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MEMORANDUM

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

FROM: Rod Duckworth

DATE: June 11, 2018

SUBJECT: **Select Adult Education and Family Literacy Act Agencies
Submission of Supplemental Data to Validate the End of Year Performance Report**

Your agency was notified in April 2018 about supplemental reporting requirements for your 2017-18 federal Adult General Education, English Literacy and Civics Education, and Corrections Grants. Your agency is required to provide supplemental data to validate their End-of Year Performance Report. The final documentation for the submission of this supplemental data has been created and is available on the following web page: <http://fldoe.org/academics/career-adult-edu/funding-opportunities/2017-2018-career-adult-edu-funding-opp.html>

The following documents are posted:

- Data Submission Requirements for Adult Education Grant Fiscal Reconciliation
- Excel Submission Template for Districts (with example)
- Excel Submission Template for Colleges (with example)

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

RD/gsb

Attachments

Rod Duckworth
Chancellor of Career and Adult Education