Welcome to WebChat with Minnesota Adult Education!

- This session is our **annual grant application webinar**.
- We’ll begin at 1:00.
- Everyone is currently muted to reduce background noise.
- If you are having any tech issues, please chat to Wendy Her for assistance.

**Check-In Discussion (enter responses in the chat):**

- Share a recent success story from your program!
Recording Today’s Session

The recording will be posted on the Literacy Action Network and the MNABE.org websites.
WebChat with MNABE
Annual ABE Grant Application Workshop

May 1, 2024
From the Minnesota Department of Education

- Brad Hasskamp, State Director
- Neill Allard, Communications & Records Specialist
- Julie Dincau, Transitions Specialist
- Astrid Liden, Professional Development Specialist
- Brandy Logan, Accountability/High School Equivalency Specialist
- Hailey Swanson, Records Specialist and Grants Support
- Jodi Versaw, Program Quality Specialist
- Bette Benson, Grants Coordinator
Agenda

• Updates and Announcements
• Adult Education Grants Overview
• Annual Application for Adult Ed/ABE funds
• Questions
Updates and Announcements
Form and additional details will be sent to grantees in **early June**.

Sections

- Level Gains with Post-Test Report for All ABE Participants
- Annual Volunteer Information Report
- **(NEW) Staff Required Training Report**
- **(NEW) Volunteer Required Training Report**
- Effectiveness in Serving Employers
- IET Workforce Training Costs
- Consortium’s one-stop (CareerForce center and system) contributions
- Verification of your consortium’s FY25 state ABE aid calculation
- Career Service Costs

More discussion on the August reports at a **SiD webinar in June** and **at the WebChat on July 10th**.
Reminder: Tracking Required Training in SiD

• All training required by the **Staff Training Policy** and the **Volunteer Training Standards Policy** must be entered into SiD.

• Consortia will need to submit staff and volunteer training reports from SiD with their August data submission.

• Training reports are being finalized; watch for emails from MDE with information on how to run reports and reminders on how to enter training info in SiD.

Policies can be found at: [www.mnabe.org/abe-law-policy/mn-abe-policies](http://www.mnabe.org/abe-law-policy/mn-abe-policies)
MN Adult Education Volunteer Training Policy:

Volunteers who work with adult learners are required to receive either Foundations of Adult Education Tutoring (12 hours) or Foundations of Volunteering in the Adult Education Classroom (4 hours), depending on their role. Learn more: www.literacymn.org/volunteer-foundations-training

Webinar: Completing the Annual Volunteer Report
Thursday, June 6
2:00-4:00

receive guidance on completing the Annual Volunteer Report, entering volunteer trainings into SiD, and running the training report.

Register now!
Join a PD Advisory Team!

- **Transitions PD Advisory Team**: guides professional development for Adult Career Pathways, IET, ACES TIF, and other transitions-related work

- **Administrator PD Advisory Team**: guides professional development for administrators and other program leaders

- **Statewide PD Committee**: helps inform professional development statewide

Applications: [https://atlasabe.org/applications/](https://atlasabe.org/applications/)

Due June 3!
Interested in becoming or having a mentor?

➢ Learn more and apply on the ATLAS website!

NEXT COHORT BEGINS MAY 31st

Deadline to be matched for this next cohort is May 6, 2024

(Accepting applications on an ongoing basis.)
Program teams and participants learn how to plan standards-aligned lessons, evaluate and supplement instructional resources for standards-alignment, and develop a long-term CCRS implementation plan!

- Prerequisite = CCRS Foundations Course or Workshop
- Program application: ideal team is at least 1 administrator, 1 ELA teacher, 1 math teacher
- Institute 1 is in person, all other activities are virtual
- Support for travel costs and stipends!
- Application available on ATLAS website, due June 3
TVM (Teacher Verification Model) Refresher Webinar

Thursday, May 30, 2:30-3:30

Register: https://atlasabe.org/event/tvm-refresher-webinar/

- review key components and requirements of the Teacher Verification Model
- ask questions and participate in a facilitated discussion with other TVM certified teachers
- share resources and best practices

Note: This is NOT a TVM Certification Webinar; this is for TVM Certified staff

TVM Certification Info and FAQ’s
August 14-15 (virtual)

Registration opens today! Early-bird rates good until June 30:

- $60 for LAN members
- $120 for non-LAN members
Mark your calendars! 2024-25 PD Dates

