive one-stop center in the service area must contribute to the infrastructure costs****; a program with an affiliate site in the service area is not required to contribute to the infrastructure costs unless the program is co-located.*

**If the total amount for the 01 category exceeds 10% for State Grants or 5% for Federal Grants, an *Arkansas Adult Education Administration Cost Waiver Application* must be submitted for approval with the budget.**

**02-Instruction Category:**

**02a-f**:**Personnel.** Include the title of each position and salary along with the individual’s name and degree/certification/license under the appropriate category. If a position has not been filled at the time of budget submission, use “TBA” **(include a 90-day TBA plan).** Describe the duties and need for each position.

*Example:*

*02a.$80,000*

*FT Instructor- Jane Doe, Adult Education Teaching Certificate - $40,000/yr*

*Teaches high intermediate and advanced ESL classes to improve the listening, reading, speaking, and writing skills of English Language Learners.*

*FT Instructor- John Doe, Adult Education Teaching Certificate - $40,000/yr*

*Teaches ABE Math and Social Studies to ABE Levels 1-3.*

If a staff member serves in more than one capacity, enter that staff member in each applicable function. For example, if a staff member serves as a teacher and as a GED Examiner, enter that staff member in two separate budget lines under the appropriate function.

*Example:*

*02b. $25,200*

*PT Instructor- Sally Smith, Teaching License- $8,400/year*

*Teaches ABE Reading and Language to ABE Levels 1-3 on Mondays and Wednesdays 12:00pm-4:00pm.*

*$25x8= $200x42 weeks= $8,400*

*02f- $7,200*

*GED Examiner- Sally Smith- $20/hour*

*Administers GED at the Example County site on Tuesdays and Thursdays from 12:00pm- 4:00pm.*

*$20x8 hours per week= $160x 42 weeks= $,7200*

**02g-h.** **GED Examiner & Instructional Matching:**Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits and the basis for their calculation ***for each staff member***. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed.

*Example:* *Project Coordinator - Salary $45,000*

*Retirement 5% of $45,000* *=* *$2,250.00*

*FICA 7.65% of $45,000* *=* *$3,443.00*

*Insurance =* *$2,000.00*

*Workers Compensation* *=* *$531.00*

*Total:* *$8,224.00*

Ensure that the percentage of an individual’s fringe benefits charged to the grant does not exceed the corresponding percentage of that individual’s salary charged to the grant.

*Example: If 25% of a staff member’s salary is charged to the grant project, approximately 25% of his/her fringe benefits can be charged to the grant project.*

*Total Salary $60, 000, Total Fringe- $12,000*

*$15, 000 from ABE funds= $3,000 matching in ABE budget*

*$45,000 from GAE funds= $9,000 matching in GAE budget*

**Note: ABE and Federal Funds may not be used for GED Examiners or Matching.**

**02i.** **Instructional Texts:** Provide an itemized list that includes the quantity and dollar amount of any textbook(s), reference, or library books, materials, or curriculum to be purchased for use by the instructional personnel. Also, include shipping and freight charges.

**02j.  Instructional Supplies:** Provide an itemized list that includes the quantity and dollar amount of any testing (Psychological/Diagnostic/Skills) supplies and materials to be purchased including paper, notebooks, pencils, pens, TABE answer sheets, etc. If an item is consumable, it should be included in Instructional Supplies. *Please note that TABE/TABE CLAS-E test answer booklets (consumable) should be included in 04f.*

**02k. Computer Software:** List specific instructional software, the quantity, and dollar amount. Software over $100 must be tagged and added to inventory.

