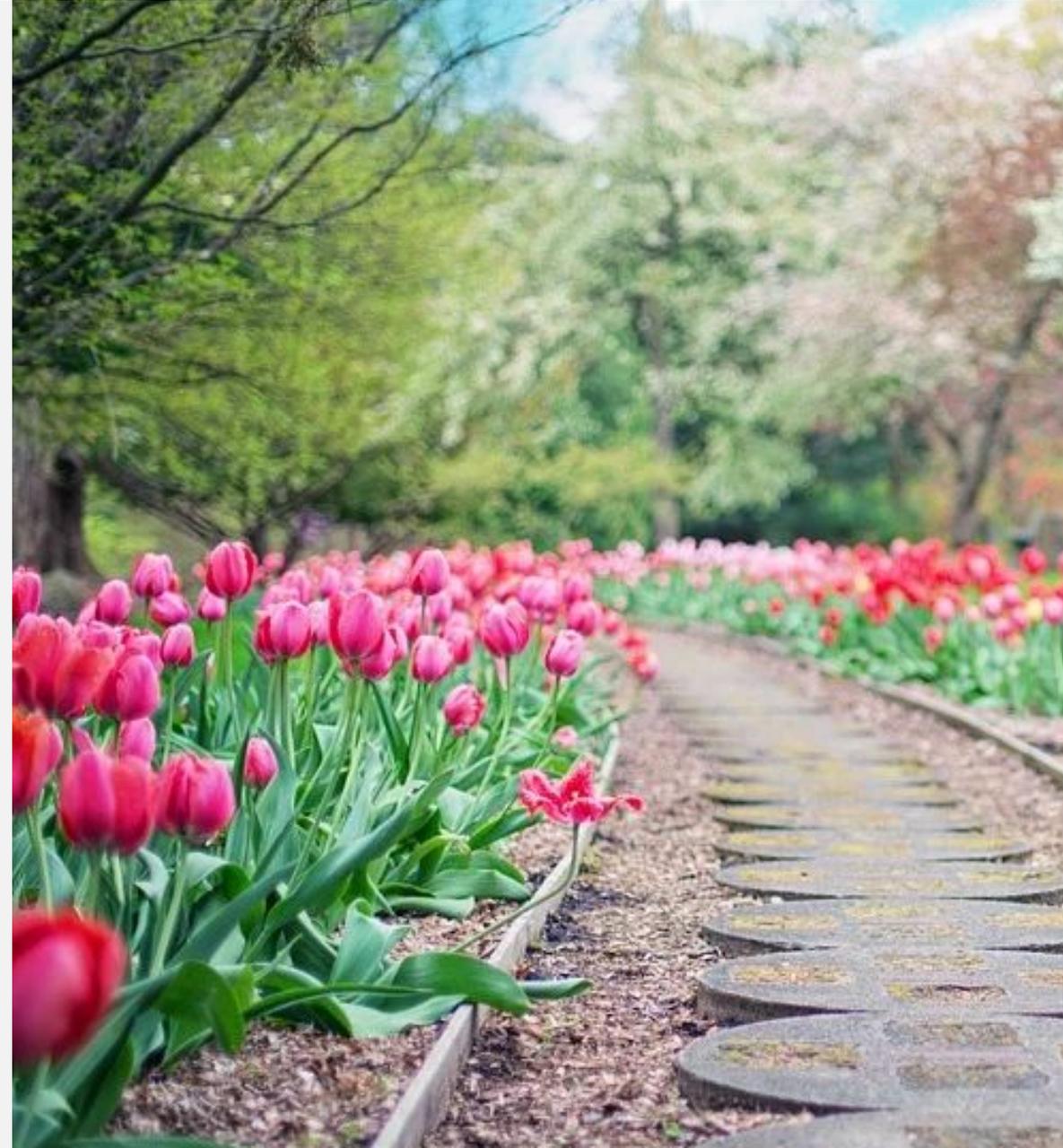# Welcome to WebChat with Minnesota Adult Education!

• 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):

- How are your student/contact hour numbers?
- Do you have a waitlist? If so, for which classes or students?

Recording Today's Session

The recording will be posted on the Literacy Action Network and the MNABE.org websites.

Welcome to
WebChat with MNABE!

Minnesota Adult Education Webinar Discussion

May 3, 2023

MNABE Staff

From the **Minnesota Department of Education**

- **Neill Allard**, Communications & Records Specialist

- **Julie Dincau**, Transitions Specialist

- **Brad Hasskamp**, State Director

- **Astrid Liden**, Professional Development Specialist

- **Brandy Logan**, Accountability/High School Equivalency Specialist

- **Jodi Versaw**, Program Quality Specialist

Agenda

- **LAN Legislative Update**

- **Adult Education Grants**

- **Additional Grant Reporting**

- **Updates and Announcements**

LAN Legislative Update

Adult Education Grants

Contact Hours and Funding for 2023-24

The topic of funding for 2023-24 was discussed at:

- *Fall Adult Ed Manager Meeting*, November 10, 2022 ([slides](#))
- *"Where Shall We Begin: Planning and Budgeting for the Coming Year"* webinar for Adult Education administrators, January 17, 2023 ([recording](#))

Also: talk with other ABE managers as you are planning.

Service Disruption Adjustment of Contact Hour Revenue

The Service Disruption Adjustment may be available to ABE grantees seeing a significant decrease in **state contact hour revenue**

- At least 10% decreased revenue for a consortium
- At least 15% decreased revenue for a program (provider)

As long as the service disruption was caused by a factor outside of the control of the program, and reasonable actions were taken to avoid the loss of contact hours.

Source: Minnesota State Statutes 124D.531 (Subd. 10) and 124D.518 (Subd. 4a)

A service disruption adjustment will only be made for consortia that submit applications and are approved by MDE.

Phase one application timeline:

- For consortia who would hit the Gross Revenue per Contact Hour cap: the application process will open after the legislative session finishes (by May 22, 2023), in case there is new statute that raises the cap.
- MDE will send an email with application details after the legislative session ends.

Phase Two Application timeline:

- All other consortia must apply AFTER the initial calculation of funding is released (typically between mid June and early July).
- MDE will send an email with application details once phase two has opened.

