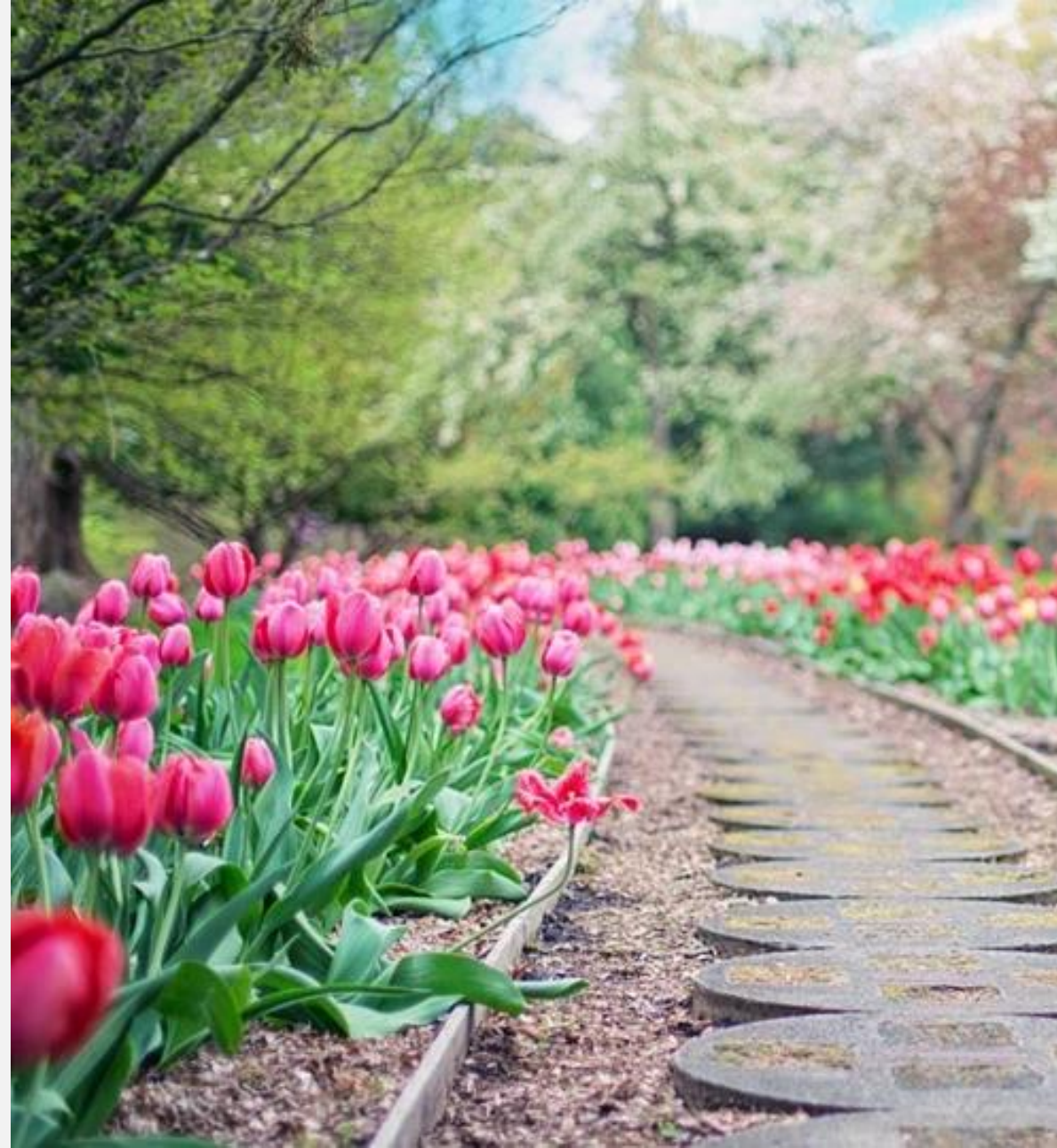


Welcome to WebChat with Minnesota Adult Education!

