Welcome to the annual ABE Grant Application Session

Spring 2019

MNABE Staff

From the **Minnesota Department of Education**

- Todd Wagner, State ABE Director
- Julie Dincau, Transitions Specialist
- Cherie Eichinger, Administrative Support
- Brad Hasskamp, Secondary Credential & Policy Specialist
- Astrid Liden, Professional Development Specialist
- Alice Smith, Administrative Support/GED
- Jodi Versaw, ABE Program Quality Specialist
- Lina Jau, Grants Specialist

Agenda

A. Updates and announcements
B. ABE grants and applications
   - IELCE
   - 5-year narratives
   - Annual ABE application
C. ABE finance considerations
D. Testing
E. Questions

Upcoming PD Opportunities

Summer Institute: August 14-17

Proposals due April 1

Pre-conference sessions:

- ABE Foundations
  - an overview of the basics for new staff or those who need a refresher
- CCRS Foundations: ELA or Math
  - An overview of the standards and instructional shifts

Adult Diploma 101 Training

April 29 and 30

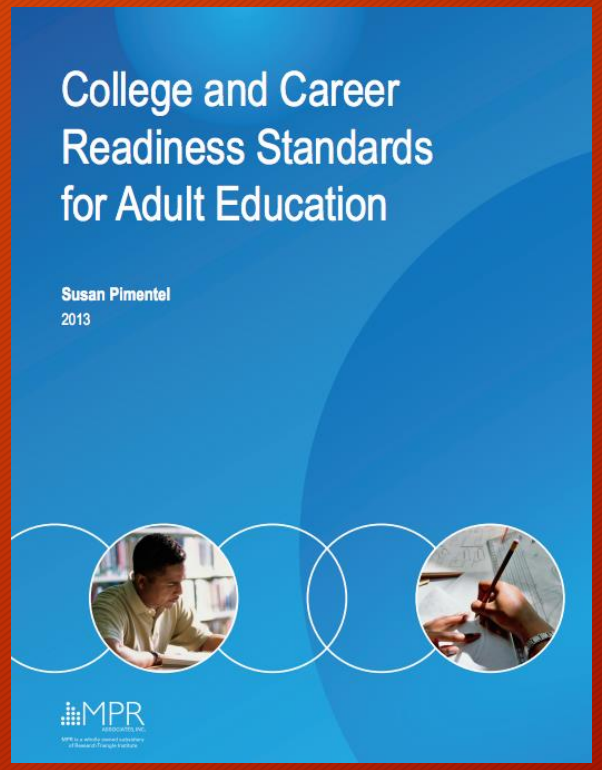
MN Department of Education

- New Adult Diploma staff from current programs
- Adult Diploma staff from new programs

- Registration information in email from Cherie Eichinger

FY20 CCRS Implementation Cohort

- Prerequisite = CCRS Foundations training
- All standard adult diploma programs need to go through CCRS cohort training prior to launch
- Program application: at least 1 administrator, 1 ELA teacher, 1 math teacher
- Application available on ATLAS website (due May 31)



FY20 STAR Cohort

- Year-long cohort-based PD for program teams focused on evidence-based reading instruction for intermediate level readers
- New hybrid (in-person + online) training:
  - September full-day meeting
  - Online modules & assignments with trainer support
  - January full-day meeting (at Language & Literacy Institute)
  - April full-day meeting
- Application and orientation PPT available on ATLAS website (due June 1)

Mark your calendars! (Fall 2019)

- ABE Math Institute – Sept. 20, 2019
- Fall North Regional – Oct. 3-4, 2019 (Walker)
- MLC Fall Tutoring Kick-Off – Oct. 26, 2019
- ABE Narrative Writer Workshop – Oct. 29, 2019
- Fall South Regional – Nov. 1, 2019 (Mankato)
- Fall Manager Meeting – Nov. 19, 2019
- ABE Program Improvement Workshop – Nov. 20, 2019
- Support Services Conference - November 7-8, 2019
- Volunteer Management Conference – December 6, 2019

Mark your calendars! (Winter-Spring 2020)

- Language & Literacy Institute - January 23-24, 2020
- Spring Metro Regional - March 6, 2020
- Spring North Regional - March 26-27, 2020 (Grand Rapids)
- Spring South Regional - April 17, 2020 (Mankato)
- MCTM Conference – April 23-24, 2020

Resources & tools for PD planning

MN ABE Professional Development Opportunities: Building Professional Expertise

- PD targeted at different levels of experience and expertise
- Annual PD events
- PD key with acronyms and provider contact info

Available at http://www.mnabe.org/professional-development

PD Leadership Teams

- Language and Literacy Advisory Team (LLATe)
- Minnesota Numeracy Advisory Team (MNI A-team)
- Transitions PD Advisory Team (NEW!)

