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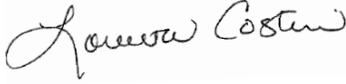
Loretta Costin, Chancellor
Division of Career and Adult Education



August 16, 2010

MEMORANDUM

TO: Adult Education Directors (district and college)

FROM: Loretta Costin 

SUBJECT: Senate Bill 2386 (Chapter 2010-151, Laws of Florida): New Requirements for Department of Education Contracts and Discretionary Projects/Grants

Please read the attached memorandum dated August 12, 2010. This communication provides information regarding the new requirements for the Florida Department of Education's (FLDOE) Contracts and Discretionary Projects/Grants to ensure compliance with SB 2386 (Chapter 2010-151, Laws of Florida). These new requirements directly impact the FLDOE's ability to complete the issuance of 2010-2011 award notifications for Adult Education and Family Literacy and English Literacy/Civics Education grants.

To comply with the new mandates of Senate Bill 2386, additional budget information is **required** from each Adult Education provider on a revised DOE 101-S Budget Form prior to issuing the 2010-2011 grant award notifications. To expedite completion of the revised DOE 101-S Budget Form, the Division of Career and Adult Education (DCAE) established the following process:

Step One: E-mail to the DCAE an electronic copy of your agency's final 2010-2011 budget for each Adult Education and Family Literacy and/or English Literacy/Civics Education grant by Friday, August 20, 2010 (see the attached chart for the county designation).

- West Team agencies should e-mail their budget(s) to Kenneth Plummer at: Kenneth.Plummer@fldoe.org.
- East Team agencies should e-mail their budget(s) to Ike Gibson at Ike.Gibson@fldoe.org.
- Include the following in the subject line of the email: Agency Name, Project Number, and the phrase "E-Budget."

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Step Two: DCAE staff will transfer the agency's budget(s) onto the new DOE 101-S Budget Form and complete the final budget review process. If needed, the staff will contact you for additional information.

Thank you in advance for your valuable time and prompt response to this request. As always, do not hesitate to call Gloria Spradley-Brown, Bureau Chief for Grants Administration and Compliance, by telephone at 850-245-9053 or by e-mail at Gloria.Spradley@fldoe.org should you require additional information.

Thank you.

LC/GS/lyp

Attachments