



FTE SPREADSHEET INSTRUCTIONS

FIELD	INSTRUCTIONS AND CONTEXT																																
Adult Education Agency	Enter the name of your agency as it appears on the FS-10 budget or EPE application submitted for the current fiscal year.																																
AEPP Project Number (ALE or WIOA Only)	Enter the project number, with or without dashes, as it appears on the FS-10 budget submitted for the current fiscal year. For EPE projects, leave this field blank. If your agency has multiple AEPP-funded projects, a separate worksheet must be submitted for each project.																																
Annual Project Allocation	Enter the annual allocation of the project as it appears on the FS-10 budget or final EPE application.																																
Program Location(s)	Enter the street addresses of each location at which instruction is conducted.																																
Program Manager's Name	Enter your name. The worksheet must be completed by the project's program manager.																																
Date of Submission	Enter the date that the sheet was submitted to AEPP in MM/DD/YYYY format.																																
Email Address, Phone Number, and Work Location of the Program Manager	Enter your email address, work location and phone number, including extensions if necessary. The phone number provided must be a direct line to the program manager in the event that AEPP needs to contact the provider for context or revisions.																																
Name of Staff Member	Enter the name of all staff members, one per row, who are receiving pay and/or benefits from this project's funding. If a single staff member holds multiple positions, a separate row must be completed for each position they hold.																																
Position of Staff Member	Enter the staff member's position, selecting from the dropdown menu. If a single staff member holds multiple positions, a separate row must be completed for each position they hold.																																
Full Time Equivalent (FTE)	<p>Enter the FTE of the staff member from this funding source. Up to two decimal places are allowed.</p> <p>WIOA ABE, WIOA IELCE, and WIOA Corrections projects require a 1.0 case management FTE for every 200 active students.</p> <p>WIOA LZ and WEP LZ projects require a 1.0 case management FTE for every 100 active participants.</p> <p>ALE projects require a 1.0 case management FTE for every 200 active students.</p> <p>EPE projects require a 1.0 case management FTE for every 600 active students.</p> <p>In addition, EPE administrator and data staff FTE requirements scale with EPE allocation as outlined in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">EPE Allocation</th> <th style="text-align: left;">Staff FTE - Administrator</th> <th style="text-align: left;">Staff FTE - Data Staff</th> </tr> </thead> <tbody> <tr> <td>\$100,000 or less</td> <td>at least .25 FTE</td> <td>at least .25 FTE</td> </tr> <tr> <td>\$100,001 - \$160,000</td> <td>at least .3 FTE</td> <td>at least .3 FTE</td> </tr> <tr> <td>\$160,001 - \$220,000</td> <td>at least .4 FTE</td> <td>at least .4 FTE</td> </tr> <tr> <td>\$220,001 - \$300,000</td> <td>at least .5 FTE</td> <td>at least .5 FTE</td> </tr> <tr> <td>\$300,001 - \$380,000</td> <td>at least .6 FTE</td> <td>at least .6 FTE</td> </tr> <tr> <td>\$380,001 - \$460,000</td> <td>at least .7 FTE</td> <td>at least .7 FTE</td> </tr> <tr> <td>\$460,001 - \$540,000</td> <td>at least .8 FTE</td> <td>at least .8 FTE</td> </tr> <tr> <td>\$540,001 - \$620,000</td> <td>at least .9 FTE</td> <td>at least .9 FTE</td> </tr> <tr> <td>\$620,001 and over</td> <td>at least 1 FTE</td> <td>at least 1 FTE</td> </tr> </tbody> </table>			EPE Allocation	Staff FTE - Administrator	Staff FTE - Data Staff	\$100,000 or less	at least .25 FTE	at least .25 FTE	\$100,001 - \$160,000	at least .3 FTE	at least .3 FTE	\$160,001 - \$220,000	at least .4 FTE	at least .4 FTE	\$220,001 - \$300,000	at least .5 FTE	at least .5 FTE	\$300,001 - \$380,000	at least .6 FTE	at least .6 FTE	\$380,001 - \$460,000	at least .7 FTE	at least .7 FTE	\$460,001 - \$540,000	at least .8 FTE	at least .8 FTE	\$540,001 - \$620,000	at least .9 FTE	at least .9 FTE	\$620,001 and over	at least 1 FTE	at least 1 FTE
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Certification?	Enter whether the staff member holds an adult education certification, a K-12 certification, or other certification. If they do not, please add N/A.																																
Highest Credential	Indicate the highest education credential obtained by that staff member.																																
Comments	Enter any necessary context or comments related to the staff member not covered by the previous fields.																																

