



WIOA Adult Education Competition

How to Complete Forms Required
for Competitive Proposals

Required Forms

- The following forms are provided in an Excel format and must be submitted with the proposal:
 - 1-D: Enrollment and Performance Form
 - 5-A: Program Offerings Form
 - 5-B: Program Schedule by County and Site
 - 15-C: Maximum Allocation Form
- Three versions of the forms – Adult General Education, Integrated English Literacy and Civics, and Corrections

Enrollment and Performance Form

- Applicants must complete the form that is required for each grant competition:
 - 1-D: Adult General Education Enrollment and Performance Form, 2017-2018
 - 1-D: Integrated English Literacy and Civics Education (I-ELCE) Enrollment and Performance Form, 2017-2018
 - 1-D: Corrections Enrollment and Performance Form, 2017-2018

Example: 1-D: Adult General Education Enrollment and Performance Form, 2017-2018

- The upper section of the form provides information on the eligible provider and the geographic area (county served)

1-D: Adult General Education Enrollment and Performance Form, 2017-2018

INSTRUCTIONS

- Save a copy of this form.
- Provide information in all green shaded cells.
- Print completed form.
- Return completed form with application.

PROVIDER INFORMATION

Provider Name	
County Served	
Contact Person	

E-mail	
Title	
Telephone	
Fax	

Example: 1-D: Adult General Education Enrollment and Performance Form, 2017-2018

1-D: Adult General Education Enrollment and Performance Form, 2017-2018

INSTRUCTIONS

- Save a copy of this form.
- Provide information in all green shaded cells.
- Print completed form.
- Return completed form with application.

PROVIDER INFORMATION

Provider Name	
County Server	
Contact Person	ALACHUA BAKER BAY BRADFORD BREVARD BROWARD CALHOUN CHARLOTTE

E-mail	
Title	
Telephone	
Fax	

MEASURABLE STATE PERFORMANCE MEASURE	
*State Target for	
*State Target for	

A	B	C	D
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Example: 1-D: Adult General Education Enrollment and Performance Form, 2017-2018

- The middle section of the form provides enrollment and performance projections.

MEASURABLE SKILLS GAINS (MSG) PERFORMANCE MEASURE

*State Target for ABE Programs: 42%

*State Target for ELA Programs: 40%

	A	B	C	D
	Educational Functioning Level (EFL)	NRS Participants, 2017-2018	Participants with Projected Measurable Skills Gains (MSG)	MSG Rate
1	ABE Level 1			
2	ABE Level 2			
3	ABE Level 3			
4	ABE Level 4			
5	ABE Level 5			
6	ABE Level 6			
7	Agency ABE MSG Target	0	0	
8	ESL Level 1			
9	ESL Level 2			
10	ESL Level 3			
11	ESL Level 4			
12	ESL Level 5			
13	ESL Level 6			
14	Agency ELA MSG Target	0	0	
15	Total NRS Participants	0	0	

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Example: 1-D: Adult General Education Enrollment and Performance Form, 2017-2018

	A	B	C	D
	Educational Functioning Level (EFL)	NRS Participants, 2017-2018	Participants with Projected Measurable Skills Gains (MSG)	MSG Rate
1	ABE Level 1	20	21	105.0%
2	ABE Level 2	50	10	20.0%
3	ABE Level 3	10		0.0%
4	ABE Level 4	20	6	30.0%
5	ABE Level 5	25	8	32.0%
6	ABE Level 6	30	10	33.3%
7	Agency ABE MSG Target	155	55	35.5%
8	ESL Level 1	20	10	50.0%
9	ESL Level 2	0	5	
10	ESL Level 3	10	5	50.0%
11	ESL Level 4	12	8	66.7%
12	ESL Level 5	15	5	33.3%
13	ESL Level 6	5	2	40.0%
14	Agency ELA MSG Target	62	35	56.5%
15	Total NRS Participants	217	90	41.5%

See Column C footnote below

Column C must include projected skills gains; please revise

MSG Rate must be at or above the state target; please revise

See Column C footnote below

This example has errors in Rows 1, 3, 7, and 9.

Example: 1-D: Adult General Education Enrollment and Performance Form, 2017-2018

- The bottom section of the form pre-populates based upon the information submitted in the upper and middle sections of the form. The cells will show “N/A” until the County Served and NRS Participants are entered into the form.

