

Issue Analysis Form



Date: March 13, 2018
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 February 13, 2018 meeting a FY2018 increase in appropriation for **Adult Education SPACE Grant totaling \$12,672.68**. This increase results from carryover of FY16-17 funds. This carryforward is not reflected in the adopted FY2018 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 - \$12,672.68

Expenditures: 0218-06-201-2183-46051 Supplies - \$12,672.68

Government Path

- Does this require IDA action? Yes No
- Does this require BZA action? Yes No
- Does This require Planning Commission Action? Yes No
- Does this require Board of Supervisors action? Yes No
- Does this require a public hearing? Yes No
- If so, before what date? Yes No

Fiscal Impact Statement

Increases in appropriation of Federal SPACE Revenues and SPACE Supply expenditures for FY2017-18 for District 19 Adult Education.

Total Increase in FY2017-18 Appropriation = \$12,672.68

County Impact

There is no increased local funding required for this request.

Notes

Date: February 12, 2018

Presenter: Becky Hicks

Approved:

Disapproved: _____

Tabled: _____

-
- TOPIC:** Revised 2017-2018 Adult Ed budget based on additional grant carryover funds from 2016-17
- RATIONALE:** The Adult Education Division has been notified grant award funds from 2016-17 has been made available for their use in 2017-2018 in the amount of \$12,672.68. 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 \$12,672.68 for the Adult Education Division.




COMMONWEALTH of VIRGINIA

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

December 20, 2017

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

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

SUBJECT: Reallocation of FY 2016-2017 Adult Education and Family Literacy Act (AEFLA) Funds

The Office of Career, Technical, and Adult Education has reallocated FY 2016-2017 AEFLA funds to be used during FY 2017-2018 for program implementation and improvement. Of the \$742,465.73, 50 percent will be distributed according to a formula based on the number of total adults without a high school credential. The remaining 50 percent will be awarded through ten competitive innovation challenge grants in the amount of \$37,125 each. Eligible applicants are the 2017-2018 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 (see 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 Codes (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 2017-2018 AEFLA grant and guidelines as outlined in the award memorandum. Requests for reimbursements and budget amendments must follow the schedule and guidelines outlined in the 2017-2018 award. Note, the 2016-2017 reallocated funds must be spent before resuming expenditure of current year AEFLA funds. The award period for the reallocated funds ends June 30, 2018.

Detailed information about the Adult Education Competitive Innovation Challenge Grant is available in Superintendent's Email dated December 15, 2017. Grant applications for the competitive innovation challenge grant are due to the Virginia Department of Education by February 1, 2018.

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

GRW/HSP/jlk
Enclosures

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

Reallocation of FY2016-17 AEFLA Funds

Planning Regions	Fiscal Agents	Additional Allocation	Minimum Match
			0.15
Region 1	Wise County Public Schools	\$8,805.41	\$1,320.81
Region 2	Russell County Public Schools	\$10,325.61	\$1,548.84
Region 3	Washington County Public Schools	\$13,775.67	\$2,066.35
Region 4	New River Community College	\$7,432.81	\$1,114.92
Region 5	Salem City Public Schools	\$13,040.68	\$1,956.10
Region 6	Waynesboro City Public Schools	\$16,653.41	\$2,498.01
Region 7	Lord Fairfax Community College	\$12,984.95	\$1,947.74
Region 8	Fairfax County Public Schools	\$79,722.59	\$11,958.39
Region 9	Orange County Public Schools	\$8,072.42	\$1,210.86
Region 10	Piedmont Community College	\$10,476.72	\$1,571.51
Region 11	Amherst County Public Schools	\$13,002.52	\$1,950.38
Region 12	Franklin County Public Schools	\$18,631.47	\$2,794.72
Region 13	Southside Virginia Community College	\$7,108.99	\$1,066.35
Region 14	Southside Virginia Community College	\$8,361.60	\$1,254.24
Region 15	Richmond City Public Schools	\$44,417.12	\$6,662.57
Region 16	Spotsylvania County Public Schools	\$12,112.39	\$1,816.86
Region 17	Rappahannock Community College	\$3,106.67	\$466.00
Region 18	King William County Public Schools	\$4,322.63	\$648.39
Region 19	Prince George County Public Schools	\$12,672.68	\$1,900.90
Region 20	Portsmouth City Public Schools	\$45,528.15	\$6,829.22
Region 21	Newport News City Public Schools	\$17,004.34	\$2,550.65
Region 22	Eastern Shore Community College	\$3,656.91	\$548.54
State Total		\$371,215.73	\$55,682.36

