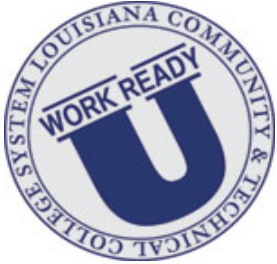


Appendix A



**Louisiana Community and Technical College System  
WorkReady U**

**EVIDENCE OF DEMONSTRATED PROGRAM EFFECTIVENESS TABLE**

**Directions:** The Evidence of Demonstrated Effectiveness must be typed, single-spaced, 12 pt. Times New Roman (or similar) font and **not exceed three (3) pages** using this template.

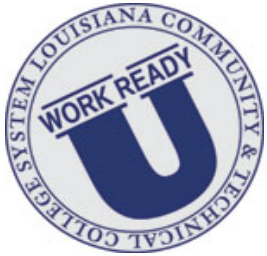
**<Insert Name of Applicant> Evidence of Demonstrated Effectiveness:**

A) Complete the **Past Performance Data Table** below to demonstrate past effectiveness in providing literacy services to the target population (unduplicated count):

<b>Past Performance Data Table</b>				
<b>Performance Outcome for the Target Population</b>	<b>Provide three years of outcomes</b>			<b>Population Served (ABE/ASE/ELL) and Data Source for Each Outcome Measure</b>
	Year:	Year:	Year:	
Improved Reading Skills				
Improved Writing Skills				
Improved Mathematics Skills				
English Language Acquisition				
Employment-related Outcomes				
Secondary Diploma Attainment				
Transition to Postsecondary				

## **Appendix A**

1. Describe the applicant's evidence of demonstrated effectiveness in serving eligible individuals, in particular individuals who are basic skills deficient, relevant to 1) improving the skills of the target population in the content domains of reading, writing, mathematics, English language acquisition, civics education and citizenship and other subject areas; and 2) employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training services contained in this application for funds.



**Louisiana Community and Technical College System**  
**WorkReady U**

**Program Personnel Information**

*Federal Workforce Innovation and Opportunity Act, Title II Section 231 and/or State funds.*

1) Complete the chart to identify key positions, qualifications and expertise of staff that the agency will employ to provide services to Title II eligible individuals (i.e.: administrators, instructors, data personnel and transition specialists, etc.).

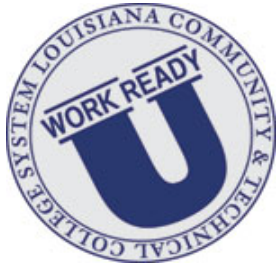
Position Title	Employment Status	Indicate the highest level of Educational Completion for each position	Years of AE Experience	This Position Reports to:	Salary Breakdown:	Number of years position funded through AE
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	

Appendix B

Position Title	Employment Status	Indicate the highest level of Educational Completion for each position	Years of AE Experience	This Position Reports to:	Salary Breakdown:	Number of years position funded through AE
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				Fed AE: \$ State AE: \$ Other: \$ Total: \$	

Note: Add rows as needed by clicking on tab key in the last column.

Appendix C



**Louisiana Community and Technical College System**  
**WorkReady U**

**PROGRAM SERVICE INFORMATION**

*(Complete one form per site location)*

**Please complete one form per site location.**

\*Applicants must provide year-round flexible scheduling that offers adult learners the opportunity to receive services at the program a minimum of 220 instructional days with coordination of local support services within the fiscal year.

