



Adult Education and Family Literacy Act Grant Competition

2026-2027 Request for Proposal
Frequently Asked Questions

Division of Career and Adult Education

325 West Gaines Street
Tallahassee, FL 32399



Florida Adult Education

2026-2027 Request for Proposal Frequently Asked Questions

This document provides responses to Frequently Asked Questions submitted to the Florida Department of Education regarding the 2026–2027 Adult Education and Family Literacy Act Grant Competition. The purpose of this document is to provide clarification and additional guidance to eligible providers throughout the grant application process.

Questions Received by May 12, 2026

1. **Question:** Who should be listed as the agency head on the Notice of Intent to Apply, the Superintendent of the District or the Director of the Department?

Answer

The agency head is the Superintendent, College President or Executive Director of the Community-Based Organization.

2. **Question:** Can the Notice of Intent to Apply email be submitted by the director or is the superintendent considered the Certifying Official?

Answer

The Notice of Intent to Apply may be submitted by any representative of the agency, including but not limited to the Adult Education Director, grant manager or other designated staff member.

However, for funding and official grant purposes, the agency head is considered the certifying official. Therefore, all required official signatures within the grant application (DOE 100A) must come from the applicable agency head, such as the Superintendent, College President or Executive Director of the Community-Based Organization.

3. **Question:** Are new providers allowed to submit an application?

Answer

New providers are allowed to submit proposals. All submitters (new and existing) must submit information for the required demonstrated effectiveness. Any eligible provider that meets the demonstrated effectiveness threshold will have their application reviewed and scored for possible funding.

4. **Question:** Will allocations be provided for Corrections Education funding under the 2026–27 AEFLA Grant Competition, similar to the allocations provided for AEFLA and IELCE?

Answer

Corrections Education funding is provided in Appendix A of the [2026-27 Consolidated AEFLA Application](#).

5. **Question:** Can an eligible provider apply for AEFLA funding to serve multiple counties, including counties where they currently provide adult education services but are not the primary local provider?

Answer

Yes. An eligible provider may apply for funding in another county if they currently provide adult education services in that county and can meet demonstrated effectiveness for that county.

6. **Question:** If an eligible provider applies for AEFLA funding to serve multiple counties, should funding for all counties be included within a single application or submitted as separate applications by county?

Answer

Providers applying for funding in multiple counties should submit a collective application that includes all applicable counties. Instructions for submitting a collective application can be found in the [2026–27 Consolidated AEFLA Application](#).

7. **Question:** How should the Risk Analysis form be submitted as part of the 2026–27 AEFLA Grant Competition application process?

Answer

If the applying agency does not have a Risk Analysis Form on file with the Florida Department of Education or needs to update its form due to a change in leadership, it should be completed in its entirety and submitted to the following email address: FDOERiskAnalysis@fldoe.org.

The Risk Analysis Form for School Districts, State Colleges and State Universities and State Agencies is the DOE 610 and the Risk Analysis Form for Governmental and Non-Governmental Entities is the DOE 620.

8. **Question:** If an MOU with a workforce entity (local workforce board) expires during the course of the program year, what will be considered evidence of intent to renew?

Answer

If an MOU with a workforce entity expires during the course of the program year, the current signed MOU may be submitted with the application.

However, applicants must submit a fully executed MOU covering the entire applicable program year in order to receive an award from the Florida Department of Education.

9. Question: Do we have to type out the entire question?

Answer

Yes, entering the entire question is required. Please refer to the implementation guide for instructions on how to complete the narrative sections of the Request for Proposal (RFP) and use the provided template to enter your answers.

10. Question: Where should the following documents be included within the final application submission file: Appendix B (LWDB Executive Summary), Memorandum of Understanding (MOU) with CareerSource and checklist?

Answer

These documents should be submitted as part of the combined PDF application file and should be placed after the narrative section of the application.

Please refer to the [2026-27 Consolidated AEFLA Application \(Word\)](#) instructions for the required order and organization of all application components within the final submission file.

11. Question: The budget tabs within the Consolidated Excel Workbook reference a companion document titled “AEFLA Competition FDOE Grant Forms Excel Workbook.” How can applicants access this workbook?

Answer

The AEFLA Competition FDOE Grant Forms Excel Workbook was sent as an attachment in the Chancellor’s email announcing the release of the competition. Additionally, when the Department received your Notice of Intent to Apply, a copy of the workbook was also provided.

If you still need access to the Excel workbook, please email DCAEGrantsCompetition@fldoe.org and a copy will be provided to you.

