



UNITED STATES DEPARTMENT OF EDUCATION

Office of Vocational and Adult Education

400 Maryland Avenue, NE
Washington, DC 20002

[insert mailing address]

Dear Authorized Official:

This is the application package for the *Grants to States for Workplace and Community Transition Training for Incarcerated Individuals* (Incarcerated Individuals) program. This program provides grants to State correctional education agencies (SCEAs) to support activities that assist and encourage incarcerated individuals who have obtained a secondary school diploma or recognized equivalent to acquire educational and job skills, through:

(1) coursework in preparation for postsecondary education; (2) the pursuit of postsecondary education certificate, an associate's degree, or a bachelor's degree while in prison; and (3) employment counseling and other related services that start during incarceration and end not later than two years after release from incarceration.

This program operated under one-year applications for FY2009. SCEAs must now submit a three year application for FY2010 through 2012. SCEAs must submit applications to the Department per the directions provided in the application package. These applications must be postmarked on or before [insert due date], or received in the Office of Vocational and Adult Education (OVAE) by 4:30:00 pm Washington, DC time on [insert due date]. We are sending an identical application package to the SCEA head and to the individual designated as the program contact person. An electronic copy of this application is available upon request. Awards for the Incarcerated Individuals program will be made in FY 2010, contingent on Congress appropriating funds for this program. Fiscal Year 2008 program funds awarded July 1, 2008 have a final obligation date of September 30, 2010 while 2009 funds awarded July 1, 2009 have a final obligation deadline of September 30, 2011.

Also included in this package is an Eligible Population Data Request form. The Department must obtain a count of eligible persons in the participating State's potential service population in order to compute the funding amounts for each

Recognizing that an accurate count of eligible persons is essential for a fair distribution of authorized funds among the SCEA's, OVAE is offering technical assistance on this topic. Please contact program staff should you need assistance understanding or meeting any challenge in completing this information request. Submit the Eligible Population Request form to this office by [insert date], observing the transmission instructions printed on the form. Please note this due date, as it is the same due date as the application due date.

Please feel free to contact John Linton (john.linton@ed.gov; 202-245-6197) or Zina Watkins (zina.watkins@ed.gov; 202-245-6197) if you have any questions.

Sincerely,

Assistant Secretary signature
John Linton signature
[Will defer to will of Assistant Secretary on who signs]