SECTION 5

FUNDING FOR SCHOOL DISTRICT ADULT EDUCATION PROGRAMS

Money appropriated to the State Board of Education for adult education shall be allocated to local school boards for adult education (Utah Code 53A -17a-119). The total state allocation for adult education is determined by the Utah State Legislature (Utah Code 53A-17a-104). The Utah State Office of Education is responsible for appropriating the state allocation by formula to each participating district. Allocations are based on the previous year's data.

State adult education funds are distributed to participating school districts according to the following formula identifiers (Board Rule R277-733- 10):

A. Base amount: 8 percent of the total appropriation to be distributed equally to each district with a USOE-approved state plan and performance standards.

B. Number of enrollee status students: 25 percent of the total appropriation. Enrollee status is derived when a student meets enrollee requirements including but not limited to attendance beyond 12 hours as defined in Board Rule R-277-733-1K.

C. Student contact hours: 18 percent of the total appropriation. Includes total instructional and non-instructional contact hours for students who have “enrollee status” and up to 11.99 instructional and non-instructional contact hours for students who are considered “participants” who have established a funded funding code.

D. Adult Education Secondary Diplomas or Utah High School Completion Diploma based on successful passing of the GED test: 17 percent

E. Number of enrollee level gains: 20 percent of total appropriation.

F. Number of enrollee earned adult education credits: 9 percent of total appropriation.

G. Supplemental funds: 3 percent or balance of the total appropriation, whichever is smaller. Supplemental funds are first awarded by competitive application to school districts whose initial adult allocation is less than one percent of the state allotted total. Any balance of supplemental funds may be applied for by all remaining eligible school districts for special program needs or professional development as determined by application and USOE evaluation of need and approval.

H. 2 percent of annual appropriation remains at USOE for administrative costs.

I. State adult education funds (10% or $50,000 whichever is less) of current program year funds allocated to school district adult education programs but not expended in the current fiscal year may be carried over to the next fiscal year with written approval of the USOE adult education state coordinator. Funds carried over shall be expended within the next fiscal year. Programs carrying-over funds are required to submit a revised state budget describing the proposed use of the carry-over funding. State funds not expended within a fiscal year will be recaptured by the USOE on February 1 of each program year, and reallocated to other school district adult education programs based on need and effort as determined by the Board consistent with Section 53A-178-119(3); Board Rule R277-733-5-2.

State and Federal funds may be withheld for noncompliance with state policy and procedures and associated reporting timelines as defined by the USOE (Board Rule R277-114).

Supplemental Funds

Definition

Pursuant to Utah State Board of Education Rule R277-733-10-G, a percent or the balance of the appropriation, whichever is smaller is identified for supplemental support. This figure is noted in the annual State Adult Education Allocation Table distributed annually in March to funded school districts. Districts must offer a viable adult education program. Priority for supplemental funding is given school districts whose annual adult education allocation is less than one percent of the state allotted total as indicated on the State Allocation Table. These funds may be allotted to respective school districts for special program needs or professional development, as determined by a competitive application process and USOE approval. Supplemental funds may not be used to pay staff salaries or benefits.

Application Process

1. Priority for supplemental funding will be given to school districts whose initial adult education allocation is less than 1 percent of the state's total allocation as indicated on the "District State Allocation Table". A "State Supplemental Funding Application" may be submitted to the USOE adult education state coordinator between October 15 and October 31st.

2. Any school district with carryover adult education funds from the previous year may negotiate a request for supplemental funding as needed.

3. Any balance of supplemental funds after October 31st of the fiscal year may be applied for by all remaining districts.

The "State Supplemental Funding Application" can be found on the USOE Adult Education Services website at http://www.schools.utah.gov/adulted/Directors---Coordinators/Grants.aspx

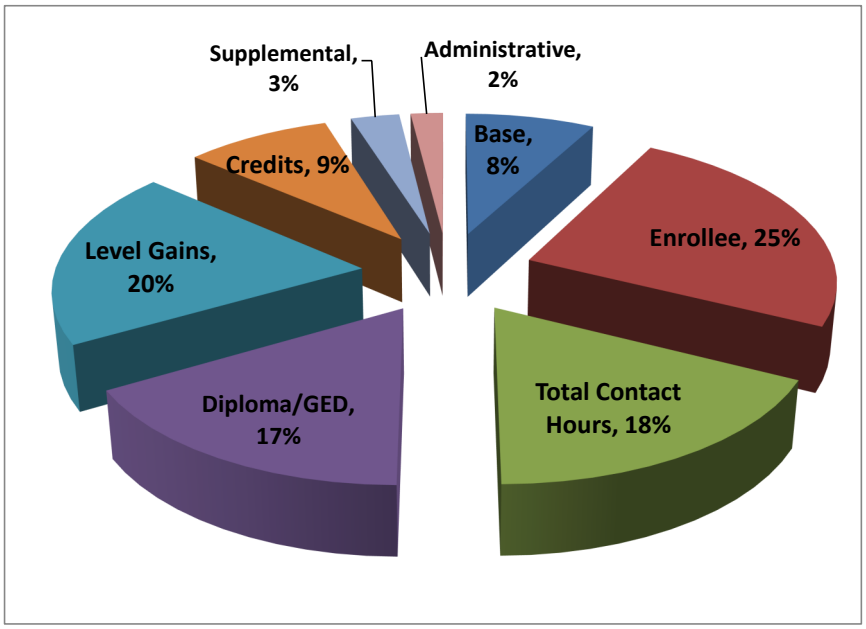
Evaluation of Supplemental Applications
As with all competitive application processes, funding (full or in part) is based upon the merits of the respective program for which funding is sought (i.e., allowable activities, cost/benefit, previous program performance – measurable outcomes, statewide appropriateness, innovation, etc.).

