**FY19 Adult Education Budget Submission Instructions**

**What’s New/What’s Different for 2018-2019**

Funding Sources

* The funding sources have been updated for the FY2018-2019 fiscal year.
* As funding sources may have changed, the AcceleGrants copy feature **should not** be used to complete your FY18-19 budget.
* Please review the funding sources carefully.

Match Requirement

* The minimum mandatory match requirement has been reduced from 25% to 20%.
* Every applicant will need to meet the 20% minimum requirement.
* Waiver of the required match is not available.

Indirect Costs

* All indirect cost rate agreements previously submitted to RIDE have expired as of 6/30/18.
* Adult Education programs cannot use a guaranteed or de minimis rate (small amount of indirect that was previously allowable). AEFLA is a restricted rate program with statutory supplement not supplant provisions.
* If you plan to charge indirect, you must upload the current approved agreement, which would be available from your cognizant fund agency. **If you do not have an approved agreement, you cannot charge indirect costs in your FY18-19 RIDE budget.**

*COGNIZANT AGENCY DETERMINATION-The Federal agency with the largest dollar amount of direct Federal awards with an organization will be designated as the cognizant agency for indirect costs and for the negotiation and approval of the indirect cost rates and/or Cost Allocation Plans.*

*INDIRECT COST RATE AGREEMENT An agreement signed by Federal agency head of Indirect Cost Office and an authorized representative of the non-federal entity; e.g. Commissioner, CEO, CFO, Comptroller, etc. This agreement establishes indirect cost rates for nonfederal entities to utilize for administrative cost reimbursement. Local School Departments would secure this from their cities or towns*

Administrative Costs

* Administrative costs are allowable up to 5%
* Programs may charge up to 10% with an administrative costs waiver submitted
* *Administrative Reserve* must be selected for these items of cost in the budget.
* See Administrative and Indirect Costs Overview PowerPoint for more information

Required Documents (Signed Versions Must be Uploaded and Accompany the Budget Submission)

RIDE General Assurances

Program Income Declaration

Administrative Costs Waiver Form

Administrative Costs Worksheet

Technology/PD Certification Form and PD Reserve Assurances

Basic Program Information Guide-Post RFP Updated Program Information