

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Early Childhood, Career and Adult Education
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: March 22, 2005

SUBJECT: Adult Education Operational Memorandum # 06-05

- ED-244 and ED-244A
- PIP Continuation Application
- PIP Budget Revision
- Submitting Writing Samples to the ATDN Scoring Service
- CARS New User Training
- Forest and Trees Training

ED-244 and ED-244A

The Fiscal Year 2005-2006 Grant Application for Adult Education (ED-244) and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE) Grant (ED-244A) are available on the State Department of Education's website <http://www.state.ct.us/sde> under the "Adult Education" link. Please be advised that these applications **are due to the Bureau of Early Childhood, Career and Adult Education no later than April 15, 2005**. Be sure to submit with your applications any new, revised or updated lease agreements.

The ED-244 and ED-244A have undergone only minor changes since last year, however, please be sure to read each page of the application thoroughly and carefully before completing. When completing the budget narrative pages of your application, **please follow the guidelines and format of the "Budget Buddy"**. The format and guidelines referenced in the Budget Buddy were designed to produce budget explanations that are detailed and accurate yet consistent and concise enough to facilitate the reporting as well as review process.

PIP Continuation Application

The **Program Improvement Projects (PIP) Continuation Application** for July 1, 2005 – June 30, 2006 (FY06) is now posted to the State Department of Education web site at <http://www.state.ct.us/sde/deps/Adult/index.htm>. If you are the recipient of a federally funded PIP grant you need to submit the application no later than May 1, 2005. Applications should be completed at the same funding level as year one.

PIP Budget Revision

Budget Revisions for recipients of federally funded PIP grants are due to Gail Brooks-Lemkin no later than April 1, 2005. A memorandum and the ED-114 were mailed on February 1, 2005. You are asked to submit either a revision or to indicate on the ED114 that “no revision is necessary”. Note that this is the final time you are able to request a revision in this program year.

Submitting Writing Samples to the ATDN Scoring Service

Friday, March 18th is the deadline for submitting pre-post-matched pair writing samples to the ATDN Scoring Service. Please send your samples to ATDN via certified mail, express mail or hand delivery to ensure a prompt, accurate and “trackable” arrival. The following link provides a helpful checklist for submitting your writing samples.

<http://www.crec.org/atdn/writing/FWAChecklistforsubmission.pdf>

CARS New User Training

Training for new users of the Connecticut Adult Reporting System (CARS) has been scheduled for Friday, April 8, 2005 from 9:00 to 12:00 at the Computer Associates offices in East Windsor. We are offering this training now because of requests from a few programs that experienced staff turnover. Space is very limited. Please email the name and email address of each attendee to ewhelpdesk@ca.com by Monday, April 4. Directions will be emailed upon registration.

Forest and Trees Training

A refresher training on this query software will be offered on Friday, April 8, 2005 from 1:00 to 4:00 at the Computer Associates offices in East Windsor. New and existing users of Forest and Trees are invited to attend. Please email the name and email address of each attendee to ewhelpdesk@ca.com by April 4. Space is very limited. Please do not register more than two individuals from your program. Directions will be emailed upon registration.

Thank you.