



**COMMONWEALTH of VIRGINIA  
Department of Education**

March 25, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Continuation Grant Application for Adult Education and Family Literacy Act (AEFLA) Funds, 2016-2017**

The AEFLA application packet for FY 2016-2017 funds is now available. Regional Adult Basic Education and Literacy programs approved through the FY 2012-2013 competition are eligible to apply for these continuation funds. Please note that the AEFLA projected allocations are the maximum amounts that programs are allowed to expend and are contingent upon the availability of funds from the U.S. Department of Education. The application packet, including the required budget forms and annual assurances, has been placed on the Office of Adult Education and Literacy's (OAEL) Web site at:

[http://www.doe.virginia.gov/instruction/adulted/grants\\_funding/index.shtml](http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml).

Applications must be received by OAEL staff no later than 2 p.m., June 3, 2016. The application should be mailed, commercially delivered, or hand delivered. Faxed copies will not be accepted. Due to newly instituted security protocols at the James Monroe Building, please call OAEL in advance at (804) 786-3347 if you plan to hand deliver your application.

For questions regarding AEFLA, the application process, or finance, please contact Melissa Dixon, grants manager, OAEL, via e-mail at [melissa.dixon@doe.virginia.gov](mailto:melissa.dixon@doe.virginia.gov) or by telephone at (804) 786-7643.

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