FY2026-2029 AEFLA Grant Guidelines & Application Process Q&A Document

Instructions: Please submit questions that you have regarding the FY2026-2029 AEFLA grant opportunity to grants@wtcsystem.edu. We will review and then post the question and response to it in the appropriate section below. **All AEFLA grant applications are due by January 9, 2025 at 4 pm in the WTCS Apply Portal. The blackout date for questions relating to all AEFLA grant categories will be January 2, 2025 at 4 pm. We will not respond to any questions sent to us after this date and time.**

# GENERAL QUESTIONS

## 12/20/2024 - Can we get an idea of who will be reviewing the AEFLA grants? We want to make sure they understand the content of our application, so knowing the likely knowledge base of the reviewers will help us know what needs more context and what doesn’t

The reviewers will consist of folks at WTCS and those outside of WTCS.  Please note that the applications will be scored based on the items that are noted on Attachment 2: Application Scoring Rubric (page 28 - 30) of the FY 2026-2029 AEFLA Grant Guidelines.  Reviewers can only score the applications based on the information that is provided on the applications.

## 12/17/24 - For the AEFLA Corrections grant, form 2 and 3 indicate all adult ed information, not just corrections. Is this correct? Should we submit form 5 and the IET that covers the entire AE program, or only if it pertains to corrections?

Each of these forms asks for the project number. The project number with be unique to each grant category. The information provided in the forms should be unique to each category as well. For instance, Form 2 – Key Personnel should include the personnel related to the project number you input into the form. A project number list can be found in the FY 2026-2029 AEFLA grant guidelines in Attachment 7. Related to IET – you can upload the IET planning tools within the Corrections application to support the demonstration of either offering the IET through the grant funding or providing access to the IET if it is supported through another grant category such as AEFLA 231.

## 12/17/24 - For goals and targets for the Output Statements in AEFLA, should we be using a 1-year time frame (FY26) and plan to update them from year to year or use a 4-year time frame (FY26-29) for the entire length of the grant? This isn’t clearly defined in the guidelines.

Please use 1-year time frame and plan to update them from year to year.

## 12/17/24 - We are currently completing Form 5 - Documentation of Demonstrated Effectiveness. Is there a report where we can identify the number of eligible individuals in our program who have achieved employment? We have some numbers located in our college-generated client reporting system, but we want to make sure that we are utilizing the most accurate information that correlates to state data for our reporting. We do not see employment on the scorecard.

You can find employment outcomes data presented on NRS Table 5. These employment outcomes include Employment 2nd Quarter after Exit, Median Earnings 2nd Quarter after Exit, and Employment 4th Quarter after Exit. You can access this data through the WTCS Portal.

## 11/26/2024 – Is the indirect costs 8% of the entire grant or just 8% of the administrative costs?

Because the indirect cost rate for AEFLA is restricted, the indirect cost rate should be applied to the modified total direct cost base (MTDC).  The MTDC includes direct salaries and wages, fringe benefits, materials and supplies, travel, and up to the first $25,000 of any subaward.  The MTDC excludes equipment, capital expenditures, rent, tuition remission, participant support costs and the portion of each subaward in excess of $25,000.  This really just leaves administrative costs as the basis to which the indirect cost rate can be applied for most of the grantees.

## 11/1/24 - Are you able to share any additional information regarding in-kind contributions, e.g., can salary/fringe of personnel be used and if so, what is the process to get it approved?

If you plan to fulfill part, or all of the MOE required amount using in-kind contributions, you will need to make sure that the in-kind contributions meet all the criteria listed in 2 CFR 200.306 (as noted below).  Please also note that we've added some prompts from 2 CFR 200.306 into the budget summary section of the application for applicants to respond to.  Additionally, WTCS Finance will verify with the grantee during the AEFLA finance reviews to make sure that the in-kind match is not being used for any other match.

(b) For all Federal awards, the Federal agency or pass-through entity must accept any cost sharing funds (including cash and third-party in-kind contributions, and also including funds committed by the recipient, subrecipient, or third parties) as part of the recipient's or subrecipient's contributions to a program when the funds:

(1) Are verifiable in the recipient's or subrecipient's records;

(2) Are not included as contributions for any other Federal award;

(3) Are necessary and reasonable for achieving the objectives of the Federal award;

(4) Are allowable under subpart E;

(5) Are not paid by the Federal Government under another Federal award, except where the program's Federal authorizing statute specifically provides that Federal funds made available for the program can be applied to cost sharing requirements of other Federal programs;

(6) Are provided for in the approved budget when required by the Federal agency; and

(7) Conform to other applicable provisions of this part.

