

FY2023-2024 AEFLA Grant Continuation Instruction Guide

All Applications are due January 6, 2023, at 4 pm

Please follow the instructions provided by this guide to successfully update and submit the AEFLA grant application for FY2023-2024. This guide will provide information regarding each of the different tasks/sections of the application template. Note that the contents of the AEFLA Grant Guidelines for FY2021-2025 are still applicable.

Prior to completing and submitting your AEFLA continuation grant application(s) for FY2023-2024 in the WTCS Apply Portal, please fill out and email the following two AEFLA forms to grants@wtcsystem.edu by October 31, 2022.

- [Form 1 – WTCS Assurances for AEFLA](#)
- [Applicant Acknowledgement of Compliance with Applicable State and Federal Statutes and Regulations](#)

Below are instructions on how to complete each of the tasks/sections of the FY2023-2024 AEFLA grant application in the WTCS Apply Portal.

Applicant Details Task:

Project Number – The first ten numbers that make up the project number should remain the same as the FY2022-2023 application. Please change the last digit in the purpose number from “3” to “4”.

Project Title – Keep this the same as the FY2022-2023 application.

Date – enter the date you are filling out this application.

Revision – Enter “No”.

WTCS Grant Manager – Depending which AEFLA grant category application you are filling out, please enter the appropriate Education Director name associated with that category.

Comprehensive: Mark Johnson

IELCE: Cristina Parente

Innovative IET: Ben Konruff

Targeted Focus: Cristina Parente

Re-Entry: Lenard Simpson

Applicant Name – Keep this the same as the FY2022-2023 application.

Applicant Address – update this from the FY2021-2022 application as needed.

Applicant’s Unique Entity ID (UEI) Number – enter your organization’s Unique Entity ID Number here.

Applicant Grant Contact – Update the name, phone and email field as needed from the FY2022-2023 application.

Plan Coordinator - update this from the FY2022-2023 application as needed.

Number to be Served - update this from the FY2022-2023 application as needed.

Abstract:

Enter information into the abstract with updated details compared to the FY2022-2023 application as needed.

Alignment with local Workforce Development Board:

Enter information into this area with updated details compared to the FY2022-2023 application as needed.

Considerations:

Respond to each of the considerations with updated information as needed compared to the FY2022-2023 application.

Outputs, Activities, and Evaluation:

Please reference your FY2022-2023 application and use it to help you complete this task. Feel free to update the information in this section as needed to reflect the changes for FY2023-2024.

Monitoring Process:

Please reference your FY2022-2023 application and use it to help you complete this task. Feel free to update the information in this section as needed to reflect the changes for FY2023-2024.

Budget (Detailed) and SFR:

Complete a new budget sheet and SFR form to reflect expenses for FY2023-2024.

Budget Summary:

Please complete this task to reflect expenses for FY2023-2024.

AEFLA Estimated Expenses Reporting:

Please complete this task to reflect expenses for FY2023-2024.

Uploaded AEFLA Required Forms:

Please complete this task for the FY2023-2024 grant (if applicable) by following the instructions in the application.

President/Designee Signature:

Please complete this task for the FY2023-2024 grant by following the instructions in the application.