Consortia applying for service disruption will need to include:

- Calculation of the decline in contact hours and the resulting loss in revenue,
- Explanation of how the service disruption was caused by a factor outside of the control of the program
- Reasonable actions the consortium took to avoid the loss of contact hours

If a service disruption adjustment is approved, this would add up to an estimated 50% of the consortium's lost contact hour revenue.

Service disruption adjustment

If one or more consortia apply and are approved for a service disruption adjustment after the initial calculation is released, we will run a new calculation which will redistribute funding for all consortia.

- The new calculation will increase revenue for consortia approved for a service disruption adjustment.
- To offset this, there will be a small decrease in revenue for all other consortia.

Overview of ABE GRANTS and APPLICATIONS

Grant Applications for ABE Funding

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

Federal Adult Education Grants (FIN 438)

- 2023-24 will be the second year of the 6-year grant cycle.
- Current grantees must submit annual application in order to continue receiving funding.
- No federal adult education grant competition this year. Next competition scheduled for Spring 2028.

Integrated English Literacy and Civics Education Grants (IELCE)

- 2023-24 will be the second year of the grant cycle.
- Current grantees will continue to receive funding as long as they submit reports and meet grant requirements.
- No IELCE grant competition this year. Next competition scheduled for Spring 2025.

Consortia required to submit 5-year Narratives in 2023

- American Indian OIC
- Central MN - St. Cloud
- Department of Corrections
- Great Rivers - South Washington County
- Rosemount/Apple Valley/Eagan
- Southeast ABE - Owatonna

Consortia review teams: 2024 Narrative Cohort

➔ **AEOA**
➔ **BURNSVILLE**
➔ **DAKOTA PRAIRIE - FARMINGTON**
➔ **LAKEVILLE**
➔ **NW SERVICE COOPERATIVE**
➔ **OSSEO**
➔ **SOUTH SUBURBAN - SOUTH ST. PAUL**

<u>**Review date**</u>:
June 27th, 2023

24

2024 Narrative writers – Mark your calendars!

- September 27, 2023: Narrative Writers' Workshop - via webinar

Requirements for 2024 5-year narratives will be communicated and discussed in detail at this workshop.

ANNUAL ABE GRANT APPLICATION

ABE Annual Grant Application Materials

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

Documents to download	
Application	Microsoft Word
Instructions	Adobe PDF
Tables	Microsoft Excel
DUE DATE: Thursday, June 1 at 3:30 PM in SERVS	

The application documents can only be downloaded within SERVS, and everyone who has SERVS access must create their own MDE account in the Education Identity & Access Management (EDIAM) system.

1. Download documents from MDE website/SERVS

2. Complete two documents:

   - Application (Microsoft Word)

   - Tables (Excel)

     NOTE: Data from SiD must be typed into Microsoft Excel

     document

3. Upload into SERVS

4. Authorized signer must (virtually) sign by June 1 deadline

   - Typically superintendent or executive director

Heads Up!

The Minnesota Department of Education web systems are undergoing changes and **SERVS will be temporarily down from Friday afternoon (May 5) starting at 5pm to Monday morning (May 8) at 8am.**

Please download the grant application materials before the afternoon of Friday, May 5 or after 8am on Monday, May 8.

ABE Annual Grant Application Materials

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

Documents to download	
Application	Word
Instructions	PDF
Tables	Excel

DUE DATE: Thurs, June 1 at 3:30 PM in SERVS

DEPARTMENT OF EDUCATION

Formula FIN 322 and FIN 438 Grant Funds State Fiscal Year 2020

State and Federal Fiscal Year 2019 Adult Basic Education (ABE)

Grant Opportunity – Minnesota Statutes, section 124D.522, and

CFDA 84.002A

Instructions: Complete all sections below on Pages 1-4. An incomplete section may delay grant award. Upload complete application, assurance, and table to the SERVS site using the directions provided in the instructions document.

By submitting the completed application to the SERVS site, you are agreeing to the terms listed in the assurances below.

APPLICANT INFORMATION

Legal name of applicant organization:

If district or charter school applicant, enter organization number:

Registration in SAM/CCR (Yes or No):

The application is mostly boilerplate…

But be aware of the assurances.

(Assurances are agreements the grantee makes by accepting the funds)

ABE-specific assurances:

- **Follow all ABE-relevant federal laws, state statutes, policies, rules and regulations**

- **Use ABE funds only for ABE (not for anyone age 17 or under, or enrolled in K-12)**

- **Submit annual reporting on contact hours in June, and on Measurable Skill Gains and other data in August**

- **School districts must hire licensed teachers, except ESL teachers with ESL degree**

- **Use the SiD data system**

- **Record contact hours correctly**

ABE-specific assurances:

- Maintain email communication with the MDE-ABE office

- Manager or designee attend key ABE events

- Have a written consortium agreement

- Maintain an MOU with the local workforce center

- Coordinate with one-stop center around infrastructure costs

- Designate a representative to serve on local and/or regional workforce boards, as appropriate

ABE Annual Grant Application Materials

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

Documents to download	
Application	Word
Instructions	PDF
Tables	Excel

DUE DATE: Thurs, June 1 at 3:30 PM in SERVS

	A	B	C
	Consortium Name:		
2	**Table A (May 1, 2022 - April 30, 2023)**		
3	**Total Enrollment & Contact Hours**		
4	**Enter the number of enrollees and their total contact hours.**		
5	Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
6	1. ABE 1		
7	2. ABE 2		
8	3. ABE 3		
12	7. ESL 1		
13	8. ESL 2		
14	9. ESL 3		
15	10. ESL 4		
16	11. ESL 5		
17	12. ESL 6		
18	Subtotal	0.0	0.0
19	13. No Level Assigned (not tested)		
20	14. Conditional Work Referral		
	15. Official HSE (GED and HiSET) Testing Hours		
	Subtotal	0.0	0.0
	GRAND TOTAL	0.0	0.0
	-Incidence Disability		
26	NOTES: The grand total number of contact hours reported in Column C will determine the grantee's		

