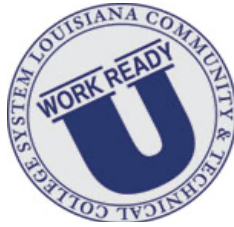


Louisiana Community and Technical College System  
WorkReady U  
265 South Foster Drive  
Baton Rouge, LA 70806

Erin Landry  
Executive Director of WorkReady U

---

---



**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, 2021 – 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, November 12, 2020**. Include **“RFP Question”** in the subject line (*refer to Inquiry Period information, page G5 of the General Information guide*). 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="http://www.laworks.net/Downloads/PR/Local_Workforce_Contacts.pdf">http://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 - 2014-2018 - 5-year Average	<a href="https://data.census.gov/cedsci/table?q=b15001&amp;g=0400000US22.050000&amp;tid=ACSDT5Y2018.B15001&amp;hidePreview=true">https://data.census.gov/cedsci/table?q=b15001&amp;g=0400000US22.050000&amp;tid=ACSDT5Y2018.B15001&amp;hidePreview=true</a> or refer to page R-12.
Workforce Innovation and Opportunity Act (WIOA) State Plan for the State of Louisiana	<a href="http://www.laworks.net/Downloads/WIOA/WIOA_State_Plan_2020_Final.pdf">http://www.laworks.net/Downloads/WIOA/WIOA_State_Plan_2020_Final.pdf</a>
WorkReady U Recipient Grant Management Handbook 2020 Edition	<a href="http://bit.ly/WRUGrantManagement2020">http://bit.ly/WRUGrantManagement2020</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>



# 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/Downloads/PR/Local\\_Workforce\\_Contacts.pdf](http://www.laworks.net/Downloads/PR/Local_Workforce_Contacts.pdf)

Workforce Development Area	Workforce Development Board Director	Local/Area Coordinator
<b>REGION 1</b> <b>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 Mail: 317 North Jefferson Avenue, Room 230, Covington, LA 70433 Phone: (985) 875-9275 or 9314 Fax: (985) 875-9316	Jennifer Barnett, Local Area Coordinator <a href="mailto:jbarnett.laworks@gmail.com">jbarnett.laworks@gmail.com</a> First Planning District Consortium Mail: 524 Gause Blvd, Slidell, LA 70458 Phone: (985) 646-6410 Fax: (985) 646-6424
<b>REGION 1</b> <b>LWDB #11 Jefferson Parish</b>	Alice White, WDB Director <a href="mailto:awhite@jeffparish.net">awhite@jeffparish.net</a> Jefferson Parish Workforce Investment Board Mail: 1221 Elmwood Park Blvd., Yenni Bldg, Suite 304, Jefferson, LA 70053 Phone: (504) 736-6541 Fax: (504) 736-6464	Sharon Wegner, Local Area Coordinator <a href="mailto:swegner@jeffparish.net">swegner@jeffparish.net</a> Jefferson Parish Dept. of Workforce Connections Mail: 1900 Lafayette St, Suite 1, Gretna, LA 70053 Phone: (504) 227-1283 Fax: (504) 227-1204
<b>REGION 1</b> <b>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 Mail: 3400 Tulane Avenue, Suite 2000, New Orleans, LA 70119 Phone: (504) 658-4542 Fax: (504) 658-4564	Jacqueline Brock, Local Area Coordinator <a href="mailto:jbrock@nola.gov">jbrock@nola.gov</a> JOB1 Business & Career Solutions Center Mail: 3400 Tulane Ave., Ste. 2000, New Orleans, LA 70119 Phone/Direct: (504) 658-4553 Main: (504) 658-4500
<b>REGION 1</b> <b>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> Mail: PO Box 1010, Hahnville, LA 70057 Physical: 737 Paul Maillard Road, Suite 2A, Luling, LA 70070 Phone: (985) 783-5030 Fax: (985) 785-8372	Pending, Local Area Coordinator Mail: PO Box 1010, Hahnville, LA 70057 Physical: 737 Paul Maillard Road, Suite 2A, Luling, LA 70070 Phone: (985) 783-5030 Fax: (985) 785-8372

