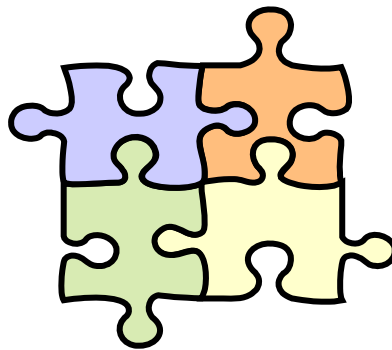




Adult Education

Cooperating Eligible Entity (CEE)



Information and Guidelines Manual

Revised November 2008

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General Eligibility Information

Connecticut General Statutes Section 10-67 (4) “Cooperating eligible entity means any corporation or other business entity, non-profit organization, private occupational school authorized pursuant to sections 10a-22a to 10a-22o, inclusive, institution of higher education licensed or accredited pursuant to the provisions of section 10a-34, regional vocational-technical school or library which provides classes or services specified under subdivision (1) of subsection (a) of section 10-69, in conformance with the program standards applicable to boards of education through a written cooperative arrangement with a local or regional board of education or regional educational service center.

According to Connecticut General Statutes Section 10-71a, a cooperating eligible entity (CEE) may apply for state adult education dollars by submitting an application through a local or regional board of education* or a regional educational service center** which provides adult education services. Please refer to page 13 for the applicable legislation reference.

*LEA= Local Education Agency

**RESC= Regional Education Service Center

Based on this legislation, the following conditions apply:

1. The CEE state grant shall equal the eligible expenditures from private source donations multiplied by the support percentage for the providing local or regional board of education or regional educational service center.
2. The local or regional board of education or regional educational service center shall be eligible to receive a CEE grant of up to twenty percent (20%) of its state adult education grant for the previous fiscal year.
3. The sum of the board’s or center’s CEE grants may not exceed twenty percent (20%) of its state adult education grant for the previous fiscal year.
4. The eligible expenditures of the board or center from local sources in one fiscal year must not be less than seventy percent (70%) of the eligible expenditures from local sources for the previous fiscal year as verified by the audited ED-141- Statement of Expenditure Report for the district.
5. The local board and the CEE must submit a written plan describing the collaborative venture for the utilization of the additional funds which includes the program budget and budget narrative, and assurances that both the local board and CEE will adhere to all programmatic and fiscal standards contained in the statement of assurances. This plan is included in the ED-244A - Supplemental Application for Adult Education, due on April 15.
6. Written commitment of funds from private sources to be utilized as the local share must be included as part of the ED-244A submission due on April 15. **Private contributions cannot be from any public source.** (This includes federal, state and town (municipal) funds.) Fair market value or in-kind contributions will not be accepted. **Contributions must be cash only.**

7. The board or center shall provide a schedule of payments for distributing CEE state grant funds to the CEE. A CEE grant of more than \$1,500 shall be paid 2/3 in August and the adjusted remaining balance in May of the fiscal year the program is offered. Grants of less than \$1,500 shall be paid in a single installment in May of the fiscal year the program is offered.
8. Evidence of actual private source payment must be submitted to the Connecticut State Department of Education via the ED-245A -Revision for Supplemental Application for Adult Education. The ED-245A must be submitted by February 15 of the fiscal year the program is offered.
9. The board or center shall submit a report of actual CEE revenue and expenditures through the Statement of Expenditure Report (ED-141) which is due to the Office of Finance and Internal Operations on September 1. This is an electronic submission.
10. Any underpayment or overpayment of the CEE grant shall be adjusted during the following fiscal year through the board's or center's state grant distribution.
11. All funds received under this supplemental grant are subject to verification of previous year funding and shall be adjusted accordingly.
12. **All private source dollars must be maintained in a separate bank account**

Application Process for CEE Grant

Introduction

A Cooperating Eligible Entity (CEE) grant provides mandated adult education services through a collaborative relationship between an eligible organization and the local educational agency (LEA) or regional educational service center (RESA) which provides adult education programs. Adult education services provided by a CEE for local residents must supplement, not supplant, existing adult education services. Examples of enhanced activities might include services to special populations, specific literacy education, additional support services or a unique academic curriculum.

Operating Guidelines

The provider LEA/RESA and the CEE should develop a formal agreement describing the services and responsibilities of their respective organizations, including recruitment, referral, assessment, instruction, payment schedule, audit activities, documentation and reporting. While the relationship between the provider LEA/RESA and the CEE is cooperative, the LEA/RESA is the agency that is ultimately responsible for the CEE grant. It is the recipient of state funds for the CEE and it must ensure that all grant requirements are met.