Table A | Table 7 | Table 14 | Table B

Tables – one Excel document with 4 tabs

	A	B	C
1	Consortium Name:		
2	Table A (May 1, 2022 - April 30, 2023)		
3	Total Enrollment & Contact Hours		
4	Enter the number of enrollees and their total contact hours.		
5	Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
6	1. ABE 1		
7	2. ABE 2		
8	3. ABE 3		
12	7. ESL 1		
13	8. ESL 2		
14	9. ESL 3		
15	10. ESL 4		
16	11. ESL 5		
17	12. ESL 6		
18	Subtotal	0.0	0.0
19	13. No Level Assigned (not tested)		
20	14. Conditional Work Referral		
21	15. Official HSE (GED and HiSET) Testing Hours		
22	Subtotal	0.0	0.0
23	GRAND TOTAL	0.0	0.0
24	16. Low-Incidence Disability		
25			
26	NOTES: The grand total number of contact hours reported in Column C will determine the grantee's		

Table A | Table 7 | Table 14 | Table B | ⊕

NOTE: No Table A1 this year

Updates from last year's application

	Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
3	**Total Enrollment & Contact Hours**		
4	**Enter the number of enrollees and their total contact hours.**		
5			
6	1. ABE 1		
7	2. ABE 2		
			0.0
			0.0
			0.0
24	16. Low-Incidence Disability		
25			
26	**NOTES:** The grand total number of contact hours reported in Column C will determine the grantee's		

Table A | Table 7 | Table 14 | Table B

- No substantive changes to Tables A, 7, 14 or B
- Table A1 removed
- Formatting improvements:
  - Consortium name fills automatically from 1st sheet to others
  - Cells that should not be edited have been protected
  - Cells turn red to indicate errors

Table A: Contact Hours (May 2022-April 2023)

	Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
2	Table A (May 1, 2022 - April 30, 2023)		
3	Total Enrollment & Contact Hours		
4	Enter the number of enrollees and their total contact hours.		
6	1. ABE 1		
7	2. ABE 2		
8	3. ABE 3		
9	4. ABE 4		
10	5. ABE 5		
11	6. ABE 6		
12	7. ESL 1		
13	8. ESL 2		
14	9. ESL 3		
15	10. ESL 4		
16	11. ESL 5		
17	12. ESL 6		
18	Subtotal	0.0	0.0
19	13. No Level Assigned (not tested)		
20	14. Conditional Work Referral		
21	15. Official HSE (GED and HiSET) Testing Hours		
22	Subtotal	0.0	0.0
23	GRAND TOTAL	0.0	0.0
24	16. Low-Incidence Disability		
25			

26 **NOTES:** The grand total number of contact hours reported in Column C will determine the grantee's

27 contact hours for **state** Adult Basic Education aid.

28 The subtotal of lines 1 - 12 on Column C, will determine the grantee's contact hours for **federal** aid.

29 Low-Incidence Disability enrollees and hours should be entered only for students whose status has been

30 approved through the PANDA/MDE process.

Fiscal Year 2024 Aid Calculation

The calculation of aid distribution for fiscal year 2024 (July 1, 2023 – June 30, 2024) will use the count of contact hours from:

Table A: May 1, 2022 - April 30, 2023

This is a return to the timeline and process as outlined in state statute. (Pre-COVID hours will no longer be used.)

Data from SiD for Table A

Start Date	5/1/2022		End Date	4/30/2023	
Site	Sandbox		Sub Site	All SubSites ∨	
Class	All Classes ∨		Class Grants Like:		☑ NULL
Funding Source	All Funding Sources ∨		Minimum # of Hours	0	

|◁ ◁ 1 of 1 ▷ ▷| ⇦ [   ] Find | Next 💾▾ 🔄

Table A - Total Enrollment & Contact Hours

Sandbox: 5/1/2022 - 4/30/2023

All SubSites **

All Classes   Funding Source: All Funding Sources, Grants:

Pre Test EFL		# of Distinct Students	Hours
⊞ ABE Level 1		1	60.27
⊞ ABE Level 2		2	11.50

Data entry into Table A

Enter data into rows 6-17 and 19-21. Rows 18, 22 and 23 automatically calculate totals.

	A	B	C
1	Consortium Name:		
2	Table A (May 1, 2022 - April 30, 2023)		
3	Total Enrollment & Contact Hours		
4	Enter the number of enrollees and their total contact hours.		
5	Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours For Enrollees C
6	1. ABE 1		
7	2. ABE 2		
8	3. ABE 3		
9	4. ABE 4		
10	5. ABE 5		
11	6. ABE 6		
12	7. ESL 1		
13	8. ESL 2		
14	9. ESL 3		
15	10. ESL 4		
16	11. ESL 5		
17	12. ESL 6		
18	Subtotal	0.0	0.0
19	13. No Level Assigned (not tested)		
20	14. Conditional Work Referral		
21	15. Official HSE (GED and HiSET) Testing Hours		
22	Subtotal	0.0	0.0
23	GRAND TOTAL	0.0	0.0
24	16. Low-Incidence Disability		

Protected cells

Data cannot be entered into cells with formulas. If you try to enter data in cell C18:

Notes about 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.

- Consider keeping a copy of your Table A report from SiD for your own records

Table 7: Staffing

Function (A)	Adult Education Personnel		NA
	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	Unpaid Volunteers (D)
Consortium Name:	enter consortium name in cell B1 on Table A		
Table 7 (July 1, 2022 - June 30, 2023)			
Adult Education Personnel by Function and Job Status			
Enter all personnel by function and job status.			
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			

Notes about Table 7

As of July 1, 2020, all ABE programs are required to input all staff and volunteers into SiD.

- Running Table 7 from SiD is easy!
- Please 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

Questions about entering staff and volunteer data in SiD can be directed to SiD support at: sidsupport@literacymn.org

Table 14: Funding by Provider Type

	Consortium Name:	enter consortium name in cell B1 on Table A					

Table 14 (July 1, 2022 - June 30, 2023)

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.

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	% of Total (F)	State Funding Amount (G)	% of total (H)
Local Education Agencies (school districts)					0.00%		0.00%
Public or Private Nonprofit Agencies							
Community-based Organizations					0.00%		0.00%
Faith-based Organizations					0.00%		0.00%
Libraries					0.00%		0.00%
Institutions of Higher Education							
Community or Technical Colleges					0.00%		0.00%
Four-year Colleges or Universities					0.00%		0.00%
Other Institutions of Higher Education					0.00%		0.00%
Other Agencies							
Correctional Institutions					0.00%		0.00%
Other Institutions (non-correctional)					0.00%		0.00%
All other Agencies					0.00%		0.00%
Totals	0	0	0	$ -	0.00%	$ -	0.00%
Provider Total for Consortium	0						

Table 14 - Providers

Provider:
any entity that uses ABE funding to employ teachers and provide ABE instruction

Consortium Name:	enter consortium name in cell B1	

Table 14 (July 1, 2022 - June 30, 2023)
Local Providers by Funding Source

Enter the type of fiscal agent entity, number of each type of additional provider receiving (including IELCE) ABE funding received.