(e) Volunteer services furnished by third-party professional and technical personnel, consultants, and other labor may be counted as cost sharing if the service is necessary for the program. Rates for third-party volunteer services must be consistent with those paid for similar work by the recipient or subrecipient. When the required skills are not found in the recipient's or subrecipient's workforce, rates must be consistent with those paid for similar work in the labor market where the recipient or subrecipient competes for the services involved. In either case, fringe benefits that are allowable, allocable, and reasonable may be included in the valuation.

## 10/31/24 - Could we contribute a different/higher MOE amount than the MOE amount that is automatically calculated in the detailed budget after we enter in the funds requested amount?

No. Applicants must use the MOE amount that is automatically calculated instead of providing a different/higher MOE amount.  The reason for this is because the MOE for each application is based off an equation/formula that takes into consideration the requested funding amount, the total funding available ($6,647,829) and the total MOE ($4,125,410).  This information can be found on page 31 (Attachment 3: Maintenance of Effort) of the FY 2026-2029 AEFLA grant guidelines. If an applicant contributes a different/higher MOE amount, it will alter the overall MOE amount that has been set at $4,125,410.  We can't go over or under this set MOE amount.

## 10/21/2024 - I just downloaded the detailed budget and SFR spreadsheet template for the FY 25-26 AEFLA (146/149-126) Adult Education and Literacy Section 231 grant and noticed that the MOE and Total Project cells were not calculating as noted it would. I wanted to bring this to your attention.

We’ve updated this, so both the MOE and Total Project cells should now be calculating automatically after you enter in the funds requested amount. Please make sure to re-download the detailed budget and SFR spreadsheet template for the FY 25-26 AEFLA (146/149-126) Adult Education and Literacy Section 231 grant, so that you have the most updated template.

## 10/17/2024 - We are wondering about the bullet point “No standalone citizenship preparation courses” that is listed under the unallowable expenses heading for all three grant categories/section in the grant guidelines about Citizenship preparation courses. We are wondering exactly what this means. We do offer citizenship classes at our college currently and have included them in the grant.

According to the US Department of Education federal guidelines for Title II funding, stand-alone citizenship courses with the express purpose of preparing students for their citizenship tests are not allowed (think a class that does drills and flashcards with content limited to the citizenship test). However, programs can and should contextualize and integrate content that would be included in a citizenship prep course along with materials and topics related to civic participation and roles and responsibilities of citizenship.  This could include topics related to consumer economics, workplace training, banking and others. This does not mean that a program cannot talk through citizenship test resources and incorporate topics covered in the test instruction, but civics instruction is required to be more inclusive of other topics and the end goal of the class shouldn’t be solely to pass the citizenship test.

## 9/12/24 - As we prepare to write for the AEFLA grant, we encountered a question regarding the following: “An eligible provider that has been previously funded under AEFLA, as amended by WIOA, must submit performance data required under WIOA section 116 to demonstrate past effectiveness.” We are under the understanding that this reporting is captured via Client Reporting. Can you please confirm that there is nothing additional that needs to be submitted? I appreciate your assistance.

Section 2 Applicant Eligibility describes how an eligible provider must establish that it has demonstrated effectiveness. There are two ways an eligible provider may meet these requirements: 1. An eligible provider that has been previously funded under AEFLA, as amended by WIOA, must submit performance data required under WIOA section 116 to demonstrate past effectiveness. 2. An eligible provider that has not been previously funded under AEFLA, as amended by WIOA, must provide performance data to demonstrate its past effectiveness in serving basic skills deficient eligible individuals, including evidence of its success. Eligible providers seeking funding must submit a completed Form 5 – Documentation of Demonstrated Effectiveness. Eligible providers that fail to provide evidence of demonstrated effectiveness will not be scored. Within Form 5 – Documentation of Demonstrated Effectiveness, eligible providers will be prompted to provide quantitative data for adult students served for each of the four listed measures within the form, from the most recent two or more years. If quantitative data is not available, you may enter qualitative comments for the measures. Submit the form as part of your application.

## 8/13/24 - For Form 2 – Key Personnel, do we just list the personnel funded through the grant, or all individuals working on grant activities, regardless if funded by the grant? For example: FT Support staff who administer the TABE test at our Campus (Title II grant activity) but who are not paid by the AEFLA grant. They are paid from the district/college funds.

Please list all individuals working on grant activities on the form, regardless if they are funded by the grant.

## 8/13/24 - Could you please identify which of the 7 Required AEFLA forms (Form 2 – Key Personnel, Form 3 – Program Profile, Form 4 – Consortium Member, Form 5 – Documentation of Demonstrated Effectiveness, GEPA form, Instruction by Location form, and Integrated Education and Training Planning Tool form) are to be completed specific to the grant category, and which forms are “general” for each grant category?

