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Guidelines for Coalition Submissions

Provides additional guidance as part of the California Department of Education Adult Education Office for the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) for Fiscal Year 2022–23.

Please use these guidelines to delineate between deliverables that must be submitted by the fiscal agent or at the individual agency level.

Required Data and Documents	Coalition Fiscal Agent	Coalition Member
Grant Award Notification	A single coalition level submission is required	Not Applicable
Grant Budget	A single coalition level submission is required	Not Applicable
Quarterly Data, TOPSpro® Enterprise	Agency level submission required	Agency level submission required
California English Literacy and Civics Education Objectives and Additional Assessment Plans	Agency level submission required	Agency level submission required
Data Integrity Reports	Agency level submission required	Agency level submission required
Expenditure Claim Reports	A single coalition level submission is required	Not Applicable
California Accountability Training	Agency level submission required	Agency level submission required

Comprehensive Adult Student Assessment Systems Implementation Training	Agency level submission required	Agency level submission required
Employment and Earnings Follow-up Surveys	Agency level submission required	Agency level submission required
WIOA, Title II: AEFLA Program Implementation Survey	Agency level submission required	Agency level submission required
WIOA, Title II: AEFLA Continuous Improvement Plan	A single coalition level submission is required	Not Applicable
WIOA, Title II: AEFLA Integrated English Literacy and Civics Education Report	A single coalition level submission is required	Not Applicable
Recertification for Citizenship Interview Test	Agency level submission required	Agency level submission required
Adult Education Personnel Information (for Federal Table 7)	Agency level submission required	Agency level submission required
Payment Points Summary Report	Agency level submission required	Agency level submission required
End-of-Year Certification Letter	Agency level submission required	Agency level submission required
Official Payment Points Certification Letter	Agency level submission required	Agency level submission required
High School Equivalency (HSE) Certification	Agency level submission required	Agency level submission required

Integrated English Literacy and Civics Education (IECLE) Payment Points Certification	Agency level submission required	Agency level submission required
Fiscal Year 2021–22 Annual Audit and Status Certification Form	Agency level submission required	Agency level submission required
Fiscal Year 2021–22 Audit Report	Agency level submission required	Agency level submission required

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