Updated 12/1/2017

ATTACHMENT B
 Virginia Department of Education
 Office of Career, Technical, and Adult Education

BUDGET SUMMARY

Fiscal Agent: _____

Budget Categories	Object Code	Adult Education Funds	Local Match¹
Provide a brief description for each category.			
ADMINISTRATIVE CATEGORIES:			
	1000		
	2000		
[Other; add rows as needed]			
ADMIN SUBTOTAL			
INSTRUCTIONAL CATEGORIES:			
	1000		
	2000		
	3000		
	4000		
	5000		
	6000		
INSTRUCTIONAL SUBTOTAL			
ADMIN SUBTOTAL			
TOTAL			

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



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, VA 23875 Contact: Mrs. Kathy Anderson Phone: (804) 733-2670		Title II of the Workforce Innovation and Opportunity Act-PL 113-128 V002A160047 July 1, 2016	
2. Universal Identifier (DUINS): 057884058		13. Total Federal/State Award: \$ 13,097,115	
3. Payee Number: 00074		14. Fund Source: Federal	
4. Grant Award Title: Adult Education and Family Literacy Act		15. Project Code: APE42801	
George R. Willcox, Acting Director Office of Career, Technical, and Adult Education (804) 225-2052 george.willcox@doe.virginia.gov		16. Revenue Source Code: 84.002A	
5. DOE Contact: AEFLA-42801-074-1718-ReA		17. Program Service Area: Office of Career, Technical, and Adult Education	
7. Grant Award Type: New		18. Recipient Type: Subrecipient	
8. Grant Award Amount: \$ 12,672.68		19. Fiscal Year: FY 2017-2018	
9. Period of Grant Award: December 15, 2017 – June 30, 2018		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 and award letter. 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, 2018. All requests for reimbursement must be made through the Online Management of Education Grant Awards (OMEGA) system. A full budget workbook reflecting the final award amounts must be submitted and approved before funds may be released. 			
23. Authorized By: Dr. Steven Constantino, Chief Academic Officer/Assistant Superintendent for Instruction		24. Authorized By: Kent Dickey, Deputy Superintendent Finance & Operations	
		25. Date: 12/11/17	

ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS
FOR GRANT AWARDS

Ownership of Intellectual Property (Revised 2/22/13)

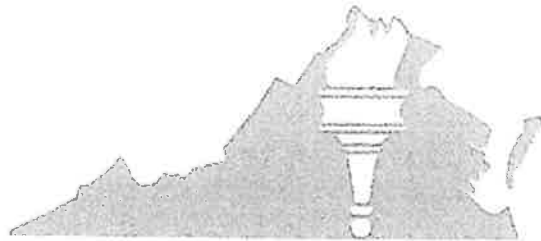
1. **OWNERSHIP OF INTELLECTUAL PROPERTY:** All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this contract (“the Intellectual Property”) shall become the sole property of the Virginia Department of Education. The grantee hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grantee 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 grantee. Upon request, the grantee 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.
2. **SUBCONTRACTS/SUBAWARDS:** No portion of the work shall be subcontracted or subawarded without prior written consent of the Virginia Department of Education. In the event that the grantee subcontracts /subawards any part of the work specified herein, the grantee shall include Term & Condition #1 in the contract(s)/subaward(s) with the subcontractor(s)/subgrantee(s), shall remain fully liable and responsible for the work to be done by its subcontractor(s)/subgrantee(s), and shall assure compliance with all requirements of the grant.
3. **GRANTEE RIGHTS TO USE MATERIALS:** The grantee 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 Grantee 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.

