# WIOA Navigating the Grant Budget
Fiscal Year 2024–25

These instructions provide an overview of how to access and submit a Grant Budget on the California Adult Education Online Application and Reporting website at https://caadultedreporting.org/. User access at a level meeting: Editor, Approver, or OAR Admin is required to submit this budget. Users with Read Only access may view these pages but may not edit or submit data.

1. Login to the Reporting Site and select "WIOA" from the green menu bar at the top of the page.

2. From the WIOA Navigation Menu on the left, select the "Budget and Claim Reports" link.
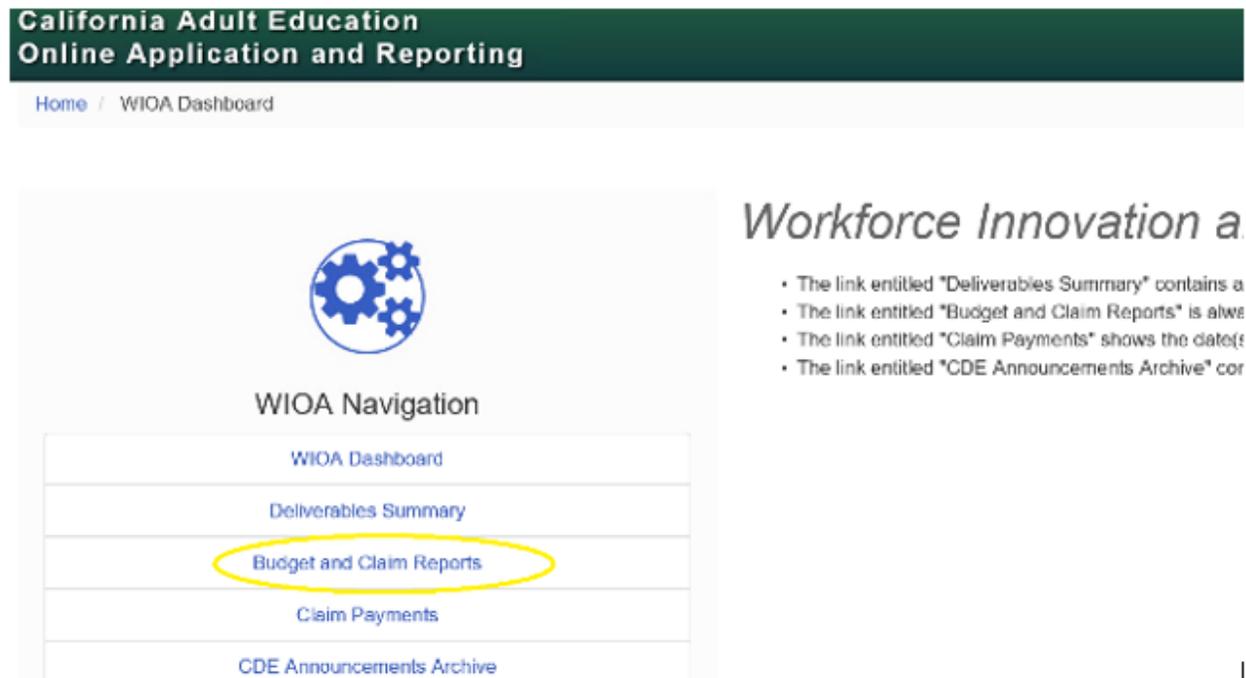
Select the desired fiscal year from the drop-down menu and click the green button, "Get Budget and Claim Reports".

The Grant Budget Instructions were updated for the new grant cycle and again for the new approval process for this fiscal year. This two-page document details specific fiscal and reference information that will be used when entering

information into the budget. It also includes steps for how to approve and submit the budget. Download a PDF copy of the instructions using the blue link titled "Download Grant Budget Instructions." It may be referenced here prior to gaining access to the Budget Application. You are encouraged to begin drafting your budget outside the application while waiting for your Grant Award Notification (GAN) to be reviewed.

GAN Acceptance

3. The status of your GAN must reflect as "Accepted" on the WIOA Deliverables Summary in order to proceed further with preparing your Grant Budget online.

If your account is showing a red notification bar that says "CDE has not accepted your signed Grant Award Notice (GAN) for Fiscal Year 2023–24" and it has been more than two business days since your "Grant Award Notification was submitted, please email your Fiscal Analyst.

Budget and Claim Reports

Fiscal Year: 2020–21 [Get Budget and Claim Reports]

Grant Budget Fiscal Year 2020–21

📄 Download Grant Budget Instructions

CDE has not accepted your signed Grant Award Notice (GAN) for Fiscal Year 2020–21

| Due Date: | Date Submitted: | Status: | PDF Copy: |
| 10/23/2020 | | | |

Notes from Consultant/Analyst:

Once the Grant Award Notification has been accepted, a blue button that says "I would like to work on my Grant Budget" will be available. Select this button to proceed through the Budget Application.