- 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

Staff and Presenters

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

August Reporting Submission

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

Annual Volunteer Report

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/>

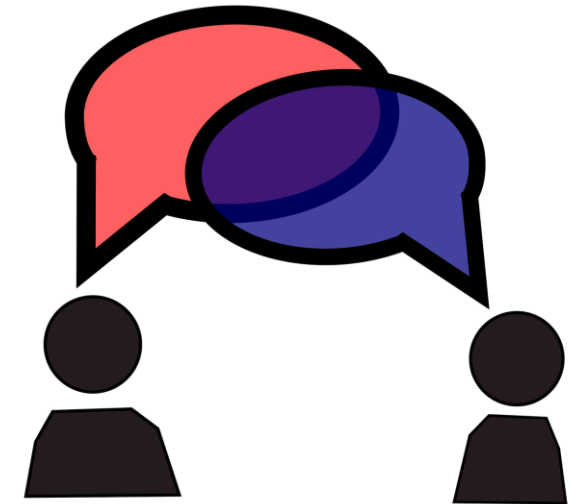
Due June 3!

APPLY NOW

Statewide Mentorship Experience

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.)

2024-25 CCRS Implementation Cohort

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

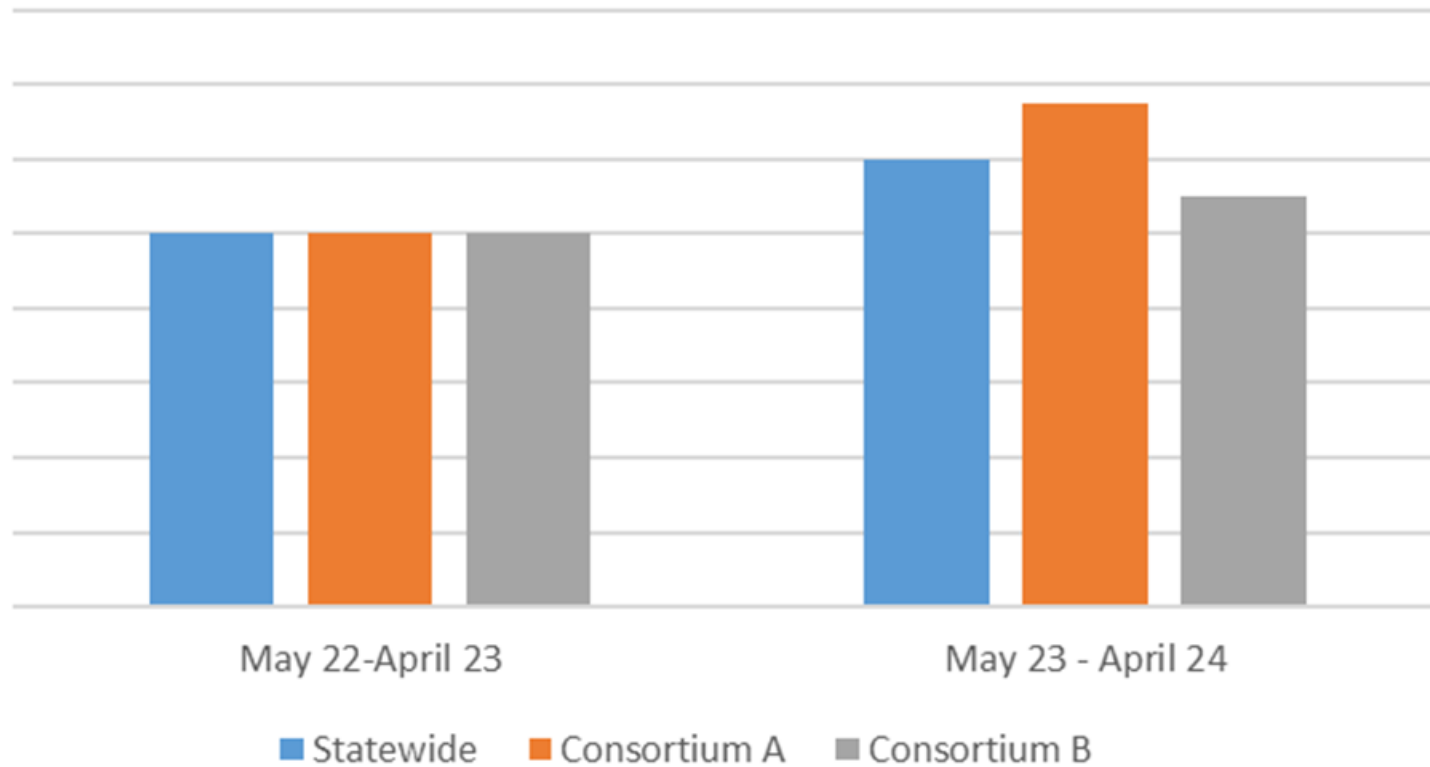
Update on statewide contact hours

	11-month total
2022-23 Hours (not including April 2023)	3,074,691
2023-24 Hours (not including April 2024)	3,542,330

Statewide increase in hours = 15%

Contact hour growth and funding

Simplified hours comparison



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

Adult Education (ABE) Grants

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 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

Who submits the annual 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.