Applicants are required to complete and submit each of the seven forms as part of their application.  If you are applying for only one grant category, you only need to submit one set of these seven forms.  If you are applying for all three grant categories, you need to fill out and submit three sets of these forms.  Each set of forms you fill out and submit should be specific to the grant category you are applying for.  Depending on the form, we understand that the information you put on it could be the same for the different grant categories.

## 8/13/24 – Does the MOE calculation on attachment 3 (page 31) of the grant guidelines apply to all of the AEFLA grant categories or just the Adult Education & Literacy Section 231 grant?

The MOE calculation applies to all three grant categories.

## 7/18/24 - Is it a requirement to submit the Notice of Intent to Apply?

No, applicants do not have to submit the Notice of Intent to Apply Form.

## 7/18/24 – Do we have to submit a set of the Required Compliance Forms for each grant application that we plan to submit?

No, applicants only have to fill out and submit one set of compliance forms ([Assurance of Compliance – Non-Construction Programs](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/), [Sub-recipient Self-Assessment Risk Questionnaire](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/), [Certification Regarding Lobbying ED080-013](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/), [Certification Regarding Debarment ED80-0014](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/), [Applicant Acknowledgement of Compliance with Applicable State and Federal Statutes and Regulations](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/aefla-documents/), and [Form 1 – WTCS Assurances for AEFLA](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/aefla-documents/)) to grants@wtcsystem.edu by October 31, 2024.

## 7/18/24 - If we are not part of a consortium for the application we plan to submit, do we need to still submit Form 4 – Consortium Member Information and indicate on it that this is not applicable to us?

If you are not part of a consortium for the application you will be submitting, you do not need to submit Form 4 - Consortium Member Information.

## 7/18/24 - On the Form 2 – Key Personnel, should we include information for current staff or for future staff? Also, do you want staff names or just titles or positions?

Please include the information for the key folks who will work for the program for FY25-26. We don’t need names, just provide the information that is asked on the form (position, status, year of experience, etc.).

## 7/18/24 - On the Form 3 – Program Profile, what year should be used for this?

Please include information for FY25-26.

## 7/18/24 - How do we get into the WTCS Apply Portal?

Applicants can get access to the WTCS Apply Portal by going to [wtcs.smapply.io](https://wtcs.smapply.io/).

# Adult Education and Literacy Section 231 Grant

## 11/26/2024 – Could you clarify what we have to do or complete for part D (Application Components) of the grant document? Since the considerations, goals, activities and evaluation, and monitoring process each already have their own section for us to complete, can we leave part D (Application Components) blank?

Do not enter anything into part D (Application Components). The considerations, goals, activities and evaluation, and monitoring process each have their own sections within the grant document that you must respond to.

## 10/25/24 - Can Title II funds be used for stand alone citizenship classes?

No. Programs can provide resources on obtaining citizenship but the course should not be solely a citizenship prep course.  It should focus more generally on themes related to civic participation and the roles and responsibilities of US citizenship.

## 10/25/24 - Can Title II funds be used for stand alone digital literacy classes?

No, digital literacy should be contextualized within courses.

## 10/25/2024 - Can we fund Spanish GED programs with Title II funds?

 It is possible to fund Spanish GED programming with Title II funds as long as instruction is routinely provided in English.

## 10/21/2024 - I just downloaded the detailed budget and SFR spreadsheet template for the FY 25-26 AEFLA (146/149-126) Adult Education and Literacy Section 231 grant and noticed that the MOE and Total Project cells were not calculating as noted it would. I wanted to bring this to your attention.

We’ve updated this, so both the MOE and Total Project cells should now be calculating automatically after you enter in the funds requested amount. Please make sure to re-download the detailed budget and SFR spreadsheet template for the FY 25-26 AEFLA (146/149-126) Adult Education and Literacy Section 231 grant, so that you have the most updated template.

## 7/25/24 - We are reviewing the FY26 AEFLA grant guidelines. Could you confirm that the following amounts are correct for our college? MOE (898,861/$6,647,829) x $4,125,410 = $557,802. Total grant funds requested equals $898,861 and the total project cost equals $1,456,663.

This calculation is correct for the Adult Education & Literacy Section 231 AEFLA grant category. Please keep in mind that the MOE will need to be calculated for each grant category that your college/organization applies for.

# Integrated English Literacy and Civics Education Section 243 Grant

## 12/4/2024 – Does the $75,000 cap on the request for funding for this grant category include the MOE amount?

No, this amount does not include the MOE. This is just the maximum amount of grant dollars that can be requested for this category.