**ABE Summer Institute** (virtual) – Aug. 15-16

**Fall North Regional** (Walker) - Oct. 3-4, 2024

**Fall Manager Meeting** (Metro area, TBD) - Oct. 30, 2024

**Math Institute** (virtual) – Nov. 8, 2024

**Support Services Conference** (virtual) – Nov. 14-15, 2024

**MN English Learner Conference** (MELED) (St. Paul) – Nov. 22-23, 2024

**Language & Literacy Institute** (Bloomington) - Jan. 23-24, 2025

**Spring Statewide Virtual Conference** – April 11, 2025

**Spring South Regional (Mankato)** - May 2, 2025
MN ABE Computer-Based Testing Survey

• Emailed to Consortium Managers on 4/18 and 4/29

• Please submit ONE response per consortium by this Friday, May 5

• Information gathered will be used to make decisions about state-purchased computer-based tests (CASAS, TABE, and BEST Plus 3.0 pilot)
Contact Hours and Funding for 2024-25
Starting points for 2024-25 funding

- Hours from May 1, 2023 - April 30, 2024 will be used for calculating 2024-25 funding.
- The total amount of state funding available for 24-25 may be 2% higher than 23-24.
- Hours have increased statewide. **When the total amount of contact hours go up, the contact hour rate goes down.**
  - The 2% increase overall will offset the contact hour decrease a bit
Update on statewide contact hours

<table>
<thead>
<tr>
<th>2022-23 Hours (not including April 2023)</th>
<th>11-month total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,074,691</td>
</tr>
<tr>
<td>2023-24 Hours (not including April 2024)</td>
<td>3,542,330</td>
</tr>
</tbody>
</table>

Statewide increase in hours = 15%
Contact hour growth and funding

Consortium A can predict an increase in funding.

Consortium B can predict a decrease in funding.
Resource on funding and budgeting

Webinar recording:  
**Administrators, Where Shall We Begin? Planning & Budgeting for the Coming Year**  
February 20, 2024  
ATLAS staff, MDE staff and several Adult Ed managers

Link to recording: [https://youtu.be/1kH2GfZ8sCA?si=7WPi_ipVRK2V0HSc](https://youtu.be/1kH2GfZ8sCA?si=7WPi_ipVRK2V0HSc)
Adult Education (ABE) Grants
## Grant Applications for ABE Funding

<table>
<thead>
<tr>
<th>Application</th>
<th>Typical due date</th>
<th>Time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual ABE Application (annual renewal of State and Federal ABE funds)</td>
<td>June 1</td>
<td>One year</td>
</tr>
<tr>
<td>Federal Adult Education Competition</td>
<td>last due March 2022 next competition Spring 2028</td>
<td>2022 - 2028 (six years)</td>
</tr>
<tr>
<td>IELCE (Integrated English Literacy and Civics Education) grants</td>
<td>last due April 2022 next competition Spring 2025</td>
<td>Three years</td>
</tr>
<tr>
<td>Five-Year Narrative (five-year reauthorization to receive state ABE funds)</td>
<td>June 1 (only once every 5-6 years)</td>
<td>Five years</td>
</tr>
<tr>
<td>Other grants (e.g. Pathways to Prosperity, foundation grants)</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>
Federal and State Adult Education Funding

Federal Adult Education Funding (FIN 438)

- The Federal Competitive application is the reauthorization process for federal funding.
- 2024-25 will be the third year of the current 6-year grant cycle.
- No federal adult education grant competition this year. Next competition scheduled for Spring 2028.

State Adult Education Funding (FIN 322)

- The five-year narrative is the reauthorization process for state funding
- Runs on a rolling 5-year cycle
- Each year a group of 7-9 consortia are required to submit the 5-year narrative.

Current grantees must submit the annual application each year to continue receiving state and federal ABE funding.
2024 5-year Narrative Cohort

Consortia submitting Narratives in 2024:

- AEOA
- Burnsville
- Dakota Prairie-Farmington
- Lakeville
- NW Service Cooperative
- Osseo
- South Suburban-South St. Paul

- June 3, 2024: Narrative due date
- Summer or Fall 2024: site visit
2025 5-year Narrative Cohort

Timeline:
- 2025 Narrative cohort staff: Read and score narratives during month of June
- Full day reviewer meeting: Tues. June 25 (virtual)
- Narrative Writers Workshop: Wed. Oct. 9 (virtual)

Consortia submitting Narratives in 2025:
- Alexandria
- Adult Options - Hopkins
- Detroit Lakes
- Duluth
- Hiawatha Valley - Red Wing
- Metro East - North St. Paul
- Rochester
- SW Metro
- West - Monticello
Annual ABE Grant Application
Our Minnesota Adult Education system is organized by consortia.

