



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Charlene Russell-Tucker
Chief Operating Officer 

DATE: December 21, 2015

SUBJECT: FY 2016 Grant Application Revision for Adult Education
Forms ED-245 and ED-245A

In accordance with Connecticut General Statutes Sections 10-67 through 10-73c, recipients of state grant funds for adult education may submit revised estimates of their eligible costs for the current year using forms ED-245, Grant Application Revision for Adult Education and ED-245A, Revision for Supplemental Application for Adult Education Grant.

The ED-245 and the ED-245A may be accessed from the Connecticut State Department of Education's Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=45472#45554. Detailed directions for completing and submitting the FY 2015-16 revision applications are provided on the cover page of each form. All grant recipients are required to submit final estimates of costs and revenues, whether original or revised, on Forms ED-245 and ED-245A. These revision estimates will be used to calculate recipients' May 2016 grant payments.

Two typed and signed copies of the completed ED-245 and, where applicable, the completed ED-245A, must be received by the Bureau of Health/Nutrition, Family Services and Adult Education on or before **March 15, 2016**. Programs must be sure to include not only the ED-114 Budget Form (with or without revisions) but also a copy of the current FY 2016 Program Profile.

Please note that the providing district's ED-245 must include the Signatory Authorization section (page 4) which requires the signatures of all cooperating district superintendents in addition to the signature of the providing district superintendent. Any revised cooperator tuition payments must be noted to the right of the cooperating superintendent's signature. Superintendents of providing districts receiving Supplemental Grants for a Cooperating Eligible Entity (CEE) must sign the ED-245A in addition to the ED-245.

If you and/or your staff have questions regarding forms or the revision application process, please contact Valerie R. Marino, Program Manager, at 860-807-2130.

This is the final adult education budget revision for FY 2016.

CRT: vrm
cc: Dr. Dianna R. Wentzell, Commissioner
John Frassinelli, Bureau Chief
Valerie R. Marino, Program Manager
Adult Education Directors
CEE Agency Heads