



# Division of Adult Education Monitoring Risk Rubric

## Grant Contract Related

Criteria	Points
Agency has multiple grants from Division of Adult Education.	2
Total of division grants is greater than \$1,000,000.	4
Total of division grants is less than \$250,000.	3
Final Expenditure Report (FER) local match entries did not include all required information.	2
Budget revision/ FER from previous year included unplanned expenditures on supplies or equipment late in the year.	3
Agency expended less than 90 percent of any subproject or budget.	2
Agency did not spend 5 percent of state funds on volunteer classroom aides.	3

## Situational

Criteria	Points
Agency is a new grantee in most recent competition or agency awarded new grant type in the most recent competition.	10
Agency has a new sub grantee in the most recent competition.	4
Agency discontinued a contract with a sub grantee during the current grant cycle.	1
Agency has one sub grantee.	3
Agency has two or more sub grantees.	5
More than 50 percent of program staff is part time.	4
Program administrator has been in the role for less than two years.	5
Data quality specialist has been in the role for less than 12 months.	3
Agency changed (expanded or reduced) its service area during the grant cycle.	3
Agency provides services in more than two counties.	3
Agency has not been monitored in the last five years.	5

## Reporting

Criteria	Points
Agency submitted FER or quarterly report late at least once.	3
Agency submitted Program Improvement/Professional Development Worksheet late.	1
Agency submitted the Data Quality Validation form late.	1
Agency should have submitted a budget revision prior to submitting the FER but did not.	2
Agency requested an extension for grant submission.	2
Grant(s) returned to agency for corrections more than twice.	5
Agency submitted a budget revision in previous year without discussing it with the advisor first.	1
Agency did not resubmit returned grant/quarterly reports/FERs OR did not contact the advisor to discuss required changes within one week of return.	5
Agency responded to the surveys late.	3
Agency submitted Program Improvement Team minutes late.	2

## Leadership

Criteria	Points
Program administrator has less than 25 percent of time to administer division grants.	5
Staff did not attend annual kick off or other required meetings.	3
Program staff are administering standardized assessments without the required training.	4
New agency staff did not complete onboarding or required training within the time period mandated in the guidelines.	2
Agency did not submit a copy of their collaborative report on workforce development planning with WIOA partners to the division.	2

## Data Entry and Collection

Criteria	Points
More than 10 percent of attendance entries are not entered within 14 days.	5
Agency invalidated 2 percent or 15 assessments, whichever is greater.	2
In eData, it appears that the agency does not enter students' actual attendance hours accurately (all attendance hours the same).	4

### Performance – Most Recent Program Year

Criteria	Points
Actual enrollment was 85 percent or lower of contracted enrollment.	2
Overall educational functioning level gain was in the first (bottom) quartile.	5
Overall educational functioning level gain was in the second quartile.	3
Difference between reported individuals and enrolled participants is greater than 20 percent or less than 5 percent.	5

**Total Potential Points = 132**