

February 16, 1998

MEMORANDUM

TO: Basic Skills Directors
Literacy Providers

FROM: Randy Whitfield, Ed.D.
Associate Director Basic Skills

SUBJECT: Basic Skills Plan and Application

Attached is the Basic Skills Program Plan and Application required by the federal Adult Education Act. Please submit the completed form to me postmarked no later than April 6, 1998. If you want a copy of this form on disk or want to have it transferred to you electronically, please call Dr. Florence Taylor at (919) 733-7051, extension 720.

Joint planning with all Basic Skills and literacy providers must be evident in the application in order to promote improved service delivery, coordination, and better use of resources. This is a requirement when a service area will be submitting two or more applications. The areas will correspond to the geographic boundaries of the existing community college service areas.

Providers of volunteer, community-based organizations who plan to submit a plan and application should contact their local community college Basic Skills Director who is responsible for convening the planning meeting. Each provider will submit an individual plan for funding consideration.

If you have questions, or if staff can help you in this process, please contact me.

Attachment

CC-98-051

pc: Presidents
Dr. Elizabeth Johns
Mr. Chuck Barham