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)
Local Education Agencies (school districts)	1	
Public or Private Nonprofit Agencies		
Community-based Organizations		2
Faith-based Organizations		
Libraries		
Institutions of Higher Education		
Community or Technical Colleges		
Four-year Colleges or Universities		
Other Institutions of Higher Education		
Other Agencies		
Correctional Institutions		
Other Institutions (non-correctional)		
All other Agencies		
Totals	1	2
Provider Total for Consortium	3	

MUST BE ONE

Total of Fiscal Agent (column B) + Additional Providers (column C)

Table 14: Funding

	A	B	C	D	E	F	G	H
1	Consortium Name:	enter consortium name in cell B1 on Table A						
2	Table 14 (July 1, 2022 - June 30, 2023)							
3	Local Providers by Funding Source							
4	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.							
5-7	Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	% of Total (F)	State Funding Amount (G)	% of total (H)
8	Local Education Agencies (school districts)					0.00%		0.00%
9	Public or Private Nonprofit Agencies							
10	Community-based Organizations					0.00%		0.00%
11	Faith-based Organizations					0.00%		0.00%
12	Libraries					0.00%		0.00%
13	Institutions of Higher Education							
14	Community or Technical Colleges					0.00%		0.00%
15	Four-year Colleges or Universities					0.00%		0.00%
16	Other Institutions of Higher Education					0.00%		0.00%
17	Other Agencies							
18	Correctional Institutions					0.00%		0.00%
19	Other Institutions (non-correctional)					0.00%		0.00%
20	All other Agencies					0.00%		0.00%
21	Totals	0	0	0	$ -	0.00%	$ -	0.00%
22								
23	Provider Total for Consortium	0						
24								

Table 14: include IELCE Funding

Consortium Name:	enter consortium name in cell B1 on Table A						

Table 14 (July 1, 2022 - June 30, 2023)

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.

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	Federal Funding (including IELCE) % of Total (F)	State Funding Amount (G)	State Funding % of total (H)
Local Education Agencies (school districts)					0.00%		0.00%
Public or Private Nonprofit Agencies							
Community-based Organizations					0.00%		0.00%
Faith-based Organizations					0.00%		0.00%
Libraries					0.00%		0.00%
Institutions of Higher Education							
Community or Technical Colleges					0.00%		0.00%
Four-year Colleges or Universities					0.00%		0.00%
Other Institutions of Higher Education					0.00%		0.00%
Other Agencies							
Correctional Institutions					0.00%		0.00%
Other Institutions (non-correctional)					0.00%		0.00%
All other Agencies					0.00%		0.00%
Totals	0	0	0	$ -	0.00%	$ -	0.00%
Provider Total for Consortium	0						

NEW LAST YEAR

Table 14 - red cells indicate error

There must be an amount of federal or state funding listed for all providers

	A	B						
1	Consortium Name:	enter consortium n						
2	Table 14 (July 1, 2022 - June 30, 2023)							
3	Local Providers by Funding Source							
4	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.							

	Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	% of Total (F)	State Funding Amount (G)	% of total (H)
8	Local Education Agencies (school districts)	1				0.00%		0.00%
9	Public or Private Nonprofit Agencies							
10	Community-based Organizations	1				0.00%		0.00%
11	Faith-based Organizations					0.00%		0.00%
12	Libraries					0.00%		0.00%
13	Institutions of Higher							
14	Community or Techni					0.00%		0.00%
15	Four-year Colleges o					0.00%		0.00%
16	Other Institutions of					0.00%		0.00%
17	Other Agencies							
18	Correctional Institutions					0.00%		0.00%
19	Other Institutions (non-correctional)					0.00%		0.00%
20	All other Agencies					0.00%		0.00%
21	Totals	2	0	0	$ -	0.00%	$ -	0.00%
22								
23	Provider Total for Consortium	2						
24								

MUST BE ONE

Table 14 - errors corrected

Example consortium with 4 total providers - School district is fiscal agent, two additional school district providers, one CBO provider

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.

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	% of Total (F)	State Funding Amount (G)	% of total (H)
Local Education Agencies (school districts)	1	2		$ 12,918.00	100.00%	$ 262,598.00	88.36%
Public or Private Nonprofit Agencies							
Community-based Organizations		1			0.00%	$ 34,580.00	11.64%
Faith-based Organizations					0.00%		0.00%
Libraries					0.00%		0.00%
Institutions of Higher Education							
Community or Technical Colleges					0.00%		0.00%
Four-year Colleges or Universities					0.00%		0.00%
Other Institutions of Higher Education					0.00%		0.00%
Other Agencies							
Correctional Institutions					0.00%		0.00%
Other Institutions (non-correctional)					0.00%		0.00%
All other Agencies					0.00%		0.00%
Totals	1	3	0	$ 12,918.00	100.00%	$ 297,178.00	100.00%
Provider Total for Consortium	4						

Notes about Table 14

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

- Do not include SFRF/Additional ABE Funds (FIN 166 one-time funds)

- Column E: Federal funds total (regular Federal funds + IELCE funds)

  – Regular Federal funds total should match total from award letter plus IELCE funds total from Official Grant Award Notification(s)

- Column G: State funds total should match award letter

Table B: Providers, Sites and Other Members

	A	B	C	D	E
1	Consortium Name:	enter consortium name in cell B1 on Table A			
2	Table B (Program year 2023-2024)				
3	Consortium Providers, Sites and Other Members				
4	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**.				
5	District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20	*(insert more lines if necessary)*				
21	Total Number of Providers	0			
22	Enter all other member organizations/districts that are not ABE PROVIDERS*.				
23					

Table B: Note about providers

	District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
1	Consortium Name:	enter consortium name in cell B1 on Table A			
2	Table B (Program year 2023-2024)				
3	Consortium Providers, Sites and Other Members				
4	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**.				
5	District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
6					
7					
8					
9					
10					
11					
12					
13					
14					

All entities within a consortium that use ABE funding to provide ABE instruction (including the fiscal agent/grantee) are **ABE providers.**

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**.

