

State Board of Education

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MEMORANDUM

TO: Providers of Adult Education and Family Literacy, and English Literacy/Civics Education

FROM: Rod Duckworth *RD*

DATE: January 29, 2018

SUBJECT: **Adult Education and Family Literacy Act Grant (AEFLA) Performance Reconciliation Webinar**

As part of each 2017-2018 Adult Education and Family Literacy Act grant, each AEFLA grantee is expected to meet their agreed upon enrollment target as specified on 1-D: Adult General Education Enrollment and Performance form, 2017-2018. Throughout the three-year grant period, eligible recipients will be required to document that the enrollment target(s) were met during the grant review process. For year 2017-2018 all awarded projects must meet 85% of the Adult Education National Reporting System (NRS) participants in the approved grant for the first year of funding.

All providers must submit a Mid-Year Performance Report and an End-of-Year Performance Report for each awarded grant. The Mid-Year Performance Report is due March 15, 2018, and the End-of-Year Performance Report is due August 20, 2018. Each funded year, if grantees receive financial payment greater than the actual enrollment target achieved (85 percent, 90 percent, and 100 percent), the recipient must reimburse FLDOE the difference. The amount of repayment is based upon the funds per enrollment calculated for the grant award and the difference between the actual enrollment and the agreed enrollment target.

A scheduled webinar to review the 2017-2018 Mid-Year and End-of-Year performance reconciliation submission requirements is listed below.

Funding Conference Call	February 9, 2018	10:00 a.m. – 12:00 p.m. EDT	<p>Accessing the Conference Call</p> <p>Call number: 1-888-670-3525</p> <p>Conference code: 4632608161 then #</p>
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To locate information regarding this training, please access the website at:
<https://attendee.gotowebinar.com/register/3921648302260605185>

If you have any questions, please contact Marcy Sieg at Elsa.Sieg@fldoe.org or 850-245-9026.

RD/gsb