**02l. Instructional Travel:** Identify the staff member traveling and the purpose for the travel. The description and calculation of the requested cost must provide enough detail to support the need and relevance of the requested expenditure. *See Travel Category Description on page 8 for more details.*

*Example: Teacher A round trip from Anytown to Everytown to teach ABE evening class on Tuesday and Thursday*

*for 32 weeks/year. 30 miles round trip x twice weekly= 60 miles per week x 32 weeks= 1,920 miles/year.*

*1,920 miles x $0.42= $806.40*

**03- Maintenance and Operation Category:**

**All contracts must be for the grant-funded fiscal year, July 1 – June 30. Leases and rental agreements must be year-to-year.**

**03a. Office/Classroom Space/Rent:**  Provide a description of services to be rendered that will be supported by this funding. ***Provide a current 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 and how 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 considering such factors as rental costs of comparable property (Fair Market Value). Rental arrangements should be reviewed periodically to determine if circumstances have changed. List, in detail, what is included in the rental agreement – insurance, utilities, custodial service, maintenance costs, etc. Be sure to include the method used to determine the amount of rent.

**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.

**03b. 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 is not included in the rental agreement (if so, it should be moved to rent).

**03c: Custodial Services/Supplies:** If the LEA has a contract with an outside service provider for custodial services, indicate whether there is a contract for services with the LEA or an employee of the LEA performing custodial services. ***Note****:* An employee of the LEA paid with Adult Education funds must complete a Personal Activity Report (PAR).

An 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 overall dollar amount and the amount budgeted for this grant award designated for custodial services/supplies. Be sure that the amount budgeted for custodial services/supplies is not included in the rental agreement (if so, costs should be reflected in 03a Rent).

**03d: Building/Property Insurance:** Include the provider’s 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 overall 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, costs should be reflected in 03a Rent).

**03e: 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 overall 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, costs should be reflected in 03a 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 more than $100 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 costs were calculated.

**04a. Advertisement/Promotion:**Include a marketing plan and documentation of the recruitment process and sample advertisements. Copy of advertisements used during the 2023-24 PY that will be reproduced or duplicated for use in the 2024-25 are acceptable.

**04b. Graduation Expenses:**Include the number of anticipated graduates and a breakdown of total anticipated costs for items such as caps and gowns, diplomas, refreshments, etc.

***NOTE***: Flower arrangements and plants are considered decorative and are not an allowable expense.

**04c. Office Supplies/Postage:**Individually list each item requested.  For postage, estimate the number of items to be sent by first class and/or bulk rate and compute the expected cost. A postage meter or log should be used to document support. Show the unit cost of each item, number needed, and total amount.  Describe the purpose for each item and relate it to specific program objectives.  If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category. However, you must provide as much detail as necessary for us to accurately determine the necessity for the proposed expenditure.

*General office supplies (pens, pencils, post-it notes, etc.)*

*12 months x $150/year x 10 staff* *=* *$1,500*

*General office supplies will be used by staff members to carry out daily activities of the program.*

**04d. Copying Costs:**Estimate the number of photocopies to be made and compute the cost based upon the current LEA charge for copying.

**04e. Telephone:***Landline –*Provide the agency name and description of services for landline service. Indicate the number of lines and whether there is a contract for services directly with the LEA, services are provided by the college, or services are in the rental agreement. Be sure that the amount budgeted for telephone is not actually included in the rental agreement. (If so, costs should be reflected in 03a Rent).

*Wireless* – Cellphones will not be approved if they are used to conduct routine business of the grant. However, they may be considered allowable if used to maintain contact at satellite locations for logistical or safety reasons. Include a list of all personnel supplied with a mobile phone, the phone number, the date issued, and the type of phone. Provide a copy of the most recent wireless billing statement or quote with the name of the carrier, name of the account holder, number of active lines, wireless package details (e.g., # of min/month, included data, text, etc.), and any other add-ons billed to the account. ***NOTE:****Services above basic service are not an allowable expense.*

**04f. Other:**Provide a description of other costs associated with this grant that are not included in the other categories.*Please note that TABE test booklets (non-consumable) and calculators over $100 are to be included in 04f.*

**04g. Conference/Workshop Travel:***See Travel Category Description on page 8.*

**04h. Equipment:**Generally, equipment is defined as non-expendable equipment, which is tangible property. Expendable items should be included in the “supplies” or “other” categories.