District/Organization Name	District Number (if applicable)	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)

List all sites for 2023-24

Table B: Provider Total

District/Organization Name	District Number (if applicable)	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g correctional facility)
(insert more lines if necessary)				
Total Number of Providers	0			

UPDATED SINCE LAST YEAR:
Provider total line - this will automatically populate from names listed in column A

Table B: Provider Total Line

3 | Consortium Providers, Sites and Other Members

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

	District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is correc
6	Owatonna Public Schools	761	Roosevelt Community School	122 E Mckinley Street, Owatonna, MN 55060	
7	Austin Public Schools	492	Riverland Community College	1900 8th Avenue NW, East Campus, Austin, MN 55912	
8			Community Learning Center	912 1st Avenue NE, Austin, MN 55912	
9	Albert Lea Public Schools	241	Brookside Education Center	211 W Richway Drive, Albert Lea, MN 56007	
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20	*(insert more lines if necessary)*				
21	**Total Number of Providers**	3			
	Enter all other member				

Table B: Note about Other Members

"Other Members" are districts (or other organizations) that are members of the consortium but do not employ any ABE teachers or receive any ABE funding

18				
19				
20	(insert more lines if necessary)			
21	Total Number of Providers	0		
22	Enter all other member organizations/districts that are not ABE PROVIDERS*.			
23				
24				
25				
26				
27				
28				
29				
30				
31				

Notes on Table B

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

- All other consortium members should be listed in the second section

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

- Use complete, mapable address (including Zip code)
  - Format: 123 Main St, City, MN 55555

- Put an X in NON-PUBLIC column if NON-PUBLIC site

Table B: Correct example 1

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**.

District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
Detroit Lakes Public Schools	22	M/State Campus	900 Highway 34 E, Detroit Lakes, MN 56501	
		Becker County Jail	1428 Stony Road, Detroit Lakes, MN 56501	x
		Compassion House Residential Treatment Center	811 8th Street SE, Detroit Lakes, MN 56501	x
		Ulen High School	27 2nd Street NW, Ulen, MN 56585	
		Ada High School	604 W Thorpe Ave, Ada, MN 56510	
(insert more lines if necessary)				
Total Number of Providers	1			
Enter all other member organizations/districts that are not ABE PROVIDERS*.				
Lake Park-Audubon Public Schools	2889			
Rothsay Public Schools	850			
Ulen-Hitterdal Public Schools	914			

	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**.				
5	District/Organization Name	District Number *(if applicable)*	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
6	Owatonna Public Schools	761	Roosevelt Community School	122 E Mckinley Street, Owatonna, MN 55060	
7	Austin Public Schools	492	Riverland Community College	1900 8th Avenue NW, East Campus, Austin, MN 55912	
8			Community Learning Center	912 1st Avenue NE, Austin, MN 55912	
9	Albert Lea Public Schools	241	Brookside Education Center	211 W Richway Drive, Albert Lea, MN 56007	
10					

19					
20	*(insert more lines if necessary)*				
21	**Total Number of Providers**	3			
22	**Enter all other member organizations/districts that are not ABE PROVIDERS*.**				
23	Hayfield Public School District	203			
24	Chatfield Public School District	227			
25	Lanesboro Public School District	229			
26	Mable-Canton Public School District	238			
27	Rushford-Peterson Public Schools	239			

District/Organization Name	District Number (if applicable)	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
West Overshoe Public Schools	138_	West Overshoe	1410 Main St West, Overshoe, MN 55101	
		Jackson	1300 10th Ave, Jackson, MN 55102	
		Jonesville	153 Oak St, Jonesville, MN 55103	

Remember to use building name

Table B: Incorrect example 2

District/Organization Name	District Number (if applicable)	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
Trout Lake Schools	111	Trout Lake Learning Center	Trout Lake	
		Trout Lake College	Trout Lake	
		Big Prairie High School	PO Box 357, Big Prairie	
		Jenson County Jail	Trout Lake	

Remember to use complete addresses

Remember to indicate sites that are non-public

Note about Table 14 and Table B

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)
Local Education Agencies (school districts)	1	2
Public or Private Nonprofit Agencies		
Community-based Organizations		
Faith-based Organizations		
Libraries		
Institutions of Higher Education		
Community or Technical Colleges		
Four-year Colleges or Universities		
Other Institutions of Higher Education		
Other Agencies		
Correctional Institutions		
Other Institutions (non-correctional)		
All other Agencies		
Totals	1	2
Provider Total for Consortium	3	

	Consortium Providers, Sites and Other Men
3	
4	Enter all consortium member organizations/districts operate. Indicate which sites are NON-PUBLIC**.

	District/Organization Name	District Number (if applicable)
5		
6	Owatonna Public Schools	761
7	Austin Public Schools	492
8		
9	Albert Lea Public Schools	241
10		

Provider Total on Table 14 must match number of providers listed on Table B

Error Check - Provider totals

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)
Local Education Agencies (school districts)	1	2
Public or Private Nonprofit Agencies		
Community-based Organizations		
Faith-based Organizations		
Libraries		
Institutions of Higher Education		
Community or Technical Colleges		
Four-year Colleges or Universities		
Other Institutions of Higher Education		
Other Agencies		
Correctional Institutions		
Other Institutions (non-correctional)		
All other Agencies		
Totals	1	2
Provider Total for Consortium	3	

District/Organization Name	District Number (if applicable)	Programming
Detroit Lakes Public Schools	22	M/State Car
		Becker Cour
		Compassion
		Treatment (
		Ulen High Sc
		Ada High Sc
(insert more lines if necessary)		
Total Number of Providers	1	

Red cell on Table B indicates provider totals do not match

Questions?