<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 Mail: 304 N. Oak St., Hammond, LA 70401 Phone: (985) 340-0106 or (866) 340-0107 Fax: (985) 340-0109</p>	<p>Bryan Taylor, Operations Manager <a href="mailto:btaylor@lwda20.org">btaylor@lwda20.org</a> Mail: 305 N. Oak St, Hammond, LA 70403 Phone: (985) 902-4213 Fax: (985) 345-7573</p>
<p><b>REGION 2</b> <b>LWDB #21</b> East Baton Rouge Parish</p>	<p>Darrel Lewis, WIOA Chief Administrator <a href="mailto:dclewis@brla.gov">dclewis@brla.gov</a> Workforce Development Area 21 Mail: 4523 Plank Road, Baton Rouge, LA 70805 Phone: (225) 358-4512 Fax: (225) 358-4541</p>	<p>Nina Hunter, Local Area Coordinator <a href="mailto:nhunter@brla.gov">nhunter@brla.gov</a> Workforce Development Area 21 Mail: 4523 Plank Road, Baton Rouge, LA 70805 Phone: (225) 358-4514 Fax (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:frankla31@gmail.com">frankla31@gmail.com</a> LAT Board Mail: PO Box 4115, Houma, LA 70361 Physical: 911 Bond Street, Houma, LA 70360 Phone: (985) 580-7249 Fax: (985) 580-7248</p>	<p>Lorey Owens, Local Area Coordinator <a href="mailto:lowens@lwc.la.gov">lowens@lwc.la.gov</a> Mail: PO Box 2267, Houma, LA 70361-2267 Physical: 807 Barrow Street, Houma 70360 Phone: (985) 858-2915 Fax: (985) 858-2985</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>Emma J. Bush, Ed.D. Executive Director <a href="mailto:Emma.bush@wib40.org">Emma.bush@wib40.org</a> Workforce Development Board Mail: PO Box 2046, Opelousas, LA 70571-2046 Physical: 5367 I-49 S. Service Road, Opelousas, LA 70570 Phone: (337) 942-5678 Fax: (337) 942-9654</p>	<p>Diane Goudeau <a href="mailto:diane@wib40.org">diane@wib40.org</a> Billy Francis <a href="mailto:Billy.Francis@wib40.org">Billy.Francis@wib40.org</a> Mail: PO Box 2046, Opelousas, LA 70571 Physical: 5367 I-49 S. Service, Opelousas, LA 70570 Phone: (337) 942-5678 Fax: (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 Mail: PO Box 1299, Lake Charles, LA 70602-1299 Physical: 2424 Third Street, Lake Charles 70601 Phone: (337) 721-4015 Fax: (337) 721-4187</p>	<p>Crystal Scott <a href="mailto:cscott@lwia51.com">cscott@lwia51.com</a> Calcasieu Business &amp; Career Solutions Center Mail: PO Box 1299, Lake Charles, LA 70602-1299 Physical: 2424 Third Street, Lake Charles, LA 70601 Phone: (337) 721-4010 ext. 5005 Fax: (337) 721-4187</p>

<p><b>REGION 6</b> <b>LWDB #60 Sixth</b> <b>Planning District</b> <b>Consortium</b> Avoyelles, Catahoula, Concordia, Grant, LaSalle, Winn</p>	<p>Gay Stringer, WDB Director &amp; LAC <a href="mailto:gstringerwib60@att.net">gstringerwib60@att.net</a> Mail: PO Box 1605, Jena, LA 71342 Physical: 1050 Courthouse St., Rm. 25, Jena, LA 71342 Phone: (318) 992-8264 Fax: (318) 992-8750</p>	<p>Ronda Parham, Sites Coordinator <a href="mailto:Rondaparham22@gmail.com">Rondaparham22@gmail.com</a> LaSalle Community Action Association, Inc. Mail: PO Box 1230, Jena, LA 71342 Physical: 1050 Courthouse St., Rm. 25, Jena, LA 71342 Phone: (318) 992-8264 Fax: (318) 992-8750</p>
<p><b>REGION 6</b> <b>LWDB #61</b> Rapides</p>	<p>Elaine Morace, Director WDB61 <a href="mailto:emorace@cenlaworks.org">emorace@cenlaworks.org</a> Physical: 5610-B Coliseum Boulevard, Alexandria, LA 71303 Phone: (318) 767-6038 Fax: (318) 767-6046</p>	<p>Maria Adams, Workforce Professional Program Coordinator <a href="mailto:madams@cenlaworks.org">madams@cenlaworks.org</a> Rapides Business &amp; Career Solutions Center Mail: 5610-B Coliseum Boulevard, Alexandria, LA 71303 Phone: (318) 767-6030 Fax: (318) 767-6046</p>
<p><b>REGION 7</b> <b>LWDB #70 Seventh</b> <b>Planning District</b> <b>Consortium</b> Bienville, Bossier, Caddo (balance of), Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, Webster</p>	<p>Candle Sattler, Interim Director: Division of Workforce Development <a href="mailto:csattler@cdconline.org">csattler@cdconline.org</a> The Coordinating &amp; Development Corporation Mail: PO Box 37005, Shreveport, LA 71133- 7005 Physical: 4000 Viking Dr. Suite B, Shreveport, LA 71109 Phone: (318) 632-2022 Fax: (318) 632-2099</p>	<p>Nicholas Olsen, WIOA Program Manager <a href="mailto:nolsen@cdconline.org">nolsen@cdconline.org</a> Coordinating &amp; Development Corporation Mail: PO Box 37005, Shreveport, LA 71133- 7005 Physical: 4000 Viking Dr. Suite B, Shreveport, LA 71109 Phone: (318) 632-2022 Fax: (318) 632-2099</p>
<p><b>REGION 7</b> <b>LWDB #71</b> City of Shreveport</p>	<p>Herman Vital, Bureau Chief <a href="mailto:Herman.vital@shreveportla.gov">Herman.vital@shreveportla.gov</a> Department of Community Development Mail: PO Box 31109, Shreveport, LA 71130- 1109 Physical: 401 Texas Street, Shreveport, LA 71101 Phone: (318) 673-7540 Fax: (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 Mail: 2121 Fairfield Avenue, Suite 100, Shreveport, LA 71104 Phone: (318) 676-5357 Fax: (318) 676-7112</p>
<p><b>REGION 8</b> <b>LWDB #81 Ouachita</b> <b>Parish</b></p>	<p>Doretha Bennett, Director <a href="mailto:dbennett@oppj.org">dbennett@oppj.org</a> Mail: 24 Accent Drive, Suite 151, Monroe, LA 71202 Phone: (318) 362-3058 Fax: (318) 362-5106</p>	<p>Bedie Lewis, Local Area Coordinator <a href="mailto:blewis@lwc.la.gov">blewis@lwc.la.gov</a> Ouachita Business &amp; Career Solutions Center Mail: 24 Accent Drive, Suite 151, Monroe, LA 71202 Phone: (318) 362-3058 Fax: (318) 362-4108</p>



