2.2 Funding Policies and Procedures

Effective Date: July 1, 2007; titles updated July 1, 2008; GED® trademark compliance July 1, 2009; updated management of funds, Change Notification and Transitions Coordinator July 1, 2012; EDGAR Advisory Sept. 1, 2013.

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).
Change Notification Amendment Form
Amendment Budget Form Disposition A-1
EDGAR Advisory
Federal 223 Professional Development Budget Amendments
Federal 225 Institutionalized Budget Amendments
Federal 231 Amendments
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-allocation 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 10\(^{th}\) of the month.
- A hard copy of Change Notification Amendment Form should be faxed or emailed immediately for changes for Fiscal Organization Head, Program Administrator, Secretary or Transitions Coordinator.

**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. It is recommended that grantees meet monthly with the budget office.

**GED Test Battery Administration – Costs not Allowable:**
The cost of the GED\(^{®}\) test or related 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.
RFA – Provisions and Assurances
Below are examples of what is set forth in the RFA Provisions and Assurances:

• It is specifically provided that the provisions of the contract shall prevail in all cases of conflict arising for the terms of eligible provider’s proposal whether such proposal is a written part of the contract or is attached as a separate document.

• Compliance is required for all provisions of the Policy and Procedure Administrative Manual for Adult Education and Family Literacy Programs and Georgia Adult Education State Plan (Policy 1.2).

• If the contract is canceled, terminated or suspended by TCSG prior to its expiration date, the monetary value of services properly performed by the contractor pursuant to this contract shall be determined by TCSG and paid to local eligible program as soon as reasonably possible.

• If local eligible program, in TCSG’s sole determination, fails or refuses for any reason to perform any of its obligations under this contract, TCSG may impose such sanctions as it may deem appropriate, including but not limited to cancellation, termination, withholding of payments to local eligible program until local eligible program complies or suspension of this contract in whole or in part, and the seeking of other remedies as may be provided by this contract or law. Any cancellation, termination or suspension of this contract, if imposed, shall become effective at the close of business on the day of local eligible program’s receipt of written notice thereof from TCSG.

• All materials, conceptions and products produced or conceived by local eligible program, its employees, agents, consultants or subcontractors arising out of the contract project shall be the sole property of TCSG, and TCSG shall have the exclusive right to copyright and patent these materials, conceptions and products subject to applicable law. Local eligible program shall so bind all concerned.

Management of Funds:
The applicant accepts overall responsibility for ensuring that the grant funds are managed in accordance with the AEFLA, GEPA, OMB Circulars, EDGAR, and any other relevant statues, regulations for guidance. Furthermore, the applicant accepts the responsibility to use fiscal control and fund accounting procedures that will ensure the proper disbursement of, and accounting for federal funds. In the conduct of the contract project, the local eligible program shall be subject to the laws of the State of Georgia and Federal Laws governing RFA and the contractual activities. **Please refer to EDGAR Advisory.**

Applicable Federal Regulations include:


• For Local Education Agencies (LEAs): OMB Circulars A-87, A-102, and A-133.
For Institutions of Higher Education (IHEs): OMB Circulars A-21 and A-133.
For Private Nonprofit Organizations: OMB Circulars A-122 and A-133; and
For all activities: Circular 92 Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code.

OMB’s Internet Home Page is [http://www.whitehouse.gov/omb/grants_default/](http://www.whitehouse.gov/omb/grants_default/).

**Meetings and Registration:**
- When meetings are required for full-time staff (Program Administrators, secretaries, transition coordinators 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 per State requirements. This provides accessibility to all populations including Target Populations. Refer to Policy 3.10 Recruitment, Retention, Marketing and Outreach Plans for Target Populations.

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

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