- Each consortium has a single fiscal agent entity (school district, CBO, correctional institution or tribal nation).

The fiscal agent entity is responsible to submit one application for the entire consortium.
In previous years, the Annual ABE Grant Application was available through SERVS.

Starting this year, the application will be in Minnesota Education Grants System (MEGS).
Annual Application Process

1. Complete the Contact Information, Application Narrative and Tables within MEGS

2. IOWA (Identified Official With Authority) must accept the assurances

3. IOWA must (virtually) sign and submit by June 3 at 5 pm

*(IOWA is typically superintendent or executive director)*
Accessing the Application

MEGS link: [https://mde.mtwgms.org/MEGS/logon.aspx](https://mde.mtwgms.org/MEGS/logon.aspx)
The application can only be accessed in the new Minnesota Education Grants System (MEGS). MEGS is within Education Identity & Access Management (EDIAM), which is where you previously logged into SERVs.
If you have not used EDIAM in the past, but will now need to access MEGS, you should start by creating an EDIAM account.

Once you have an EDIAM account, your IOWA (Identified Official with Authority) will have to give you access to MEGS. MDE staff cannot give you access to MEGS – you will work through your business office/IOWA to get this access.

• As in previous years, the application will need to be virtually signed, in MEGS, by the IOWA. This needs to happen on or before 5 pm on June 3, 2024. Please make sure your business office and IOWA are aware of this deadline!
The ABE application is live as of 5/1/24, at 1:00 p.m. Users must access the ABE Application in MEGS via EDIAM. If your EDIAM account does not currently have MEGS access, first reach out to your IOWA or business office. If additional support is needed, please contact MEGS.mde@state.mn.us.
Before the application has been started, the tile will look like this:

Before the application has been started, the tile will look like this:

Adult Basic Education State FIN 322 and Federal FIN 438 - SFY2025-FFY2024

Grant: ABE FINs 322 and 438 Data
Grant Type: Assurances and Central Data

Create an application for: 2025

After the application has been started, the tile will look like this:

After the application has been started, the tile will look like this:

Adult Basic Education State FIN 322 and Federal FIN 438 - SFY2025-FFY2024

Grant: ABE FINs 322 and 438 Data
Grant Type: Assurances and Central Data
Application: 2025 - ABE FINs 322 and 438 Data - 00
Revision: Original Application
Status: Not Submitted
Submissions due by: 6/3/2024 5:00 PM

View Grant Application
View Application Summary
Delete Original Application
Applicants will enter information on the Contact Information, Application Narrative, Tables, Assurances, and Submit tabs.
Adult Basic Education (ABE) Grant Opportunity

Due Date: Monday, June 3, 2024, 5 p.m. Central Time

Purpose: The Minnesota Department of Education (MDE) makes this funding available, in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) for the purpose of providing adults with educational opportunities to acquire and improve the literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members and citizens.

Eligibility Criteria: Any organization that has demonstrated effectiveness in providing adult education and literacy activities for eligible individuals (as defined in CFR 463.24) seeking federal and/or state Adult Basic Education (ABE) funding, which may include:

1. a local educational agency;
2. a community-based organization or faith-based organization;
3. a volunteer literacy organization;
4. an institution of higher education;
5. a public or private nonprofit agency;
6. a library;
7. a public housing authority;
APPLICATION NARRATIVE

Congressional District of Grantee Organization (using address of primary location):

6

Minnesoata County the Grantee Resides In:

Wright

Are you a nonprofit organization reporting as a 501(c)(3) organization?

☐ Yes  ☐ No

Grant Funding Selection

Please check which type of Adult Basic Education (ABE) funds the organization is applying: Federal and/or state funding.

☐ This entity is applying for federal ABE funding for fiscal year 2023 (FY 2023) and was approved to receive federal ABE Funding in March 2022.

☐ This entity is applying for state ABE funding for fiscal year 2025 (FY 2025).

Program Status

Select the ONE condition below that best describes your state fiscal year 2025 (FY 25) FIN 438/322 Grant Application:

1. Continuing ABE Consortium: This consortium was approved and funded for SFY 2024 and is seeking continuation for SFY 2025. There are no changes in school district membership or fiscal agency for SFY 2025.

