

Each applicant will complete an [AEFLA Primary Applicant](#) online application form and a separate online application form for each proposed program (Adult Education, Corrections Education, Generational Family Services).

The **AEFLA Primary Applicant online form** is organized into the following sections (see the screenshots on RFP pages 57–61):

- ☐ Online Form Sections
 - ☐ Applicant Information
 - ☐ Demonstrated Effectiveness
 - ☐ Authorized Official's Contact Information
- ☐ Application Attachments
 - ☐ Demonstrated Effectiveness Documentation
 - ☐ Request for Tax Identification Number and Certification (W-9)
 - ☐ Pre-award Audit Questionnaire
 - ☐ Policies to Accommodate Students and Staff with Disabilities
 - ☐ Indirect Cost Rate Agreement

The **Adult Education application online form** is organized into the following sections (see the screenshots on RFP pages 61–65):

- ☐ Online Form Sections
 - ☐ Program Director (Primary Contact)
 - ☐ Secondary Contact Information
 - ☐ Program Information
 - ☐ Budget Summary
- ☐ Application Attachments
 - ☐ Program Abstract
 - ☐ Application Narrative
 - o Table of Contents
 - o Required Considerations 1–13
 - ☐ Budget Planning Form and Budget Narrative
 - ☐ Appendices
 - o Recruitment & Retention Action Plan
 - o Past Effectiveness Chart
 - o Partners and Partnership Collaboration Chart
 - o Weekly Schedule
 - o Certification Signature Page
 - o GEPA Statement
 - o Memorandums of Agreement or Letters of Commitment from Collaborative Partners
 - o Partner Identification and Funding Request Form
 - o Résumés for Key Staff.