📟 I would like to start / continue my Grant Budget

Grant Budget Instructions

4. The Budget Application begins with a full page of instructions. A PDF of these instructions are linked at the bottom of the page. They are the same instructions from the previous page. To continue through, click the button "Continue to the Budget Worksheet".

📄 Download a PDF copy of these instructions

[Continue to the Budget Worksheet]

Navigation Tools

5. Each section has a "Save" button and then you can click to the next one in the left navigation menu.
The system will perform a check that will identify the sections that still need to be complete before Reviewing and Approving.

Budget Navigation

| Summary |
| Contact Information |
| Amounts |
| Justification |
| Review and Approve |

These items need to be fixed before you can submit

- Contact Information Name is required.
- Contact Information Email is required.
- Contact Information Phone Number is required.
- Budget is incomplete, Award distribution is required.

Administration Costs

6. Grant Budget amounts must be itemized by Object Code and Section/Resource Code (RC). Each Section column in the table must add up to the Grant Award Total. A column will be grayed out if funds were not awarded in that Section. Only use whole numbers. A budget value of zero for any row is acceptable, provided the Section Total matches the Grant Award Total. A Show Help icon in the top right corner of the table provides additional information.

   To begin, enter any associated administrative costs within the object codes in the corresponding row. Administrative costs over five percent of the total grant award will require a justification. The application will provide prompts to enter this information. Show professional development costs within Object Code 5000 – Administration.

Object Code	Description	Section 225 ABE, ELA, ELCE, ASE RC 3940 PCA 13971	Section 231 ABE, ELA, ELCE RC 3905 PCA 14508
1000	Certificated Personnel Services	N/A	$ 0
	Administration	N/A	$ 0
2000	Classified Personnel Services	N/A	$ 0
	Administration	N/A	$ 0
3000	Employee Benefits	N/A	$ 0
	Administration	N/A	$ 0
4000	Books and Supplies	N/A	$ 0
	Administration	N/A	$ 0
5000	Services and Other Operating Expenses	N/A	$ 0
	Administration	N/A	$ 0
PCA Code Total		N/A	$ 0
Grant Award Total		N/A	$ 221,895

Application Prompts

7. In the example below, Object Code 1000-Administration is more than five percent of the award to administrative costs in Section 231, RC 3905. Section 231, RC 3913 is also underbudgeted. The application will alert users to these issues so that adjustments can be made before proceeding to the next section.

Object Code	Description	Section 225 ABE, ELA, ELCE, ASE RC 3940 PCA 13971	Section 231 ABE, ELA, ELCE RC 3905 PCA 14508	Section 231 ASE RC 3913 PCA 13978	Section 243 IELCE RC 3926 PCA 14109
1000	Certificated Personnel Services	N/A	$ 203000	$ 64000	
	Administration	N/A	$ 19895	$ 450	
2000	Classified Personnel Services	N/A	$ 0	$ 0	
	Administration	N/A	$ 0	$ 0	
3000	Employee Benefits	N/A	$ 0	$ 0	
	Administration	N/A	$ 0	$ 0	
4000	Books and Supplies	N/A	$ 0	$ 0	
	Administration	N/A	$ 0	$ 0	
5000	Services and Other Operating Expenses	N/A	$ 0	$ 0	
	Administration	N/A	$ 0	$ 0	
PCA Code Total		N/A	$ 221,895	$ 64,450	
Grant Award Total		N/A	$ 221,895	$ 65,450	

Save My Progress

ADMINISTRATION COSTS	
Total: $19,745	Percent of Total Grant Award: 6.06 %

Note: The cost of professional development must be taken from local administrative costs and not instructional costs per Section 233(2) of Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act; 34 Code of Federal Regulations section 463.26.

Section 231 (ASE) PCA 13978 : Grant Award Amount ($65,450) has not been fully distributed ($64,450)

Budget Description

8. Narrative descriptions are required for each Resource Code and Object Code where funds are being allocated. A description for Object Code 3000 is not necessary.

Section 231: ABE, ELA, ELCE; RC 3905; PCA 14508

1000 - Certificated Personnel Salaries

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2000 - Classified Personnel Salaries

(max 250 chars) 250 characters left

3000 - Employee Benefits A description For Object Code 3000 Is Not required.