<p><b>REGION 8</b>  <b>LWDB #83 Franklin</b>  <b>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>  Mail: PO Box 14269, Monroe, LA 71207-4269  Physical: 1504 Stubbs Avenue, Monroe, LA  71201  Phone: (318) 387-7962  Fax: (318) 361-0279</p>	<p>Katie McCarty, Local Area Coordinator  <a href="mailto:kmccarty@bayou.com">kmccarty@bayou.com</a>  Northeast LA Workforce Centers, Inc.  Mail: 3290 Front Street, Winnsboro, LA  71295  Phone: (318) 435-5687  Fax: (318) 435-2178</p>
---	---	---





# 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</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**

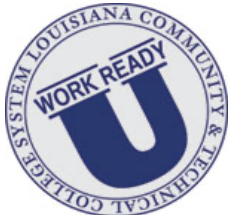
#	Pre-Award Certification	SCORE
1.	Is the Applicant on the Federal or State Debarment List? (If yes, no need to go further)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Has the agency or principals thereof ever been suspended or debarred from receiving state or federal grants or contracts?	
	<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

Louisiana Adult Education Program - Parish	Total Parish ACS Population 18-24	Total Parish ACS Population 25 years and older	Total Estimated Parish Population	ACS 18-24 Year olds without a High School Diploma	ACS Census Data 25+ Year Olds Without a High School Diploma	Total Number without a High School Diploma	% of population without a high school diploma	Workforce Region
ACADIA	5,206	36,929	46,022	1,059	8,115	9,174	20%	4
ALLEN	1,933	16,448	19,875	646	3,201	3,847	19%	5
ASCENSION	10,031	72,124	88,234	1,680	8,144	9,824	11%	2
ASSUMPTION	2,122	13,774	17,661	519	3,749	4,268	24%	3
AVOUELLES	3,393	24,883	31,178	951	5,889	6,840	22%	6
BEAUREGARD	3,237	21,884	27,673	577	3,263	3,840	14%	5
BIENVILLE	1,079	8,329	10,551	94	1,498	1,592	15%	7
BOSSIER	11,657	75,502	94,482	1,736	8,016	9,752	10%	7
CADDO	21,721	150,086	188,558	4,325	20,760	25,085	13%	7
CALCASIEU	18,053	119,608	150,266	2,221	16,444	18,665	12%	5
CALDWELL	887	5,988	7,678	187	1,379	1,566	20%	8
CAMERON	575	4,293	5,366	63	838	901	17%	5
CATAHOULA	989	5,997	7,712	273	1,418	1,691	22%	6
CLAIBORNE	1,342	10,516	13,219	427	2,064	2,491	19%	7
CONCORDIA	1,784	12,005	15,201	483	2,836	3,319	22%	6
DESOTO	2,166	16,429	20,600	562	3,167	3,729	18%	7
EAST BATON ROUGE	63,087	254,626	342,684	7,029	25,008	32,037	9%	2
EAST CARROLL	1,034	4,412	5,854	533	1,375	1,908	33%	8
EAST FELICIANA	1,622	12,698	15,880	470	2,559	3,029	19%	2
EVANGELINE	3,450	19,410	25,036	1,209	5,117	6,326	25%	4
FRANKLIN	1,725	11,939	15,135	479	2,928	3,407	23%	8