2. Realigned or Restructured ABE Consortium: This consortium was approved and funded for SFY 2024 and is seeking continuation for SFY 2025 or this consortium will separate from its SFY 2024 ABE fiscal agent and is seeking approval for SFY 2025 as a separate consortium. There are some changes in school district membership or fiscal agency for SFY 2025.

3. New Consortium: This consortium is seeking approval as a new ABE consortium.

☐ Continuing ABE Consortium
Tables

Tables A, 7, 14, and B
Four tables, the same as last year's application*:

**Table A:** Enrollment & Contact Hours

**Table 7:** Adult Education Personnel

**Table 14:** Providers by Funding Source

**Table B:** Providers, Sites and Other Members
  - Split across several tabs

*except that all information must be entered into MEGS, not into an Excel document*
Table A: Total Enrollment & Contact Hours

Table A (May 1, 2023 - April 30, 2024)

Total Enrollment & Contact Hours

Enter the number of enrollees and their total contact hours.

NOTES: The grand total number of contact hours reported in Column C will determine the grantee’s contact hours for state Adult Basic Education aid.
The subtotal of lines 1 - 12 on Column C, will determine the grantee’s contact hours for federal aid.
Low-Incidence Disability enrollees and hours should be entered only for students whose status has been approved through the PANDA/MDE process.

<table>
<thead>
<tr>
<th>Educational Functioning Level at Entry</th>
<th>Number of Enrollees (any # of hrs)</th>
<th>Total Contact Hours for Enrollees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ABE 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ABE 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ABE 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ABE 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ABE 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ABE 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. ESL 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ESL 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. ESL 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table A - Total Enrollment & Contact Hours

**Sandbox:** 5/1/2023 - 4/30/2024

<table>
<thead>
<tr>
<th>Pre Test EFL</th>
<th># of Distinct Students</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE Level 1</td>
<td>3</td>
<td>49.25</td>
</tr>
<tr>
<td>ABE Level 2</td>
<td>2</td>
<td>62.50</td>
</tr>
<tr>
<td>ABE Level 4</td>
<td>4</td>
<td>129.50</td>
</tr>
<tr>
<td>ABE Level 6</td>
<td>1</td>
<td>13.00</td>
</tr>
</tbody>
</table>
Reminders and recommendations for Table A

• This data is crucial because it is directly tied to funding.

• The hours reported on Table A will be used in the official aid calculation for funding, NOT what is in SiD.

• Check your data carefully - data entry errors can result in a loss of funding for your consortium.

• Keep a copy of your Table A report from SiD (PDF or Excel) for your own records
  • Verify that all April hours have been entered before running the report in SiD
Table 7: Adult Education Personnel

**Table 7 (July 1, 2023 - June 30, 2024)**

**Adult Education Personnel by Function and Job Status**

Enter all personnel by function and job status.

For reporting Local-level Administrative/Supervisory/Ancillary Services, Counselors, and Paraprofessionals:

- Enter an unduplicated count of personnel by function and job status. Count the number of positions, not the number of staff who filled them.
- In Column B, count one time only each part-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- In Column C, count one time only each full-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- In Column D, report the number of volunteer positions (personnel who are not paid) who served in the program administered under AEFLA.

For reporting Local Teachers:

- Count and report the number of teachers, not the number of positions. For example, if one local part-time teaching position was filled with 3 teachers throughout program year, count and report 3 local part-time teachers.
- Report adult education experience and certification for paid teachers only, not volunteers. The total number of teachers for which experience is reported must equal the total number of teachers reported in Columns B and C.
- For certification, report all certifications a teacher has. Multiple responses are allowed. Report teachers who lack certification in the ‘No Certification’ category.

<table>
<thead>
<tr>
<th>Function</th>
<th>Adult Education</th>
<th>Personnel</th>
<th>Unpaid Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local-level Administrative/Supervisory/Ancillary Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Counselors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Paraprofessionals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reminders and recommendations about Table 7

• Run Table 7 in SiD

• Check to make sure your staff and volunteer numbers are in the ballpark
  • *If not, you may need to add end dates for old staff and volunteers*

• Enter the data into MEGS
# Table 14: Providers and Funding

Local Providers by Funding Source

Enter the type of fiscal agent entity, number of each type of additional provider receiving state and federal ABE funds, number of each type of IELCE grantee, and the amount of state and federal (including IELCE) ABE funding received.

