

Louisiana Community and Technical College System  
WorkReady U  
265 South Foster Drive  
Baton Rouge, LA 70806

Erin Landry  
Executive Director of WorkReady U

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**WIOA TITLE II – ADULT EDUCATION  
Request for Proposal (RFP)/Grant Applications**

**RESOURCE INFORMATION**

***Section 231 – Adult Education and Literacy***  
***Section 243 – Integrated English Literacy and Civics Education***  
***Section 225 – Correctional Education***

**FISCAL YEARS July 1, 2020 – June 30, 2025**

Federal Funds authorized under Title II Adult Education and Family Literacy of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and the Catalog of Federal Domestic Assistance (CFDA) 84.002; 84.191; 84.255 and 97.010.

\*State Funds authorized under Louisiana Revised Statutes, Title 17:1871 and 17:3217.1.

## RESOURCE INFORMATION

The information provided herein is intended solely to assist the applicant in submittal preparation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. As you develop your application responses, a review of the RFP/Grant Application content, virtual documents and resource information provided may assist in the preparation. It is highly recommended that the applicant review the following information prior to preparing the application:

- RFP/Grant Application **General Information**
- RFP/Grant Application **Resource Information**
  - *Workforce Innovation and Opportunity Act (WIOA) State Plan for the State of Louisiana*
  - Local Workforce Development Board (LWDB) Plan(s)
- RFP/Grant **Application(s)** for Adult Education in Louisiana
  - WIOA Section 231 – Adult Education and Literacy;
  - WIOA Section 225 - Corrections Education/Institutionalized Individuals; and/or
  - WIOA Section 243 – Integrated English Literacy and Civics Education (IELCE)
- RFP/Grant Application **Budget Forms**
- RFP/Grant Application **Appendices**
- RFP/Grant Application **Assurance/Certification Forms**

The entire RFP/Grant Application Package information may be accessed on the WorkReady U RFP webpage, [www.lctcs.edu/rfp](http://www.lctcs.edu/rfp).

## RESOURCE INFORMATION

Below are a list of resources that may provide useful information for completing the application. The resources may also be accessed on the WorkReady U RFP webpage [www.lctcs.edu/rfp](http://www.lctcs.edu/rfp). Additional resource information may be added to this webpage as available. Applicants are advised to bookmark and check the webpage frequently during the grant application period.

Applicants may submit questions via email to [workreadyu@lctcs.edu](mailto:workreadyu@lctcs.edu), until **11:59 pm, CST, March 18, 2020**. Include “**RFP Question**” in the subject line (*refer to Inquiry Period information, page 4*). Questions and responses will be posted on the LCTCS website, [www.lctcs.edu/rfp](http://www.lctcs.edu/rfp).