- **Annual Application**

- **Tables**

  - **A (Student Counts and Contact Hours)**

  - **7 (Staff and Volunteers)**

  - **14 (Funding Distribution to Providers)**

  - **B (Providers, Sites, Members)**

Adult Education (ABE) Finance: Funding overview for the Annual Application

The annual ABE application is for:

- State ABE funding (FIN 322)
- Federal ABE funding (FIN 438)

Note: FIN 322 and FIN 438 are UFARS finance codes. UFARS is the accounting system that school districts must use to track and report spending

Reminders about state and federal ABE funding

- ABE funding can only fund ABE services for eligible adults
  - Cannot be used for K–12 services or general community education services
  - ABE funds are technically reimbursement for the cost of operating an ABE program
    - Therefore, these funds cannot be used to build up a fund balance
- There are caps on how much ABE funding can be spent on admin expenses
  - 5% cap on state funding
  - 5% cap on federal funding

IMPORTANT NOTE: 5% cap is for the entire consortium, not for each provider

(Document in the chat)

Please share and discuss this finance resource with Adult Education program administrators and your business office staff.

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Coming Soon: August Reporting Submission

Sections

- Level Gains with Post-Test Report for All ABE Participants
- Annual Volunteer Information Report
- Effectiveness in Serving Employers
- Estimate of IET Workforce Training Costs Using ABE or IELCE Funding
- Consortium's one-stop (CareerForce center and system) contributions
- Verification of your consortium's FY24 state ABE aid calculation
- **(NEW) Estimate of Career Service Costs Using ABE or IELCE Funding**

Form and additional details will be released in early June.

More discussion on the August reports at WebChat on July 12th.

Updates and Announcements

Professional Development Updates

Seeking Advisory Team Members!

Join an advisory team and help guide PD in MN ABE!

Thank you to our outgoing advisory team members!

Applications now open for these advisory teams:

- Language & Literacy
- MN Numeracy Instruction
- Transitions PD
- Administrator PD
- Distance Learning

Applications due June 2:

ATLAS advisory team applications

Distance Learning team application

MN DEI Course Cohort - Starts Tomorrow!

LINCS Course: *Diversity, Equity, and Inclusion (DEI): From Awareness to Action*

➢ Understand & define what is meant by DEI in the adult education classroom & program

➢ Identify steps you can take to advance your commitment to DEI from an individual & a programmatic perspective.

➢ Identify steps for conducting an equity audit in your classroom or program

More info & registration

Cohort Activities:

● Kickoff Webinar: May 4th, 4:00-5:00
● Asynchronous participation in DEI course:, one unit per week (approximately 6 hours total)
● Wrap-up Webinar: June 15th, 2:30-4:00

Completers will receive 8 CEUs and a $150 stipend.

REMINDER: Per the MN Adult Education Assessment Policy, anyone administering NRS assessments must:

- Participate in initial assessment implementation training prior to administering that test
- Participate in re-certification assessment training at least every 5 years

Virtual trainings on Friday, Aug. 11:

➢ CASAS Implementation - 9:00-12:00
➢ TABE Implementation - 12:30-3:30

Learn more about assessment training:
https://www.mnabeassessment.com/

Request an assessment training:
martha.olsen@gmail.com

Summer Institute 2023

Early Bird Registration: **Opens Monday, May 8th**

- Pre-Conference: $60.00
- General Conference: $250.00 (LAN member)
- General Conference: $290.00 (non-LAN member)

General Registration: **Opens Saturday, July 1st**

- General Conference: $275.00 (LAN member)
- General Conference: $315.00 (non-LAN member)

August 15th to 18th
The Park Event Center
Waite Park, MN

Hotel Discounted Rates & Booking:

- **Hilton Garden:** $162.24/night (includes all taxes)
- **Residence Inn by Marriott:**
  - Kings: $182.25/night
  - Double Queens: $190.02/night (includes all taxes)
- Booking deadline at the discounted rates above: **Friday, July 14th**

Lonesome Dan

LAN PRESENTS

BRANDY LOGAN

MINNESOTA DEPARTMENT OF ED

ABE: Ghost Writers to Your Students' Stories

AUGUST 16TH, 2023
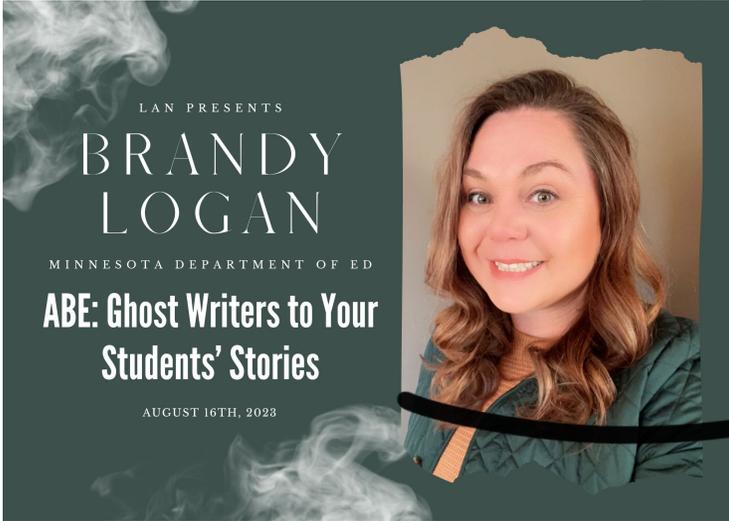
Schedule for concurrent sessions comes out **Monday, May 8th!**

Tuesday, August 15

11:00	Pre-conference Registration
12:00 – 6:00	ABE Foundations
12:00 – 4:00	CCRS Foundations (ELA & Math)

Wednesday, August 16

7:00 – 8:00	Breakfast
8:15 – 11:45	Pre-Conference Session
11:00 – 12:00	General Registration & Vendor Fair
12:00 – 12:45	Luncheon
12:45 – 1:00	Welcome
1:00 – 2:00	Keynote
2:15 – 3:45	Concurrent Session #1
3:45 – 4:15	Vendor Fair
4:15 – 5:00	Concurrent Session #2
5:00 – 7:00	BYOD
7:00 – 9:00	Bingo

Thursday, August 17

7:00 – 7:30	Yoga
7:30 – 8:30	Breakfast & Vendor Fair
8:30 – 9:30	MDE Update
9:45 – 11:15	Concurrent Session #3
11:30 – 12:15	Concurrent Session #4
12:30 – 2:30	LAN Awards Luncheon
2:45 – 4:15	Concurrent Session #5
4:15 – 6:00	Happy Hour with Live Music
6:00 – 8:00	BYOD

Friday, August 18

7:00 – 8:15	Breakfast
8:15 – 9:00	LAN's Annual Meeting
9:15 – 10:45	Concurrent Session #6
11:00 – 11:45	Concurrent Session #7
12:00	End of Conference