## 11/26/2024 – Could you clarify what we have to do or complete for part C (Application Components) of the grant document? Since the considerations, goals, activities and evaluation, and monitoring process each already have their own section for us to complete, can we leave part C (Application Components) blank?

Do not enter anything into part C (Application Components). The considerations, goals, activities and evaluation, and monitoring process each have their own sections within the grant document that you must respond to.

## 10/25/24 - Can Title II funds be used for stand alone citizenship classes?

No. Programs can provide resources on obtaining citizenship but the course should not be solely a citizenship prep course.  It should focus more generally on themes related to civic participation and the roles and responsibilities of US citizenship.

## 10/25/24 - Can Title II funds be used for stand alone digital literacy classes?

No, digital literacy should be contextualized within courses.

## 10/25/24 - I’m a CBO interested in applying for Section 243 funds.  My organization does not provide workforce training. Can we still apply if we can’t offer an IET?

CBOs can apply for section 243 even if they do not provide workforce training.  CBOs can partner with a training partner who offers the workforce training while the CBO offers the adult education portion.

# Programs for Corrections Education and Other Institutionalized Individuals Section 225 Grant

## 12/17/24 - For the AEFLA Corrections grant, form 2 and 3 indicate all adult ed information, not just corrections. Is this correct? Should we submit form 5 and the IET that covers the entire AE program, or only if it pertains to corrections?

Each of these forms asks for the project number. The project number with be unique to each grant category. The information provided in the forms should be unique to each category as well. For instance, Form 2 – Key Personnel should include the personnel related to the project number you input into the form. A project number list can be found in the FY 2026-2029 AEFLA grant guidelines in Attachment 7. Related to IET – you can upload the IET planning tools within the Corrections application to support the demonstration of either offering the IET through the grant funding or providing access to the IET if it is supported through another grant category such as AEFLA 231.

## 12/4/2024 – Does the $75,000 cap on the request for funding for this grant category include the MOE amount?

No, this amount does not include the MOE. This is just the maximum amount of grant dollars that can be requested for this category.

## 11/26/2024 – Could you clarify what we have to do or complete for part C (Application Components) of the grant document? Since the considerations, goals, activities and evaluation, and monitoring process each already have their own section for us to complete, can we leave part C (Application Components) blank?

Do not enter anything into part C (Application Components). The considerations, goals, activities and evaluation, and monitoring process each have their own sections within the grant document that you must respond to.

# WTCS APPLY PORTAL QUESTIONS

## 7/18/24 - Will all individual logins be linked to the College/organization they are associated with have access to see all the applications in progress for their college/organization?

No, when you log in you will see applications that are available to you, but you will not be able to see if another person in your college/organization has started an application. In the programs tab you will see all grant category applications available. In the my applications tab, you will see all grants you have personally started or have been invited as a collaborator.

## 7/18/24 - Do collaborators need to create an account as well?

Yes, because they need to access the portal.

## 7/18/24 - Can you download your completed application?

Yes

## 7/18/24 - If collaborators come on, can they view entire application including the budget?

Yes. Anyone allowed to access the application will be allowed to see anything in that application.  The budget is an upload document, if there is a reason you don’t want others to see it, don’t upload until the narrative sections are complete. The person who started the application can choose if collaborators can view only or view and edit.

## 7/18/24 - Can ownership of an application be transferred?

You can change the ownershipto a new owner/email address, the new owner will first need to be added to the application as a collaborator. Send the collaborator request, the person will receive an email invitation and need to follow the link in the email to accept and view the application. Once the collaborator has accepted the invite the current owner can go to the application, click on the three dots to the right of the collaborator’s name, one of the options is “make owner”.

## 7/18/24 - General questions on WTCS Apply Portal: With the high level of use of the application submission system, do we know how well the system has been tested to ensure application portal stays active and doesn't go down at inopportune times?

We never know when technology might fail. In our experience so far, we haven’t had any issues with unexpected shutdowns/crashes. Recommend submitting 2-3 days before the due date, just in case anything comes up.

## 7/18/24 - Will we still receive a confirmation email from the Grants email?

The confirmation will come from the Apply portal.

## 7/18/24 - Because we’ll be using the portal, do applications need to be submitted all at once as they did when submitting via email?

No, they can be submitted individually as they are finished.

## 7/18/24 - If I include someone as a collaborator on a grant application, do they need to respond to the email to access the grant?

Yes, the collaborator will have to open the invitation they receive via email and click on the green button. After they have done this, the collaborator should be able to view and access the grant application going forward when they log in as an applicant.