Carryover Funds
Programs receiving state funds may carryover 10% of the program's state allocation or $50,000 whichever is less for a period of one year. Funds in excess of 10% or $50,000 will be recovered by the USOE and incorporated in the available supplemental allotment. Permission to carryover funds must be approved by the state adult education coordinator (Board Rule R277-733 -5).

Calculation of carry over allowance is based on the funding formula allocation table of the year they were originally allocated. Calculations and approved funds will result in a change in the program's current year's funding allocation.

Use of carryover funds must be detailed in the program's state grant narrative and budget sheet in. Carryover funds must be expended in the program year the request is approved.

STATE ADULT EDUATION FUNDING FORMULA (DISTRICTS ONLY)



1. 8% of the total for a base amount (all funded district receive a base)
2. 25% of the total for number of enrollee status students
3. 18% of the total for contact hours (enrollees and participants)
4. 17% of the total for Diploma or GED
5. 9% of the total for credits
6. 20% of the total for level gains
7. 3% of the total for supplemental
8. 2% of the total for USOE administrative costs

- **State and federal funding are not guaranteed sources of funds.**
- **State and federal program funds have different processes (applications).**

State Corrections Education Funding Formula

* $10,000 base per district for each jail or person where services are offered.
* 4% USOE Administration Costs
* The percentage of state offenders housed in county jails and the percent housed in the prisons are calculated yearly. These percentages determine the percentage of funds to be distributed to each district serving students.
* Balance of the funds shall be prorated to respective school districts based on POM total enrollee counts.

ADULT EDUCATION PROGRAM FUNDING

STATE FUNDING (Districts Only)			
State Financial Assistance Available to District Adult Education Programs	Application Required (State Plan)	Distribution Based On:	Accessing Funds
ESOL, ABE, AHSC/ASE,	YES – must be specific to numbers served in program area and targeted outcomes	State Funding Formula	Distribution to districts based on outcomes from previous year's data
State Corrections Education	YES – must be specific to numbers served in program area and targeted outcomes	State Corrections Funding Formula	Quarterly Reimbursement Request (Adult Education Policies and Procedures Tab V)
State Supplemental Funding	YES – must be for specific project or professional development activity.	Competitive RFP	Quarterly Reimbursement Request (Adult Education Policies and Procedures Tab V)

FEDERAL FUNDING (AEFLA) Request for Proposal (RFP)			
Federal Financial Assistance Available to Local Adult Education Programs	Application Required (RFP)	Distribution Based On:	Accessing Funds EDGAR 80.41(a) (ii) (3)
AEFLA Basic (ESOL, ABE, AHSC/ASE)	YES – must be specific to numbers served in program area	Competitive RFP	Quarterly Reimbursement Request (Adult Education Policies and Procedures Tab V)
Prison and Institutionalized (ESOL, ABE, AHSC/ASE)	YES – must be specific to numbers served in program area	Competitive RFP	Quarterly Reimbursement Request (Adult Education Policies and Procedures Tab V)
English Language/ Civics (instructions provided within an ESOL Class)	YES – must be specific to numbers served in program area and must use the state-approved syllabus	Competitive RFP	Quarterly Reimbursement Request (Adult Education Policies and Procedures Tab V)

Records Related to State and Federal Funds, Expenditures, and Reimbursements

Documentation of both state and federal fund grants and associated expenditures must be maintained for specific periods of time.

State Grants: records must be kept on site for one year after the completion of the grant.

Federal Grants: records must be kept for seven years after the completion of the grant; three years on site and four years available either on or off site.

As part of all program monitoring visits state staff will request and review a selection of program financial records. Documentation substantiating expenditures to be validated shall be made available to the monitoring staff during the program monitoring.

Time and Effort—Districts vs. CBOS.
All program staff whether their salaries are paid in whole or part with Federal AEFLA funds must maintain time and effort accounting records.

Community based organizations are required to complete a monthly personnel report (OMB Circular A-122)

School District and Indian Tribal Governments are required to complete time and effort verifications semi-annually (OMB Circular A-87)