PROGRAM SCHEDULE

Summer Institute: Pre-Conference Workshops

ABE Foundations

Tuesday, August 15
12pm-6pm

Wednesday, August 16
8:00am-11:30am

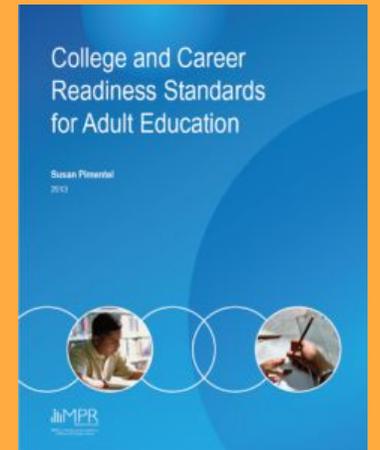***Both days required**

CCRS ELA or Math Foundations

Tuesday, August 15
12pm-4pm

Wednesday, August 16
8:00am-11:30am

*Both days required

College and Career Readiness Standards for Adult Education
Susan Pimentel
2013

LAN Award Nominations

- Teacher of the Year
- Outstanding Learner
- Leadership
- Todd Wagner Award for Outstanding Service and Achievement
- Advocate and Partner
- Innovation

Deadline: May 19th at 3:00pm

Nomination forms and info

Recipients will be honored during the LAN Award Luncheon on Thursday, August 17th at Summer Institute.

July 12, 2023, 1-2:30

November 1, 2023, 1:00-2:30

February 7, 2024, 1:00-2:30

May 1, 2024, 1:00-2:30

- ❖ Register on the PD calendar
- ❖ Recordings and materials from past WebChats can be found on the LAN website

FY24 Professional Development

Mark your calendars for next year's PD events!

- Math Institute (virtual) - Sept. 29
- Fall Regionals (in-person):
  - North Fall Regional (Bemidji) - Oct. 5-6
  - South Fall Regional (Mankato) - Oct. 13
- Support Services Conference (virtual) - Nov. 16-17
- Language & Literacy Institute (virtual) - Jan. 25-26
- Spring Metro Regional (in-person) - March 1

AND MORE! **FY24 PD Dates**

Minnesota Adult Education
SUPPORT NETWORK

Professional Development Catalog

The online Minnesota Adult Education PD Catalog provides an overview of all MN Adult Ed professional development (PD) activities in one convenient, searchable place. Here you will find brief descriptions of all PD offerings currently provided by the **Minnesota Adult Education Support Network**.

Note: Not all activities listed here have been scheduled yet, and many can be provided to you by request. Others are available on an ongoing basis.

- Scheduled activities are linked to the MN Adult Ed **Events Calendar** or other sites, where you can find registration and more details.
- For an overview of upcoming PD activities for the year, see **FY23 MN Adult Ed PD Dates** and **FY24 MN Adult Ed PD Dates**.

A complete list of all FY24 PD events that have been scheduled to date is available on the MN Adult Education PD Catalog.

Coming Soon: Adult Education Staff Training Policy

Required Within First 12 Months of Hire: (Full-time staff strongly encouraged to complete within 6 months of hire)
- **ABE Foundations** (all staff)

Required Before Implementation:

- **CASAS Implementation Training** - before administering tests & every 5 years
- **TABE Implementation Training** -before administering tests & every 5 years
- **Distance & Blended Learning Basics Online Course** - before engaging in DL programming
- **TVM Certification** - before implementation
- **Standard Adult Diploma 101 Training** - staff from new standard adult diploma programs: before implementing programming; new staff from existing standard adult diploma programs: within a year of engaging in standard adult diploma programming

WIll be released this spring and will go into effect July 1, 2023

Only new requirement

Already required by existing policies

Strongly Encouraged: (flexible timeline)
- CCRS Foundations - ELA (ELA teachers & admin)
- CCRS Foundations - Math(Math teachers & admin)
- ACES Foundations (teachers & admin)
- Northstar Foundations (teachers & admin)

HSE Updates

HiSET is here!

HISET SCORES		GED SCORES	
TOTAL BATTERY	45 + to pass	TOTAL BATTERY	There is no total battery. All 4 test subjects must be passed to have a complete GED Battery
Each Test Subject	must receive 8 + to pass	Each Test Subject	145 +

SUBSIDY

❖ **MNHSE8 - HiSET $8 off 5 subtest = $40**

❖ **MNGED10 - GED $10 off 4 subtest = $40**

Price Increase		
Computer Based Testing (CBT)	$6 price increase starting July 1, 2023	Online Proctored Test (OPT) will not increase

Discounted Retakes		
Discounted Retakes: Changing from 2 to 1	Running a promotion: https://ged.com/ged-ready-free-retake-offer-terms-conditions/	*take a practice test and score in the green > immediately schedule a test > receive 2 free retakes if needed*

Our goal is to have REPORT CARDS distributed to everyone by the end of August. Those that fall more than 30% below the weighted state targets for an area (ABE or ESL, but not combined) will be flagged for program improvement

Program Improvement **process in 2023-24 is based on consortia student outcomes for the July 2022-June 2023 year**.

We are working with American Institutes for Research (AIR) and their Leadership Excellence and Development Institute for Adult Educators (*LEAD*) to run Program Improvement 2023-2024 cohort!

