

SPECIFICATIONS
Office of Skills Development (OSD) Grants
September 23, 2016

COSTS AND REIMBURSEMENTS

1.01 COSTS

- 1.02 Budget is one of the four primary scoring categories according to the Rules and Regulations. The Purpose, Eligibility, and Scoring sections of the Rules and Regulations should be reviewed in detail.
- 1.03 Costs must be broken down according to the categories provided in the application, particularly Table 4. The breakdown includes costs (i.e. expenditures) for instruction, travel, administrative or indirect charges, facilities or rents, and “other” costs.
- 1.03.1 “Other” and “in-kind” costs must be itemized and described in the additional space provided with, and corresponding to, these two cost categories.
- 1.04 In the narrative section provided in the application that is below the cost breakdown section in Table 4, describe and tie together all costs.
- 1.05 The maximum administrative, indirect, or overhead cost allowable in a project is ten percent (10%). Reimbursements of administrative, indirect, or overhead costs are considered on a case-by-case-basis.
- 1.06 Costs shall not be reimbursed if there are fewer than ten (10) completers of any single course or the number of completers is less than fifty percent (50%) of the enrollment projected in the original application, except for in the case of certain ‘train-the-trainer’ and Grow Our Own projects, which shall be considered on a case-by-case basis.
- 1.07 For Professional Development training, in addition to the other Specifications in this document, the following specifications may apply, as deemed appropriate by the Office of Skills Development.
- 1.07.1 If funding is recommended, a cumulative reimbursable cost per training hour shall be calculated based on a rate of one hundred dollars (\$100 per hour).
- 1.07.2 The maximum funding amount that may be recommended, if this section is applied, is the lesser of one hundred dollars (\$100) multiplied by the total number of training hours, or fifty percent (50%) of allowable costs.

2.00 REIMBURSEMENTS

2.01 Documentation necessary to receive reimbursement includes the following:

2.01.1 A completed performance report as provided in the appropriate template by the Office of Skills Development.

2.01.2 Direct correlation between items reported in the reimbursement request documentation and the content of the approved OSD Grants application. Narrative must accompany the reimbursement request, which accounts for any deviations from the content and schedule of the application.

2.01.3 Dated sign-in sheets reflecting, minimally, the instructor name, course name, and names of trainees in attendance for each day of instruction or training. The Office of Skills Development may provide a sign-in sheet template.

2.01.4 Receipts or invoices, as appropriate, documenting all costs.

2.01.5 A summary invoice to the Arkansas Department of Career Education, Office of Skills Development, from the entity seeking reimbursement, for the total reimbursement requested, which summarizes all itemized receipts and invoices. The summary invoice must be on the letterhead or similar type form containing at least the name of the entity seeking reimbursement.

2.02 Reimbursement amounts shall be based on the percentage of the amount requested that is approved for funding by the Governor's Workforce Cabinet, up to the maximum dollar amount associated with that percentage at the time of approval.

2.02.01 Should performance under the grant deviate from the approved application, reimbursement may be adjusted downward in direct proportion to the performance deviation. An example of an adjustment is one directly correlating to an actual cost that was lower than projected in the application. Another example is an adjustment based on a lower than projected number of completers, where the reimbursement is reduced fractionally according to the number of actual completers of the training.