

Issue Analysis Form



Date: January 8, 2019
Increase in Adult Education
Appropriation – SPACE
Funds

Item:

Lead Department(s): County & School Finance

Contact Person(s): Betsy Drewry

Description and Current Status

The Prince George County School Board approved at its December 18, 2018 meeting a FY2018 increase in appropriation for **Adult Education SPACE Grant totaling \$5,991.78**. This increase results from carryover of FY17-18 funds. This carryforward is not reflected in the adopted FY2019 budget.

Attached is the School Board agenda item and related supporting documentation.

Appropriation Increase Entry is:

Revenues: 0218-30-601-0000-333801 Federal SPACE Adult Ed - \$5,991.78

Expenditures:

0218-06-201-2183-41300 Part-Time Wages - \$5,565.00

0218-06-201-2183-42100 FICA - \$426.78

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

Increases in appropriation of Federal SPACE Revenues and SPACE Supply expenditures for FY2018-19 for District 19 Adult Education.

Total Increase in FY2018-19 Appropriation = \$5,991.78

County Impact

There is no increased local funding required for this request.

Notes

Date: December 10, 2018

Presenter: Becky Hicks

Approved:

Disapproved: _____

Tabled: _____

TOPIC: Revised 2018-2019 Adult Ed budget based on additional grant carryover funds from 2017-18

RATIONALE: The Adult Education Division has been notified grant award funds from 2017-18 have been made available for their use in 2018-2019 in the amount of \$5,991.78. We are requesting your approval to ask the County to appropriate this amount in the grant award back to the Adult Education Division budget.

The approved funds will be used in supplies related to the SPACE grant as per the attached:

RECOMMENDATION: Approve the carryover amount of \$5,991.78 for the Adult Education Division.





EDUCATION

Effective 07/01/2016 to 06/30/2019
ATTACHMENT

Last revised 10/01/2016

GRANT AWARD NOTIFICATION

Recipient Information		DOE Information	
1. Contact Information: Ms. Renee Williams, Superintendent Prince George County Public Schools P.O. Box 400 Prince George, Virginia 23875 Contact: Mrs. Kathy Anderson Phone: (804) 733-2670		Title II of the Workforce Innovation and Opportunity Act PL 113-128 V002A170047 July 1, 2017 - September 30, 2019	
2. Universal Identifier (DUNS): 057884058		13. Total Federal/State Award: \$ 12,880,748	
3. Payee Number: 00074		14. Fund Source: Federal	
4. Grant Award Title: Adult Education and Family Literacy Act George R. Wilcox, Director, Operations and Accountability Office of Career, Technical, and Adult Education (804) 225-2052 george.wilcox@doe.virginia.gov		15. Project Code: APE42801	
5. DOE Contact: AEFLA-42801-074-1819-ReA		16. Revenue Source Code: 84.002A	
6. Grant Award Number: New		17. Program Service Area: 179001	
7. Grant Award Type: \$ 5,991.78		18. Recipient Type: Sub-recipient	
8. Grant Award Amount: Original/Previous Award Current Award Total Award \$ 5,991.78		19. Fiscal Year: FY2017-2018	
9. Period of Grant Award: November 1, 2018 - June 30, 2019		20. Indirect Cost Rate: 1.9% Restricted	
21. Special Terms and Conditions: All federal grant awards are subject to 2 CFR Part 200, and Appendix H for contracts made with federal funds from the grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. For Federal grant awards \$25,000 or greater, Attachment B - FFATA Reporting must be completed, signed, and returned to S. DOE Contract within five days of receipt of this Grant Award Notification. This award is not for research and development. Indirect cost rates negotiated by DOE on LEA's behalf can be viewed at https://www.doe.virginia.gov/school_finance/budget/index.shtml			
22. Program Specific Instructions: <ul style="list-style-type: none"> Recipient must comply with all requirements stipulated in the approved proposal, award letter, and Attachment A. Reimbursement for expenditures pursuant to this program cannot be honored where program or budget modifications are implemented without prior approval. This grant is funded on a cost-reimbursement basis only. Final request for reimbursement is due in the Office of Career, Technical, and Adult Education no later than July 17, 2019. All requests for reimbursement must be made through the Online Management of Education Grant Awards (OMEGA) system. A full budget summary reflecting the final award amounts must be submitted and approved before funds may be released. 			
23. Authorized By:  Gena C. Keller, Acting CAO/Assistant Superintendent for Instruction		24. Authorized By:  Kent Dickey, Deputy Superintendent Finance & Operations	
		25. Date: 11/8/18	




COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION
P.O. Box 2120
Richmond, Virginia 23218-2120

November 14, 2018

TO: Ms. Renee Williams, Superintendent
Prince George County Public Schools

FROM:  George R. Willcox, Director, Operations and Accountability
Office of Career, Technical, and Adult Education

SUBJECT: Reallocation of FY 2017-2018 Adult Education and Family Literacy Act (AEFLA) Funds

The Office of Career, Technical, and Adult Education has reallocated FY 2017-2018 AEFLA funds to be used during FY 2018-2019 for program implementation and improvement. Of the total amount, \$375,514.97, \$175,514.97 will be distributed according to a formula based on the number of adults without a high school credential. The remaining \$200,000 will be awarded through ten competitive innovation challenge grants in the amount of \$20,000 each. Eligible recipients are the 2018-2019 AEFLA grant recipients.

