

July 27, 2009

Dear Authorized Official:

We request that you complete and return the attached "Eligible Population Data Request Form" by August 31, 2009. This information is needed to calculate final 2009 State allocations for the *Grants to States for Workplace and Community Transition Training for Incarcerated Individuals* (Incarcerated Individuals) program, previously titled *Grants to States for Workplace and Community Transition Training for Incarcerated Youth Offenders Program*.

The attached, revised form does not include two eligibility factors that bear on the funding formula for this program and were included in the original 2009 Eligible Population Data Request Form. These factors are having a secondary school diploma or its recognized equivalent and being free of convictions of certain specified crimes. Some States had difficulty in providing complete and accurate information on these two factors, particularly the number of incarcerated individuals with a secondary school diploma or its recognized equivalent, when the Department requested it earlier this year. In response to this problem, Congress passed a technical amendment delaying the use of these eligibility factors in the funding formula until 2010. President Obama signed these changes into law on July 1, 2009 (Pub. L. 111-39). (Please note, however, that the eligibility requirements for students receiving services have not changed, and therefore program participants must meet all the eligibility requirements, including having obtained a secondary school diploma or its recognized equivalent and not having been convicted of any crime described in section 821(e)(3) of the statute that authorizes this program).

The Department issued a Notice of Grant Award on July 1, 2009 for a portion of your State's 2009 allocation. The letter accompanying that award included approval of your 2009 application and explained that because of the data problems, the Department was awarding only half of the 2009 program funds on that date. The data you submit through the attached form will help us award the remaining 2009 funds.

Please note that in 2010 and subsequent years, State applications for funds under this program will be required to provide population data that reflect the two additional eligibility factors. If your State was one of the States that had difficulty in providing this information for 2009, please take advantage of the one-year delay to ensure that you are able to provide it for the 2010 project year. We will be asking for this information in April or May 2010.

Please feel free to contact me ([john.linton@ed.gov](mailto:john.linton@ed.gov); 202-245-6592) or Zina Watkins ([zina.watkins@ed.gov](mailto:zina.watkins@ed.gov); 202-245-6197) if you have any questions. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Linton', with a stylized flourish at the end.

John Linton

Enclosures:

Eligible Population Data Request Form, FY2009, Revised