

FAQ for AEFLA Expenditures



IOWA DEPARTMENT OF EDUCATION
AUGUST 2012

Q: What governs allowable expenditures?



- U.S. Department of Education Adult Education and Family Literacy Act of 1998
<http://www2.ed.gov/policy/adulted/leg/legis.html>
- The Adult Education and Family Literacy Act Title II of the Workforce Investment Act of 1998
<http://www.gpo.gov/fdsys/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>
- Education Department General Administrative Regs (EDGAR)
<http://www.gpo.gov/fdsys/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>
- OMB Circular A-21
http://www.whitehouse.gov/omb/circulars_a021_2004
- State expenditure costs:
STATE OF IOWA'S CURRENT CONTRACT RATES FOR LODGING: \$83.00 Room Rate per day plus applicable tax rate
STATE OF IOWA'S CURRENT CONTRACT RATES FOR MEALS
\$8.00 Breakfast
\$12.00 Lunch
\$23.00 Dinner
- Note guidance from 2013 Local Plan Extension Plan (on following screen)

Assurances Specific to Financial Management from PY 2013 GrantApplication

- **Any funds received under this grant will not be used to supplant non-federal funds normally provided for services of the same type, and the applicant will make provisions for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for federal funds.**
- **The applicant assures that funds will only be expended on eligible activities outlined in the Adult Education and Family Literacy Act.**
- **The applicant will operate in compliance with all federal/state rules, regulations, and state guidelines, maintaining effective control over, and accountability for all grant funds, property, and other assets. Grantees shall adequately safeguard all property and assets and shall assure that they are used solely for authorized adult education purposes as defined by AEFLA.**
- **The applicant will submit an amendment prior to any material change greater than 10 percent affecting the purpose, administration, organization, budget, or operation of an approved application.**
- **The applicant agrees that not more than 10 percent will be set-aside for corrections education and other institutionalized adults.**
- **The applicant assures that funds will be used only for financial obligations incurred during the grant period.**
- **As a state requirement, the applicant will provide state and/or local (non-federal) matching expenditures equal to or greater than the aggregate amount expended during the preceding fiscal year. State and/or local matching will be a minimum of 25 percent of the federal funding per year.**
- **The applicant assures that receipts and expenditures of all funds associated with adult education will be documented and accounted for, and available for review as required.**
- **The applicant assures that all fees and tuition collected from adult education students are used to provide additional adult education and literacy services that it would otherwise be unable to provide and that the collection of fees and tuition are documented.**
- **Program income from tuition and fees must be reported to the Iowa Department of Education, and;**
 - **accounted for in program records by program allocation code, and**
 - **used only for costs allowable under AEFLA.**
- **Unless otherwise negotiated, not less than 95 percent of the funds awarded to successful applicants shall be expended for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and coordination. In any event, the funds utilized for the foregoing cannot exceed 15percent of the grant funds awarded.**

Q: Are any funds allowable for GED expenses?



- AEFLA funds may be used for **instructional purposes** to prepare students for the GED exam.
 - Example- Claims requested for instructors to travel to their teaching site, student and teaching curriculum and materials, other related materials for conducting basic skills instruction, instructional time, etc. are allowable from appropriate ABE or EL Civics budgets.
 - Example- Claims requested for travel mileage by a GED examiner, GED examination materials, food or materials for GED graduation, etc. are **NOT** allowable.

Q: May I use Teacher Training (Effectiveness) funds or CASAS funds for another purpose?



- Generally, it is **Not** allowable.

These allocations are additional leadership funds from the state's appropriation to supplement professional development and assessment needs for those issues specifically.

*While ABE/EL Civics budgets may be used for materials/supplies for appropriate populations, as well, *Teacher Training (Effectiveness)* and *CASAS* funds are only to be used for their designated purposes.

Examples from PY 2013 Grant Application

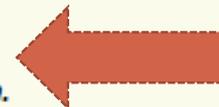
In addition to the 82.5% that is passed through for local programs, each eligible Iowa AEFLA funded program is awarded an allocation from the State Leadership funds.

A summary of the final allocations including funds to be used for Teacher Training (Effectiveness) for PY 2013 is provided [here](#). (Use PY 2012 allocated amounts.)

Include in the budget worksheet the following guidelines:

Non-Allowable Costs

- Stipends will not be paid out of Teacher Training (Effectiveness) funds.
- Conference or training that does not result in a benefit for the Teacher Training for the local program.



Travel

Travel shall be reimbursed per state guidelines:

- Mileage \$0.39/mile
- Meals: \$8.00 breakfast / \$12.00 lunch / \$15.00 dinner (Note: Alcohol is not a reimbursable expense)
- Lodging: \$83.00 plus tax per night

State-wide conferences should be included in this plan.

Teacher Training (Effectiveness) funds may be used for fees, honorariums, and materials necessary for teacher training activities.

State Allocation for Teacher Training (Effectiveness): \$10,216.00

Enter amount allocated to local program for Teacher Training (Effectiveness):

Projected Amount to be Expended - Teacher Training (Effectiveness) Budget Worksheet

Object Code	Teacher Training (Effectiveness) Budget
202 In State Travel (Meals, Lodging, and Registration)	\$2,000.00
205 Out of State Travel (Meals, Lodging, and Registration)	\$6,825.00
301 Office Supplies and Materials (Curriculum and Training Materials)	\$1,391.00
405 Contracts (External Speakers, fees)	\$0.00
602 Other Expenses & Obligations* (Meals)	\$0.00

Q: May I use Teacher Training (Effectiveness) funds for instructor salaries?



- *Teacher Training (Effectiveness)* funds may **Not** be used for instructor salaries or for time attending professional development activities.