An item to be purchased is categorized as equipment if it meets ALL the following criteria:

1. It retains its original shape, appearance, and character with use.
2. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it.
3. Under normal conditions of use, including reasonable care and maintenance, the item can be expected to serve its primary purpose for at least one year.
4. The unit cost is more than $100.

List equipment requests separately along with estimated costs- written estimate, website, shopping cart, or other documentation.

*Item Requested* *Quantity* *Unit Cost* *Amount*

*Dell Computer* *5* *$300.00* *$1,500*

*The computers will be used at the Adult Education center at Example County in order to integrate digital technology into lessons. No computers are currently at this location.*

*ELMO* *2* *$100.00* *$200.00*

*To be placed in a classroom for two FT instructors.*

*Desktop Printer* *1* *$120.00* *$120.00*

*To replace the printer that is no longer working.*

Where equipment is purchased from a single vendor as a “package,” identify the full “package price” and the package components (e.g., computer packaged with software, printer, etc.). Do not show the cost of the components separately if they are not purchased separately.

For all equipment over $100:  Place an Adult Education tag on all new equipment. Update and submit an inventory list to the Adult Education office. If the equipment is paid with other grant funds, such as SNAP E&T, label it accordingly, and add it to the inventory list.Each item included in an equipment package (i.e., CPU, monitor, and keyboard) must be tagged, and may all have the same tag number.

**Travel: Categories 01-d, 02-l, 04-g**

***In-State Travel*** - Provide a narrative justification describing the travel staff members will perform.  List the destination, the number of trips planned, the name of the traveler, and the approximate dates. If mileage is to be paid, provide the number of miles and the cost per mile. If travel is by air, provide the estimated cost of airfare. If food and lodging are to be paid, indicate the number of days and amount of daily food costs as well as the number of nights and estimated cost of lodging. Include the cost of ground transportation when applicable.

***Out-of-State Travel*** - Provide a narrative justification describing the same information requested above. Include quotes for all related travel expenses (air, shuttle, baggage, etc.).

All travel must follow State and Federal guidelines including maximum costs for per diem. Be specific using federal or state travel regulations.

*In-State Travel:*

*The Director and 2 FT Teachers will travel to Hot Springs to attend the AACAE conference. Travel will be in one car.*

*Anytown to Little Rock- 320 miles roundtrip (220x $0.42)* *= $134.40*

*1 night lodging x $101/night x 2 rooms* *= $228.26 ($101x2 + tax)*

*Per diem ($44.25x2=$88.50 per person)* *= $265.50 ($88.50x3)*

*Total* *$ 628.16*

*Out-of-State Travel:*

*The Director and one FT Instructor will attend the COABE Conference in Phoenix, AZ.*

*Airfare x 2 ($550 each)* *= $1100.00*

*Baggage Fees* *($50 per person roundtrip)* *=$100.00*

*2 nights lodging x $133/night ($266.00)* *= $300.58 (room + tax)*

*3 days per diem ($59+$88.50 x2)* *=$295.00*

*Ground transportation* *=$50 (roundtrip)*

*Airport Parking* *=$43.20*

*Mileage to Airport (42 miles roundtrip x $0.42)* *=$17.64*

*Total* *=$1906.42*

**TRANSFER OF FUNDS**

Movement or transfer of funds **between categories** (01-Administration, 02-Instruction, 03-Maintenance and Operation, or 04-Other Support Services) requires prior approval from the state office **and** an Amendment (only 2 amendments per PY allowed). Submit the request via email to your Program Advisor with a detailed justification for the request. Include the reason previously approved expenses are no longer needed, making funds available for the new expense. Also provide the justification for the new expense. Based on the state office’s approval, an amendment must be submitted in a timely manner.

Transfer of funding ***within*** a single category is allowed without an amendment; however, the state office must be notified via email to the Program Advisor. Please provide notification **PRIOR**to transferring funds. **Note:** *Travel and Equipment may not be increased after the budget is approved without an approved amendment.*

Any transfer of funds, whether within a single category, or between categories, must be reflected in the final budget amendment submitted for the fiscal year.