12. Question: Is it considered supplanting if a teacher is paid out of IELCE part of the year and the same teacher is paid out of AGE the other part of the same grant year?

Answer

It depends on how this position was previously funded. In a scenario with a new position (1 FTE) split funded between AGE and IELCE federal funding streams, it would not be

considered supplanting. Agencies should be reminded that if a position was paid for with non-federal funds in prior years, it would be presumed to be supplanting.

- 13. Question:** Is it permitted to pay tuition for AGE classes and IET workforce training for inmates through the Corrections Grant?

Answer

No, see the allowable and unallowable expenses section in the [2026–27 Consolidated AEFLA Application](#)

Questions Received by May 21, 2026

- 1. Question:** Once an agency’s ShareFile folder has been created for the AEFLA grant competition, how will designated agency staff receive access to the folder for grant submission and grant management purposes?

Answer

All notices of intent-to-apply are being processed at this time. The designated users will receive an email notification to access ShareFile folders. Please note that the process may take up to 3 weeks to complete.

- 2. Question:** When entering data into the AEFLA Grant Workbook there is a pop-up message that says: “This value doesn’t match the data validation restrictions defined for this cell.” Why is that message popping up?

Answer

If you receive this message, it is likely because you are attempting to enter a numerator value that is higher than your denominator. For example, on Tab D1 in the table for Performance Outcome 2, there cannot be more participants who exited achieving the outcome than there are number of participants who exited.

If you were getting this message on Tab D1. Past-Performance Outcomes Currently Funded cell C34, an updated 2026-27 Consolidated AEFLA Application Workbook has been posted on the [Putting Florida’s Adult Learners First: Adult Education & Family Literacy Act 2026-2030 Grant Competition](#) webpage. Please download and use the updated excel.

- 3. Question:** How can more rows be inserted on certain tabs in the consolidated adult education grant application workbook?

Answer

An updated 2026-27 Consolidated AEFLA Application Workbook has been posted on the [Putting Florida’s Adult Learners First: Adult Education & Family Literacy Act 2026-2030](#)

[Grant Competition](#) webpage that will now allow you to insert and delete rows on the following tabs:

- *E. Adult Education Enrollment Targets (IET table only)*
- *F. Adult Education Partnerships*
- *G. Adult Education Program Offering Summary*
- *H. Adult Education Schedule Summary*
- *I. Integrated Education and Training Program Offering Summary*

- 4. Question:** The DOE 100A and DOE 101 Budget Form are in the FDOE Grants Form Excel Workbook and not the AEFLA Consolidated Grant workbook. However, the checklist and submission materials do not indicate how to submit the FDOE Grants Form excel workbook, please advise on how to submit the DOE 101 Budget Form.

Answer

The AEFLA Competition FDOE Grant Forms (Excel) should be submitted in the applicable ShareFile folders using the following naming convention 999_Agency Name_[Insert funding stream AGE, IELCE or CORR] AEFLA budget.xlsx. Each DOE 100A and DOE 101 Budget Form file name should align with the funding stream folder, these should not be consolidated. The number “999” should be replaced with your agency grant number. If you are a new provider applying and currently do not have an agency number with FDOE, you will be assigned a number and this information will be provided to you by the department. If you are ready to submit, you can submit the files leaving the “999,” the Division will update after intake.

- 5. Question:** There appears to be a formula error in the AEFLA Consolidated Grant Workbook on Tab D1. Past Performance – Currently WIOA Funded Recipient that is causing totals to display a #VALUE! error when zero values are entered into the Performance Outcome 1 table. Has this issue been addressed?

Answer

Yes. The Excel workbook was updated to fix this error. Please see the updated Adult Education Workbook: 2026-27 Consolidated AEFLA Application Workbook posted on the FDOE [Putting Florida’s Adult Learners First: Adult Education & Family Literacy Act 2026-2030 Grant Competition](#) webpage.

- 6. Question:** Are there minimum enrollment expectations or participant thresholds that eligible providers must meet in order to apply for AEFLA funding under the grant competition?

Answer

Yes. The Department expects an agency to enroll a minimum of 20 participants per program year.

7. **Question:** Should applicants complete both Tab D1 and Tab D2 of the AEFLA Grant Application Workbook?

Answer

No. Applicants should only complete Tab D1 or Tab D2, not both. Tab D1 should be completed if your agency is currently funded through WIOA-AEFLA and Tab D2 should be completed if your agency is not currently funded through WIOA-AEFLA.