Share your expertise or encourage a colleague!

Applications due May 24

Applications available in April 30 MN ABE Connect Newsletter

Turbulence on the HiSEAs!

Minnesota **Hi**gh **S**chool **E**quivalency **A**ssessment**s**

Staff from MN Administration, Education, and Corrections agencies are negotiating and rewriting the draft competition materials.

Implication: We will likely not complete the process until after July 2019.

State subsidy for GED testers

- Currently $125,000 to pay for $10 off first test in each subject (with code “**MNGED10**”)

- Subsidy should last the entire year and continue into next year starting July

Regional Transitions Aid
Plans are due June 13, 2019

	Adult Basic Education Transitions Region	Fiscal Agent for the Transitions Region
1	Northwest Region	Northwest Service Cooperative ABE
2	Northeast Region	Arrowhead Economic Opportunity Agency
3	Mid-Central Region	Saint Cloud Adult Basic Education
4	West Metro Region	Adult Options in Education - Hopkins
5	East Metro Region	North Saint Paul, Maplewood, Oakdale ABE
6	Southwest Region	Mankato ABE
7	Southeast Region	Hiawatha Valley ABE
8	Minneapolis Region	Minneapolis Public Schools
9	Saint Paul Region	Saint Paul Public Schools
10	Department of Corrections	Minnesota Department of Corrections

