



Allocation Notice

Allocation #: 452

APPROVED:

**Brian Hallett, Interim CFO, for Dr.
Christina M. Kishimoto,
Superintendent
12/10/2019
Date**

ADULT ED-ADMIN FY20, 46920

Program: 46920, ADULT ED-ADMIN FY20

Program Manager: Dan Miyamoto/OCID/HIDOE

A. AUTHORIZATION

1. Legal Provision

Act 5, SLH 2019

2. Resources Provided

a. Funding

F Apprn: S250 PC

b. Character of Expenditure

Permanent FTE: 0.00

Temporary FTE: 0.00

		General	Federal	Special
A	Personal Services	\$0	\$0	\$0
A1	Other Personal Services	\$0	\$0	\$0
B	Other Current Expenses	\$0	\$88,434	\$0
C	Equipment	\$0	\$0	\$0
M	Motor Vehicles	\$0	\$0	\$0
	Total	\$0	\$88,434	\$0

B. ALLOCATION PROPOSAL

GENERAL FUND ALLOCATIONS ARE TENTATIVE. THE AMOUNTS ALLOCATED MAY BE REDUCED BY EXECUTIVE RESTRICTIONS AND/OR INTERNAL REDUCTIONS.

ADULT ED-ADMIN FY20, 46920

1. Purpose

To administer and monitor the implementation of the Adult Education program in accordance with the Hawaii Unified State Plan under the Title II: Workforce Innovation and Opportunity Act (WIOA).

Administration includes the monitoring of sites and related costs, technical assistance resources, mandatory quarterly meetings for Adult Education and Family Literacy Act (AEFLA) recipients, mandatory annual training, contracts with private agencies and Memorandum of Agreements with public agencies in support of the implementation of the federal AEFLA grant.

2. Rationale for Allocation

\$88,434 in "T" funds will be allocated to the Office of Curriculum and Instructional Design (OCID), Instructional Support Branch (ISB), Career Readiness Section (CRS), Community Education (CE), ORG ID 729000 to cover the partial salary and fringe costs for a 1.00 TEMP FTE Educational Specialist position.

Funds will also cover all operational activities and monitoring of the adult education programs funded under AEFLA which include developing Request for Proposal (RFP) guidelines and procedures, monitoring providers receiving AEFLA funds, and completing required reports for the U.S. Department of Education (USDE).

Funds will also be utilized for mandatory meetings and training contracts, travel and office operations.

3. Guidelines for Implementation

A. Use of Funds

State administered grant funds will be guided by:

1. H.R. 803 WIOA Title II AEFLA Section 221 State Administration and Section 222 State Distribution of Funds: Matching Requirement, and
2. EDGAR 34 CFR Part 76.
- 3.

If regular or casual employees are paid from this funding, reports must be submitted to meet federal guidelines. Please refer to the 09/30/2019 memo (Subject: Payroll Certifications for School Year 2019 - 2020) posted in DOE Memos and Notices for more information and copies of required forms.

B. Federal Payroll Certification Procedures:

C. Supplement Not Supplant

AEFLA Section 241(a): "Funds made available for adult education and literacy activities under this title shall supplement and not supplant other State or local public funds expended for adult education and literacy activities."

Supplanting would be presumed in these situations:

1. Federal funds may not be used to provide services that were supported by state or local funds in the prior year.
2. Federal funds used to provide services the state or local agency is required to make available under federal, state, or local laws.

1.

D. Allowable Costs

All costs must be:

1. Reasonable: incurred by a prudent person, and necessary for the performance of the project.
2. Allocable: Charged in accordance with benefits received; proportional.
3. Authorized: AEFLA, Uniform Guidance, EDGAR, state or local laws and regulations.
4. Adequately documented.

E. Funds are to be expended in accordance with the guidelines found in the "FMS User Policy and Process Flow Guide," personnel rules and procurement law.

4. Allocation of Resources

ORG ID	ORG DESCRIPTION	"T" FUNDS
729000	OCID, ISB, CRS	\$88,434
	TOTAL	\$88,434

Report Required: Yes

Report Due Date: 06/30/2020