The items that are allowable include

- 202 In State Travel (Meals, Lodging, and Registration)
- 205 Out of State Travel (Meals, Lodging, and Registration)
- 301 Office Supplies and Materials (Curriculum and Training Materials)
- 405 Contracts (External Speakers, fees)
- 602 Other Expenses & Obligations* (Meals)
- *AEFLA funds from ABE and EL Civics budgets may be used for salaries for instructional time only. Professional development/training time is **NOT** instructional time.

Q: May I use funds to buy computers?



- If the purpose is for instruction and preparation for students to achieve basic skills and be successful , this is allowable.

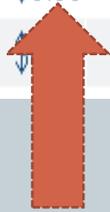
Q: Can I file a claim if there isn't a budget for it?



- **No**, a claim cannot be approved without having a budget in place for the item.

ABE Budget

Salaries & Benefits - Administration	\$8,752.00	\$2,188.00	\$0.00	\$2,188.00	\$6,564.00	\$0.00	\$0.00	\$8,752.00
Salaries & Benefits - Instructors	\$155,000.00	\$32,021.99	\$0.00	\$32,021.99	\$122,978.01	\$0.00	\$0.00	\$155,000.00
Travel	\$3,000.00	\$1,747.40	\$0.00	\$1,747.40	\$1,252.60	\$0.00	\$0.00	\$3,000.00
Materials & Supplies	\$8,293.00	\$1,662.39	\$0.00	\$1,662.39	\$6,630.61	\$0.00	\$0.00	\$8,293.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other #1	\$0.00	\$1,074.81	\$0.00	\$1,074.81	(\$1,074.81)	\$0.00	\$0.00	\$0.00
Other #2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Q: What do I do if the budget needs to be adjusted?



- It is common that an estimated budget will need to be modified to the actual expenses. The first step is to submit a contract amendment requesting the change on iowagrants.gov. This includes the rationale and specific amounts to be budgeted/revised.
- If approved, the budget will be adjusted to meet your needs.



Grant Tracking

Grant: G20018 G20033 G20048 G20063 G20078 - IVCCD Adult Literacy 2011-2012 Local Plan - 2012

Status: Underway

Program Area: Adult Literacy

Grantee Organization: Iowa Valley Community College District

Program Officer: Phyllis Hinton

Awarded Amount: \$131,071.00

Associated Forms [Status Report](#) | [Site Visit](#) | [Contract Amendment](#)

Grant Components [Alerts](#) | [Copy](#) | [Annotations \(2\)](#) | [Export Grant Data](#)

Component	Last Edited
General Information	08/02/2012
Updated Adult Lit Budget	07/30/2012
Claims	
Status Reports	
Encumbrances	
Correspondence	07/27/2012
Appropriations	11/04/2011
Section V/1: Staff Development	
Section X: Staff Training	
Section XI: Adult Literacy Program Goals	09/30/2011
Site Visits	
Site Visit Feedback	
Contract Amendments	
Contract Holds	
Opportunity Application	-
Application Versions	-
Application Annotations	-
Review Forms	-



Q: May I submit a claim with a 10% overrun in a line item?



- Following a budget revision request (contract amendment), a 10% overrun on a line item is allowable. However, the claim may not exceed the total allocation for the respective budget.

- **Assurances Specific to
Financial Management 2013 Application---**

Assurance is granted the Iowa Department of Education that:

The applicant will submit an amendment prior to any material change greater than 10 percent affecting the purpose, administration, organization, budget, or operation of an approved application.

Example:



Reimbursement

Budget Category	Contract Budget	Expenses This Period	Program Grant V002A1 0277-282-3553 Committed: \$289,6
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ABE Budget

Salaries & Benefits - Administration	\$0.00	\$0.00
Salaries & Benefits - Instructors	\$266,499.00	\$54,877.69
Travel	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00
Indirect Costs	\$23,174.00	\$4,772.01
Other #1	\$0.00	\$0.00
Other #2	\$0.00	\$0.00

EL Civics Budget

Salaries & Benefits - Administration	\$0.00	\$0.00
Salaries & Benefits - Instructors	\$9,609.00	\$0.00
Travel	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00
Indirect Costs	\$836.00	\$0.00
Other #1	\$0.00	\$0.00
Other #2	\$0.00	\$0.00

Teacher Training Budget

Travel	\$2,212.00	\$947.93
Meals/Food	\$1,180.00	\$0.00
Lodging	\$1,509.00	\$1,036.90
Fees	\$2,462.00	\$2,400.00
External Presenter Training	\$400.00	\$400.00

ABE Budget, EL Civics Budget, Teacher Training (Effectiveness) Budget, etc.:
These have separate totals for budgets. It is **Not one total overall.**

Q: Are there other changes needing IDE approval?



- a. Revisions that result in, or from, major structural changes require approval, even if they are less than 10 percent.
- **Example:** You have made significant changes in curriculum for lower level classes and need to move money from travel into materials/supplies in order to purchase new textbooks.
- b. Moving more than 10 percent of a project budget between budget areas.
- c. Moving funding between grant budgets (any two budgets with different ID #s)
- d. Moving money into Salaries and Benefits (101 Personnel Services)
- **Explanation:** Funds can only be moved into Salaries and Benefits if the program is expanding services (adding new classes, or expanding hours for existing classes). Programs cannot use the extra money to give raises or increase benefits, etc.



Q: What are other resources?



- Fiscal Management site on DE webiste
http://www.educateiowa.gov/index.php?option=com_content&view=article&id=2040&Itemid=4257
- Contact IDE Adult Literacy consultants:
 - Phyllis Hinton 515-281-4723 phyllis.hinton@iowa.gov
 - Alex Harris 515-281-3640 alex.harris@iowa.gov