<table>
<thead>
<tr>
<th>Provider Agency (A)</th>
<th>Fiscal Agency Entity (B)</th>
<th>Number of Additional Providers (C)</th>
<th>Number of IELCE Grantees (D)</th>
<th>Federal Funding (including IELCE) Amount (E)</th>
<th>Federal Funding (including IELCE) % of Total (F)</th>
<th>State Funding Amount (G)</th>
<th>State Funding % of Total (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Education Agencies (school districts)</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Public or Private Nonprofit Agencies</td>
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<tr>
<td>Community-based Organizations</td>
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<tr>
<td>Faith-based Organizations</td>
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<td>Libraries</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Institutions of Higher Education</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Community or Technical Colleges</td>
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<tr>
<td>Four-year Colleges or Universities</td>
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</tr>
<tr>
<td>Other Institutions of Higher Education</td>
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<td></td>
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<tr>
<td>Other Agencies</td>
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<td></td>
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<tr>
<td>Correctional Institutions</td>
<td></td>
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<td></td>
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<tr>
<td>Other Institutions (non-correctional)</td>
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<td></td>
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<tr>
<td>Tribal Government or Organization</td>
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<td></td>
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<tr>
<td>Tribal Organizations</td>
<td></td>
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</tr>
</tbody>
</table>
Reminders and recommendations for Table 14

Include on Table 14: State (FIN 322) and federal (FIN 438) ABE funds plus IELCE funds (FIN 801)

Column E: Federal funds total
• Total should match total federal ABE award amount plus IELCE award amount for all providers in the consortium

Column G: State funds
• Total should match state ABE award amount

Change: New row added for "Tribal Government or Organization"
Table B – Providers and Sites

Table B - ABE Providers 1-5 (Program Year 2024-2025)

<table>
<thead>
<tr>
<th>District/Organization Name</th>
<th>District number (if applicable)</th>
<th>Programming Site</th>
<th>Programming Site Address</th>
<th>Site is NON-PUBLIC (e.g. correctional facility)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consortium Providers, Sites and Other Members

Enter all consortium member organizations/districts that are ABE PROVIDERS* and the regular programming sites they staff and operate. Indicate which sites are NON-PUBLIC**.

NOTE: List any sites anticipated to have ABE programming within the 24-25 program year (July 2024 - June 2025).

* ABE PROVIDERS are districts, CBOs or other entities that use ABE funds to hire at least one ABE instructor.

** NON-PUBLIC SITES are places where ABE services are delivered only to a specific group of people, such as employees of that company or people incarcerated at that facility.
IMPORTANT NOTE: Table B runs slowly!

Be patient as it loads.
Reminders for Table B Providers and Sites

Any entity that pays for one or more ABE instructors is an ABE PROVIDER and should be listed in first section

Programming Site should be name of building as known by the public

Use complete, mappable address (including Zip code)

Format: 123 Main St, City, MN 55555
Table B – Other Members

List all consortium members that are NOT ABE providers (they do not hire ABE teachers).
Questions about Tables?
The IOWA must accept the assurances before submitting, they can do so at any time in the process, it does not need to be the final step before submitting.
The IOWA must answer two questions in regards to the Federal Funding Accountability and Transparency Act (FFATA) before submitting. These questions can be answered at any time in the process, it does not need to be the final step before submitting.
Ready to submit? First run a consistency check. This will check the application to ensure all information has been collected.
In this example, the applicant didn't indicate which type of funds are being applied for, and there is an error between tables B and 14. The applicant can return to these tabs and make updates.
Once the consistency check has been run and there are no errors, the IOWA can submit!
The application has been submitted for review.

Assurances
Consistency Check was run on: 4/26/2024
LEA District Data Entry
Bookkeeper
LEA/ORG Administrator submitted the application to MDE on: 4/30/2024
Final Review
Let's do it!
MEGS issues: MEGS.MDE@state.mn.us
Questions

For MDE Adult Education, Grants, or MEGS staff/developers?
The recording, slides and handouts will be posted on the Literacy Action Network website and the MNABE state presentations website.
Next WebChat

Wednesday, July 10, 2024
1-2:30pm
Thank you!

Questions?

Jodi Versaw
Jodi.versaw@state.mn.us

Brad Hasskamp
Brad.hasskamp@state.mn.us

Julie Dincau
Julie.dincau@state.mn.us

Astrid Liden
Astrid.liden@state.mn.us

Brandy Logan
Brandy.logan@state.mn.us

Neill Allard
Neill.allard@state.mn.us