PERCENTAGE OF GEOGRAPHIC NEED SERVED

		Total Estimated Need	% Share Served
16	Calculation of Percentage Share of Total Need Served, ABE	#N/A	#N/A
17	Calculation of Percentage Share of Total Need Served, ELA	#N/A	#N/A

Determination of the Maximum Allowable Funds Request

- Upon completion of 1-D, the eligible provider must use information from this form to complete a fiscal form called “Maximum Allocation Form”
- Three forms are available and applicants must complete the form that is required for each grant competition:
 - 15-C: Maximum Allocation Form, Adult General Education Grant
 - 15-C: Maximum Allocation Form, Integrated English Literacy and Civics Education (I-ELCE)
 - 15-C: Maximum Allocation Form, Corrections Grant

Formulas for the Maximum Allocation Calculation

- Formulas for this calculation are based on the following:
 - Minimum Base Amount
 - \$412 per NRS Participant
- Base Amounts
 - \$30,000 for AGE
 - \$25,000 for Corrections
 - No base amount for IELCE

Screen Shot: Maximum Allocation Form, Adult General Education Grant

15-C: Maximum Allocation Form Adult General Education Grant

ROW		
1	County	
2	Geographic Allocation for the County	#N/A
3	Base Grant Award	\$30,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	
6	Grant Funds based on Student Enrollment	\$0
7	TOTAL for Base Plus Enrollment	\$30,000
8	Maximum Allowable Funds Requested	#N/A
9	Funds per Enrollment	#N/A

AGENCIES WILL ONLY ENTER DATA IN ROWS 1 AND 5 (See green highlighted cells)

ROW 1: Select the county for the geographic allocation in the proposal.

ROW 2: Geographic allocation for the county in ROW 1 (No data entry required)

ROW 3: Base grant amount that may be requested by an agency

ROW 4: Maximum amount of funds per enrollment that may be requested

ROW 5: Enter data from the 1-D Enrollment and Performance Form (Column B/Row 15).

ROW 6: ROW 4 multiplied by ROW 5

ROW 7: Sum of ROW 3 and ROW 6

ROW 8: Value is equal to ROW 7, unless ROW 7 exceeds ROW 2, then the value is equal to

ROW 2; **Grant funds requested may not exceed this amount.**

ROW 9: ROW 8 divided by ROW 5, rounded down to the nearest whole number

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15-C: Sample Completed Form, Example 1

ROW		
1	County	Baker
2	Geographic Allocation for the County	\$81,057
3	Base Grant Award	\$30,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	120
6	Grant Funds based on Student Enrollment	\$49,440
7	TOTAL for Base Plus Enrollment	\$79,440
8	Maximum Allowable Funds Requested	\$79,440
9	Funds per Enrollment	\$662

**This number must equal the NRS
Participants in the 1-D Form**

15-C: Sample Completed Form, Example 1

ROW		
1	County	Baker
2	Geographic Allocation for the County	\$81,057
3	Base Grant Award	\$30,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	120
6	Grant Funds based on Student Enrollment	\$49,440
7	TOTAL for Base Plus Enrollment	\$79,440
8	Maximum Allowable Funds Requested	\$79,440
9	Funds per Enrollment	\$662

15-C: Sample Completed Form, Example 2

ROW		
1	County	Miami-Dade
2	Geographic Allocation for the County	\$4,799,463
3	Base Grant Award	\$30,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	15,000
6	Grant Funds based on Student Enrollment	\$6,180,000
7	TOTAL for Base Plus Enrollment	\$6,210,000
8	Maximum Allowable Funds Requested	\$4,799,463
9	Funds per Enrollment	\$319

**This number must equal the NRS
Participants in the 1-D Form**

15-C: Sample Completed Form, Example 2

ROW		
1	County	Miami-Dade
2	Geographic Allocation for the County	\$4,799,463
3	Base Grant Award	\$30,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	15,000
6	Grant Funds based on Student Enrollment	\$6,180,000
7	TOTAL for Base Plus Enrollment	\$6,210,000
8	Maximum Allowable Funds Requested	\$4,799,463
9	Funds per Enrollment	\$319

15-C: Sample Completed Form, Corrections

Example: State
Department of
Corrections

**15-C: Maximum Allocation Form
Corrections Grant**

ROW		
1	Agency Type	State DOC
2	Maximum Corrections Grant Funds	\$1,000,000
3	Base Grant Award	\$25,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	4500
6	Grant Funds based on Student Enrollment	\$1,854,000
7	TOTAL for Base Plus Enrollment	\$1,879,000
8	Maximum Allowable Funds Requested	\$1,000,000
9	Funds per Enrollment	\$222