<b>Workforce Innovation and Opportunity Act (WIOA)</b>	
Workforce Innovation and Opportunity Act (WIOA) of 2014	<a href="https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/html/PLAW-113publ128.htm">https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/html/PLAW-113publ128.htm</a>
Workforce Innovation and Opportunity Act – Key WIOA Documents	<a href="https://www.doleta.gov/wioa/#">https://www.doleta.gov/wioa/#</a>
<b>Office of Career and Technical Adult Education (OCTAE)</b>	
Office of Career and Technical and Adult Education (OCTAE)	<a href="https://www2.ed.gov/about/offices/list/ovae/index.html">https://www2.ed.gov/about/offices/list/ovae/index.html</a>
OCTAE One-Stop Vision	<a href="https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-one-stop-vision.pdf">https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-one-stop-vision.pdf</a>
WIOA One-Stop Infrastructure Frequently Asked Questions	<a href="https://www2.ed.gov/about/offices/list/osers/rsa/wioa/one-stop-costs-faq.html">https://www2.ed.gov/about/offices/list/osers/rsa/wioa/one-stop-costs-faq.html</a>
Performance Accountability Guidance for WIOA Title I, Title II, Title III and Title IV Core Programs	<a href="https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-17-2.pdf">https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-17-2.pdf</a>
<b>National Reporting System (NRS)</b>	
National Reporting System (NRS): Understanding the Revised NRS for Adult Education	<a href="https://www.nrsweb.org/training-ta/f2f-training/accessible/1-understanding-revised-national-reporting-system-adult">https://www.nrsweb.org/training-ta/f2f-training/accessible/1-understanding-revised-national-reporting-system-adult</a>
National Reporting System (NRS) for Adult Education Technical Assistance Guide <ul style="list-style-type: none"> <li>• Test Benchmarks for Educational Functioning Levels, Performance Reporting Tables, etc.</li> </ul>	<a href="https://nrsweb.org/sites/default/files/NRS-TA-Guide82019.pdf">https://nrsweb.org/sites/default/files/NRS-TA-Guide82019.pdf</a>
Measurable Skills Gain (MSG) Information <i>Federal Register/Vol.81, No. 161/Friday, August 19, 2016/Rules and Regulations, §463.155</i>	<a href="https://www.federalregister.gov/documents/2016/08/19/2016-15977/workforce-innovation-and-opportunity-act-joint-rule-for-unified-and-combined-state-plans-performance#page-56052">https://www.federalregister.gov/documents/2016/08/19/2016-15977/workforce-innovation-and-opportunity-act-joint-rule-for-unified-and-combined-state-plans-performance#page-56052</a>

<b>Louisiana Workforce Development Boards (LWDB)</b>	
Local Workforce Development Board (LWDB) Information	<a href="https://www.laworks.net/Downloads/PR/Local_Workforce_Contacts.pdf">https://www.laworks.net/Downloads/PR/Local_Workforce_Contacts.pdf</a> or refer to page R-5.
Local/Regional Workforce Development Board WIOA Plans	<a href="http://www.laworks.net/WorkforceDev/LWDP_Menu.asp">http://www.laworks.net/WorkforceDev/LWDP_Menu.asp</a>
<b>Adult Education Classroom Instruction</b>	
College and Career Readiness Standards (CCRS) for Adult Education <i>(State-adopted)</i>	<a href="https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf">https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf</a>
English Language Proficiency Standards <i>(State-adopted)</i>	<a href="https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf">https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf</a>
Employability Skills Framework	<a href="http://cte.ed.gov/employabilityskills/index.php/background/what#">http://cte.ed.gov/employabilityskills/index.php/background/what#</a>
A Summary of Scientifically Based Research Principles: Teaching Adults to Read	<a href="https://lincs.ed.gov/publications/pdf/teach_adults.pdf">https://lincs.ed.gov/publications/pdf/teach_adults.pdf</a>
Applying Research in Reading Instruction for Adults	<a href="https://lincs.ed.gov/publications/pdf/applyingresearch.pdf">https://lincs.ed.gov/publications/pdf/applyingresearch.pdf</a>
<b>WorkReady U</b>	
Louisiana Census Data: American Community Survey - 2013-2017 - 5 year Average Release Dec 2019	<a href="https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkmk">https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkmk</a> or refer to page R-12.
Workforce Innovation and Opportunity Act (WIOA) State Plan for the State of Louisiana	<a href="http://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/la.pdf">http://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/la.pdf</a>
WorkReady U Recipient Grant Management Handbook 2019 Edition	<a href="https://tinyurl.com/wngu7nb">https://tinyurl.com/wngu7nb</a>
WorkReady U Assessment Policy and Procedures	<a href="http://www.lctcs.edu/policies/#workready">www.lctcs.edu/policies/#workready</a>
<i>Technical Assistance Guide for Performance Accountability under WIOA</i> NRS for Adult Education, August 2019	<a href="https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf">https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf</a>
<i>NRS Educational Functioning Level Descriptors for Adult Basic Education (ABE)</i>	<a href="https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf#page=84">https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf#page=84</a>



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**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).