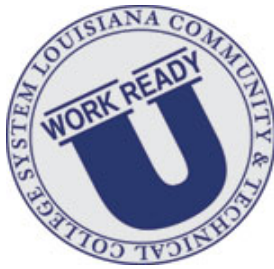
<b>Applicant Name:</b> <span style="background-color: #e0e0e0;">Insert program name here.</span> <b>Site Name:</b> <span style="background-color: #e0e0e0;">Insert site name here.</span> <b>Street Address:</b> <span style="background-color: #e0e0e0;">Insert street address here.</span> <b>City, Zip:</b> <span style="background-color: #e0e0e0;">Insert city and zip code here.</span>				<b>Site Category:</b> <span style="background-color: #e0e0e0;">Insert site category here.</span> (e.g., Learning Center, LEA, One-Stop, Library, College Campus, etc.)  <input type="checkbox"/> <i>Check here if this site is for learners who are incarcerated or institutionalized</i> <input type="checkbox"/> <i>Check here to indicate that this site is ADA compliant</i>				
Class Type	Level(s) (Select all that apply.)		Class Duration (e.g., 6 weeks, 8 weeks, 12 weeks)	Weekly Contact Hours			Integrated Education and Training (IET) <sup>1</sup>	Number of Sections
				Number of Weekly Face-to-Face Instructional Hours	Number of Weekly Online Learning Hours	Total Weekly Hours		
<input type="checkbox"/> ABE/ASE <input type="checkbox"/> ELA <input type="checkbox"/> WFP <input type="checkbox"/> WPL <input type="checkbox"/> IET	<input type="checkbox"/> ABE 1 <input type="checkbox"/> ABE 2 <input type="checkbox"/> ABE 3 <input type="checkbox"/> ABE 4 <input type="checkbox"/> ABE 5 <input type="checkbox"/> ABE 6	<input type="checkbox"/> ESL 1 <input type="checkbox"/> ESL 2 <input type="checkbox"/> ESL 3 <input type="checkbox"/> ESL 4 <input type="checkbox"/> ESL 5 <input type="checkbox"/> ESL 6	<span style="background-color: #e0e0e0;">Insert duration.</span>	<span style="background-color: #e0e0e0;">Insert # of hours.</span>	<span style="background-color: #e0e0e0;">Insert # of hours.</span>	<span style="background-color: #e0e0e0;">Insert # of hours.</span>	No      Yes  If yes, must complete IET Section of RFP.	<span style="background-color: #e0e0e0;">Insert # of sections here.</span>

Abbreviation Index:

**ABE:** Adult Basic Education; **ASE:** Adult Secondary Education; **ELA:** English Language Acquisition; **WFP:** Workforce Preparation; **WPL:** Workplace Literacy; **IET:** Integrated Education and Training

Note: Add rows as needed by clicking on tab key in the last column.

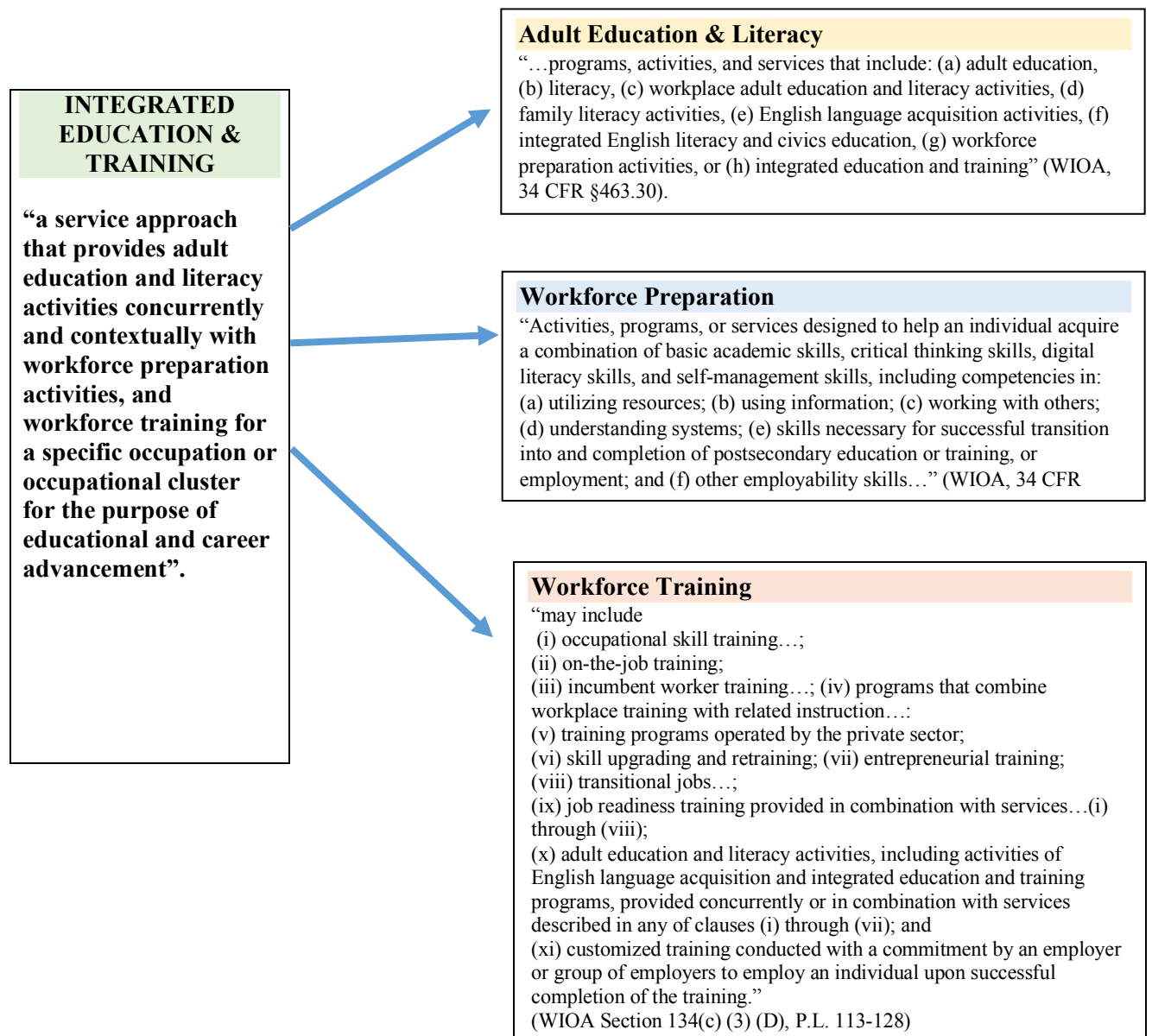
<sup>1</sup> This class meets the definition of IET as described in the WIOA Title II Section 463.35- 463.38.