Regional Transitions Plans are due Friday, May 5th

- ○ **Curriculum revision /development**

- ○ **Online Statewide Training Courses application**
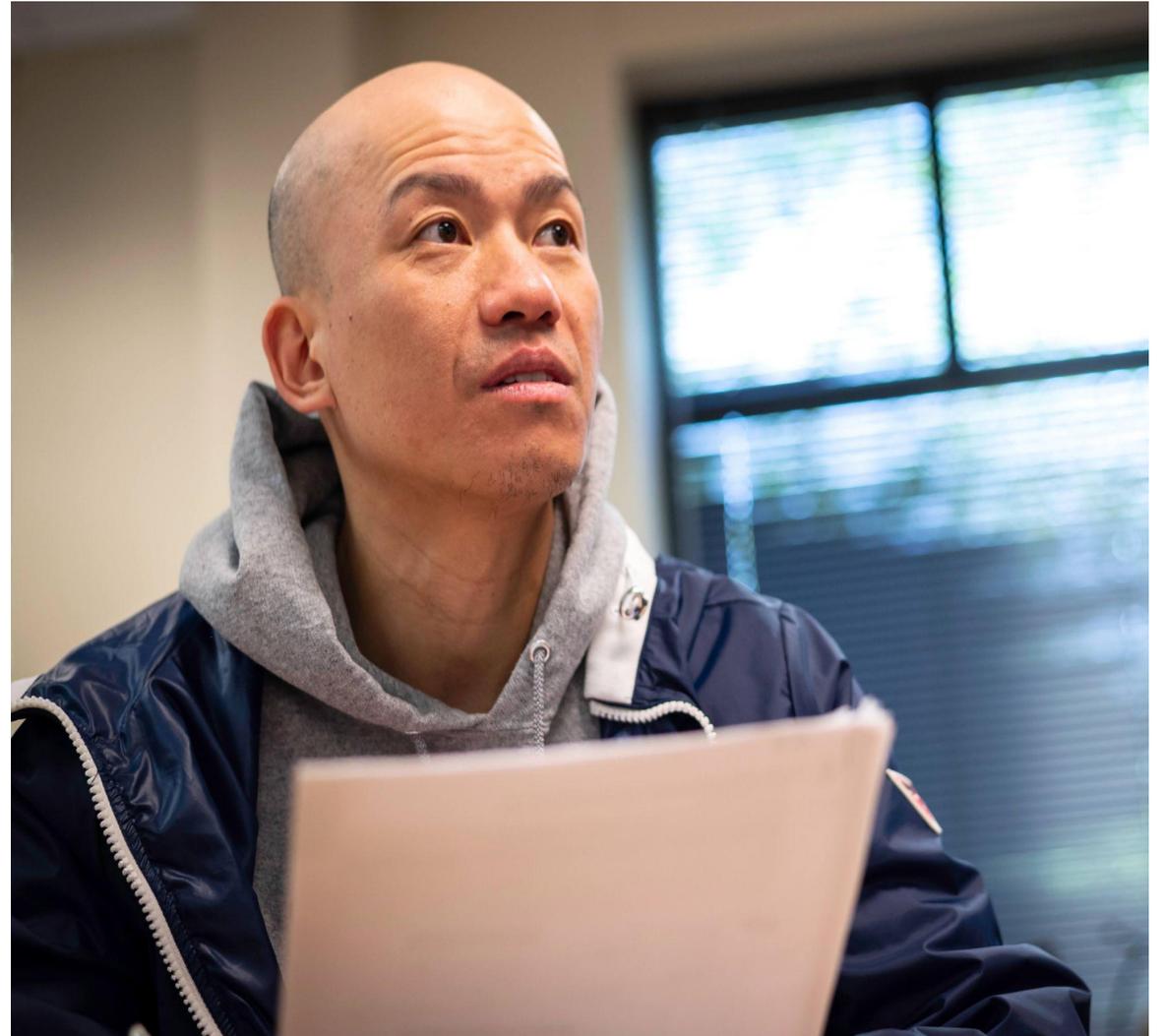
Conditional Work Referral Policy, Form, and Webinar

**ABE and CareerForce hosted a webinar on Conditional Work Referral.**

The Conditional Work Referral Policy and Form can also be found on the MNABE.org Policy page.

The link to this webinar is

https://youtu.be/sDEwC1PVIiw

Empower to Educate: Support for Beginning a Career in Child Care

- Personal support from a local Workforce Advisor.
- $300 to help you complete training requirements.
- $600 after working in a Minnesota child care program for six months.
- A free training package in English, Spanish, or Somali.
- Job skills training like resume writing and interview coaching
- Help accessing and navigating technology
- Connect to low- to no-cost college classes and early childhood certificate programs
- The Empower to Educate Mentorship Program

EMPOWER to EDUCATE

PREPARING AND SUSTAINING THE EARLY CHILDHOOD WORKFORCE

95
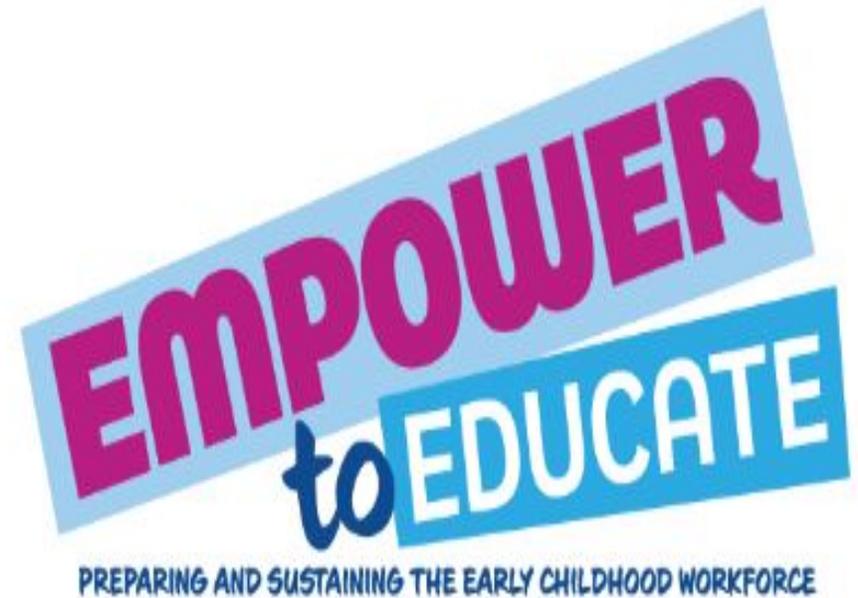
CareerForce is partnering with state agencies, industry associations and others for the [Follow Your Heart to a Caring Career campaign](#).

Follow Your Heart to a Caring Career

Find your fit in health care employment that makes a real difference in the lives of others

#CaringCareerMN

CareerForce™
Minnesota's Career Resource

Teacher Appreciation Week (May 8-12, 2023)

Thank you to teachers for sharing your passion and being the face, voice, and hands of Adult Education!

Materials

The recording, slides and handouts will be posted on the **Literacy Action Network website** and the **MNABE state presentations website**.

Next WebChat

Wednesday, July 12, 2023

1-2:30pm

(Register here)

Thank you! Questions?

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DEPARTMENT OF EDUCATION