Although a provider LEA/RESA may have any number of CEEs (as determined by the amount of its state grant), an individual CEE should form a *single* partnership with its *nearest* and/or most appropriate provider. In a case where a CEE program is located in a town that is not an adult education provider, it should collaborate with the district that provides adult education services to that town.

Application

Under the terms of legislation, the eligible entity must complete an **ED-244A Supplemental Application for Adult Education**. In preparation, the provider LEA/RESA and the CEE should develop a written plan describing the collaborative venture and the utilization of the additional funds, including a program budget and budget narrative.

The ED-244A is prepared and signed by the CEE authorized agency head and submitted to the provider for review, approval and signature by the provider superintendent. Through the ED-244A, the LEA/RESA and the CEE agree that they will adhere to all programmatic and fiscal standards contained in the statement of assurances.

The ED-244A application must be submitted to the State Department of Education by April 15. The application must contain written commitment of funds from private sources. (Connecticut General Statutes 10-69a and 10-71(3) (b) establish the legal framework for the operation of a Cooperating Eligible Entity.)

Private Source Matching Funds

The eligible entity must have matching funds from private source dollars to qualify for the CEE Grant. Only cash contributions are acceptable; fair market value or in-kind contributions are not acceptable, and private funds provided by the CEE must be clearly directed to the educational program. To assure that funds are auditable, **all private source funds must be maintained in a separate bank account.**

Letters of Commitment

Documentation attesting to the commitment of private source donations must be included in the ED-244A. **Acceptable evidence is a letter of financial commitment from the agency making the private source donation to the CEE** (e.g. United Way). The letter must direct funds to the educational program which is funded by state grant dollars; include assurances that all payments will be made prior to the submission of the ED-245A; and, provide assurances that the private source donations are not from federal, state, or municipal/town funds. If an agency contributes to a CEE on a monthly or quarterly basis, its letter of financial commitment must include a schedule of payments.

If the private source agency (e.g. United Way) has not approved their budget by April 15, the CEE can submit a letter from the private source agency which states that the budget has not been finalized, but that a specific level of funding is anticipated. A complete letter of commitment is still required and must be submitted to the State Department of Education as soon as possible. **Letters from the CEE executive director or board of directors are not acceptable evidence of financial commitment in and of themselves.**

In some instances, a private source donation cannot be confirmed before ED-244A submission. If the eligible entity holds a treasury note or savings account that will retain a specific amount of money until the private source dollars are confirmed, the eligible entity may use that account as collateral. In this instance, the eligible entity must submit a copy of the account statement with a letter from the Board of Directors which guarantees that these funds will remain in the account until the applicable private source donation is secured. When the private source donation is confirmed, the CEE shall submit the letter to the State Department of Education.

Future fundraising activities cannot be included in the ED-244A.

Evidence of the actual payment of all private source funds must be submitted with the ED-245A in February. This evidence will include copies of checks with deposit receipts and/or monthly bank statements. Cash deposited from fundraising activities that take place during the program year may be included in the ED-245A.

Payment of State Grant

All state funds for the CEE grant go directly to the provider LEA/RESC, which disburses these funds to the CEE. The ED-244A must include a description of the provider's payment schedule to the CEE. Payments of state funds are made in August (2/3 of the CEE's grant), and the following May (the remaining 1/3). The May payment is made after the CEE submits its ED-245A budget modification.

CARS-Connecticut Adult Reporting System

As a condition of funding, each CEE applying for state and/or federal funds must maintain its own Connecticut Adult Reporting System or have a formal arrangement with the providing LEA/RESC to enter CEE data on a regular basis.

Overview of the ED-244A Supplemental Grant Application

Proposed Budget

The ED-244A requires CEEs to submit a proposed budget summary which includes anticipated revenues from private sources and computation of the state grant amount based on the adult education reimbursement percentage for the provider district. A sample is shown below:

Sample	
A. Anticipated revenues from private sources	_____ \$20,000
B. LEA/RESC's state adult education reimbursement percentage (0-65%)	_____ 40%
C. Anticipated state reimbursement (A x B) (not to exceed 20% of the LEA/RESC's previous year's state grant)	_____ \$8,000*
D. Total CEE project budget (A + C)	_____ \$28,000

Abstract and Program Quality Plan

The Abstract and Program Quality Plan described in the ED-244A require a detailed description of the following elements:

1. The projected number of students to be served and the anticipated cost per pupil based on the state and private source dollars combined:
 - total CEE Budget \$ 28,000
 - number of students 125
 - cost per pupil \$ 244.00
2. A summary of the project design.
3. A description of the services provided by each agency - the CEE and the provider.
4. An explanation of how the services provided through the CEE grant will enhance and supplement services already provided to the target population through the LEA/ RESC and the CEE agency.
5. An explanation of how the CEE and the LEA/RESC will evaluate the success of the services provided through the CEE grant and the effectiveness of the collaboration.
6. A description of the CEE's plan for managing data through the Connecticut Adult Reporting
7. The method and schedule that the LEA/RESC will use to distribute CEE grant dollars to the CEE.
8. Measurable objectives, activities and expected outcomes for each of the following areas:
 - Program Planning and Operation;
 - Student Recruitment /Retention;
 - Monitoring Learning Gains;
 - Curriculum and Instruction;
 - Transition and Support Services; and
 - Professional Development.

Sample Budget Form

ED-114 FISCAL YEAR 2010

FUNDING STATUS: PRELIMINARY

GRANTEE NAME:

TOWN CODE:

GRANT TITLE: ADULT EDUCATION COOPERATING ELIGIBLE ENTITY

PROJECT TITLE:

FUND:11000 SPID: 17030* YEAR: 2010 PROG: 84004 CF1: 170013 CR2:

GRANT PERIOD: 07/01/09 - 06/30/10

AUTHORIZED AMOUNT \$

AUTHORIZED AMOUNT BY SOURCE:

LOCAL	PRIVATE SOURCE	STATE	PVT. SOURCE	TOTAL
CODES	DESCRIPTIONS	STATE	PVT. SOURCE	TOTAL
111A	ADMIN./SUPERVISOR SALARIES			
111B	TEACHERS			
112A	EDUCATION AIDES			
112B	CLERICAL			
119	OTHER			
200	PERSONAL SRVS-EMP. BENEFITS			
322	IN SRVC (PROF. ED. SERVICES)			
330	OTHER PROF/TECH SERVICES			
400	PURCHASED PROPERTY SERVICES			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
641	TEXTBOOKS			
734	INSTRUCTIONAL EQUIPMENT			
735	COMPUTER EQUIPMENT			
	TOTAL			

NOTE ON CODING:

*SPID = Special Identification 17030= code for state adult education funds.

Budget Explanation

The CEE should indicate how each expenditure is derived. Expenditures should include only the portion of expenditures or salaries which are attributable to this grant. For all purchases, specific details are required.

Application Process to Revise the CEE Grant Budget

ED-245A Supplemental Grant Revision

Recipients of CEE funds under the ED-244A must submit the ED-245A, Revision for Supplemental Application for Adult Education Grant Cooperating Eligible Entity (CEE). Through the ED-245A, CEEs may submit a revised budget which includes a revised estimate of private source donations and revised eligible costs for the current fiscal year.

Whether or not the CEE revises private source donations or eligible costs, submission of the ED-245A is required to verify final costs and collect evidence of private source funds. Evidence of the actual payment of all private source funds will include cancelled checks or deposit receipts. Cash deposited from fundraising activities that take place during the program year may also be included in the ED-245A.

The May final payment of state grant funds is based on the ED-245A submission.

Submission of ED-245A

Complete the Grant Revision application according to the instructions on the cover letter and within the application itself. Submit **two** (2) typed copies (one with original signatures) to the State Department of Education.

The revision must have the original authorized signatures of both the superintendent of the school district and the agency head of the cooperating eligible entity. The ED-245A must be received by the State Department of Education **on or before February 15**. Revisions received after that date will not be accepted regardless of the date they were postmarked.

Specific Instructions

The ED-245A must include the ED-244A authorized budget (ED-114). Any revisions to the line items and/or bottom line must be entered on the budget form (ED-114) and explained on subsequent pages.

IMPORTANT

Evidence of Actual Cash Payment of Private Source Money to the Cooperating Eligible Entity (CEE) in the form of copies of checks with accompanying receipts of deposit and/or bank statements, **must** accompany the ED-245A submission. Please list private source payments on The Summary Form. (See Next Page.)