Failure to comply with specific deadlines/requirements of the Adult Education Section, including submission of reports and inputting of data in LACES, 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 IEL/CE grants may be spent in 01-Administration.
* If it is necessary to exceed these limits in 01-Administration, you may request a waiver by submitting an *Adult Education Division Administration Waiver Form* with a detailed justification.
* No more than ten percent (10%) of each grant may be spent in 03-Maintenance and Operation. For IEL/CE or C/I grants, no expenses are allowed in the 03 category.
* **All personnel must be listed on the*Personnel Page*** which must be updated whenever there is a change**.**
* All personnel paid with adult education funds and any volunteer tutors whose students and hours are reported to the DCE-AED must meet current requirements as found in the [Adult Education Program Policies](https://dws.arkansas.gov/wp-content/uploads/adult-education-policies-and-procedures-final-8_2018-sept.pdf).
* CBO Exception: volunteers may be included on a listing of names and attached to the Personnel Page.
* All programs receiving funds will be responsible for adhering to [Adult Education Program Policies](https://dws.arkansas.gov/wp-content/uploads/adult-education-policies-and-procedures-final-8_2018-sept.pdf) and [Assurances](https://dws.arkansas.gov/adult-education/information-forms/).
* The Adult Education Section requires all programs funded with State and/or Federal Adult Education Funds to use the state-approved data management system (LACES).
* The Adult Education Section provides all funded programs access to LACES~~,~~ training, and a help desk at no charge.
* **All student data must be entered into LACES by the 15th of each month for the previous month’s data.  The previous month’s data must be reviewed by the 22nd of each month.**
* Failure to enter student data in LACES may result in a suspension of funds.
* Programs receiving an ABE grant must spend a minimum of 75% of the funds allocated to each county in the service area. *(See Appendix for “ABE funds by County”)*. Budget pages and narratives for each county along with a composite budget page must be submitted for ABE grant funds.
* GAE, D&E, C/I, IEL/CE, Special Projects, and Carryover funds may be spent in the county of choice by the local Adult Education Administrator.
* D&E grants must be used to pay the Infrastructure Agreement Costs for the local one-stop center.
* Adult literacy services for adults in family literacy programs may be supported from the following state and federal grants: ABE, GAE, D&E, and/or C/I.
* Adult literacy services for adults in Correctional and Institutional settings may only be supported with the following state and federal grants: ABE, GAE, C/I, Workplace, Special Projects, Carryover, and/or other public or private funds**.**
* D&E and IEL/CE funds may not be used to provide services to adults in C/I settings.

* Students aged 16 and 17 years old may be served with Adult Education funds if they are waivered 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, IEL/CE**

* D&E funds should be used for the infrastructure costs of the one-stop center.
* Federal funds must be used to ***supplement*** (add to, extend) and ***not*** ***supplant*** (take the place of) other funding.
* Only 02-Instruction expenditures will be allowed with federal C/I funds.
* No equipment may be purchased with federal D&E, IEL/CE or C/I funds.
* No GED Testing/supplies/instruction may be purchased with federal funds.
* **CBO Bonding** - CBOs must provide a copy of the policy.  In the budget narrative, identify those bonded and their financial, purchasing, and/or check-signing responsibilities for state and/or federal adult education funds.
* Any federal funds not used by local a program should be returned to the Adult Education Section at the earliest possible date following the end of the fiscal year.

**State Funds: ABE, GAE**

* For the 2024-2025 fiscal year, each program receiving Adult Education Section state funding with multiple counties will receive from the Adult Education Section a grant award page with a total amount of ABE and GAE funds for the program’s use.
* Programs must use at least **75% of ABE funds designated for each county** it serves (*see Appendix*). The amounts to be spent in each county should be reflective of needs based on county population and literacy rates.
* ASE instruction, ASE instructional texts/supplies, GED examiners, and graduation-related expenses may **not** be paid with ABE Funds.

If you have questions, please contact the Adult Education Section office.

Arkansas Adult Education Section

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Little Rock, AR  72202

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