Attached are the grant award notification of reallocated funds for your adult education region and a chart providing required matching funds for each region (Attachment A). The reallocated funds will appear in the Online Management of Education Grant Awards (OMEGA). There are two steps in the approval process: (1) complete and submit a detailed budget including the description and Object Code (see Attachment B), and (2) once Adult Education has approved your budget, upload a corresponding budget transfer request in OMEGA.

All expenditures must be consistent with the approved 2018-2019 Virginia AEFLA grant as outlined in the award memorandum. Requests for reimbursements and budget amendments must follow the schedule and guidelines outlined in the 2018-2019 award. Note, the 2017-2018 reallocated funds must be spent before resuming expenditure of current year AEFLA funds. The award period for these reallocation funds ends June 30, 2019.

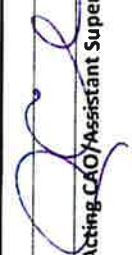
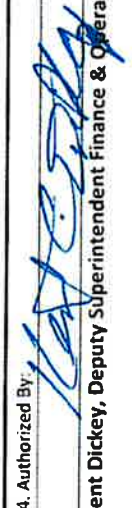
Detailed information about the Adult Education Competitive Innovation Challenge Grant is available on the [Grants and Funding](#) page. Grant applications are due to the Virginia Department of Education by November 30, 2018.

If you have any questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, at OAEFL@doe.virginia.gov or by telephone at (804) 786-3347.

GRW/HSP/aab
Enclosures



GRANT AWARD NOTIFICATION

Recipient Information		DOE Information	
1. Contact Information: Ms. Renee Williams, Superintendent Prince George County Public Schools P.O. Box 400 Prince George, Virginia 23875 Contact: Mrs. Kathy Anderson Phone: (804) 733-2670		10. Grant Authority: 113-128 11. FAIN: V002A170047 12. Federal/State Award Date: July 1, 2017 – September 30, 2019	
2. Universal Identifier (DUNS): 057884058		13. Total Federal/State Award: \$ 12,880,748	
3. Payee Number: 00074		14. Fund Source: Federal	
4. Grant Award Title: Adult Education and Family Literacy Act George R. Willcox, Director, Operations and Accountability Office of Career, Technical, and Adult Education (804) 225-2052 george.willcox@doe.virginia.gov		15. Project Code: APE42801	
5. DOE Contact: AEFLA-42801-074-1819-ReA		16. Revenue Source Code: 84.002A	
6. Grant Award Number: New		17. Program Service Area: 179001	
7. Grant Award Type: Original/Previous Award		18. Recipient Type: Sub-recipient	
8. Grant Award Amount: \$ 5,991.78 Current Award \$ 5,991.78 Total Award		19. Fiscal Year: FY2017-2018	
9. Period of Grant Award: November 1, 2018 – June 30, 2019		20. Indirect Cost Rate: 1.9% Restricted	
21. Special Terms and Conditions: All federal grant awards are subject to 2 CFR Part 200, and Appendix II for contracts made with federal funds from this grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. For Federal grant awards \$25,000 or greater, Attachment B – FFATA Reporting must be completed, signed, and returned to 5. DOE Contact within five days of receipt of this Grant Award Notification. This award is not for research and development. Indirect cost rates negotiated by DOE on LEA's behalf can be viewed at http://www.doe.virginia.gov/school_finance/budget/index.shtml			
22. Program Specific Instructions: <ul style="list-style-type: none"> Recipient must comply with all requirements stipulated in the approved proposal, award letter, and Attachment A. Reimbursement for expenditures pursuant to this program cannot be honored where program or budget modifications are implemented without prior approval. This grant is funded on a cost-reimbursement basis only. Final request for reimbursement is due in the Office of Career, Technical, and Adult Education no later than July 17, 2019. All requests for reimbursement must be made through the Online Management of Education Grant Awards (OMEGA) system. A full budget summary reflecting the final award amounts must be submitted and approved before funds may be released. 			
23. Authorized By:  Gena C. Keller, Acting CAO/Assistant Superintendent for Instruction		24. Authorized By:  Kent Dickey, Deputy Superintendent Finance & Operations	
		25. Date: 11/8/18	

Attachment A – Special Terms and Conditions

**ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS
FOR GRANT AWARDS OR COOPERATIVE AGREEMENTS****A. Intellectual Property**

(i.e. papers, reports, forms, materials, creations, or inventions (intangible property))

Special Terms and Conditions for Intellectual Property apply for all grants or cooperative agreements, regardless of funding source (General, Special, Federal).