Example: Other
Corrections

**15-C: Maximum Allocation Form
Corrections Grant**

ROW		
1	Agency Type	Other Corrections
2	Maximum Corrections Grant Funds	\$100,000
3	Base Grant Award	\$25,000
4	Maximum Funds per Student Enrollment	\$412
5	Total NRS Participants	100
6	Grant Funds based on Student Enrollment	\$41,200
7	TOTAL for Base Plus Enrollment	\$66,200
8	Maximum Allowable Funds Requested	\$66,200
9	Funds per Enrollment	\$662

Program Offerings and Program Schedule Forms

- Two forms are required to report information on the programs offered by the eligible provider:
 - 5-A: Program Offerings Form, 2017-2018
 - 5-B: Program Schedule by County and Site, 2017-2018

5-A: Program Offerings Form, 2017-2018

5-A: Program Offerings Form, 2017-2018

Adult General Education Grant

County/Geographic Area	
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A	B	C	D	E	F	G	H	I	J
Program Name	Program Number	Program offered?	Classroom, instructor lead	Open Laboratory	Online only	Blended learning	Total No. of Sites	No. of Weeks	Avg. Hours per Week
Adult Basic Education	9900000								
Adult High School	9900100								
GED Preparation	9900130								
Adult English for Speakers of Other Languages (ESOL)	9900040								
English Literacy for Career and Technical Education (ELCATE)	9900050								

NOTE: Only WIOA Eligible Programs are listed on this table.

Sample 5-A

County/Geographic Area	Leon
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A	B	C	D	E	F	G	H	I	J
Program Name	Program Number	Program offered?	Classroom, instructor lead	Open Laboratory	Online only	Blended learning	Total No. of Sites	No. of Weeks	Avg. Hours per Week
Adult Basic Education	9900000	Yes	Yes	Yes	No	No	5	36	15
Adult High School	9900100	No							
GED Preparation	9900130	Yes	Yes	Yes	Yes	No	3	36	20
Adult English for Speakers of Other Languages (ESOL)	9900040	Yes	Yes	No	No	Yes	3	32	15
English Literacy for Career and Technical Education (ELCATE)	9900050	No							

NOTE: For Column C, indicate whether your agency provides instruction in these programs by selecting “Yes” or “No” from the menu. If “No” is selected, columns D through J should be left blank. If “Yes” is selected, responses must be provided in all columns.

5-B: Program Schedule by County and Site, 2017-2018

List all instructional sites and program type offerings for the fiscal year.

COLUMN A: Select County Name

COLUMN B: Enter instructional site where adult education instruction is offered; list each site on a separate row.

COLUMN C: Select the program(s) offered at this instructional site; if more than one program is offered, enter information for each program on separate rows.

COLUMN D: Select the time(s) of day when classes are offered at this site.

COLUMN E: Select the type of weekend classes that are offered; select "None" if classes are not offered on the weekend.

COLUMN F: Enter the first date of classes in the program at this instructional site for the fiscal year.

COLUMN G: Indicate the last date of classes in the program at this instructional site for the fiscal year.

COLUMN H: Indicate the number of weeks instruction is provided at this site.

COLUMN I: Indicate the hours per week that classes may be scheduled at this site, exclude weeks with holidays and school closures. Exclude online courses from the calculation.

COLUMN J: Indicate the dates that no classes are offered; do not include days when student services are not normally offered.

A	B	C	D	E	F	G	H	I	J
County	Instructional Site Name	Program Type	Time of Day	Weekend	Fiscal Year Start Date	Fiscal Year End Date	No. of Weeks	Hours per Week	No Class Dates

Sample 5-B

- Make sure you enter a row for each program type offered at the location

A	B	C	D	E	F	G	H	I	J
County	Instructional Site Name	Program Type	Time of Day	Weekend	Fiscal Year Start Date	Fiscal Year End Date	No. of Weeks	Hours per Week	No Class Dates
Leon	ACE Leon - Trojan Trail	ABE (0-9)	Morn/Aft	None	7/15/2017	6/20/2018	46	32	10/25; 11/20-11/24; 12/17-01/05; 3/11-3/16
Leon	ACE Leon - Trojan Trail	GED/HSE	Morn/Aft	None	7/15/2017	6/20/2018	46	32	10/25; 11/20-11/24; 12/17-01/05; 3/11-3/16
Leon	ACE Leon - Trojan Trail	Adult ESOL	Evening	None	7/15/2017	6/20/2018	46	15	10/25; 11/20-11/24; 12/17-01/05; 3/11-3/16
Leon	Lively Technical Center	GED/HSE	Morning	None	7/15/2017	6/20/2018	46	20	10/25; 11/20-11/24; 12/17-01/05; 3/11-3/16

Contact for Questions about Forms

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