GRANT	1,722	14,394	17,654	407	2,420	2,827	16%	6
IBERIA	6,351	42,691	53,551	1,085	9,005	10,090	19%	4
IBERVILLE	2,932	20,835	25,898	556	4,446	5,002	19%	2
JACKSON	1,231	9,812	12,412	346	2,012	2,358	19%	8
JEFFERSON	34,439	274,847	339,491	4,996	39,748	44,744	13%	1
JEFFERSON DAVIS	2,672	18,529	23,405	565	3,535	4,100	18%	5
LAFAYETTE	23,183	147,077	183,015	2,879	17,836	20,715	11%	4
LAFOURCHE	8,943	59,928	75,180	1,706	13,673	15,379	20%	3
LASALLE	1,436	8,904	11,476	453	2,061	2,514	22%	6
LINCOLN	12,102	23,124	37,825	734	2,702	3,436	9%	7
LIVINGSTON	11,235	83,004	102,035	2,097	11,851	13,948	14%	2
MADISON	1,088	6,929	8,715	451	1,666	2,117	24%	8
MOREHOUSE	2,399	15,315	19,698	456	3,174	3,630	18%	8

NATCHITOCHEs	6,534	20,483	29,670	784	2,793	3,577	12%	7
ORLEANS	36,245	252,266	310,908	4,955	34,707	39,662	13%	1
OUACHITA	15,717	91,621	116,545	2,640	12,583	15,223	13%	8
PLAQUEMINES	1,952	13,976	17,239	415	2,410	2,825	16%	1
POINTE COUPEE	1,757	13,543	17,221	569	2,679	3,248	19%	2
RAPIDES	11,813	77,999	98,639	2,425	11,720	14,145	14%	6
RED RIVER	659	5,221	6,536	90	1,117	1,207	18%	7
RICHLAND	1,845	12,207	15,566	614	2,571	3,185	20%	8
SABINE	1,802	14,266	18,308	331	2,270	2,601	14%	7
ST. BERNARD	3,751	27,381	33,372	870	4,824	5,694	17%	1
ST. CHARLES	4,621	31,915	39,601	895	3,472	4,367	11%	1
ST. HELENA	817	6,483	8,138	179	1,543	1,722	21%	2
ST. JAMES	1,889	13,112	16,462	352	2,100	2,452	15%	1
ST. JOHN	3,910	26,001	32,636	743	3,518	4,261	13%	1
ST. LANDRY	7,135	48,081	60,783	2,052	11,884	13,936	23%	4
ST. MARTIN	4,720	32,370	40,562	993	6,185	7,178	18%	4
ST. MARY	4,251	31,208	39,152	879	5,828	6,707	17%	4
ST. TAMMANY	19,238	153,578	190,834	3,729	15,098	18,827	10%	1
TANGIPAHOA	13,983	76,440	98,332	2,187	12,471	14,658	15%	2
TENSAS	376	2,708	3,544	76	602	678	19%	8
TERREBONNE	9,833	66,996	83,714	2,433	14,645	17,078	20%	3
UNION	1,888	13,552	17,459	537	1,954	2,491	14%	8
VERMILION	5,047	35,467	44,380	1,282	7,779	9,061	20%	4
VERNON	7,381	28,173	38,095	822	3,690	4,512	12%	6
WASHINGTON	3,800	27,921	35,248	662	6,533	7,195	20%	2
WEBSTER	3,278	24,089	30,599	713	4,158	4,871	16%	7
WEST BATON ROUGE	2,199	15,879	19,556	405	2,301	2,706	14%	2
WEST CARROLL	850	6,803	8,563	201	1,517	1,718	20%	8
WEST FELICIANA	1,828	9,985	12,838	380	1,611	1,991	16%	2
WINN	1,256	9,042	11,422	230	1,498	1,728	15%	6
<b>Total</b>	<b>447,201</b>	<b>2,812,035</b>	<b>3,555,142</b>	<b>75,697</b>	<b>427,958</b>	<b>503,655</b>	<b>17%</b>	



**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.