ABE GRANTS AND APPLICATIONS

Grant Applications for ABE Funding

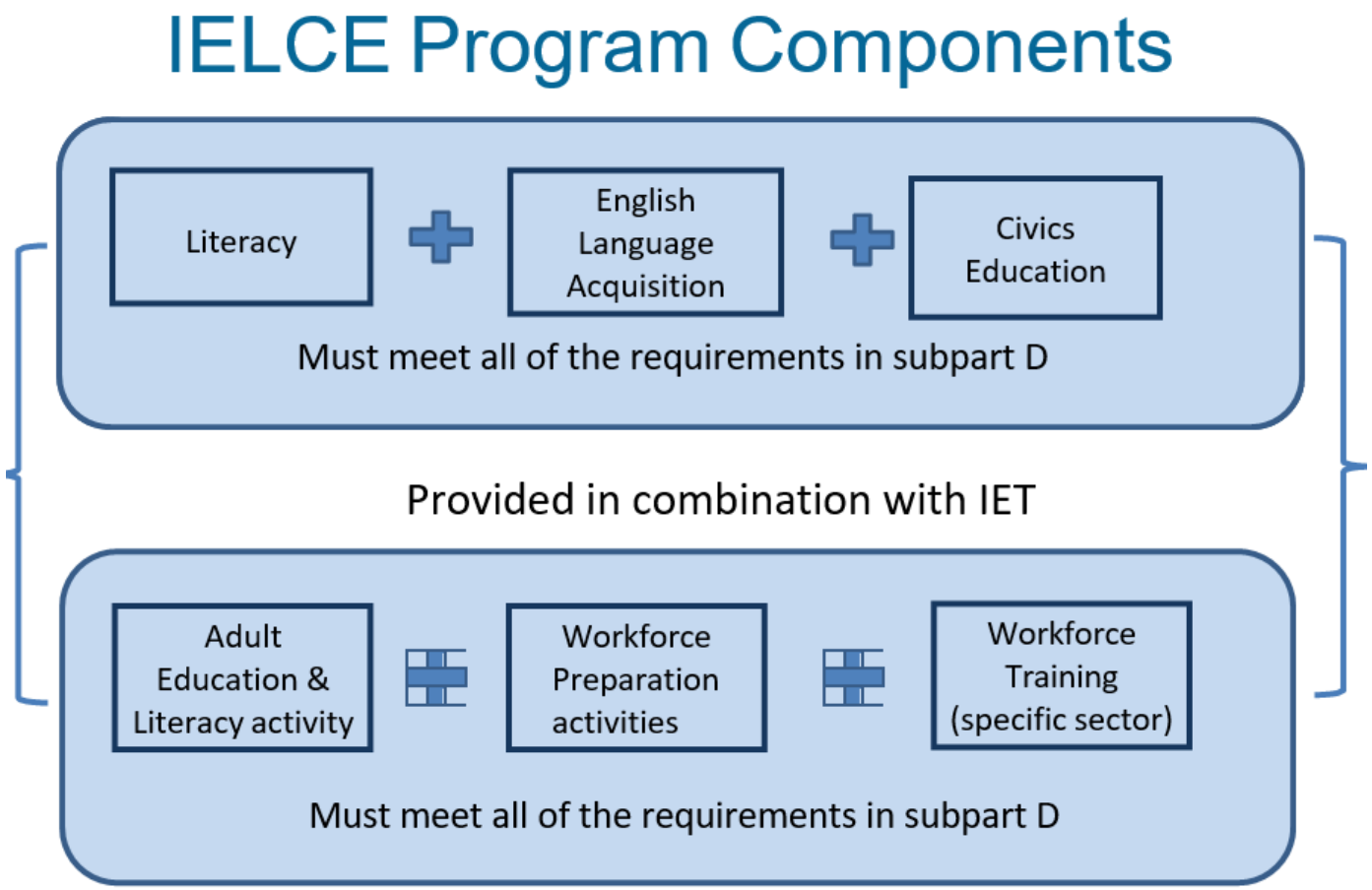
Application	Typical due date	Time period
Annual ABE Application (annual renewal)	June 1	One year
Five-Year Narrative (five-year reauthorization)	June 1 (only once every 5 years)	Five years
IELCE (Integrated English Literacy and Civics Education) grants	April or May	Three years (previously two years)
Federal ABE Grant Provider Competition	Was due in 2017	Until potentially 2023 or until WIOA is reauthorized
Other grants (e.g. Pathways to Prosperity, foundation grants)	Varies	Varies

Integrated English Literacy and Civics Education (IELCE)

Current IELCE Grantees:

- Current grantees will need to submit an annual report with performance, narrative, and financial information
- Report template will be sent out to grantees in June and is tentatively due July 30

IELCE upcoming grant opportunity



- Application will be posted in late March or early April
- Three year grant cycle
- Grant reviewers needed
- Awards expected to go out August or September of 2019

Consortia submitting five-year narratives in 2019

- Alexandria
- AOIE-Hopkins
- Detroit Lakes
- Duluth
- Hiawatha Valley
- Metro East
- Rochester
- SW Metro
- West-Monticello

Consortia submitting narratives in 2020

- AALC-LeSueur
- Cass Lake
- Fergus Falls
- Mankato
- Moorhead
- Robbinsdale
- SPCLC - St. Paul
- SW ABE - Marshall
- Tri-County Corrections

2020 Narrative writers

- **June 2019**: narrative review
- **Tuesday, June 25, 2019**: in-person review session (at MDE)
- **Tuesday, October 29, 2019**: Narrative writers' workshop (at MDE)

Additional reviewers needed!

Email Jodi if you are interested in reviewing narratives

ABE Annual Grant Application Materials

For grant application documents: education.mn.gov
Districts, Schools and Educators – Business and Finance – Grants

Documents	
Application	Microsoft Word
Instructions	Microsoft Word
Tables	Microsoft Excel
DUE DATE: Monday, June 3 at 3:30 PM in SERVS	

Table A: Contact Hours (May-April)

Consortium Name:

Table A (May 1, 2018 - April 30, 2019)

Total Enrollment & Contact Hours

Enter the number of enrollees and their total contact hours.