4000 - Books Supplies

(max 250 chars) 250 characters left

5000 - Services Other Operating Expenses

(max 250 chars) 250 characters left

Similarly, all administration costs will be described per Resource Code in paragraph boxes at the bottom of the page. If budgeting for professional development, include this in the administration costs section.

Administration Costs

Section 225: ABE, ELA, ELCE, ASE; RC 3940; PCA 13971	
	(max 250 chars) 250 characters left
Section 231: ABE, ELA, ELCE; RC 3905; PCA 14508	
	(max 250 chars) 250 characters left
Section 231: ASE; RC 3913; PCA 13978	
	(max 250 chars) 250 characters left
Section 243: IELCE; RC 3926; PCA 14109	
	(max 250 chars) 250 characters left

Administration Costs Over Five Percent

9. The application will default to this page if the budgeted administration costs exceed five percent of the total award. If this page appears and administration costs are below five percent, save the page and continue. A justification is not required under the threshold.

ADMINISTRATION COSTS OVER FIVE PERCENT OF THE TOTAL GRANT AWARD

The above named agency requests 100.0% of the total grant award for administration costs.

SEC. 233. LOCAL ADMINISTRATIVE COST LIMITS

a. IN GENERAL — Subject to subsection (b), of the amount that is made available under this title to an eligible provider
1. not less than 95 percent shall be expended for carrying out adult education and literacy activities; and
2. the remaining amount, not to exceed 5 percent, shall be used for planning, administration (including carrying out the requirements of section 116), professional development, and the activities described in paragraphs (3) and (5) of section 232.
b. SPECIAL RULE — In cases where the cost limits described in subsection (a) are too restrictive to allow for the activities described in subsection (a)(2), the eligible provider shall negotiate with the eligible agency in order to determine an adequate level of funds to be used for noninstructional purposes.

Justification (Explain the need to use more than five percent of the total grant award for administration costs). *

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🖫 Save

Contact Information

10. Enter the contact name, email address, and phone number of the person who can answer questions regarding the budget content. This section is required.

Review Draft Budget

11. When all sections are complete click the "Review and Approve" link in the left navigation menu. Click the link to "Preview and print a copy of the Budget

Worksheet". If needed, return to the budget worksheet to make any changes prior to submitting.

Review and Approve

Print a draft copy of your Grant Budget and review all pages. Make changes if needed then return to this page.

🖶 Preview and print a draft copy of the Grant Budget

Electronic Approval and Submission

12. The approval process has changed. The steps will differ depending on the user's role:

   a. Read-Only: This user can review the budget, but no save or action buttons will be available.

   b. Editor: This user can prepare and review the budget but will not be able to submit it. Click the blue "Send Notification" button to notify the agency Approver or OAR Admin that the budget is ready for approval. The notification will be sent to the Approver or OAR Admin via email outside of the reporting site application.

      An user with Approver or OAR Admin access is required in order to proceed with approval and submittal of the Grant Budget.

      Click the "Send Notification" button to send a notification to authorized users within your agency. It may take a few minutes for this email to be received.

      Send Notification

   c. Approver or OAR Admins: This user may prepare the budget document but does not need to do so. If an Editor clicked the "Send Notification in the preceding step, an email will be sent to the Approver and OAR Admin letting them know the budget is ready. After reviewing the PDF of the draft budget an Approver, or OAR Admin may make changes or just certify and submit the budget.

   Note: Agencies should reflect their organizational business structure when designating roles to staff within the reporting site to ensure users have the appropriate authority to complete an action, like approving a fiscal document.

13. If the budget was prepared by a user with Editor access, an email notification will be sent to the Approver and OAR Admin that the budget is ready for approval. The subject will read as "SUBJECT: WIOA 2023–24 Grant Budget Worksheet is ready for approval".

   To quickly review and approve the Budget, click the 'Review and approve claim" link within the email. Or login to your account, then navigate all the way through

the application to get to the Review and Approval section.

Review and approve claim

The application will automatically recognize the user and will skip the "Send Notification" step if the user has the designated access level to submit the document to CDE. Agencies should reflect their organizational business structure in the roles designated to staff within the system to ensure the user has the appropriate authority to complete an action, like approving a fiscal document.

Once the budget is ready to approve, the Approver or OAR Admin should enter their title and click the "I certify and would like to submit to CDE" button. This will sign the budget document with the user's credentials and submit it CDE.

Review and Approve

Print a draft copy of your Grant Budget and review all pages. Make changes if needed then return to this page.

🖨 Preview and print a draft copy of the Grant Budget

If you are ready to submit your Budget Worksheet to the California Department of Education, Adult Education Office, enter your title and click the "I certify and would like to submit to CDE" button below.

