

FY2027-2028 AEFLA Grant Continuation Instruction Guide

All Applications are due January 7, 2027, at 4 pm
Grants will be awarded subject to availability of funds.

Please follow the instructions provided by this guide to successfully update and submit the AEFLA grant application for FY2027-2028. 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 FY2026-2029 are still applicable.

Prior to completing and submitting your AEFLA continuation grant application(s) for FY2027-2028 in the WTCS Apply Portal, please fill out and email the following compliance forms, two AEFLA forms and 4 compliance forms to grants@wtcsystem.edu by October 31, 2026.

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

General Compliance forms due October 31, 2026

- [Assurance of Compliance – Non-Construction Programs](#)
- [Certification Regarding Debarment](#)
- [Certification Regarding Lobbying](#)
- [Sub-recipient Self-Assessment Risk Questionnaire](#)

Below are instructions on how to complete each of the tasks/sections of the FY2027-2028 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 FY2026-2027 application. Please change the **last digit** in the purpose number from “7” to “8”.

Project Title – Information should remain the same as the FY2026-2027 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.

Corrections Education and Other Institutionalized Individuals Section 225: Lenard Simpson
Adult Education and Literacy Section 231: Cristina Parente
IELCE Section 243: Cristina Parente

Applicant Name – Information should remain the same as the FY2026-2027 application.

Applicant Address – Update this from the FY2026-2027 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 FY2026-2027 application.

Plan Coordinator - Update this from the FY2026-2027 application as needed.

Number to be Served - update this from the FY2026-2027 application as needed.

Grant Document:

Download the approved FY26-27 grant document from your approved FY26-27 AEFLA grant in the portal and update it to reflect what will take place for FY27-28.

For each of the sections noted below, make changes by using strikethrough to remove/delete verbiage and underline anything added or changed for FY27-28.

Abstract:

Update the FY27-28 grant document using strikethrough, underline as needed.

Alignment with local Workforce Development Board:

Update the FY27-28 grant document using strikethrough, underline as needed.

Considerations:

Respond to each of the considerations with updated information using strikethrough, underline as needed.

Outputs, Activities, and Evaluation:

Update this section as needed using strikethrough/underline to reflect changes for FY2027-2028.

Monitoring Process:

Update this section as needed using strikethrough/underline to reflect changes for FY2027-2028.

Detailed Budget and SFR:

Download and complete the FY2027-2028 **new budget sheet and SFR form** to reflect expenses. 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.

Use the funding amount and MOE shown on the grant funding chart located on MyWTCS

<https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aepla/aepla-documents/>

Budget Summary:

Please complete this task to reflect expenses for FY2027-2028. Note that you'll need to 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 FY2027-2028.

Uploaded AEFLA Required Forms:

Please complete this task for the FY2027-2028 grant (if applicable) by following the instructions in the application.

President/Designee Signature:

Please complete this task for the FY2027-2028 grant by following the instructions in the application.