Change from SERVS to MEGS

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



Minnesota's Education Grant System

ANNOUNCEMENTS

Welcome to MINNESOTA EDUCATION GRANT SYSTEM

The Minnesota Education Grant System (MEGS) is replacing the SERVS system. MEGS is a web-based system which supports overall grant business needs. The system supports application submissions, amendments, and approval as well as the issuance of grant award notifications. The system also supports the processing of payments against grant awards through reimbursement requests. SERVS will continue to function as-is until all grants transition to MEGS.

LOGON



LOGON WITHOUT EDIAM

INFORMATION

Training materials will be coming soon.

TRAINING

See the [MDE Calendar](#) for training opportunities:

- Accessing MEGS and Completing Central Data
- Completing Continuing McKinney-Vento Homeless
- Completing the ESEA Consolidated Application in MEGS

UPCOMING

May 2024

No events found.

NOTICE OF FUNDING AVAILABILITY

MEGS link: <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.



Education Identity & Access Management (EDIAM) User Account Login



User ID:

Password:

LOGIN

Don't have an account? [Create Account](#)

Can't access your account? [Get Login Help](#)

The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent

MEGS Access

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!



Education Identity & Access Management (EDIAM) User Account Login



User ID:

Password:

LOGIN

Don't have an account? [Create Account](#)

Can't access your account? [Get Login Help](#)

The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent

MEGS Landing Page



Menu List

You have been granted access to the forms below by your Security Administrator

[MEGS Access / Select](#)

[Common Assurances](#)

[Funding Applications](#)

[Other Data Collections](#)

This website is best viewed using Current Versions of Google Chrome, Microsoft Edge, or Apple Safari

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.

0077 Mankato Public School District

Filters - Grant Type: Name: Years: Only Show Available

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:
Revision:
Status: Not Submitted
Submissions due by: 6/3/2024 5:00 PM

[View Grant Application](#)
[View Review Summary](#)
[Delete Original Application](#)

Central Data Collection

Grant: Central Data
Grant Type: Assurances and Central Data
Application:
Revision:
Status: Not Submitted
Submissions due by: 6/30/2024 12:00 AM

[View Grant Application](#)
[View Payments](#)
[Delete Original Application](#)

ESEA Consolidated

Grant: ESEA Consolidated
Grant Type: Formula Grant

Create an application for: 2025

IDEA Part B Section 611 Coordinated Early Intervening Services - CEIS

Grant: IDEA CEIS 425
Grant Type: Formula Grant

IDEA Part B Section 611 Mandatory Coordinated Early Intervening Services - CEIS

Grant: IDEA CEIS 429
Grant Type: Formula Grant

McKinney-Vento Homeless Education Program

Grant: McKinney-Vento-868
Grant Type: Competitive Grant

Getting to the Application

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

This screenshot shows a dashboard tile with a blue header and a white body. The header contains the text "Adult Basic Education State FIN 322 and Federal FIN 438 - SFY2025-FFY2024". Below the header, there are two lines of text: "Grant: ABE FINs 322 and 438 Data" and "Grant Type: Assurances and Central Data". At the bottom of the tile, there is a red-bordered button that says "Create an application for: 2025".

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 Review Summary

Delete Original Application

This screenshot shows the same dashboard tile as before, but with additional information. Below the "Grant Type" text, there are three dropdown menus: "Application: 2025 - ABE FINs 322 and 438 Data - 00", "Revision: Original Application", and "Status: Not Submitted". Below these, there is a line of text: "Submissions due by: 6/3/2024 5:00 PM". At the bottom of the tile, there are three links: "View Grant Application" (highlighted with a red border), "View Review Summary", and "Delete Original Application".

Layout of MEGS

The screenshot displays the MEGS application interface. At the top left is the Minnesota Department of Education logo. Below it, the applicant information is shown: Applicant: 0077 Mankato Public School District; Application: 2024-2025 ABE FINs 322 and 438 Data - 00-ABE FINs 322 and 438 Data; Cycle: Original Application. A navigation menu is located below the applicant information, consisting of two rows of blue buttons. The first row includes buttons for OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, SUBMIT, AMENDMENT DESCRIPTION, APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. The second row includes buttons for PROJECT OVERVIEW, STATE FUNDING DETAILS, FEDERAL FUNDING DETAILS, EXPECTATIONS OF GRANTEEES, RESOURCES FOR APPLICANTS, and APPLICATION SCREENING AND REVIEW. A red rectangular box highlights the CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, and SUBMIT buttons in the first row.