8. **Question:** What are the ABE and ESL percentages displayed at the top of Tab E Enrollment Targets in the AEFLA Consolidated Grant Workbook, and how are they used within the application?

Answer

The percentages displayed for ABE and ESL at the top of Tab E Enrollment Targets represent the state Measurable Skill Gain (MSG) targets for those program areas. These percentages are used to calculate Column I within the table. Column I identifies the number of students, based on the applicant's projected enrollment, that would need to achieve an MSG in order for the agency to meet the state MSG target. These calculations are intended to assist applicants in understanding projected performance expectations in relation to enrollment targets.

9. **Question:** What does the "unallowable" message mean within the tab E Enrollment target tab of the AEFLA Consolidated Grant Workbook, and will it impact applicants that are not applying for a specific program area such as ESL?

Answer

If the workbook is displaying an "unallowable" message, this indicates that the projected enrollment entered is below the state minimum enrollment threshold of 20 students. If this message appears within the ESL section and the applicant is not applying for IELCE funding, the message may be disregarded, as it will not impact the application review process.

10. **Question:** For eligible providers that do not have prior Workforce Innovation and Opportunity Act (WIOA) Adult Education and Family Literacy Act (AEFLA) Title II National Reporting System (NRS) or FDOE state reporting history, what types of data sources and assessment instruments may be used to demonstrate effectiveness under the AEFLA grant competition?

Answer

Eligible providers that have not previously received WIOA AEFLA Title II funding and do not have prior NRS data or FDOE state reporting history from operating a state-reportable adult education program may still establish demonstrated effectiveness through alternative data sources that document successful outcomes serving individuals with low levels of literacy, English language learners or other eligible adult education populations.

Consistent with AEFLA Section 231(e)(3) and 34 CFR 463.24, applicants may submit performance data from other federally funded, state-funded, local or privately funded education and training programs that demonstrate effectiveness in improving participant academic outcomes. Acceptable evidence may include standardized pre- and post-assessment data, measurable learning gains, educational functioning level progress, literacy gains, high school equivalency attainment, postsecondary transition outcomes, employment-related outcomes or other comparable indicators of participant success.

Standardized assessments other than those approved by the department for Adult Education programs may be considered as part of the demonstrated effectiveness review for new providers if they were administered consistently and systematically across the 2023-24 and 2024-25 program years. However, submission of these assessments alone does not automatically satisfy the demonstrated effectiveness requirement. Applicants must be able to provide additional supporting data sources and documentation, if requested by the department, to validate the data provided for demonstrated effectiveness.

- 11. Question:** Are applicants required to complete and submit the Department of Financial Services, Division of Accounting and Auditing Florida Single Audit Act Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination as part of the AEFLA grant application, and does the completed document need to be returned as an attachment to the RFA, or is it included for informational purposes only?

Answer

No action is needed for the Accounting and Auditing Florida Single Audit Act Checklist for Nonstate Organizations and the Recipient/Subrecipient vs. Vendor Determination forms.

Questions Received by May 29, 2026

- 1. Question:** Could you please provide any insight or explanation as to the purpose of the questions or what the reviewers will be looking for in responses to B5 and B6?
 - **B5** Explain how your agency participates in the ongoing operations of the CareerSource system in accordance with the terms of the MOU and WIOA requirements.
 - **B6** Describe how your agency ensures appropriate representation in collaboration with the State Board of Education and other state-level workforce partners, as required.

Answer

Answer the narrative questions to the best of your ability as to what partnerships your agency participates in and partner services it will provide during the four-year competition cycle.

- 2. Question:** In the questions and instructions for the narrative, "Part E. Performance Accountability and Data Collection" has immediately following it the following text: "Describe how the eligible provider will meet or exceed the State-adjusted levels of performance for the primary indicators of performance identified in Florida's Combined State Plan under WIOA Section 116 by answering the questions below." This is the only place in the narrative where text immediately follows the heading without a number (1., 2., 3., etc.). Is that text only meant to describe what is needed to answer parts E1 and E2, and therefore does not require a response?

Answer

Yes, it is not a separate question, rather it is a statement describing what is needed to answer the questions in E1 and E2.

- 3. Question:** How do we submit the Budget Narrative Form in the FDOE Grant Forms Excel as part of this competition?

Answer

Please submit it as a separate excel in your agency ShareFile folder. See question 4 on page 6 of this document for instructions.

- 4. Question:** There seems to be an error in the 2026-27 Consolidated AEFLA Application Workbook Tab E. Enrollment Targets where the ABE total and the IET total for the IET table do not add properly. Please advise.

