

# STAY HOME. SAVE LIVES.



*Last updated April 1, 2020*

## Guidance for 2019-20 Local Adult Basic Skills (ABS) Budgets to support student learning during the COVID-19 Crisis

### **Comprehensive, IELCE and Corrections 2019-20 Grants**

**Grant administrator Nick Bender**

#### General Information

1. CCWD expects local sub-grantees to spend all of their 2019-20 funds on allowable expenses
2. Funds budgeted for a particular grant need to be spent on that grant (Comprehensive funds need to be spent on Comprehensive expenses, IELCE funds on IELCE expenses, Corrections funds on Corrections expenses)
3. For policy and guidance regarding allowable costs, unallowable costs, and capital outlays, local ABS Directors may reference pages 46-49 in the 2019-20 Oregon ABS Policy Manual  
<https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/abs-resources.aspx>
4. There are special rules to follow for capital outlays with a per-unit cost above \$5,000. (CCWD assumes most/all tablets, laptops, phones, Chromebooks or wifi devices procured will cost less, per-unit, than \$5,000).
5. Many local ABS programs will want to do a Budget Amendment Request in order to move funds out of professional development, or other newly decreased areas, and into “Books and Supplies” or “Other Goods and Services.”
  - a. Please email these Budget Amendment Requests to [nick.bender@hecc.oregon.gov](mailto:nick.bender@hecc.oregon.gov)
  - b. Nick is available to provide assistance for this process.
  - c. Please use the newest version of the Budget Amendment Request form, available on the Oregon ABS Resources website.
  - d. When submitting the Budget Amendment Request form, please provide a brief explanation, in the email, regarding the change. For example, “Decreased PD costs due to COVID-19 travel restrictions, increased technology costs affiliated with remote learning.”

#### Funds local ABS directors may want to reallocate with a Budget Amendment Request

1. 2019-20 Comprehensive Special line item “Professional Development Stipend”
2. 2019-20 Comprehensive Special Line Item “Unintended Consequences”
3. Other regular budget areas
  - a. “WIOA Cost-Sharing” if your local workforce development board has reached an agreement to have those funds be less than 1.5% since your 2019-20 budget was approved. Contact Donna if you have questions.
  - b. “Salaries and Wages” if there were staff reductions
  - c. “Benefits” if there were staff reductions



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## Professional Development Grants

Contract Administrator Tamy Perkins

CCWD is offering to amend the current Professional Development Grants to extend through September 30, 2020, add up to \$15,000, and expand the allowable expenses (see list below). To request to amend your grant agreement, email [HECC.absteam@hecc.oregon.gov](mailto:HECC.absteam@hecc.oregon.gov) and indicate what changes you are requesting, no later than April 10, 2020.

To Purchase Technology, Technology Services, or “Low-Tech” Education Materials such as Books and Packets

1. Goods & Services
2. Books & Supplies
3. Equipment
4. Staff time to develop materials

