

# Allocation

Program ID: 46826 - ADULT ED-LOCAL ADMINISTRATION FY25

Budget Fiscal Year : 2025

Lapse Date: 09/30/2026

Carry Over: Yes

MOF: F

B&F Suborg: PC

Allocation Number: 2025 - 552

Appropriation Code: 250

Allocation Date: 09/03/2024

Allocation Type: Appropriation

Program Manager: Dan Miyamoto

Managing Office: OCID

Adjust OA: No

## Total Allocation

A	A1	BC	F	T	Total
\$0	\$0	\$0	\$0	\$104,456	\$104,456

## Total FTE

	Appropriated	Unappropriated
Perm	0.00	
Temp	0.00	0.00
Total	0.00	0.00

## Program Summary/Purpose

USC Title 29 §3323 Local administrative cost limits.

- a. In general Subject to subsection (b), of the amount that is made available under this subchapter to an eligible provider—
  - a. not less than 95 percent shall be expended for carrying out adult education and literacy activities; and
  - b. the remaining amount, not to exceed 5 percent, shall be used for planning, administration (including carrying out the requirements of section 3141 of this title), professional development, and the activities described in paragraphs (3) and (5) of section 3322 of this title.

34 CFR § 463.25 What are the requirements related to local administrative cost limits?

Not more than five percent of a local grant to an eligible provider can be expended to administer a grant or contract under title II. In cases where five percent is too restrictive to allow for administrative activities, the eligible agency may increase the amount that can be spent on local administration. In such cases, the eligible provider must negotiate with the eligible agency to determine an adequate level of funds to be used for non-instructional purposes.

## 34 CFR § 463.26 What activities are considered local administrative costs?

An eligible provider receiving a grant or contract under this part may consider costs incurred in connection with the following activities to be administrative costs:

- a. Planning; Administration, including carrying out performance accountability requirements;
- b. Professional development;
- c. Providing adult education and literacy services in alignment with local workforce plans, including promoting co-enrollment in programs and activities under title I, as appropriate; and
- d. Carrying out the one-stop partner responsibilities described in § 678.420, including contributing to the infrastructure costs of the one-stop delivery system.

## Rationale for Allocation

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

\$52,228 in "T" funds will be allocated to CSA-Honolulu-Kauai-Maui-Moanalua, ORG ID 976000, and \$52,228 in "T" funds will be allocated to CSA-Hawaii-Leeward-Wahiawa-Windward, ORG ID 977000 for local administration activities described in the program summary/purpose.

## Guidelines for Implementation

Federal PR/Award Number: V002A240011

Project Title: Adult Education and Family Literacy Act State Grant

Awarding Agency: US Department of Education

Recipient State Director: Winston Sakurai (808) 784-6410, [winston.sakurai@k12.hi.us](mailto:winston.sakurai@k12.hi.us)

[Grant Award Notification \(GAN\)](#): Refer to the GAN and attachments for a complete description of the federal requirements for receiving this budget allocation.

Important Administrative Information from the GAN:

Under the "tydings amendment," section 421(b) of the general education provisions act, 20 USC 1225(b), any funds that are not obligated at the end of the federal funding period specified in block 6 of the GAN shall remain available for obligation for an additional period of 12 months.

This grant award is issued pursuant to the grantee's approved State Plan under the Workforce Innovation and Opportunity Act (WIOA).

Regulations that apply to this award: [CFR PART 34](#), EDGAR as applicable, [2 CFR Part 200](#) as applicable, specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

Important attachments included in the above linked GAN:

GAN Attachment 3 - An Overview of Single Audit Requirements of States, Local Governments,

and Nonprofit Organizations

GAN Attachment T - HI FY24 - Special Conditions Governing the Use of Adult Education and Family Literacy Act Funds under the Fiscal Year (FY) 2024 Grant Award to the Hawaii Department of Education

#### Federal Payroll

[2 CFR 200.430\(i\)](#) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. See the Federal Payroll Link.

#### Fringe Benefits

All employees paid with federal funds must include fringe benefit costs. See the Fringe Benefit Link.

The funds are to be expended in accordance with the guidelines found in the "Financial Management System (FMS) User Policy & Process Flow Guide," personnel rules and regulations, and procurement law.

All cost-saving measures, restrictions, and/or spending prohibitions as declared by the Superintendent will apply until such measures are rescinded. These measures include procurement of facilities, meals, refreshments, and intra-state/out-of-state travel.

[Federal Payroll](#)

[Fringe Benefit Link](#)

## Allocation of Resources

ORG ID	A	A1	BC	F	T	Total
976000 - CA-CSA-HONOLULU-KAUAI-MAUI-MOANALUA	\$0	\$0	\$0	\$0	\$52,228	\$52,228
977000 - CA-CSA-HAWAII-LEEWARD-WAHIAWA-WINDWARD	\$0	\$0	\$0	\$0	\$52,228	\$52,228
Total Allocation	\$0	\$0	\$0	\$0	\$104,456	\$104,456

## Allocation of Fte

Org ID	Appropriated		Unappropriated
	Perm	Temp	Temp
976000 - CA-CSA-HONOLULU-KAUAI-MAUI-MOANALUA	0.00	0.00	0.00
977000 - CA-CSA-HAWAII-LEEWARD-WAHIAWA-WINDWARD	0.00	0.00	0.00
Total Allocation	0.00	0.00	0.00