Entering Educational Functioning Level A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
1. ABE 1		
2. ABE 2		
3. ABE 3		
4. ABE 4		
5. ABE 5		
6. ABE 6		
7. ESL 1		
8. ESL 2		
9. ESL 3		
10. ESL 4		
11. ESL 5		
12. ESL 6		
Subtotal	0	0
13. No Level Assigned (not tested)		
14. Conditional Work Referral		
15. Official GED Testing Hours		
Subtotal	0	0
Grand Total	0	0
16. Low-Incidence Disability		

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 7: Staffing

Table 7 (July 1, 2018 - June 30, 2019)

Adult Education Personnel by Function and Job Status

Enter an unduplicated count of personnel by function and job status.

Function (A)	Adult Education Personnel: Total Number of Part-time Personnel (B)	Adult Education Personnel: Total Number of Full-time Personnel (C)	Unpaid Volunteers (D)
State-level Administrative/ Supervisory/Ancillary Services			
*Please Note: for Admin, Counselor, and Para count **POSITIONS** not head count*			
Local-level Administrative/ Supervisory/Ancillary Services*			
Local Counselors*			
Local Paraprofessionals*			
*Please Note the Teacher count is a cumulative **HEAD COUNT***			
Local Teachers**			
Teachers' Years of Experience in Adult Education			
Less than one year			
One to three years			
More than three years			
Teacher Certification			
No certification			
Adult Education Certification			
K-12 Certification			
Special Education Certification			
TESOL Certification			

Table 13: Funding

Table 13 (July 1, 2018 - June 30, 2019)

Local Grantees by Funding Source

Enter the number of each type of grantee or sub-grantee receiving state and federal funds and the amount of state and federal funding they receive.

Provider Agency (A)	Total Number of Providers (B)	Federal Funding		State Funding	
		Total (C)	% of Total (D)	Total (E)	% of total (F)
Local Education Agencies			#DIV/0!		#DIV/0!
Public or Private Nonprofit Agency					
Community-based Organizations			#DIV/0!		#DIV/0!
Faith-based Organizations			#DIV/0!		#DIV/0!
Libraries			#DIV/0!		#DIV/0!
Institutions of Higher Education					
Community or Technical Colleges			#DIV/0!		#DIV/0!
Four-year Colleges or Universities			#DIV/0!		#DIV/0!
Other Institutions of Higher Education			#DIV/0!		#DIV/0!
Other Agencies					
Correctional Institutions			#DIV/0!		#DIV/0!
Other Institutions (non-correctional)			#DIV/0!		#DIV/0!
All other Agencies			#DIV/0!		#DIV/0!
Consortium Total	0	0	#DIV/0!	0	#DIV/0!

In Column (B) report the number of providers receiving a grant award or contract for instructional services from the eligible agency.

In Column C and E report the amount of federal and state funding providers received. Columns D and F will calculate automatically.

NOTE: Subgrantee numbers provided in Column B on Table 13 should coincide with subrecipient numbers provided in Table B.

Table B: Members & Sites

Consortium Name:

Table B (June 1, 2019)

and Sites

Enter all the consortium's member organizations/districts and the regular, physical programming sites they staff and operate.

District/Organization Name	District Number *(if applicable)*	Grantee/ Subrecipient? (y/n)	Programming Site(s)	Programming Site Address

Table B: Correct example 1

Consortium Name:	Dakota Prairie Adult Basic Education

Table B (June 1, 2018) and Sites

Enter all the consortium's member organizations/districts and the regular, physical programming sites they staff and operate.

District/Organization Name	District Number *(if applicable)*	Grantee/ Subrecipient? (y/n)	Programming Site(s)	Programming Site Address
Farmington Public Schools	192	y	Meadowview Elementary School	6100 195th St. West, Farmington, MN 55024
Northfield Public Schools	659	y	Northfield Community Resource Center	1651 Jefferson Parkway Northfield, MN 55057
			Emmaus Baptist Church	712 Linden St. North Northfield, MN 55057
			Greenvale Elementary School	1350 700 Lincoln Parkway Northfield, MN 55057
Randolph Public Schools	195	n		

Table B: Correct example 2

Consortium Name: Brainerd ABE

Table B (June 1, 2018)

and Sites

Enter all the consortium's member organizations/districts and the regular, physical programming sites they staff and operate.