Answer:

The Excel workbook was updated to fix this error. Please see the updated Adult Education Workbook: 2026-27 Consolidated AEFLA Application Workbook posted on the FDOE [Putting Florida's Adult Learners First: Adult Education & Family Literacy Act 2026-2030 Grant Competition](#) webpage.

5. **Question:** Should applicants follow the checklist included in the RFP, or the checklist provided on page 101 of the Implementation Guide in our application(s)?

Answer:

You can use either the checklist in the RFP or the checklist in the Implementation Guide. The intent of the implementation guide is to explain beyond what is in the RFP therefore it is a more detailed checklist that identifies necessary attachments. Regardless of which checklist you use, ensure that your narrative document, including attachments, is submitted as one PDF file.

6. **Question:** Should the 2026–2027 Consolidated AEFLA Grant Workbook be submitted in Excel format, or should it be converted to PDF prior to submission?

Answer:

Please submit as an excel file and refer to the Grant Application Submission Instructions in the RFP for the naming convention.

7. **Question:** When will applicants have access to ShareFile?

Answer:

If your agency was not previously funded through AEFLA, your ShareFile folders have been created and the designated users should receive email notification to access them. If your agency was previously funded through AEFLA, a designated user has access to or has been granted access to the ShareFile folder from last years continuation application, an email notification will not be sent but access is still granted.

8. **Question:** When writing the narrative, do the instructions, charts, blank pages and sections that do not apply, count toward the 50-page maximum and are we able to delete questions that we aren't applying for or blank pages?

Answer:

Blank pages and non-applicable sections do not count toward the 50-page maximum. If your agency is not applying for IELCE and/or Corrections funding, those

sections and questions may be deleted. However, questions in the AGE narrative, sections A-M, should not be deleted.

9. Question: Are there two workbooks?

Answer

Yes, there are two workbooks, one for programmatic information and another one for budget including the DOE 100A.

10. Question: In the AEFLA Competition FDOE Grants Form excel workbook, there is an issue with the columns not calculating a total (AGE, IECLE, Corrections) and blanks rows are not able to be deleted. Can you advise?

Answer

The total funds requested is auto-calculating correctly on each funding stream tab, part D at the top of the Budget Page shows the total and it will calculate as dollar amounts are entered in column 5. Blank rows do not need to be deleted.

11. Question: If a notice-of-intent to apply was not submitted by the deadline is there a process available for a late intent to apply, or whether there are any other options for participating in this grant cycle, such as joining with an eligible partner, collective application, or existing applicant?

Answer

The Notice of Intent-to-Apply was a mandatory requirement for participation in the 2026–2027 funding competition and was due by March 20, 2026. At this time, the department is not accepting late Notice of Intent-to-Apply submissions. As a result, agencies that did not submit a Notice of Intent-to-Apply by the established deadline are not eligible to participate in this funding opportunity.

We encourage you to visit the Division's [2026–2027 Funding Opportunities](#) webpage to learn more about other grant and funding opportunities that may be available through our division.

12. Question: How do I get access to the AEFLA Competition FDOE Grant Forms Excel Workbook?

Answer

The DOE 101 Budget Narrative is included in the FDOE Grant Forms Excel as the tab labeled “Budget Page”, this workbook was sent via the Chancellor and to the contacts

1 and 2 listed in the notice of intent-to-apply. The 2026-27 Consolidated AEFLA Application Workbook posted on the funding opportunities webpage is for programmatic information and the AEFLA Competition FDOE Grant Forms is for budget and DOE 100A.

13. Question: For the 2026-2027 Adult Ed RFP is a new risk analysis form required if we are a previous and continuously funded grant recipient and we have had no agency administrative changes, personnel changes etc.?

Answer:

No, if nothing has changed in leadership, then nothing needs to be done regarding the DOE 610 the Department already has on file.

14. Question: Are applying agencies uploading two separate Excel files to ShareFile?

Answer:

Yes, you should upload two separate Excel files per funding stream folder. The 2026-27 Consolidated AEFLA Application Workbook which is for programmatic information and the AEFLA Competition FDOE Grant Forms which is for budget and DOE 100A.

15. Question: Our agency's MOU with Career Source runs from 2/2026-6/2030, so it's valid for this upcoming AEFLA grant. However, we have elected a new Superintendent who is not the one that signed the original MOU. Does the new Superintendent have to sign the MOU or is that unnecessary since it's already been approved?

Answer:

Yes, the MOU needs to be signed by the current superintendent. This can be accomplished through an addendum with the new superintendent signature and added as the last page the approved MOU.