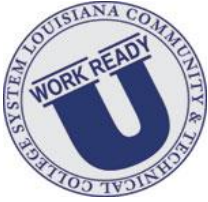
<b>Workforce Development Area</b>	<b>Workforce Development Board Director</b>	<b>Local/Area Coordinator</b>
<b>REGION 1 LWDB #10 First Planning District</b> Plaquemines, St. Bernard, St. Tammany	Melissa Kirsch, WDB Director <a href="mailto:mbkirsch@gmail.com">mbkirsch@gmail.com</a> First Planning District 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	Jennifer Barnett, Local Area Coordinator <a href="mailto:jbarnett.laworks@gmail.com">jbarnett.laworks@gmail.com</a> First Planning District Consortium <b>Mail:</b> 524 Gause Blvd, Slidell, LA 70458 <b>Phone:</b> (985) 646-6410 <b>Fax:</b> (985) 646-6424
<b>REGION 1 LWDB #11 Jefferson Parish</b>	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) 736-6541 <b>Fax:</b> (504) 736-6464	Sharon Wegner, Local Area Coordinator <a href="mailto:swegner@jeffparish.net">swegner@jeffparish.net</a> Jefferson Parish Dept. of Workforce Connections <b>Mail:</b> 1900 Lafayette St., Suite 1, Gretna, LA 70053 <b>Phone:</b> (504) 227-1283 <b>Fax:</b> (504) 227-1204
<b>REGION 1 LWDB #12 Orleans Parish</b>	Sunae Villavaso, Deputy Director <a href="mailto:sunae.villavaso@nola.gov">sunae.villavaso@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) 658-4542 <b>Fax:</b> (504) 658-4564	Jacqueline Brock, Local Area Coordinator <a href="mailto:jbrock@nola.gov">jbrock@nola.gov</a> JOB1 Business & Career Solutions Center <b>Mail:</b> 3400 Tulane Ave., Ste. 2000, New Orleans, LA 70119 <b>Phone/Direct:</b> (504) 658-4553 <b>Main:</b> (504) 658-4500
<b>REGION 1 LWDB #14 St. Charles Parish Consortium</b> St. Charles, St. James, St. John the Baptist	Tommy Scott, WDB Director <a href="mailto:tscott@stcharlesgov.net">tscott@stcharlesgov.net</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	Annie Harmon, Local Area Coordinator <a href="mailto:aharmon@stcharlesgov.net">aharmon@stcharlesgov.net</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

