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**Act 1131 of 2015  
Regional Workforce Continuation Grant**

**SPEND DOWN PLAN COVER SHEET**

*Each Continuation Grant recipient who will have funds remaining after August 1, 2020, must submit a plan for spending down those funds by June 15, 2020. Please use the pages that follow for submission of that update. Plans should be emailed to* [*ADHE.Workforce.Grant@adhe.edu*](mailto:ADHE.WorkforceGrant@adhe.edu)*.*

*DUE JUNE 15, 2020*

|  |  |
| --- | --- |
| **To:** | Arkansas Division of Higher Education |
| **Lead Institution:** |  |
| **Title of Project:** |  |
| **Date Submitted:** |  |
| **Contact:** | Contact Name |
| **Contact Information:** | Address  City, State ZIP |
| Phone |
| Email |

**Authorized Signatures for Institution**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Lead Institution |  | Authorized Official |  |

**Financial Report – Spend Down Plan**

*In the fields below, please enter your actual expenditures in each category as of June 1, 2020. Totals will calculate automatically based on your input.*

|  |  |  |  |
| --- | --- | --- | --- |
| **A. PROGRAM LEADERSHIP SUPPORT COSTS** | |  |  |
|  | 1. Personnel/Stipend |  | $0.00 |
|  | 2. Travel |  | $0.00 |
|  | 3. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL PARTNER PARTICIPANT COSTS** |  | $0.00 |
|  |  |  |  |
| **B. OTHER DIRECT COSTS** | |  |  |
|  | 1. Equipment |  | $0.00 |
|  | 2. Materials and Supplies |  | $0.00 |
|  | 3. Publication Costs/Documentation/Dissemination |  | $0.00 |
|  | 4. Consultant Services |  | $0.00 |
|  | 5. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL OTHER DIRECT COSTS** |  | $0.00 |
|  |  |  |  |
| **C. TOTAL DIRECT COSTS (A & B)** | |  | $0.00 |
|  | |  |  |
| **D. COST SHARING (Minimum 10% of C; up to $50,000)** | |  | $0.00 |
|  | |  |  |
| **Total Continuation Grant Expenditures & Cost Sharing as of June 1, 2020** | |  | $0.00 |

*Other Notes*

|  |
| --- |
|  |

**Narrative – Spend Down Plan**

*Please enter your detailed plan in the box provided below (box will expand as you type). Be sure to include itemized expenditures for each line item in your budget that will have unspent funds and a timeline for spending those funds.*