District/Organization Name	District Number *(if applicable)*	Grantee/ Subrecipient? (y/n)	Programming Site(s)	Programming Site Address
Brainerd Public Schools	181	y	Central Lakes College	501 West College Rd, Brainerd MN 56401
			Pine River New Beginnings Building	900 1st Street North, Pine River, MN 56474
Crosby - Ironton Public Schools	182	n		
Pequot Lakes Public Schools	186	n		
Pine River - Backus Public Schools	2174	n		

Table B: Incorrect example 1

Consortium Name: West Overshoe Adult Basic Education

Table B (June 1, 2018)

and Sites

Enter all the consortium's member organizations/districts and the regular, physical programming sites they staff and operate.

District/Organization Name	District Number *(if applicable)*	Grantee/ Subrecipient? (y/n)	Programming Site(s)	Programming Site Address
West Overshoe	1388	y	West Overshoe	1410 Main St., West Overshoe MN 55101
			Jackson	1300 10th Ave, Jackson MN 55102
			Jonesville	153 Oak St., Jonesville MN 55103
Jamestown	615	n		
Silver Springs	145	n		

Table B: Incorrect example 2

Consortium Name: Trout Lake Adult Basic Education

Table B (June 1, 2018)

and Sites

Enter all the consortium's member organizations/districts and the regular, physical programming sites they staff and operate.

District/Organization Name	District Number *(if applicable)*	Grantee/ Subrecipient? (y/n)	Programming Site(s)	Programming Site Address
Trout Lake Schools	111	Y	Trout Lake Learning Center	1234 Lake Ave, Trout Lake, MN 55432
			Trout Lake College	1500 15th Ave, Trout Lake, MN 55432
			Big Prairie High School	2201 23rd St, Big Prairire 55432
			Old Horse Community Education Building	135 17th Ave, Old Horse, MN 55432
Big Prairie Schools	112	Y		
Old Horse Schools	113	Y		

ABE FINANCE

State Funding and Federal Funding

The annual ABE application is for:

State ABE funding (FIN 322)

Federal ABE funding (FIN 438)

NOTE: Please be sure your authorized signer is aware of the June 3 deadline!

Federal funding: fiscal year end

What happens when federal ABE funds are not spent at the end of the fiscal year?

Federal funds must be expended by June 30.

Unspent federal funds roll over into the total statewide pot of funding for the following fiscal year.

State funding: fiscal year end

What happens when state ABE funds are not spent at the end of the fiscal year?

Up to 20% of state funds can be spent between July 1 – September 30 of the following fiscal year.

When carrying over funds in this way, be sure they are course coded correctly (009 = FY19 funds).

Any unspent state funds are returned to the state general fund and no longer available to ABE.

Check with your business office!

Are expenditures on track with the budget?

How much state and federal funds are remaining?

Will all those funds be spent by the end of the fiscal year?

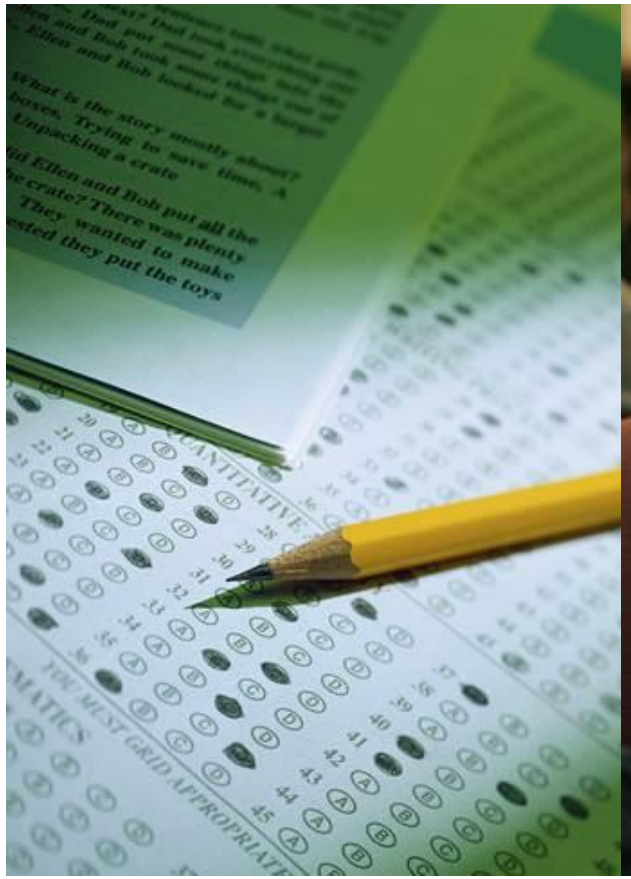
If all funds can’t be spent, how can we make sure state funds are spent down first, to avoid losing them?

