TEXAS WORKFORCE COMMISSION
ADULT EDUCATION AND LITERACY LETTER

ID/No:	AEL 02-14
Date:	April 9, 2014
Keyword:	AEL
Effective:	Immediately

To: Adult Education and Literacy Fiscal Agents
English Literacy and Civics Grantees
Commission Executive Offices

From: Reagan Miller, Director, Workforce Development Division

Subject: **Contract Amendment Process for Adult Education and Literacy and English Literacy and Civics Grantee Contracts Ending August 31, 2014**

PURPOSE:
To provide Adult Education and Literacy (AEL) Fiscal Agents and English Literacy and Civics Grantees[1] with information and guidance on the process for requesting budget adjustments and budget amendments for AEL contracts ending August 31, 2014.

BACKGROUND:
Texas Labor Code, Chapter 315, transferred the AEL program from the Texas Education Agency to the Texas Workforce Commission on September 1, 2013.

PROCEDURES:
Budget Adjustments
AEL entities must be aware that budget adjustments: **NLF**
- are requests to move funds between cost categories, which:
  - ➢ reduce a cost category by 20% or less; or
  - ➢ total $50,000 or less for all changes; and
- require a recommendation by the contract manager and approval by the director of Board and Special Initiative Contracts.

Budget Amendments
AEL entities must be aware that budget amendments: **NLF**
- are requests to move funds between cost categories, which:
  - ➢ reduce a cost category by 20% or more; or
  - ➢ total $50,000 or more for all changes; and

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[1] For purposes of this letter, the term "AEL entities" refers to the following: Adult Education and Literacy Fiscal Agents and English Literacy and Civics Grantees.

- will be approved by the director of Workforce Development Division within 14 days of receipt.

Submission of Budget Adjustments and Budget Amendments

For all budget adjustments or budget amendments, AEL entities must submit the appropriate Schedule #6—Program Budget Summary, included as attachments to this AEL Letter, to bcm@twc.state.tx.us by the following deadlines:
- Budget adjustment requests—8/15/2014
- Budget amendment requests—7/15/2014

INQUIRIES:

Direct inquiries regarding this AEL Letter to aelpolicy.clarifications@twc.state.tx.us.

ATTACHMENTS:

Attachment 1: Schedule #6—Program Budget Summary—Federal and State Adult Education

Attachment 2: Schedule #6—Program Budget Summary—Federal and State TANF

Attachment 3: Schedule #6—Program Budget Summary—English Literacy and Civics

RESCISSIONS:

None

REFERENCE:

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

34 Code of Federal Regulations (CFR) Part 74, Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

34 CFR Part 80, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

Texas Labor Code, Chapter 315, Adult Education and Literacy Programs

Texas Workforce Commission General Administration Rules: 40 TAC §800.52 and §800.72

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that AEL entities must comply with the federal and state laws, rules, policies, and required procedures set forth in this AEL Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

Local Flexibility (LF): This rating indicates that AEL entities have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this AEL Letter. All information with an LF rating is indicated by "may" or "recommend."