



ADULT EDUCATION PROGRAMS AND POLICY
89 WASHINGTON AVE., 460EBA
ALBANY, NEW YORK 12234
(518) 474-8940; FAX: (518)486-1751
<http://www.acces.nysed.gov/>

June 8, 2016

RE: RFP Competition Name: 2013-2018 Workforce Investment Act Title II and Welfare Education Program
Multi-Year Program Period: 7/01/2013 – 6/30/2018
4th Annual Program Period: 7/01/2016 – 6/30/2017

You are receiving this correspondence because your agency was successful in one or more of the Program Area Competitions: 1) Adult Basic Education and Literacy Services, ABE/ASE/ESOL, 2) English Language/Civics, 3) Corrections Education and other Institutionalized Education Programs and 4) Literacy Zones. The start of the fourth annual program period is approaching and the documents related to the 7/01/2016 to 6/30/2017 program period will be accepted throughout the month of June for review and approval. It is NYSED's expectation that the program described in the original application for which funds were awarded would remain the same for each year of the multiple year grant or contract; however NYSED also recognizes the need for applicant agencies to be flexible to the needs of the community they serve. Submission of the annual documents requested provides verification that the agency understands these expectations.

For **Each Program Area Funded**, the following documents should be submitted by **June 30, 2016**:

- FS-10 (3/15) Budget Form, <http://www.oms.nysed.gov/cafe/forms>, original signature and two copies;
- Two-page budget narrative describing how expenditures support the program activities and goals;
- Program Component Worksheet as it relates to each accompanying FS-10(3/15) and any revisions in the program narrative;
- The Enhancement Program: Literacy Zone must also complete the 2016-17 WIA-WEP Funded Literacy Zone Performance Target, Additional Outcome Measures and Performance Outcome Targets Worksheets for each funded Literacy Zone.

The 2016-17 NRS Performance Targets are being negotiated with the USDOE/OCTAE and will be posted at: <http://www.adult-education-accountability.org> **once negotiated**.

The Technology and Digital Literacy section of the original RFP required programs to complete the Technology Integration Self-Assessment (TISA), the Instructional Technology Survey and the Distance Learning Self-Assessment (if operating a distance learning program) as guidelines for the use of technology in your adult education programs. A Technology and Digital Literacy Memo will be sent under separate cover and will provide the necessary instructions and links for completion.

The Program Information Form and the Agency's Self-Review form will be due in October 2016. More details on submission of these documents will be provided to you in late summer.

A copy of the final approved budget will be sent from grants finance for your files.

All grants and grant-contracts, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

The contract resulting from this award will require that grantees accept electronic payments for amounts due on the contract. Additional information and authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm.

The completed annual documents should be sent to: NYSED; ACCES-Adult Education Programs and Policy Team; 89 Washington Avenue 460EBA; Albany, New York 12234. Your NYSED Regional Liaison will be in contact with you during this process. We look forward to working with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Mark Leinung".

Mark Leinung,
Director