NOTE: in FY18, a larger than usual portion of ABE state funds went unspent.

For More Grant or Financial Info

1. **Next Web Chat: Wednesday, May 1, 2019**
2. **Talk to other ABE managers**
3. **Talk with your business office**
4. **Check the Grants page on the MDE Website**
5. **Contact Lina Jau, MDE Grants Specialist, at lina.jau@state.mn.us**

Testing



CASAS GOALS Math Test

- The U.S. Department of Education approved the new CASAS GOALS Math test for ABE levels in the NRS.
- MDE reviewing for approval July 1, 2019 or possibly earlier.

TABE Transition Process

- TABE 9/10 will no longer be a valid assessment as of July 1, 2019
- For programs currently using TABE 9/10, there will be two options as of July 1:
  - TABE 11/12
  - CASAS GOALS

From TABE 9/10 to 11/12

TABE 9 & 10 are not considered the same as 11 & 12 for data purposes, meaning that if a student has a pretest in 9 or 10, the student:

- Cannot be post-tested with an 11 or 12.
- Does not need to wait 40 contact hours before taking a 11 or 12 (which is then a new pre-test).

Important Consideration: entering attendance

As of July 1, if a student does not have a valid test*, no more than 12 hours of attendance can be entered in SiD.

* Valid tests for ABE levels = CASAS GOALS or TABE 11/12

Data entry of tests into SiD

The last day to enter any TABE 9/10 scores into SiD will be:

July 15, 2019

Test Transition Planning

- Have you purchased new tests?
- Have staff been trained on the new tests?
- What is the timeline for switching to new tests?
  - With current students who have already made a gain this year?
  - With current students who haven’t yet made a gain this year?
  - With new students?

Important Considerations: level gains

Consider your program's level gains!

- Make sure all students pre-tested on the 9/10 have the opportunity to post-test on the 9/10.
- Until June 30, students can pre-test and post-test on BOTH 9/10 and 11/12. Even if a student has taken an 11/12 pre-test, consider giving them a 9/10 post-test as well if they haven't yet shown a gain in the year.

Testing Transitions Scenario #1

- Student A registers for your program on June 16. They are given a TABE 9M. They attend for 26 hours in the month of June.
- On July 1 this student is given a TABE 11M. Because this is a new pre-test, this student cannot show a level gain.
- Later in July, after 15 additional hours of instruction, the student gets a new job and stops attending classes.
- **This student never had the opportunity to show a level gain.**

Q: How can this be avoided?

A: Any student who will likely not complete 40 hours of instruction before July 1 should be pre-tested on a NEW TEST (CASAS Goals or TABE 11/12)

Testing Transitions Scenario #2

- A returning student comes to re-enroll in classes on June 7. Their last test was a 10M in March, 2019. They have 13 hours of instruction since that test.
- Student begins attending class on June 10. Student attends 23 hours in June.
- Student continues attending class in July. On July 10, intake staff email you to say they got an error message that they can't enter any additional hours for this student.

Q: What happened? And how can this be avoided?

A: The student no longer has a valid level as of July 1, so only 12 hours of attendance can be entered.

To avoid this, test all students on 11/12 or CASAS GOALS by July 1.

We need you

to review grant applications!

IELCE
5-Year Narratives

DEPARTMENT OF EDUCATION

Thank you! Questions?

Brad Hasskamp
Brad.hasskamp@state.mn.us
651-582-8594

Jodi Versaw
Jodi.versaw@state.mn.us
651-582-8593

Astrid Liden
Astrid.liden@state.mn.us
651-582-8424

Julie Dincau
Julie.dincau@state.mn.us
651-582-8681