Applicants will enter information on the Contact Information, Application Narrative, Tables, Assurances, and Submit tabs

MEGS Overview Tab

OVERVIEW	CONTACT INFORMATION	APPLICATION NARRATIVE	TABLES	ASSURANCES	SUBMIT	AMENDMENT DESCRIPTION	APPLICATION HISTORY	COMMUNICATIONS	APPLICATION PRINT
PROJECT OVERVIEW	STATE FUNDING DETAILS	FEDERAL FUNDING DETAILS	EXPECTATIONS OF GRANTEES	RESOURCES FOR APPLICANTS	APPLICATION SCREENING AND REVIEW				

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;

Contact Information

OVERVIEW CONTACT INFORMATION APPLICATION NARRATIVE TABLES ASSURANCES SUBMIT AMENDMENT DESCRIPTION APPLICATION HISTORY COMMUNICATIONS APPLICATION PRINT

Contact Information

Select to pull information from Agency's Central Data application
 Select to enter Contact Information because Agency does not have a Central Data application

Administrative Offices:

Address 1
Address 2
City State Zip+4
Phone
UEI Vendor ID: Location Code:

Business Manager:

Last Name First Name
Phone Email

Application Narrative

OVERVIEW

CONTACT INFORMATION

APPLICATION NARRATIVE

TABLES

ASSURANCES

SUBMIT

AMENDMENT
DESCRIPTION

APPLICATION HISTORY

COMMUNICATIONS

APPLICATION PRINT

APPLICATION NARRATIVE

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

Minnesota County the Grantee Resides In:

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 2025 (FY 2025) 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 (SFY 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.

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 TABLE 7 TABLE 14 TABLE B

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.

Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours for Enrollees C
1. ABE 1	<input type="text"/>	<input type="text"/>
2. ABE 2	<input type="text"/>	<input type="text"/>
3. ABE 3	<input type="text"/>	<input type="text"/>
4. ABE 4	<input type="text"/>	<input type="text"/>
5. ABE 5	<input type="text"/>	<input type="text"/>
6. ABE 6	<input type="text"/>	<input type="text"/>
7. ESL 1	<input type="text"/>	<input type="text"/>
8. ESL 2	<input type="text"/>	<input type="text"/>
9. ESL 3	<input type="text"/>	<input type="text"/>

Data from SiD for Table A

Start Date: 5/1/2023 5/1/2023 
 End Date: 4/30/2024 4/30/2024 

Site: Sandbox Sub Site: All SubSites

Class: All Classes Class Grants Like:

Funding Source: All Funding Sources Minimum # of Hours: 0

⏪ ⏩ 1 of 1 ⏴ ⏵ 🔄 🏠 100% 📄 🖨️ 🔍 Find | Next

Table A - Total Enrollment & Contact Hours

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

All SubSites **

All Classes

Funding Source: All Funding Sources,
Grants:

Pre Test EFL		# of Distinct Students	Hours
☐ ABE Level 1		3	49.25
☐ ABE Level 2		2	62.50
☐ ABE Level 4		4	129.50
☐ ABE Level 6		1	13.00

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 A TABLE 7 TABLE 14 TABLE B

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.

	Adult Education	Personnel	
Function (A)	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	Unpaid Volunteers (D)
Local-level Administrative/Supervisory/Ancillary Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Counselors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

TABLE A TABLE 7 TABLE 14 TABLE B

Table 14 (July 1, 2023 - June 30, 2024)

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 %	\$	0 %
Public or Private Nonprofit Agencies							
Community-based Organizations				\$	0 %	\$	0 %
Faith-based Organizations				\$	0 %	\$	0 %
Libraries				\$	0 %	\$	0 %
Institutions of Higher Education							
Community or Technical Colleges				\$	0 %	\$	0 %
Four-year Colleges or Universities				\$	0 %	\$	0 %
Other Institutions of Higher Education				\$	0 %	\$	0 %
Other Agencies							
Correctional Institutions				\$	0 %	\$	0 %
Other Institutions (non-correctional)				\$	0 %	\$	0 %
Tribal Government or Organization				\$	0 %	\$	0 %

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 A TABLE 7 TABLE 14 TABLE B

ABE PROVIDERS 1-5 ABE PROVIDERS 6-10 ABE PROVIDERS 11-15 OTHER MEMBERS

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

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.