**Louisiana Community and Technical College System  
WorkReady U**

**INTEGRATED EDUCATION AND TRAINING (IET)  
COMPLIANCE QUESTIONNAIRE**

An IET Program must include the following three components: 1) Adult Education and Literacy Activities; 2) Workforce Preparation Activities; and 3) Workforce Training (§463.36). In addition, as part of a Career Pathway (§463.37), the design of an IET Program should support the Local and State Workforce Development Board Plans as required under WIOA.





## Appendix D

6) Describe entry-level skills required for eligible individuals to enter or succeed in the IET.	
7) How does the proposed IET Program enable individuals to progress along a Career Pathway?	
8) Describe cost sharing and funding agreements between core programs and other partners to implement the IET Program.	

Note: IET activities shall be:

- of sufficient intensity and quality;
- based on the most rigorous research available, especially with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals;
- activities that **occur simultaneously and concurrently**;
- activities that **use occupationally relevant (contextual) instructional materials**; and
- activities that are organized to function cooperatively with a single set of learning outcomes for the purpose of educational and career advancement.



## Appendix E



### Louisiana Community and Technical College System WorkReady U

#### LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) CONTACT INFORMATION

The Local Workforce Development Board (LWDB) Plans are available on the LWC website, [http://www.laworks.net/WorkforceDev/LWDP\\_Menu.asp](http://www.laworks.net/WorkforceDev/LWDP_Menu.asp).

