

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120
ADULT EDUCATION MEMO NO. 001-17

DATE: August 8, 2017

TO: Adult Education Program Administrators

FROM: Lolita B. Hall, Director
Office of Career, Technical, and Adult Education

SUBJECT: Updates for Grant Management and Reporting

This memo provides notice of upcoming grant management responsibilities, data and reporting guidance, and professional development opportunities. This is the first in a series of numbered Director's Memos that will be released to Adult Education Program Administrators throughout the year. The Director's Memos will be archived on a [Resources](#) webpage for your convenience.

Grants Management

- Find the **2016-2017 Forms** needed as part of close-out at the bottom of the [Grants and Funding](#) page. The following is due to VDOE by the date indicated below:
 - One-Stop Activity Reporting Form (Due September 15, 2017)
- The **2017-2018 Reporting Forms** and the **2017-2018 Calendar of Program Due Dates** are now posted on the [Grants and Funding](#) page. The following is due in September 2017:
 - Federal Funding Accountability and Transparency Act (FFATA) Form 2017-2018 (Due September 15, 2017)
- Reminder: As a condition of award, grantees must submit an updated **Budget Workbook** reflecting the final total for each award. Please submit this prior to setting up your 2017-2018 budgets in OMEGA **no later than August 22, 2017** to OAE@doe.virginia.gov. Be sure to check the [updated Object Codes](#) for expenditures.

Data and Reporting

- A revised **Adult Student Profile Document (ASPD)**, accompanying guidance, and data glossary will be released in August for use in 2017-2018. The ASPD will be posted on the [website](#) along with a recorded video orientation.
- **Year End Guidance**, attached with this Memo, details the necessary reporting activities to close out 2016-2017, including instructions on how to enter demographic data collected on the ASPDs. Data entry will be allowed until **August 28, 2017**. Note: The first

statewide report under WIOA is due October 15, 2017, so your assistance with timely data entry is important.

Professional Development

- Technical assistance focused on **Integrated Education and Training** will kick off with a recorded video jointly recorded with the Virginia Community College System-Workforce Development Services. The video will be shared in mid-August, and will be followed by an interactive webinar hosted by the Virginia Adult Learning Resource Center (VALRC) on **September 18, 9:30-11 a.m.** Please plan to participate.
- Due to continued interest, a third round of the **Performance Accountability under WIOA: 2016 - 2017 NRS Table Changes** online course is being offered through VALRC, running through August 25.
 - **Note:** Changes to the National Reporting System announced in June will be incorporated into the course as a fifth module and shared in a recorded video. Individuals who have already taken the course will need to pay attention to these important updates.
- VALRC has been working with a group of statewide ESL leaders to integrate the Virginia English for Speakers of Other Language Standards and the [English Language Proficiency Standards](#) and develop professional development to support implementation. More information will be released in the fall.

If you have any questions, please contact Heidi Silver-Pacuilla, Adult Education Coordinator, by email at oael@doe.virginia.gov or by telephone at (804) 786-3347.

LBH/HSP/haj

Attachment