

# AEFLA Grant Extension Guidelines

**AEFLA Comprehensive Services Grants**  
**AEFLA Outreach Services Grants**  
**AEFLA Institutionalized Individuals Grants**  
**AEFLA Integrated English Literacy and Civics Education Grants**

The Wisconsin Technical College System (WTCS) received US Department of Education approval to create an extension process for current AEFLA grants for one additional year. This document provides guidance regarding the process to grantees in the four (4) AEFLA categories: Comprehensive Grants, Institutionalized Individuals, Outreach and Civics. All current WIOA Title II grantees who submit the required documents and receive WTCS approval will have their current grants extended for the 2017-18 grant year ending on June 30, 2018. All grantees **must** update their current grant applications(s) to reflect changes (as indicated below) and submit required materials to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu) by **4:00 pm on FEBRUARY 28, 2017**.

## Extension Expectations

1. All grantees receiving extensions of their sub grants will fully implement the performance accountability requirements and adult education and literacy activities authorized under WIOA, including:<sup>1</sup>
  - a. Required local activities under section 231(b) of WIOA (see also section 203(2)) and 34 CFR Part 463, Subpart D; [Public Law 113-128 Section 231](#)
  - b. Performance accountability provisions under WIOA section 116 and 34 CFR Part 463, Subpart I. [Public Law 113-128 Section 116](#)

In addition, grantees receiving funds for either Institutionalized Individual grants or EL Civics grants must implement:

- c. Academic programs for corrections education and the education of other institutionalized individuals under WIOA section 225 and 34 CFR Part 463, Subpart F; [Public Law 113-128 Section 225](#)
  - d. Integrated English Literacy and Civics Education under WIOA section 243 and 34 CFR Part 463, Subpart G; [Public Law 113-128 Section 243](#).
2. Grantees will implement the roles and responsibilities as the required partner in the one-stop delivery system, as specified in 34 CFR § 463.415(b).
3. Grantees are accountable for the WIOA six (6) Core Measures as appropriate. Reference **ATTACHMENT ONE**, which lists measures and performance target information.

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<sup>1</sup> The key WIOA expectations for Title II providers include:

- Adoption of WTCS ABE Curriculum (that has been updated to reflect the national CCRS standards) (or adoption of WTCS ELL curriculum, including alignment of ELL with ABE as appropriate).
- Integration of Digital Literacy.
- Provision of the three components that are required in an integrated education and training program – adult education and literacy activities, workforce preparation activities and workforce training.
- Implementation of the roles and responsibilities as a required partner in the one-stop delivery system.
- Other WIOA-related activities, such as participation in the Moving Pathways Forward career development approach, evolution of local AEFLA-related partnerships, etc.

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4. Grantees are also accountable for requirements regarding Client Reporting, Financial Reporting, Quarterly Data submission, Tri-annual Reporting, and attendance at System-Called Meetings.

## Extension Process and Documentation Requirements

Use your approved FY2016-2017 AEFLA grant application document(s) as a starting point. Update any sections where significant changes will happen (~~use strikethrough~~). **Note:** Section 13.C below has specific requirements that will require new text (**use bold**) to be inserted into your extension grant application.

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### **10. TOTAL PROJECT COST BY FUNDING SOURCE(S) – FY2017-18 Funds Only**

Update this section with the Planning Amounts indicated on **ATTACHMENT THREE**.

### **11. SUBCONTRACTOR INFORMATION**

Update section if needed (~~use strikethrough~~ and bold any new text).

### **12. APPLICATION ABSTRACT**

Update section if needed (~~use strikethrough~~ and bold any new text).

### **13. APPLICATION NARRATIVE**

Update **13.A** and **13.B** if needed (~~use strikethrough~~ and bold any new text).

#### **13. A. Statement of Need**

#### **13. B. Input to Application (insert text below)**

**13. C. Measurable Outcome and Activity Description** (This section will require some new text of Outcomes/Activities grouped by the three Outcome Areas listed below. Reference **ATTACHMENT TWO** for further information.

1. **Outcome Area #1 Participants achieved measurable skill gains.**
2. **Outcome Area #2 Attained a recognized secondary or postsecondary credential and are employed or still enrolled in a postsecondary education or training program.**
3. **Outcome Area #3 Obtained, retained and/or upgraded employment.**

### **14. COURSES/WORKSHOPS [insert course number, course name (credits) and description text below]**

Not required.

### **15. MONITORING AND EVALUATION PROCESS**

Update section if needed (~~use strikethrough~~ and bold any new text).

### **16. BUDGET NARRATIVE (attach to application)**

## AEFLA Grant Extension Guidelines

By the application deadline (**4:00 pm on February 28, 2017**), each individual grant application must consist of the following components and be compiled in the following order as one PDF file.

1. Cover Letter
2. UA/SAF (Rev. 08/13)
3. Budget Narrative
4. Standard Financial Report (SFR 1) (Rev. 6/11)

This file should be named with the 11-digit grant project number followed by an underscore and the date of submission (Example: 15-301-146-128\_01.8.17.pdf).

An administration PDF file must be included with the submission. The file should contain **only** the following:

1. Table of Contents
2. This file is available at [MyWTCS Grant Application Forms](#) and should be named with your college district or application number, followed by an underscore and **aefltoc** (Example: **16\_aefltoc.xls**).

The file format for the administration file should be **XX\_ADMIN.pdf**. The first two numbers in the filename is your district or application ID number. (Example: 01-CVTC, 02-Western, etc.)

**Note:** The following copies of your FY2016-2017 administrative letters on file with the System Office will remain in effect.

1. Notice of Non-Discrimination Statement
2. Appendix A – Debarment Certification
3. Appendix B – Federal Anti-Lobbying Certification and Disclosure