District/Organization Name	District number (if applicable)	Programming Site	Programming Site Address	Site is NON-PUBLIC (e.g. correctional facility)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		ADD ADDITIONAL SITES		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		ADD ADDITIONAL SITES		

IMPORTANT NOTE: Table B

TABLE A TABLE 7 TABLE 14 TABLE B

ABE PROVIDERS 1-5 ABE PROVIDERS 6-10 ABE PROVIDERS 11-15 OTHER MEMBERS

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

Consortium Providers, Sites and Other Members
Enter all consortium member organizations/districts
NOTE: list any sites anticipated to have ABE program
* ABE PROVIDERS are districts, CBOs or other entities
** NON-PUBLIC SITES are places where ABE services are provided

District/Organization Name

Site is NON-PUBLIC (e.g. correctional facility)

ADD ADDITIONAL SITES

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

TABLE A TABLE 7 TABLE 14 TABLE B

ABE PROVIDERS 1-5 ABE PROVIDERS 6-10 ABE PROVIDERS 11-15 OTHER MEMBERS

Table B - Other Members (Program Year 2024-2025)

Enter all other member organizations/districts that are not ABE PROVIDERS*.

District/Organization Name	District number (if applicable)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

List all consortium members that are NOT ABE providers (they do not hire ABE teachers).

Questions about Tables?

IOWA Signs Assurances

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 screenshot shows a navigation menu with buttons for OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, SUBMIT, and AMENDMENT DESCRIPTION. Below this is a sub-menu with APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. The ASSURANCES section is active, showing PROGRAM ASSURANCES and FFATA INFORMATION. The Assurances section contains a checked checkbox and the following text: "By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. The applicant agrees to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable. These assurances are binding for applicants that are accepting funding under this program."



IOWA Completes FFATA

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.

The screenshot shows a web application interface with a navigation bar at the top containing buttons for OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, SUBMIT, and AMENDMENT DESCRIPTION. Below this is a secondary bar with APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. The main content area has two tabs: PROGRAM ASSURANCES (active) and FFATA INFORMATION. The FFATA INFORMATION section is titled "FFATA Information" and includes a link for "Instructions". The text states: "This information is required in order for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA)." There are two questions, each with "Yes" and "No" radio button options. The first question asks if the organization received 80% or more of its annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements, and \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements. The second question asks if the public has access to information about the compensation of executives through periodic reports, filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986. A "SAVE PAGE" button is located at the bottom of the form.

Ready to submit? First run a consistency check. This will check the application to ensure all information has been collected.

The screenshot displays the application navigation menu at the top with buttons for OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, SUBMIT, and AMENDMENT DESCRIPTION. Below this is a secondary row with APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. The main content area shows a 'Submit' section with a message: 'The Consistency Check must be successfully processed before you can submit your application.' Below the message are three buttons: 'CONSISTENCY CHECK' (highlighted with a red box), 'LOCK APPLICATION', and 'UNLOCK APPLICATION'. At the bottom, there is a section for 'Assurances' dated 4/26/2024, with a list of roles: LEA District Data Entry, Bookkeeper, LEA/ORG Administrator, and Final Review.

Consistency Check Errors

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.



Submit

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- ABE - FINs 322 and 438 Data
 - Application Narrative - Must select which type of ABE funds the organization is applying under Grant Funding Selection.
 - Table B - Total Number of Providers must match Provider Total on Table 14.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Submit to MDE

Once the consistency check has been run and there are no errors, the IOWA can submit!

- OVERVIEW
- CONTACT INFORMATION
- APPLICATION NARRATIVE
- TABLES
- ASSURANCES
- SUBMIT
- AMENDMENT DESCRIPTION
- APPLICATION HISTORY
- COMMUNICATIONS
- APPLICATION PRINT

Submit

Jocelyn DeSutter ran the consistency check process which locked the application on 4/30/2024 at 3:59 PM.