Workforce Development Area	Workforce Development Board Director
<p><b>REGION 1</b> <b>LWDB #10 First Planning District</b> Plaquemines, St. Bernard, St. Tammany</p>	<p>Melissa Kirsch, WDB Director <a href="mailto:mbkirsch@gmail.com">mbkirsch@gmail.com</a> First Planning District Consortium <b>Mail:</b> 317 North Jefferson Avenue, Room 230, Covington, LA 70433 <b>Phone:</b> (985) 875-9275 or 9314 <b>Fax:</b> (985) 875-9316</p>
<p><b>REGION 1</b> <b>LWDB #11 Jefferson Parish</b></p>	<p>Alice White, WDB Director <a href="mailto:awhite@jeffparish.net">awhite@jeffparish.net</a> Jefferson Parish Workforce Investment Board <b>Mail:</b> 1221 Elmwood Park Blvd., Yenni Bldg., Suite 304, Jefferson, LA 70053 <b>Phone:</b> (504) 736-6542 <b>Fax:</b> (504) 736-6464</p>
<p><b>REGION 1</b> <b>LWDB #12 Orleans Parish</b></p>	<p>Tammy Washington, Deputy Director <a href="mailto:twashington@nola.gov">twashington@nola.gov</a> Mayor's Office of Workforce Development – JOB1 Business and Career Solutions Center <b>Mail:</b> 3400 Tulane Avenue, Suite 2000, New Orleans, LA 70119 <b>Phone:</b> (504) 658-4541 <b>Fax:</b> (504) 658-4564 New Orleans, LA 70119 <b>Phone:</b> (504) 658-4541 <b>Fax:</b> (504) 658-4564</p>
<p><b>REGION 1</b> <b>LWDB #14 St. Charles Parish</b> <b>Consortium</b> St. Charles, St. James, St. John the Baptist</p>	<p>Tommy Scott, WDB Director <a href="mailto:tscott@wia.nocoxmail.com">tscott@wia.nocoxmail.com</a> <b>Mail:</b> PO Box 1010, Hahnville, LA 70057 <b>Physical:</b> 737 Paul Maillard Road, Suite 2A, Luling, LA 70070 <b>Phone:</b> (985) 783-5030 <b>Fax:</b> (985) 785-8372</p>

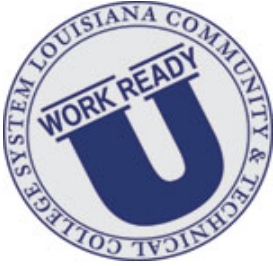
## Appendix E

<p><b>REGION 2</b>  <b>LWDB #20 Second Planning District Consortium</b>  Ascension, East Feliciana, Iberville, Livingston, Pointe Coupe, St. Helena, Tangipahoa, Washington, West Baton Rouge, West Feliciana</p>	<p>Tina Roper, WDB Director  <a href="mailto:troper@tangipahoa.org">troper@tangipahoa.org</a>  Tangipahoa Parish Council  <b>Mail:</b> 305 N. Oak St., Hammond, LA 70401  <b>Phone:</b> (985) 340-0106 or (866) 340-0107  <b>Fax:</b> (985) 340-0109</p>
<p><b>REGION 2</b>  <b>LWDB #21</b>  <b>East Baton Rouge Parish</b></p>	<p>Cynthia H. Douglas, WIOA Chief Administrator  <a href="mailto:cdouglas@brgov.com">cdouglas@brgov.com</a>  Workforce Development Area 21  <b>Mail:</b> 4523 Plank Road, Baton Rouge, LA 70805  <b>Phone:</b> (225) 358-4603  <b>Fax:</b> (225) 358-8610</p>
<p><b>REGION 3</b>  <b>LWDB #31 Lafourche Parish Consortium</b>  Assumption, Lafourche, Terrebonne</p>	<p>Frank Lewis, Executive Director  <a href="mailto:frank@internet8.net">frank@internet8.net</a>  LAT Board  <b>Mail:</b> PO Box 4115, Houma, LA 70361  <b>Physical:</b> 911 Bond Street, Houma, LA 70360  <b>Phone:</b> (985) 580-7249</p>
<p><b>REGION 4</b>  <b>LWDB #40 Fourth Planning District Consortium</b>  Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermillion</p>	<p>Brenda Hubbard-Thomas, Administrator  <a href="mailto:bhubbard-thomas@wib40.org">bhubbard-thomas@wib40.org</a>  Workforce Development Board  <b>Mail:</b> PO Box 204, Opelousas, LA 70571-2046 <b>Physical:</b> 5367 I-49 S. Service Road, Opelousas, LA 70570  <b>Phone:</b> (337) 942-5678  <b>Fax:</b> (337) 942-9654</p>
<p><b>REGION 5</b>  <b>LWDB #51 Calcasieu Parish Consortium</b>  Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon</p>	<p>Stephanie Seemion, Director  <a href="mailto:sseemion@lwia51.com">sseemion@lwia51.com</a>  Calcasieu Parish Consortium WDB  <b>Mail:</b> PO Box 1299, Lake Charles, LA 70602-1299  <b>Physical:</b> 2424 Third Street, Lake Charles 70601  <b>Phone:</b> (337) 721-4015  <b>Fax:</b> (337) 721-4187</p>
<p><b>REGION 6</b>  <b>LWDB #60 Sixth Planning District Consortium</b>  Avoyelles, Catahoula, Concordia, Grant, LaSalle, Winn</p>	<p>Gay Stringer, WDB Director &amp; LAC <a href="mailto:gstringerwib60@centurytel.net">gstringerwib60@centurytel.net</a>  <b>Mail:</b> PO Box 1605, Jena, LA 71342  <b>Physical:</b> 1050 Courthouse St., Rm. 25, Jena, LA 71342  <b>Phone:</b> (318) 992-8264  <b>Fax:</b> (318) 992-8750</p>