Required certification (2 CFR 200.415): "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

cbrenneman@cde.ca.gov

Title: *   [Adult Education Director]

[💾 I certify and would like to submit to CDE]

Trouble shooting tip #1: If the notification email hasn't been received within a few minutes, ask your OAR Admin to check the email address in the "Manage Users" section of the main menu in the reporting site. Email addresses shown in the "Agency Contacts" section are for a separate activity. Contact Adult Ed Support with questions.

Trouble shooting tip #2: Check your agency's junk and spam filters. New users to this site may need to add the reporting site or the mailing list email to their safe senders list. Contact your agency's information technology staff for whitelist or spam filer assistance.

14. A confirmation of the budget submittal will be sent to your agency. The document will show the agency approval in the table titled "GRANTEE APPROVAL".

| For questions regarding information contained on this document please contact:		
Contact Name: Karen ▇▇▇▇	Contact Phone: ▇▇▇▇	Contact Email: ▇▇▇▇

GRANTEE APPROVAL		
Required certification (2 CFR 200.415): "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."		
Approved By: Shannon ▇▇▇▇	Title: Chief Financial Officer	Date/Time Approved: 9/13/2019 3:14:21 PM

Not Approved Status

15. Monitor the status of this review from either the WIOA Deliverables Summary page or within the WIOA Budget and Claim Reports page. A copy of the Grant Budget submitted by your agency is available from either of these pages.

16. The AEO regularly reviews electronic submittals. If the status is Approved, click "View" to see a PDF copy of the ECR. During the review, if changes to the budget are necessary, the status will be marked as "Not Approved" and the application will allow access so that the changes may be made. Notes from the Consultant/Analyst reviewing the document will provide additional information.

Due Date:	Date Submitted:	Status:	PDF Copy:
10/31/2019	12/03/2019	Approved	📄 View

Notes from Consultant/Analyst:
Consultant Notes: Please review and revise Object Code 1000. Professional development costs such as travel, materials, and any other incidental costs must be placed in Object Code 5000. Certificated personnel salaries are appropriate for Object Code 1000.

To make these changes, return to the "Budget and Claim Reports" page and select the button "I would like to start / continue my Grant Budget".
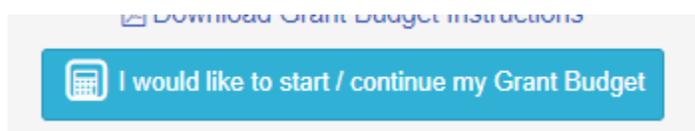
IMPORTANT: A budget in 'pending' status may be returned for corrections. Email your Fiscal Analyst to request that the budget be returned before the review process is completed. The process takes approximately 1-2 business days and requires the grantee approval/submittal process be repeated.

Approved Status

17. Once your Grant Budget is approved by the AEO, the deliverable status will update and no further action on the Grant Budget is required. Approval is shown on both the WIOA Deliverables Summary page and the WIOA Budget and Claim Reports page.

Questions or concerns?
If you have questions about a deliverable, contact the appropriate agency listed in the "Submit To" column.

Deliverable Name	Submit To	Date Due	Date Submitted	Status
Grant Award Notification	OTAN	10/26/2022	10/06/2022	Accepted
Grant Award Notification (signed hard copy)	CDE	10/26/2022	10/13/2022	Submitted
California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)	CASAS (1146)	10/31/2022	09/21/2022	Completed
First Quarter Data Integrity Report	CASAS (1146)	10/31/2022	10/20/2022	Completed
First Quarter Data, TOPSPro Enterprise	CASAS (1146)	10/31/2022	10/20/2022	Completed
First Quarter Employment and Earnings Follow-up Survey	CASAS (1146)	10/31/2022	10/03/2022	Completed
Grant Budget	OTAN	11/09/2022	11/01/2022	Approved

An updated PDF file showing the California Department of Education approval box will also be available.

IMPORTANT: Once approved, a Grant Budget may not be modified. Budget Revisions may be made quarterly and are incorporated into the Expenditure Claim Report. Discuss any budget content or concerns with your assigned regional Consultant.

CALIFORNIA DEPARTMENT OF EDUCATION APPROVAL			
Analyst Reviewer: Janet Morrison	Title: Fiscal Analyst	Date/Time Approved:	10/18/2022
Consultant Reviewer: Arturo Ambriz	Title: Education Programs Consultant	Date/Time Approved:	10/17/2022

Please do not hesitate to contact the Adult Education Office with any content or process questions.

For technical support, please contact Adult Ed Support at the Outreach and Technical Assistance Network (OTAN). Support is also available by telephone at 916-228-2580, from 8:30 a.m. - 4:30 p.m., Monday through Friday.

End of Document