



CONSORTIUM THREE-YEAR PLANNING GUIDANCE 2019-2022

MEMO TO THE FIELD

The Adult Education Program Office (AEP) invites the Adult Education community to review and provide feedback on the **draft** 2019-2022 Consortium Three-Year Planning Guidance and Template prior to its official release.

Submit any comments via the following [form](#) no later than Tuesday, September 18, 2019 at 5:00 p.m. Comments received after the specified due date and time will not be considered.

All comments received within the comment period will be considered before issuing the final guidance. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final documents.

For each section, please provide feedback on (1) the directions; (2) helpful planning conversations, questions, and training; (3) and the template.

Please use the following criteria to provide feedback:

- (1) Clear, concise, and specific feedback;
- (2) Use numeric values to separate thoughts in each section;
- (3) Include section number(s), section titles and sub-titles, and page numbers;
- (4) All sections are **required** in the form. Type "Not Applicable or N/A" for each section you do not have feedback to provide.
- (5) Press the **Submit** button when finished and a copy of your responses will be emailed to the email address provided.

For questions, please contact TAP at (888) 827-2324 or tap@aebg.org.

Best regards,

The Adult Education Program Office