## Appendix E

<p><b>REGION 6</b> <b>LWDB #61 Rapides Parish</b></p>	<p>Elaine Morace, Director <a href="mailto:emorace@cenlaworks.org">emorace@cenlaworks.org</a> Office of Economic &amp; Workforce Development <b>Mail:</b> PO Box 7556, Alexandria, LA 71306-0556 <b>Physical:</b> 5610-B Coliseum Boulevard, Alexandria, LA 71303 <b>Phone:</b> (318) 767-6038 <b>Fax:</b> (318) 767-6046</p>
<p><b>REGION 7</b> <b>LWDB #70 Seventh Planning District Consortium</b> Bienville, Bossier, Caddo (balance of), Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, Webster</p>	<p>Angie Rymer Division of Workforce Development <a href="mailto:arymer@cdconline.org">arymer@cdconline.org</a> The Coordinating &amp; Development Corporation <b>Mail:</b> PO Box 37005, Shreveport, LA 71133-7005 <b>Physical:</b> 5210 Hollywood Avenue, Shreveport, LA 71109 <b>Phone:</b> (318) 632-2022 <b>Fax:</b> (318) 632-2099</p>
<p><b>REGION 7</b> <b>LWDB #71 City of Shreveport</b></p>	<p>Herman Vital, Bureau Chief <a href="mailto:Herman.vital@shreveportla.gov">Herman.vital@shreveportla.gov</a> Department of Community Development <b>Mail:</b> PO Box 31109, Shreveport, LA 71130-1109 <b>Physical:</b> 401 Texas Street, Shreveport, LA 71101 <b>Phone:</b> (318) 673-7540</p>
<p><b>REGION 8</b> <b>LWDB #81 Ouachita Parish</b></p>	<p>Doretha Bennett, Director <a href="mailto:dbennett@obcsc.org">dbennett@obcsc.org</a> WDB 81 <b>Mail:</b> 1162 Oliver Road, Suite 9, Monroe, LA 71201 <b>Phone:</b> (318) 362-3058</p>
<p><b>REGION 8</b> <b>LWDB #83 Franklin Parish Consortium</b> Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Richland, Tensas, Union, West Carroll</p>	<p>Terri Mitchell, WDB Director <a href="mailto:tmitchel@bayou.com">tmitchel@bayou.com</a> WDB 83 <b>Mail:</b> PO Box 14269, Monroe, LA 71207-4269 <b>Physical:</b> 1504 Stubbs Avenue, Monroe, LA 71201 <b>Phone:</b> (318) 387-7962 <b>Fax:</b> (318) 361-0279</p>

Appendix F



**Louisiana Community and Technical College System  
WorkReady U  
  
PRE-AWARD RISK ASSESSMENT TOOL**

This Pre-Award Risk Assessment will be completed by WRU for each eligible application submitted.

**Purpose**

To assist state staff in effectively monitoring potential risk factors associated with grants funded by federal pass-through funds to grantees. The focus is to ensure that grant programs meet the following requirements:

1. adhere to the grantor’s guidelines and agreements,
2. remain within budget,
3. are able to carry out the proposed scope of service, and
4. ensure that proper internal controls are in place.

**Procedure**

Based on an evaluation of the grantee’s award application, internal controls, and prior history with grant awards, State staff shall rate each category below. Scores will then be summed to determine if the level of risk is high, medium, or low.