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.



**REPORTING SUBGRANT DATA AND EXECUTIVE COMPENSATION DATA FOR
SUBRECIPIENTS AS REQUIRED UNDER THE FEDERAL FUNDING ACCOUNTABILITY
AND TRANSPARENCY ACT (FFATA)**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that sub-grant data be reported for all new Federal grants funded at \$25,000 that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. Sub-grant data and executive compensation data for sub-recipients must be reported by the prime awardee. Only sub-grants made by the prime awardee to first-tier sub-recipients are reportable in accordance with FFATA.

Reporting of Total Compensation of Sub-recipient Executives:

Applicability and what to report: The Virginia Department of Education (VDOE) is responsible to report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year if all of the following conditions are applicable to the sub-recipient:

- i. in the sub-recipient's preceding fiscal year, the sub-recipient received--
 - a. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); **and**
 - b. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); **and**
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm.)

When to report: VDOE must report sub-recipient executive compensation by the end of the month following the month during which the prime awardee makes the sub-award. For example, if the prime awardee obligates a sub-grant on any date during the month of October of a given year (i.e., between October 1 and 31), the prime awardee must report any required compensation information of the sub-recipient by November 30 of that year.

What to report: Total compensation means the cash and noncash dollar value earned by the executive during the sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

Attachment B – FFATA Reporting

- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

To be completed by VDOE				
Sub-Recipient Contact Information:		Ms. Renee Williams, Superintendent Prince George County Public Schools P. O. Box 400 Prince George, Virginia 23875		
Universal Identifier (DUNs):		057884058		
Payee Number:		00074		
Total Grant Award Amount:		\$12,672.68		
To be completed by Sub-Recipient				
In the sub-recipient's preceding fiscal year, the sub-recipient received --				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	80% or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

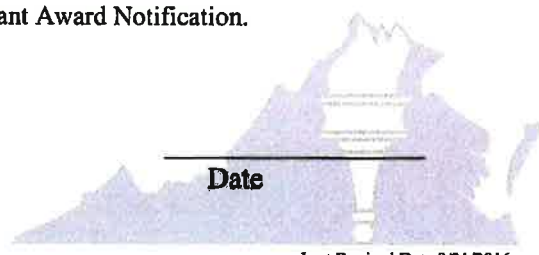
If sub-recipient has answered “Yes” to all conditions above, the sub-recipient must provide to VDOE as an attachment to this signed and certified document within five days of receipt of the Grant Award Notification the Total Compensation (including compensation components under What to Report i. through vi. above) of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year.

If sub-recipient has answered “No” to any of the conditions above, the sub-recipient must provide this signed document certifying the accuracy of the responses to the above conditions to VDOE within five days of receipt of the Grant Award Notification.

Failure to return this document to VDOE will void the Grant Award Notification.

Signature and Title of Authorized Official

Date



2017-2018 Budget SPACE Grants

Expenditures

<u>Accounts</u>	<u>Budgeted Amount</u>
0218-06-201-2183	This is reallocation 2016/17 funds to be used in 2017/18
41100 Sal & Wages	-
41300 Part-time Sal & Wages	-
42100 FICA	-
42210 Retirement	-
42400 Group Life	-
42500 Disability Ins	-
46051 Supplies	12,672.68
Expenditure Total	12,672.68

Revenues

0218-30-601-0000-333801	12,672.68
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	12,672.68

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 13th day of March, 2018:

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

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

**RESOLUTION: APPROPRIATION ADULT EDUCATION SPACE
GRANT FUNDS \$12,672.68**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of March, 2018, does hereby authorize and appropriate the following increase of funds within the 2017-2018 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:		
0218-06-501-2183-46051	Adult Ed - SPACE Supplies	\$12,672.68
Revenues:		
0218-30-601-0000-333801	Federal SPACE Grant	\$12,672.68

A Copy Teste:

Percy C. Ashcraft
County Administrator