<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>Bryan Taylor, Operations Manager <a href="mailto:btaylor@lwda20.org">btaylor@lwda20.org</a> and Erica Turner <a href="mailto:eturner@lwda20.org">eturner@lwda20.org</a> Tangipahoa Parish School System <b>Mail:</b> 1745 SW Railroad Avenue, Suite 201, Hammond, LA 70403 <b>Phone:</b> (985) 902-4213 <b>Fax:</b> (985) 345-7573</p>
<p><b>REGION 2</b> <b>LWDB #21 East Baton Rouge Parish</b></p>	<p>Darrel Lewis, WIOA Chief Administrator <a href="mailto:dclewis@brla.gov">dclewis@brla.gov</a> Workforce Development Area 21 <b>Mail:</b> 4523 Plank Road, Baton Rouge, LA 70805 <b>Phone:</b> (225) 358-4512 <b>Fax:</b> (225) 358-4541</p>	<p>Nina Hunter, Local Area Coordinator <a href="mailto:nhunter@brla.gov">nhunter@brla.gov</a> Workforce Development Area 21 <b>Mail:</b> 4523 Plank Road, Baton Rouge, LA 70805 <b>Phone:</b> (225) 358-4514 <b>Fax:</b> (225) 355-0980</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>Lorey Owens, Local Area Coordinator <a href="mailto:lowens@lwc.la.gov">lowens@lwc.la.gov</a> <b>Mail:</b> PO Box 2267, Houma, LA 70361-2267 <b>Physical:</b> 807 Barrow Street, Houma 70360 <b>Phone:</b> (985) 858-2915 <b>Fax:</b> (985) 858-2905</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 2046, 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>Courtney Boutee' Breaux, Operations Manager <a href="mailto:cbbreaux@wib40.org">cbbreaux@wib40.org</a> <b>Mail:</b> PO Box 2046, Opelousas, LA 70571 <b>Physical:</b> 5367 I-49 S. Service, 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>Myra Delacroix, Site Coordinator <a href="mailto:mdelacroix@lwia51.com">mdelacroix@lwia51.com</a> Calcasieu Business &amp; Career Solutions Center <b>Mail:</b> PO Box 1299, Lake Charles, LA 70602-1299 <b>Physical:</b> 2424 Third Street, Lake Charles, LA 70601 <b>Phone:</b> (337) 721-4010 ext. 5005</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>	<p>Ronda Parham, Sites Coordinator <a href="mailto:rondaparham@att.net">rondaparham@att.net</a> LaSalle Community Action Association, Inc. <b>Mail:</b> PO Box 1230, Jena, LA 71342 <b>Physical:</b> 1050 Courthouse St., Rm. 25, Jena, LA 71342 <b>Phone:</b> (318) 992-8264</p>
<p><b>REGION 6</b> <b>LWDB #61 Rapides Parish</b></p>	<p>Theodore Fontaine, Jr., Police Jury President <a href="mailto:rppj@rppj.com">rppj@rppj.com</a> Office of Economic &amp; Workforce Development <b>Physical:</b> 5610-B Coliseum Boulevard, Alexandria, LA 71303 <b>Phone:</b> (318) 767-6038 <b>Fax:</b> (318) 767-6046</p>	<p>Deborah LeBlanc, Center Manager <a href="mailto:dleblanc@cenlawworks.org">dleblanc@cenlawworks.org</a> Maria Adams, Center Manager <a href="mailto:madams@cenlawworks.org">madams@cenlawworks.org</a> Rapides Business &amp; Career Solutions Center <b>Mail:</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, Director; VP 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>Danny Hodson, Local Area Coordinator <a href="mailto:dhodson@cdconline.org">dhodson@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 <b>Fax:</b> (318) 362-5106</p>	<p>Bridgette Clark, Local Area Coordinator <a href="mailto:bridgette.clark@shreveportla.gov">bridgette.clark@shreveportla.gov</a> Caddo Business &amp; Career Solutions Center <b>Mail:</b> 2121 Fairfield Avenue, Suite 100, Shreveport, LA 71104 <b>Phone:</b> (318) 676-5357 <b>Fax:</b> (318) 676-7112</p>

<p align="center"><b>REGION 8</b> <b>LWDB #81 Ouachita Parish</b></p>	<p>Doretha Bennett, Director <a href="mailto:dbennett@oppi.org">dbennett@oppi.org</a> <b>Mail:</b> 24 Accent Drive, Suite 151,, Monroe, LA 71202 <b>Phone:</b> (318) 362-3058 <b>Fax:</b> (318) 362-5106</p>	<p>Bedie Lewis, Local Area Coordinator <a href="mailto:blewis@obcsc.org">blewis@obcsc.org</a> Ouachita Business &amp; Career Solutions Center <b>Mail:</b> 24 Accent Drive, Suite 151,, Monroe, LA 71202 <b>Phone:</b> (318) 362-3058</p>
<p align="center"><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> <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>	<p>Katie McCarty, Local Area Coordinator <a href="mailto:kmccarty@nlwc.net">kmccarty@nlwc.net</a> Northeast LA Workforce Centers, Inc. <b>Mail:</b> 3290 Front Street, Winnsboro, LA 71295 <b>Phone:</b> (318) 435-5687 <b>Fax:</b> (318) 435-2178</p>