**Risk Assessment**

The risk score determines the order in which State staff will evaluate the grant program and/or perform a site visit.

- **High Risk** - A score of 40 – 60 requires **intensive follow-up** and improvement based on a thorough evaluation of the grant project and execution of the approved action plan.
- **Medium Risk** - A score of 21 – 39 requires evaluation of areas that **need improvement** and improving those areas based on the approved action plan.
- **Low Risk** - A score of 20 or less generally identifies that the program is at **lower** risk for potential waste, mismanagement, non-compliance or fraud.

<b>Applicant/Organization Name:</b>	
<b>Applicant’s DUNS number:</b>	
<b>Risk Assessment Completed by:</b>	
<b>Date Risk Assessment Completed:</b>	
<b>Project Year:</b>	
<b>Total Score:</b>	

## Appendix F

**Scoring: The following questions will be awarded a score ranging from 1 to 5. 5 - High Risk/1-Low Risk**

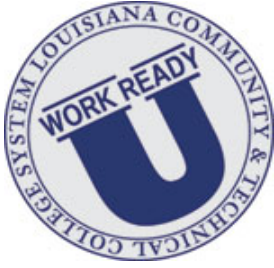
#	Pre-Award Certification	SCORE
1.	Is the Applicant on the Federal or State Debarment List? (If yes, no need to go further)	
	Yes No	
2.	Has the agency or principals thereof ever been suspended or debarred from receiving state or federal grants or contracts?	
	Yes (5) No (1)	
3.	Has the agency ever had a government contract, project, or agreement terminated?	
	Yes (5) No (1)	
4.	Does the agency employ a finance director with at least three years of experience in accounting?	
	Yes (1) No (5)	
5.	How many years has the organization been in existence?	
	Less than two years (5) 2-5 years (4) 6-10 years (3) 11-14 years (2) 15 years or more (1)	
6.	Other than WIOA Title II, does the Agency have experience managing other federal, state, local or private funds?	
	No prior experience (5) Less than 2 years of experience (4) 2 to 5 years (3) 6 to 10 years of experience (2) More than 10 years of experience (1)	
7.	Does the Agency have experience administering WIOA Title II funds or other grants that provide funds for services to a comparable target population?	

## Appendix F

	<p>Less than 1 year of experience (5)          1-2 years of experience (4)          3-5 years of experience (3)          6-9 years of experience (2)          10 years+ (1)</p>	
8.	Number of Years that the Program Administrator has been in the position as of the application date:	
	<p>Less than 1 year of experience (5)          1-2 years of experience (4)          3-5 years of experience (3)          6-9 years of experience (2)          10 years+ (1)</p>	
9.	Percentage of Full-time Personnel in their positions for 3 or more years:	
	<p>Less than 20% (5)          20% but less than 40% (4)          40% but less than 60% (3)          60% but less than 80% (2)          80%-100% (1)</p>	
10.	How many years has it been since the applicant had a formal on-site program review for WIOA Title II funds?	
	<p>Never (5)          0-2 years (1)          3-4 years (2)          5-6 years (3)          7 years or more (4)</p>	
11.	What percentage of the overall requested budget does the applicant have on hand based upon the most recent audit report submitted?	
	<p>Less than 20% (5)          20% but less than 40% (4)          At least 40% but less than 60% (3)          At least 60% but less than 80% (2)          At least 80%-100% (1)</p>	
12.	Amount of grant award requested for this project:	
	<p>\$800,000 + (5)          \$600,000 - \$799,999 (4)          \$400,000 - \$599,999 (3)          \$150,000 - \$399,999 (2)          \$0 - \$149,999 (1)</p>	
13.	Single Audit Status:	

## Appendix F

	No single audit performed (5) Single audit with both material weakness and significant deficiency findings (4) Single audit with material weakness finding(s) (3) Single audit with significant deficiency finding(s) (2) Single audit with no findings (1)	
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**Louisiana Community and Technical College System  
WorkReady U**

**Section 427 of the General Education Provisions Act (GEPA)**

**As required in Section 427 of the General Education Provisions Act (GEPA), provide a description of the agency's process to ensure equitable access to and participation in, the WIOA Title II adult education program for students, teachers, and other program beneficiaries with specials needs.**