SAMPLE

ED-245A

Summary Statement of Actual Cash Payment of Private Source Money

*Evidence of Each Payment must be enclosed

Private Source	Total Funds Committed	Payment Received**		*Evidence Check (✓)		
		Date	Amount	Copy of Check	Deposit Receipt	CEE Bank Statement
1. Example 1: J. Doe	\$ 100.00	8/18/06	\$ 100.00	✓	✓	
2. Example 2: United Way	\$7,500.00	7/15/06 9/15/06	\$2500.00 \$2500.00			✓ Elect. deposit
3. Example3: S. Flower	\$ 250.00	3/22/07	\$ 50.00		✓ cash	
4.						
5.						
Totals Carried forward from additional pages	\$0.00					
TOTAL	\$7850.00					

****PLEASE NOTE:** If private source donations are paid on an installment basis, list only those payments received to date in Table A. In Table B, record the number of payments remaining including amounts and anticipated payment dates. The donator's letter of commitment submitted with the ED 244A should support this payment amount and schedule. Please resubmit a copy of all commitment letters.

TABLE B

Summary Statement of Remaining Cash Payment(s) of Private Source Money

Private Source	Total Funds Committed	Number of Payments Remaining	Date(s) of Remaining Installments**	Amount to be Received**
Example: United Way	\$5,000**	2	4/5/07 and 6/5/07	\$2500
1.				
2.				
3.				
4.				
TOTAL				\$2500

Summary of Application Requirements

- **ED-244A supplemental grant application:** The ED-244A must include a program quality plan, a projected budget with narrative explanations, and letters of commitment from each private source contributor. Future fundraising activities cannot be included in the ED 244A (ED-114) budget. This application is submitted to the LEA/RESC for approval and superintendent's signature and must be at the State Department of Education by **April 15th**.
- **ED-245A supplemental grant revision:** The ED-245A must include a final budget and proof of all private source contributions that are included in the budget. Completed fundraising activities may be included in this submission. This revision is submitted to the LEA/RESC for approval and superintendent's signature and must be at the State Department of Education by **March 15th**.
- **ED-241A supplemental year end narrative-** The ED-241A details the enrollment figures for the program year and evaluates the success of each element in the program quality plan. This document is submitted to the LEA/RESC and to the State Department of Education by **September 1**.
- **ED-141 expenditure report**—The ED-141 provides information regarding expenditures for state and private source dollars. This report must be submitted to the LEA/RESC for entry into the State's EDT Grant System by **September 1**.

If the CEE's ED-141 shows a decrease in expenditures due to a decrease in private source dollars or expenses, an adjustment is made in the subsequent year's payment to the LEA/RESC. This adjustment will, in turn, impact the CEE's payments for the subsequent year.

- Each month the CEE must submit **CARS data** to Computer Associates via the internet. If the provider LEA/RESC enters data for the CEE, they must enter and submit the appropriate CEE data each month.

CEE Budget Calculation Worksheet

In the grant application (ED-244) for a regular state grant, an LEA/RESA develops a budget for its mandated adult education program. The local funds, which support the adult education program, are reimbursed by the state through a formula based on the grand list.* The LEA/RESA may receive a grant for a CEE for up to 20% of its previous year's state reimbursement (grant).** If there is more than one CEE, the sum of the CEEs' grants may not exceed 20% of the LEA/RESA's previous year's grant.

- To clarify the budget process, an example for calculating LEA "X's" previous year's grant is shown below. If LEA X's previous year's total adult education program budget was \$114,286 and its state reimbursement rate was 35%, then the LEA received \$40,000 as the state's contribution toward the total cost of its program.

Amount of previous year's state grant to an LEA/RESA:

(A) Total LEA/RESA budget for AE program	\$114,286	
(B) State reimbursement rate for LEA/RESA "X"	35%	
(C) Total amount of state grant	\$40,000	(A x B=C)
(D) LEA/RESA contribution	\$74,286	(A - C=D)

- If the state grant to LEA/RESA "X" was \$40,000, then, for the following fiscal year, up to 20% of that amount, or \$8,000 would be available for a CEE state grant.

State funds available to a CEE:

(C) Previous year's state grant for LEA/RESA	\$40,000	
(E) CEE percentage maximum	20%	
(F) Total amount of state resources available for CEE(s)	\$8,000	(C x E=F)

- A simple formula can be used to determine the minimum amount of private funds that the CEE would need to contribute to leverage the maximum state funds.

Amount of private revenue required to receive maximum state grant:

(F) Total state grant available for LEA/RESA's CEE(s)	\$8,000	
(G) LEA/RESA reimbursement percentage rate for new fiscal year (Rate is recalculated every year.)	40%	
(H) Maximum revenue required from private sources	\$20,000	(F ÷ G=H)

- Finally, the total budget for a CEE can be found by adding the state grant to the local contribution.

