

2.4 State Funding for Designated Service Delivery Areas (SDA)



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

Revises Previous Effective Date: N/A

I. Policy:

State funds shall be awarded to a designated organization as the lead agency for State funded adult education services in a specified geographical area known as the Service Delivery Area for the grant period timeframe of July 1 to June 30. Lapsed funds will result in a grant reduction for the next year.

II. Applicability:

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

III. Related Authority:

O.C.G.A. § 20-4-11

IV. Definitions:

Lapsed State Funds: state funds that are not expended within the fiscal year/grant period.

SDA: an organization which has been designated as the lead agency for State funded literacy services in a specified geographical area known as a Service Delivery Area.

V. Attachments: N/A

VI. Procedure:

- State funds awarded to grant recipients are to be used during the grant period July 1 to June 30 in designated projects such as 1-937 and 1-938
- State funds should be spent by June 30 or returned to the Office of Adult Education via Amendment Form # A-1 – Amendment Request Disposition by May 1.
- Per State of Georgia regulations, State funds that are not spent will lapse. The Office of Adult Education strongly encourages SDAs to return unexpended State funds to OAE by Amendment (see above).

SDAs:

The Service Delivery Areas (SDAs), further agree:

- 1) It will appoint a full time (40 hours+) Program Administrator of literacy services for the specified Service Delivery Area and assure that the Program Administrator applies an effort in literacy tasks commensurate with funds received from the Department for this position.
- 2) It will appoint a secretary to assist the Program Administrator. Said secretary's compensation from funds provided by TCSG will be in proportion to the time applied to grant activities.
- 3) Personal services expenditures and other administrative costs for the Program Administrator and secretary may be charged to State funds provided expressly for that purpose pursuant to this contract.
- 4) It will not charge the grant for costs of fringe benefits for teachers whose duties are divided between this grant and other activities.
- 5) It will be responsible for the performance of providers that participate in collaborative projects and will contract such providers for services delineated.
- 6) It agrees to operate other programs proposed by the TCSG. Funding and operational guidelines for said programs will be agreed upon by TCSG and fiscal agent apart from the RFA Contract.

VII. Records Retention:

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3.