Additionally, Federally funded grants or cooperative agreements must meet the requirements of the specific federal grant, such as making any work (e.g., materials, tools, processes, systems) developed freely available to the public, ensuring any websites developed meet government or industry recognized standards for accessibility, and the requirements of **2 CFR §200.315 Intangible Property**, are met.

SECTION I. Grants or Cooperative Agreements under which no Intellectual Property will be created

If grant or cooperative agreement deliverables DO NOT include creation/development of Intellectual Property, the following special terms are applicable to the grant or cooperative agreement:

INTELLECTUAL PROPERTY: The parties agree that no Intellectual Property will be created in performance of this grant or cooperative agreement.

Attachment A – Special Terms and Conditions

SECTION II. Grants or Cooperative Agreements which include creation of Intellectual Property that VDOE will/should Own

If grant or cooperative agreement deliverables include creation/development of Intellectual Property that should be owned by the Virginia Department of Education (for example, the intellectual property deliverable will be used long term, and/or will be built on in the future), the following special terms are applicable to the grant or cooperative agreement:

INTELLECTUAL PROPERTY: All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this grant or cooperative agreement (“the Intellectual Property”) shall become the sole property of the Virginia Department of Education. The grant or cooperative agreement recipient hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grant or cooperative agreement recipient may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grant or cooperative agreement recipient.¹¹ Upon request, the grant or cooperative agreement recipient shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education’s sole ownership of the Intellectual Property.

¹¹ If grant or cooperative agreement recipient is a private entity (including non-profit), the following special term must be inserted at the footnote location in the above paragraph:

The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property.

SUBGRANT OR SUBCONTRACTS: No portion of the work shall be subgranted or contracted without prior written consent of the Virginia Department of Education. In the event that the grant or cooperative agreement recipient subgrants or contracts any part of the work specified herein, the grant or cooperative agreement recipient shall include the term above in the subgrant(s) or contract(s) with the subgrantee(s) or contractor(s), shall remain fully liable and responsible for the work to be done by its subgrantee or contractor(s), and shall assure compliance with all requirements of the grant or cooperative agreement.

Attachment A – Special Terms and Conditions

- a) If grant or cooperative agreement recipients are public (government) entities, the following special term also applies and must be included:

GRANT OR COOPERATIVE AGREEMENT RECIPIENT RIGHTS TO USE MATERIALS: The grant or cooperative agreement recipient is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property for noncommercial purposes. Such rights shall include, but are not limited to the right to claim credit as the original author of the Intellectual Property, the right to use and authorize others to use the Intellectual Property in research and for preparation of teaching materials for noncommercial use, and the right to transfer to publishers the copyrights in scholarly publications and textbooks that include an insubstantial portion of the Intellectual Property. The grant or cooperative agreement recipient may seek further rights to use the Intellectual Property by submitting a written request for authorization to the Superintendent of Public Instruction, which authorization shall not reasonably be withheld.

- b) If grant or cooperative agreement recipients are private entities (including non-profits), the following special term also applies and must be included:

The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property.

Attachment A – Special Terms and Conditions

SECTION III. Grants or Cooperative Agreements which include creation of Intellectual Property that VDOE will not/does not need to Own

If grant or cooperative agreement deliverables include intellectual property that the Virginia Department of Education (VDOE) has no need to copyright, patent, or own (for example, a report detailing the results of research using VDOE data), the following special terms are applicable to the grant or cooperative agreement:

OWNERSHIP OF INTELLECTUAL PROPERTY: The grant or cooperative agreement recipient will be permitted to prepare academic papers for publication in peer-reviewed journals, book chapters, conferences, theses and dissertations. The grant or cooperative agreement recipient will provide the Virginia Department of Education with review copies of all academic papers prior to submission for publications. All academic papers will acknowledge the Virginia Department of Education (and the federal granting authority for grants or cooperative agreements funded with federal funds, i.e. U.S. Department of Education). All patents, copyrights and other intellectual property rights in and to all inventions, copyrighted materials, software, data or other work product conceived or developed in the performance of this grant or cooperative agreement “Intellectual Property” shall become the sole property of the grant or cooperative agreement recipient. The Virginia Department of Education retains ownership to the raw data provided to the grant or cooperative agreement recipient.

RIGHTS TO USE MATERIALS: The Virginia Department of Education is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property produced by the grant or cooperative agreement recipient in performance of this grant or cooperative agreement, and to use such Intellectual Property for noncommercial purposes and to authorize others to do the same.

