

2.2 Funding Policies and Procedures



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The grant funds received by the local eligible program will be expended for the purpose of the grant and in a manner consistent with fiscal requirements. Grant funds will be distributed utilizing a performance based funding formula.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

CFR 461.40: C – Basic Guidelines 26491

OMB Circular A-87 80.30

OMB Circular A-87: Cost Principles, 42 Elements of Spending, and Changes 80.30

P.L. 105-220 Section 231-8, Section 233 and 241

IV. Definitions: N/A

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Budget and Personnel Amendment Supplement](#)

VI. Procedure:

Additional Requirements or Updates:

After notification to successful applicants, additional guidelines and updates will be supplied to successful applicants.

Administrative Costs:

Administrative costs may not exceed 5% of the total grant awarded to Georgia. Those costs include:

- Salaries of administrators, program administrators, supervisors;
 - Non-instructional expenses;
 - Clerical (personnel involved in clerical activities);
 - Costs of maintaining and operating advisory committees;
 - Administrative fringe benefits as required for salaried positions; and
 - Administrative travel to state meetings relating to administering adult education courses and educational activities.
- At least ninety-five percent (95%) of federal Section 231 and Section 225 funds must be expended for adult education instructional activities.

Amendments – Fiscal:

Federal fiscal amendments may not change for any line item purpose without written approval from the Georgia Office of Adult Education.

- Local eligible programs are responsible to keep an accounting of adult education funds monitored through TCSG as well as other contributing revenue that supports adult education activities.
- Local eligible programs shall obtain approval from OAE utilizing the budget amendment forms starting with A-1 Disposition.

The local eligible program will submit requests for **approval** for amending the RFA Contract following procedures for:

- Budget Amendments for direct costs categories:
 - Line items
 - Between projects
- Personnel Changes
- Out-of-State Travel of \$1,000 or more
- Staff Development Expenditures of \$1,000 or more with supporting documents (bio, agenda, etc.)

In the event there is an increased local need for services, the local eligible program shall obtain prior approval from OAE whenever a budget revision would result in the need for additional funding or re-allotment of funds. (OMB Circular A-87: 80.30 Changes)

- The request must be in writing on Amendment Disposition A-1 Form which is included in the *Budget and Personnel Amendment Supplement*.
- OAE will review and approve or disapprove based upon purpose, funding availability and performance support for the 3 core indicators.
- The revision must be consistent with the purpose of adult education funds.

Amendments – Personnel:

The program shall provide the Office of Adult Education with necessary personnel information and data.

- Personnel changes and updates must be reported in Georgia Adult Learners Information System (GALIS) by the 10th of the month.
- A hard copy of Personnel Change Notification Amendment Form # A2 included in the *Budget and Personnel Amendment Supplement* should be faxed or emailed immediately for changes for Fiscal Organization Head, Program Administrator and Secretary or emailed to Administrative Assistant.

Budgets

The local eligible program shall allocate state and federal funds appropriately. The local eligible program shall maintain budget documents and fiscal records.

Coordination with Budget Office

The Program Administrator will meet periodically with the local eligible program Budget Office to review and adjust budgets as necessary and to facilitate continuous communication.

Correctional/Institutional Federal Funding:

Grants for correctional/institutional education shall be awarded and used according to the guidelines as stated in the Workforce Investment Act of 1998. Not more than 8.25% of federal funds allotted to the state for adult education activities shall be used for corrections education and education for other institutionalized adults.

Local programs will be charged with the responsibility of designing, developing and implementing instructional programs. Various activities will be undertaken which will be designed to include – but not limited to- basic education, special education programs, and English literacy programs according to WIA, Title II.

- Youth Development Campuses are not eligible for Federal 225 Funds because the Department of Juvenile Justice is a school district.
- State Prisons are not eligible for Federal 225 funds because the Department of Corrections is a school district. Local programs must guard against supplanting.
- SDA Contracts may be developed with Department of Juvenile Justice and Department of Corrections and reported in the Contracts section of GALIS. Local programs must guard against supplanting.
- Regular 231 monies may **not** be utilized for Corrections/Institutionalized Programs. There is a cap on federal funds allotted to corrections education and education for other institutionalized adults.
- Applications for 231 and 225 must be separate applications.

Funding Formula Based upon Performance:

The purposes of performance funding are to:

- Promote decision-making at the state and local levels in providing quality services to adult learners and families. Funding decisions are based on an evaluation of program performance data, availability of funds and priority of services; and
- Promote data-driven continuous program improvement.

Grant award funds will be distributed utilizing a performance based funding formula. The grants awarded for Program Year 2003 will be extended to Federal Program Year 2007 (July 1, 2007 to June 30, 2008).

- **Section 231**

The Adult Education Federal funding formula is based on performance for Section 231 as outlined below. During a non-competition year, this formula is modified to reflect a minimum grant to a grantee of \$120,000, which is accomplished by only allowing a maximum increase of 4% and a maximum decrease of 3% from the prior year's 231 grant.

1. 33 & 1/3 % based on the needs factor as identified in the Census Data.
2. 33 & 1/3 % based on contact hours generated as recorded on Table 4 of the National Reporting System (NRS).
3. 33 & 1/3 % based on number of students completing an Educational Functioning Level as recorded on Table 4 of the National Reporting System (NRS).

- **Section 225 and EL-Civics**

The funding formula for Section 225 (Programs for Corrections Education and Other Institutionalized Individuals) Federal Funds will be as follows:

1. 25% based on FY2006 enrollment as recorded on Table 4 for Institutionalized or EL-Civics of the National Reporting System (NRS).
2. 25% based on FY2006 contact hours as recorded for Institutionalized or EL-Civics of the National Reporting System (NRS).
3. 50% based on FY2006 number of students completing an Educational Functioning Level as recorded on Table 4 for Institutionalized or EL-Civics of the National Reporting System (NRS).

GED Tests and Test Administration – Costs not Allowable:

The cost of GED tests or test administration is not an allowable cost and cannot be reimbursed by TCSG.

Supplanting:

Federal funds may be used to the extent practical, to increase the level of nonfederal funds that would be available in the absence of federal funds, and, in

no case, replace these nonfederal funds. These funds should not be used for the purpose of supplanting, only for supplementing.

Meetings and Registration:

- When meetings are required for full-time staff (Program Administrators, secretaries, or teachers), the local eligible program will be responsible for registration and travel expenses.
- When meetings are required for part-time teachers, the local eligible program will be responsible for registration, salary and travel expenses.

Tuition, Fees, and Other Charges:

Adult learners enrolled in adult education programs, including programs for adults with limited English proficiency should not be charged tuition, fees, or any other charges, or be required to purchase any books or any other materials that are needed for participation in the program. This provides accessibility to all populations.

- P.L. 105-220 requires that states develop program strategies for populations that include low-income students, individuals with disabilities, single parents and displaced homemakers, and individuals with multiple barriers to educational enhancement including individuals with limited English proficiency.

VII. Records Retention:

Records will be maintained according to the Record Retention Chart available in the attachment section of Policy 2.3.