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**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</b>	
<b>Project Year:</b>	
<b>Total Score:</b>	

**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)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Has the agency or principals thereof ever been suspended or debarred from receiving state or federal grants or contracts?	
	<input type="checkbox"/> Yes (5) <input type="checkbox"/> No (1)	
3.	Has the agency ever had a government contract, project, or agreement terminated?	
	<input type="checkbox"/> Yes (5) <input type="checkbox"/> No (1)	
4.	Does the agency employ a finance director with at least three years of experience in accounting?	
	<input type="checkbox"/> Yes (1) <input type="checkbox"/> No (5)	
5.	How many years has the organization been in existence?	
	<input type="checkbox"/> Less than two years (5) <input type="checkbox"/> 2-5 years (4) <input type="checkbox"/> 6-10 years (3) <input type="checkbox"/> 11-14 years (2) <input type="checkbox"/> 15 years or more (1)	
6.	Other than WIOA Title II, does the Agency have experience managing other federal, state, local or private funds?	
	<input type="checkbox"/> No prior experience (5) <input type="checkbox"/> Less than 2 years of experience (4) <input type="checkbox"/> 2 to 5 years (3) <input type="checkbox"/> 6 to 10 years of experience (2) <input type="checkbox"/> 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	

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

**American Community Survey - 2013-2017 - 5 year  
Average Release Dec 2019**

<b>Louisiana Adult Education Program - Parish</b>	<b>Total Parish ACS Population 18-24</b>	<b>Total Parish ACS Population 25 years and older</b>	<b>Total Estimated Parish Population</b>	<b>ACS 18-24 Year olds without a High School Diploma</b>	<b>ACS Census Data 25+ Year Olds Without a High School Diploma</b>	<b>Total Number without a High School Diploma</b>	<b>% of population without a high school diploma</b>	<b>Workforce Region</b>
ACADIA	5,692	40,193	45,885	1,205	8,984	10,189	22%	4
ALLEN	2,123	17,898	20,021	669	3,646	4,315	22%	5
ASCENSION	9,857	76,658	86,515	1,391	8,927	10,318	12%	2
ASSUMPTION	2,138	15,572	17,710	538	4,105	4,643	26%	3
AVOYELLES	3,401	27,863	31,264	1,109	7,264	8,373	27%	6
BEAUREGARD	3,192	24,302	27,494	642	3,713	4,355	16%	5
BIENVILLE	1,103	9,614	10,717	124	1,488	1,612	15%	7
BOSSIER	11,944	82,058	94,002	2,032	9,166	11,198	12%	7
CADDO	22,668	167,590	190,258	4,872	22,635	27,507	14%	7
CALCASIEU	18,528	130,718	149,246	2,548	18,161	20,709	14%	5
CALDWELL	879	6,804	7,683	225	1,572	1,797	23%	8
CAMERON	503	4,718	5,221	109	935	1,044	20%	5
CATAHOULA	975	6,852	7,827	312	1,548	1,860	24%	6
CLAIBORNE	1,396	11,928	13,324	555	2,463	3,018	23%	7
CONCORDIA	1,780	13,563	15,343	377	3,197	3,574	23%	6
DESOTO	2,202	18,322	20,524	546	3,184	3,730	18%	7
EAST BATON ROUGE	64,477	279,844	344,321	7,662	27,408	35,070	10%	2
EAST CARROLL	1,149	4,819	5,968	577	1,422	1,999	33%	8
EAST FELICIANA	1,672	14,115	15,787	537	2,696	3,233	20%	2
EVANGELINE	3,490	21,672	25,162	1,284	5,640	6,924	28%	4
FRANKLIN	1,689	13,488	15,177	458	3,348	3,806	25%	8
GRANT	1,789	15,688	17,477	353	2,850	3,203	18%	6
IBERIA	6,691	47,244	53,935	1,319	10,138	11,457	21%	4
IBERVILLE	3,087	22,986	26,073	662	5,174	5,836	22%	2
JACKSON	1,231	11,212	12,443	325	2,338	2,663	21%	8
JEFFERSON	35,869	305,277	341,146	6,008	46,219	52,227	15%	1
JEFFERSON DAVIS	2,661	20,717	23,378	528	4,352	4,880	21%	5
LAFAYETTE	24,081	157,351	181,432	3,435	20,517	23,952	13%	4
LAFOURCHE	9,267	65,714	74,981	1,798	15,682	17,480	23%	3

