# FY2024-2025 AEFLA Grant Continuation Instruction Guide

**All Applications are due January 5, 2024, at 4 pm**

Please follow the instructions provided by this guide to successfully update and submit the AEFLA grant application for FY2024-2025. 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 FY2024-2025 in the WTCS Apply Portal, please fill out and email the following two AEFLA forms to [grants@wtcsystem.edu](mailto:grants@wtcsystem.edu) by October 31, 2023.

* [Form 1 – WTCS Assurances for AEFLA](https://mywtcs.wtcsystem.edu/wp-content/uploads/2020/04/Form-1-WTCS-Assurances-for-AEFLA.doc)
* [Applicant Acknowledgement of Compliance with Applicable State and Federal Statutes and Regulations](https://mywtcs.wtcsystem.edu/wp-content/uploads/2020/04/Applicant-Acknowledgement-of-Compliance-1.doc)

Below are instructions on how to complete each of the tasks/sections of the FY2024-2025 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 FY2023-2024 application. Please change the last digit in the purpose number from “4” to “5”.

**Project Title** – Keep this the same as the FY2023-2024 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: Cristina Parente

IELCE: Cristina Parente

Innovative IET: Ben Konruff

Targeted Focus: Cristina Parente

Re-Entry: Lenard Simpson

**Applicant Name** – Keep this the same as the FY2023-2024 application.

**Applicant Address** – update this from the FY2023-2024 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 FY2023-2024 application.

**Plan Coordinator** - update this from the FY2023-2024 application as needed.

**Number to be Served** - update this from the FY2023-2024 application as needed.

## Abstract:

Enter information into the abstract with updated details compared to the FY2023-2024 application as needed.

## Alignment with local Workforce Development Board:

Enter information into this area with updated details compared to the FY2023-2024 application as needed.

## Considerations:

Respond to each of the considerations with updated information as needed compared to the FY2023-2024 application.

## Outputs, Activities, and Evaluation:

Please reference your FY2023-2024 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 FY2024-2025.

## Monitoring Process:

Please reference your FY2023-2024 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 FY2024-2025.

## Detailed Budget and SFR:

Complete a new budget sheet and SFR form to reflect expenses for FY2024-2025. Please refer to the instructions tab in the detailed budget and SFR spreadsheet on how to respond to the program income question on the SFR.

## Budget Summary:

Please complete this task to reflect expenses for FY2024-2025. Note that you’ll need to first complete the detailed budget and SFR task before you can access the budget summary task.

## AEFLA Estimated Expenses Reporting:

Please complete this task to reflect expenses for FY2024-2025.

## Uploaded AEFLA Required Forms:

Please complete this task for the FY2024-2025 grant (if applicable) by following the instructions in the application.

## President/Designee Signature:

Please complete this task for the FY2024-2025 grant by following the instructions in the application.