**BUDGET, UCOA AND DOCUMENT TIPS**

**Adult Education AcceleGrants Applications**

**June 2016**

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| **Budget Development Tips- Create a Winning Budget!**  **Reserve - choose the appropriate designation from drop down menu for each item:**   * **Unspecified** –To be used for any budget items that do not fit other reserve categories, which are listed below. * **Administration** –As necessary for program implementation – including indirect costs**- limited to capped percentage** |
| **Cost Basis - Use number sentences to provide details for the request, such as:**   * item x cost = total * (item x cost) + (item x cost) + estimated shipping = total * hourly rate x # of hours between (duration) = total * annual salary per contract |
| **Description - Indicate the position to be funded, service(s) to be provided, or item(s) to be purchased AND**  **where (program location; main site, satellite, etc.)**   |  |  | | --- | --- | |  |  | |
| **Justification - Please describe how the request is specific to the goals of the program. Suggested format:**  This request for (**list item or service**) supports the goals of the program by providing (**describe how it is reasonable and necessary to implement the Adult Education program**).  *Budget requests are allowable if necessary for the implementation of the Adult Education program, and if costs are reasonable.* |
| **UCOA Coding**  As you begin to complete your budgets in AcceleGrants, please use the UCOA Coding Guide Adult for Education as your “cheat sheet”. I have highlighted the basic UCOA codes required for adult education (Location, Program and Subject) as reviewed at the AccelegGrants training.   * Enter all UCOA Codes in accordance with RIDE *UCOA Guidance and the UCOA Codes for Adult Education Guide.* * Program Administrators should Function Code 531-*Superintendent and School Boards* * The state-wide Uniform Chart of Accounts system has not yet been updated to reflect additional education administrator titles such as Head of School(s) and ABE Administrator. For support staff you can use administrative office- support or other. * Function, Object and Job codes are to be completed based on your program's proposed expenditures. Please refer to the UCOA guidance in the document library and the UCOA Coding Guidance previously forwarded to you. * Use superintendent for program administrators. Don’t stress over UCOA codes too much. The UCOA codes will typically not hold up your budget review and approval budgets and for the most part there is some flexibility so just put in what you think might be the best fit. |
| **Reminder-Professional Development Reserve**  You will put any in-house professional development expenditures in the budget in the applicable series, for example, purchased services to cover workshops or fees for consultants who might conduct trainings). Staff professional development hours will be included as salaries and benefits, as in past years.  We do not have a space for you to submit a total amount reserved for PD. In lieu of the budget narrative form we required in past years, programs are required to submit the PD Assurances document as a related doc with their applications. |
| **Documents**  Document Library  The document library is divided into two sections: District or Program Documents and Agency (RIDE) documents. These two sections each contains a number of named folders.  The District or Program “General” documents folder is for you to upload documents of an overall nature-additional information related to the program or documents to supplement the Basic program information Guide Sections.  Related Documents  Programs must upload required documents to supplement the funding application in the Related Documents section.  To access the templates for Related Documents,;   1. click on Important Documents Tab in the Local Match Section of the Funding Application Sections page 2. Click on the document you wish to download 3. Complete, sign and scan the document   To upload the completed documents as Related Documents   1. Click on the Related Documents tab 2. Click on Add Document at the bottom of the page 3. Upload your document   Be sure to have clear naming conventions for your uploaded documents  Example *programname<documentname<FY16-17application*  Other documents can also be added in this section as Other Documents including curriculum and syllabus samples, program and class schedules, etc.    Additional Important Tips  Please complete one Program Income Declaration, Match Waiver and Administrative Cost Waiver for the program.  We should receive Administrative Cost descriptions for each funding source, as applicable. You may scan them together and upload as one document in the *Related Documents* section. |