LASALLE	1,440	10,033	11,473	467	2,471	2,938	26%	6
LINCOLN	12,254	25,668	37,922	747	3,039	3,786	10%	7
LIVINGSTON	11,501	89,530	101,031	2,578	13,169	15,747	16%	2
MADISON	1,104	7,691	8,795	431	1,903	2,334	27%	8
MOREHOUS E	2,319	17,490	19,809	537	3,451	3,988	20%	8
NATCHITOC HES	6,573	23,158	29,731	806	3,464	4,270	14%	7
ORLEANS	37,730	271,570	309,300	5,323	38,385	43,708	14%	1
OUACHITA	16,213	100,338	116,551	2,694	14,474	17,168	15%	8
PLAQUEMIN ES	1,965	15,233	17,198	370	2,705	3,075	18%	1
POINTE COUPEE	1,796	15,416	17,212	576	3,263	3,839	22%	2
RAPIDES	12,054	86,803	98,857	2,438	13,324	15,762	16%	6
RED RIVER	833	5,790	6,623	123	1,074	1,197	18%	7
RICHLAND	1,719	13,873	15,592	472	2,860	3,332	21%	8
SABINE	1,836	16,495	18,331	342	2,729	3,071	17%	7
ST. BERNARD	3,913	29,010	32,923	596	5,302	5,898	18%	1
ST. CHARLES	4,667	34,811	39,478	1,048	4,109	5,157	13%	1
ST. HELENA	951	7,212	8,163	260	1,738	1,998	24%	2
ST. JAMES	1,944	14,532	16,476	406	2,303	2,709	16%	1
ST. JOHN	3,991	28,678	32,669	855	4,542	5,397	17%	1
ST. LANDRY	7,200	53,648	60,848	1,932	12,632	14,564	24%	4
ST. MARTIN	4,665	35,653	40,318	774	7,118	7,892	20%	4
ST. MARY	4,574	35,118	39,692	1,117	7,104	8,221	21%	4
ST. TAMMANY	19,170	169,108	188,278	4,074	17,681	21,755	12%	1
TANGIPAHO A	14,004	82,990	96,994	2,157	14,907	17,064	18%	2
TENSAS	333	3,267	3,600	51	779	830	23%	8
TERREBONN E	10,222	73,719	83,941	2,607	15,996	18,603	22%	3
UNION	1,887	15,586	17,473	517	2,216	2,733	16%	8
VERMILION	4,924	39,293	44,217	1,320	9,495	10,815	24%	4
VERNON	7,452	31,124	38,576	913	3,879	4,792	12%	6
WASHINGTO N	3,805	31,449	35,254	763	7,373	8,136	23%	2
WEBSTER	3,380	27,475	30,855	734	5,137	5,871	19%	7
WEST BATON ROUGE	2,270	17,048	19,318	533	2,919	3,452	18%	2
WEST CARROLL	878	7,731	8,609	231	1,777	2,008	23%	8
WEST FELICIANA	2,320	10,499	12,819	393	1,938	2,331	18%	2

WINN	1,238	10,250	11,488	360	2,057	2,417	21%	6
Total	458,659	3,092,069	3,550,728	81,745	486,085	567,830	16%	



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

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

**NOTICE TO ALL APPLICANTS**

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

**To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

**What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it

identifies.

### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### **Estimated Burden Statement for GEPA Requirements**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.