



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** The Adult Education Unit  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 7, 2013

**SUBJECT:** Adult Education Operational Memorandum #02-13

- Statewide Policy Forum, Friday, January 25, 2013
- FY 2012-13 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
- FY 2013-14 Preliminary Adult Education Support Percentages
- FY 2013-14 Adult Education State Grant Application – Forms ED-244 and ED-244A
- Program Improvement Projects Mid-Year Report and Budget Revision

### **Statewide Policy Forum, Friday, January 25, 2013**

The next policy forum will be held **on Friday, January 25, 2013** from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive Cromwell, CT 06416. Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

In the event of delays/cancellations due to the weather, please call 860-807-2130 after 7:00a.m. on the morning of January 25, 2013, and listen to the voice mail message for the latest updates.

A tentative agenda is presented below:

- State Grants
- Federal Grants
- GED Update
- Teacher Certification
- Department Updates

All handouts **will be e-mailed** to directors by Wednesday noon during the week of the policy forum. Please bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

### **FY 2012-13 Adult Education Grant Application Revision - Forms ED-245 and ED-245A**

The Adult Education Grant Revision Application, form ED-245 and the Supplemental Application, form ED-245A for FY 2012-13 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **Friday, March 15, 2013**. These forms along with the Excel **Budget Narrative Template** that includes the Budget Revision Form ED-114 are available on the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). Be sure to include these forms, a copy of the current FY 2013 Program Profile and any outstanding lease agreements with the ED-245 and ED-245A submissions. **Cooperating Eligible Entity (CEE) grantees are reminded that evidence of private source funds must be included with the submission of the ED-245A.**

### **FY 2013-14 Preliminary Adult Education Support Percentages**

The Adult Education Preliminary Support Percentages for fiscal year 2013-14 are located on the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). These percentages are based on current law and are considered preliminary in nature until approved by the General Assembly. The RESC support percentages are based upon FY 2012-13 membership and are subject to change. If you have any question or concerns please contact Valerie Marino at 860-807-2130 or at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov).

### **FY 2013-14 Adult Education State Grant Application - Forms ED-244 and ED-244A**

The FY 2013-14 Adult Education State Grant Application , form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than April 15, 2013 in accordance with Section 10-71a of the Connecticut General Statutes. Any new, amended or updated lease agreements should accompany the submission of these forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be emailed to all superintendents, adult education directors and CEE Agency Heads as soon as these forms are made available on the Adult Education Web site.

### **Program Improvement Projects Mid-Year Report and Budget Revision**

Recipients of Federal Program Improvement Projects (PIPs) are required to complete a mid-year self-monitoring report. This report has been modified for 2012-13. **Any necessary budget revisions must be submitted at this time.** PIP grant recipients will be receiving a hard copy of their original comprehensive budget (ED-114) and, if applicable, an EL/Civics budget (ED 114) form. These reports and forms were sent to program directors on January 4, 2013. All reports and budget revisions will be **due by February 15, 2013**, by the end of the business day. Please follow directions if you have a budget revision.

**NOTE: The ED-114 Budget Form has been mailed via U.S. Mail.**