Attachment A – Special Terms and Conditions**B. Federal Funding in Public Announcements**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal funding, U.S. Department of Education sub-grantees shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal funding;
2. the dollar amount of Federal funds for the project or program; and
3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76, Consolidated Appropriations Act, 2014.

Attachment A – Special Terms and Conditions

C. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

D. Monitoring and Reporting

1. VDOE and auditors shall have access to sub-recipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing VDOE's automated system Online Management of Education Grant Awards (OMEGA). Exceptions may be granted by VDOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.

Attachment A
Virginia Department of Education
Office of Career, Technical and Adult Education

Payee	Planning Regions	Fiscal Agents	Additional Allocation	Minimum Match
				0.15
00096	Region 1	Wise County Public Schools	\$4,163.30	\$624.49
00083	Region 2	Russell County Public Schools	\$4,882.06	\$732.31
00094	Region 3	Washington County Public Schools	\$6,513.29	\$976.99
00829	Region 4	New River Community College	\$3,514.32	\$527.15
00139	Region 5	Salem City Public Schools	\$6,165.78	\$924.87
00130	Region 6	Waynesboro City Public Schools	\$7,873.92	\$1,181.09
00827	Region 7	Lord Fairfax Community College	\$6,139.43	\$920.91
00029	Region 8	Fairfax County Public Schools	\$37,693.74	\$5,654.06
00068	Region 9	Orange County Public Schools	\$3,816.73	\$572.51
00851	Region 10	Piedmont Virginia Community College	\$4,953.51	\$743.03
00005	Region 11	Amherst County Public Schools	\$6,147.74	\$922.16
00033	Region 12	Franklin County Public Schools	\$8,809.17	\$1,321.38
00836	Region 13	Southside Virginia Community College	\$3,361.21	\$504.18
00836	Region 14	Southside Virginia Community College	\$3,953.46	\$593.02
00123	Region 15	Richmond City Public Schools	\$21,000.91	\$3,150.14
00088	Region 16	Spotsylvania County Public Schools	\$5,726.87	\$859.03
00834	Region 17	Rappahannock Community College	\$1,468.87	\$220.33
00050	Region 18	King William County Public Schools	\$2,043.79	\$306.57
00074	Region 19	Prince George County Public Schools	\$5,991.78	\$898.77
00121	Region 20	Portsmouth City Public Schools	\$21,526.22	\$3,228.93
00117	Region 21	Newport News City Public Schools	\$8,039.84	\$1,205.98
00824	Region 22	Eastern Shore Community College	\$1,729.03	\$259.35
	Total		\$175,514.97	\$26,327.25

Attachment B
2017-2018 Reallocation Budget Summary
 Virginia Department of Education
 Office of Career, Technical, and Adult Education

Fiscal Agent: _____

Budget Categories	Object Code	Total WIOA Funding	Local Match¹
Provide a brief description for each category.			
ADMINISTRATIVE CATEGORIES:			
	1000		
	2000		
[Other: add rows as needed]			
ADMIN SUBTOTAL (up to 5%)			
INSTRUCTIONAL CATEGORIES:			
	1000		
	2000		
	3000		
	4000		
	5000		
	6000		
INSTRUCTIONAL SUBTOTAL			
ADMIN SUBTOTAL			
TOTAL			

¹ Recipients may not claim WIOA or state funding as local match.

2017-2018 Budget SPACE Grants

Expenditures

<u>Accounts</u>	<u>Budgeted Amount</u>
0218-06-201-2183	This is reallocation 2017/18 funds to be used in 2018/19
41100 Sal & Wages	-
41300 Part-time Sal & Wage!	5,565.00
42100 FICA	426.78
42210 Retirement	-
42400 Group Life	-
42500 Disability Ins	-
46051 Supplies	-
Expenditure Total	5,991.78

Revenues

0218-30-601-0000-333801	5,591.78
0218-10-506-8113-316881	-
0218-10-506-8113-316882	-
0218-10-506-8113-316883	-
0218-20-601-8203-324090	-
0218-20-601-8203-324092	-
0218-20-601-8203-324093	-
Revenue Total	5,591.78

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 8th day of January, 2019:

<u>Present:</u>	<u>Vote:</u>
Floyd M. Brown, Jr.	
Alan R. Carmichael	
Donald R. Hunter	
Marlene J. Waymack	
T. J. Webb	

C-2

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION ADULT EDUCATION SPACE
GRANT FUNDS \$5,991.78

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of January, 2019, does hereby authorize and appropriate the following increase of funds within the 2018-2019 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
Adult Education	
Expenditures:	
0218-06-501-2183-41300 Adult Ed – PT Wages	\$5,565.00
0218-06-501-2183-42100 Adult Ed - FICA	\$426.78
 Revenues:	
0218-30-601-0000-333801 Federal SPACE Grant	\$5,991.78

A Copy Teste:

Percy C. Ashcraft
County Administrator