Budget for the total CEE program:

(H) Revenues from private sources	\$20,000	
(G) LEA/RESA reimbursement percentage rate	40%	
(I) Total amount of state grant	\$8,000	(H x G=I)
(J) Total CEE budget	\$28,000	(H+I=J)

The CEE would need to contribute \$20,000 from private sources to receive the maximum amount of state funds available to a CEE. This calculation, as stated, describes maximum amounts. A budget for less than the 20% available can be submitted; there is no requirement that all of the available funds be used. Additionally, more than one CEE can exist as long as the 20% maximum is not exceeded.

*The reimbursement rate ranges from 0-65%, the relative wealth of the town.

**If a RESA or LEA has cooperators, do not combine the cooperators' grants with the LEA/RESA's.

Connecticut General Statutes Pertaining to Adult Education: “Cooperating Eligible Entity”

Sec. 10-67. **Definitions.** ... (4) **“Cooperating eligible entity”** means any corporation or other business entity, nonprofit organization, private occupational school authorized pursuant to sections 10a-22a to 10a-22o, inclusive, institution of higher education licensed or accredited pursuant to the provisions of section 10a-34, regional vocational-technical school or library which provides classes or services specified under subdivision (1) of subsection (a) of section 10-69, in conformance with the program standards applicable to boards of education through a written cooperative arrangement with a local or regional board of education or regional educational service center;

Sec. 10-69. **Adult education. ...Instruction:** (1) Shall be provided in Americanization and United States citizenship, English for adults with limited English proficiency and elementary and secondary school completion programs or classes; and (2) may be provided in (A) any subject provided by the elementary and secondary schools of such school district, including vocational education; (B); adult literacy, (C) parenting skills, and (D) any other subject or activity.

Sec. 10-71. **State grants for adult education programs.** (3) (b) Notwithstanding the provisions of subdivision (6) of section 10-67, a local or regional board of education or regional educational service center shall be eligible to receive an amount to be paid pursuant to the provisions of subsection (c) of this section. The amount shall equal the eligible expenditures from funds received from private sources by the local or regional board of education, regional educational service center or cooperating eligible entity multiplied by the appropriate percentage, as determined under subsection (a) of this section, provided such amount shall not exceed twenty percent of the amount received by the local or regional board of education or regional educational service center pursuant to subsection (a) of this section for the previous fiscal year. For payments from private sources to be eligible for reimbursement pursuant to this subsection, (1) based upon estimated eligible costs approved by the Department of Education, the eligible expenditures from local taxes in a fiscal year shall not be less than seventy percent of the eligible expenditures from local taxes for the previous fiscal year, and (2) the local or regional board of education, regional educational service center or cooperating eligible entity shall provide, not later than a date to be determined by the Commissioner of Education, evidence satisfactory to the commissioner of a written commitment of a payment from a private source. Evidence of actual payment shall be submitted to the commissioner not later than a date established by the commissioner. Upon receipt by a board of education or regional educational service center of state funds pursuant to this subsection attributable to expenditures of a cooperating eligible entity, the board or center shall provide for the distribution of such funds to the cooperating eligible entity for the provision of adult education programs and services pursuant to subdivision (1) of subsection (a) of section 10-69.

(c) **Payments** pursuant to this section for each estimated total grant of fifteen hundred dollars or more shall be made during the fiscal year in which such programs are offered as follows: Two-thirds of the grant entitlement based on estimated eligible costs of adult education, included in the approved proposal, in August and the adjusted balance, based on a revised estimate of such eligible costs to be filed with the Commissioner of Education at such time as the commissioner prescribes, in May. Payments pursuant to this section for each estimated total grant of less than fifteen hundred dollars shall be made in a single installment in May of the fiscal year in which such programs are offered, based on a revised estimate of the eligible costs of adult education filed with the Commissioner of Education at such time as the commissioner prescribes. Each recipient of a grant pursuant to this section shall submit a report of actual revenue and expenditures to the Commissioner of Education in such manner and on such forms as the commissioner prescribes on or before the September first immediately following the end of the grant year. Based on the report data, the commissioner shall calculate any underpayment or overpayment of the grant paid pursuant to this section and shall adjust the grant for the fiscal year following the fiscal year in which such underpayment or overpayment occurred or any subsequent fiscal year.

(d) Notwithstanding the provision of this section, for the fiscal years ending June 20, 2004, to June 30 2009, inclusive, the amount of the grants payable to towns, regional boards of education or regional educational service centers in accordance with this section shall be reduced proportionately if the total of such grants in such year exceeds the amount appropriated for the purposes of this section for such year.

AFFIRMATIVE ACTION STATEMENT

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to the Equal Employment Opportunity Manager, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, Connecticut 06457, 860 807-2071.