LOCK APPLICATION

UNLOCK APPLICATION

Assurances 4/26/2024
Consistency Check was run on: 4/30/2024
LEA District Data Entry
Bookkeeper
LEA/ORG Administrator
Final Review

SUBMIT TO MDE

-
- OVERVIEW
 - CONTACT INFORMATION
 - APPLICATION NARRATIVE
 - TABLES
 - ASSURANCES
 - SUBMIT
 - AMENDMENT DESCRIPTION
 - APPLICATION HISTORY
 - COMMUNICATIONS
 - APPLICATION PRINT

Submit

The application has been submitted for review.

Assurances	4/26/2024
Consistency Check was run on:	4/30/2024
LEA District Data Entry	
Bookkeeper	
LEA/ORG Administrator submitted the application to MDE on:	4/30/2024
Final Review	

Let's do it!

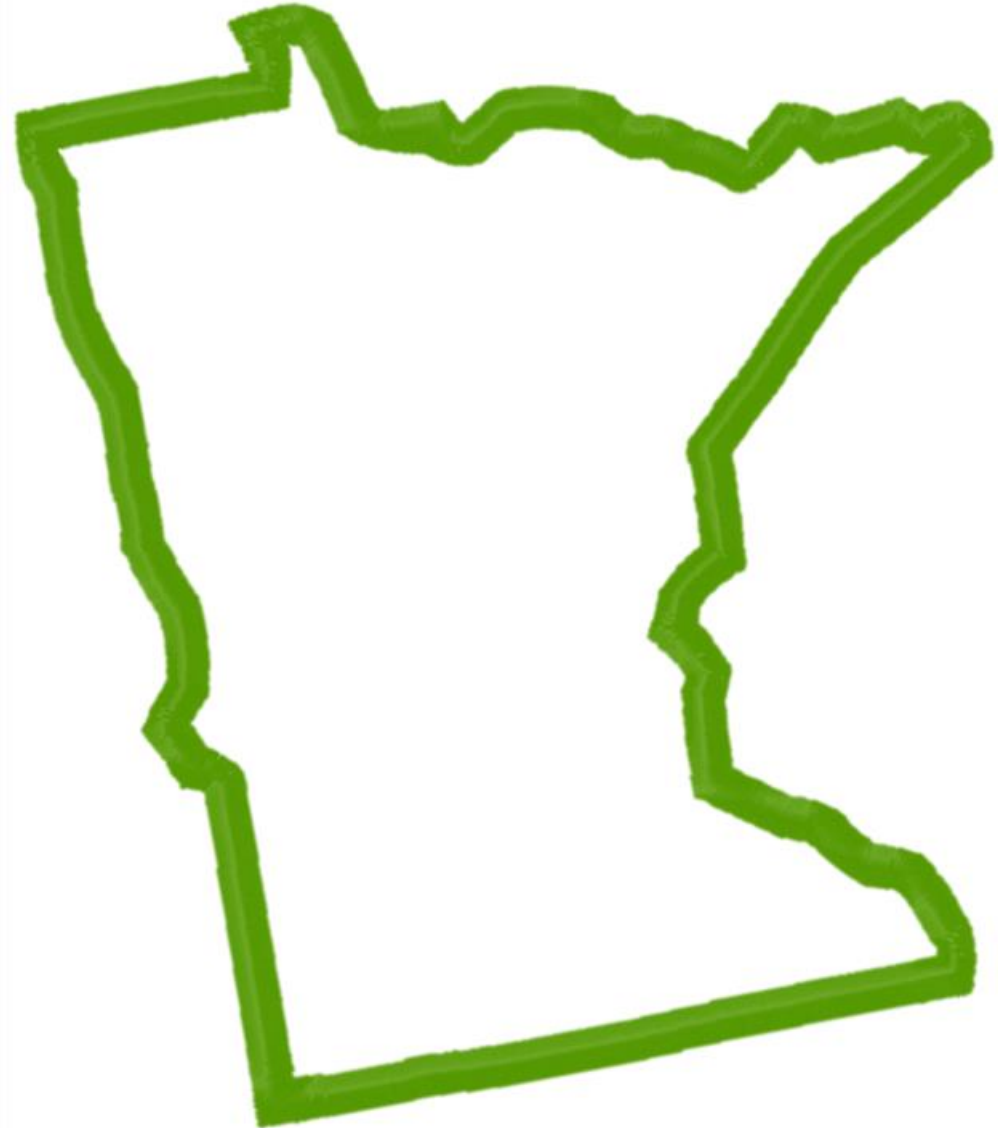
For MEGS support

MEGS issues: MEGS.MDE@state.mn.us

Questions

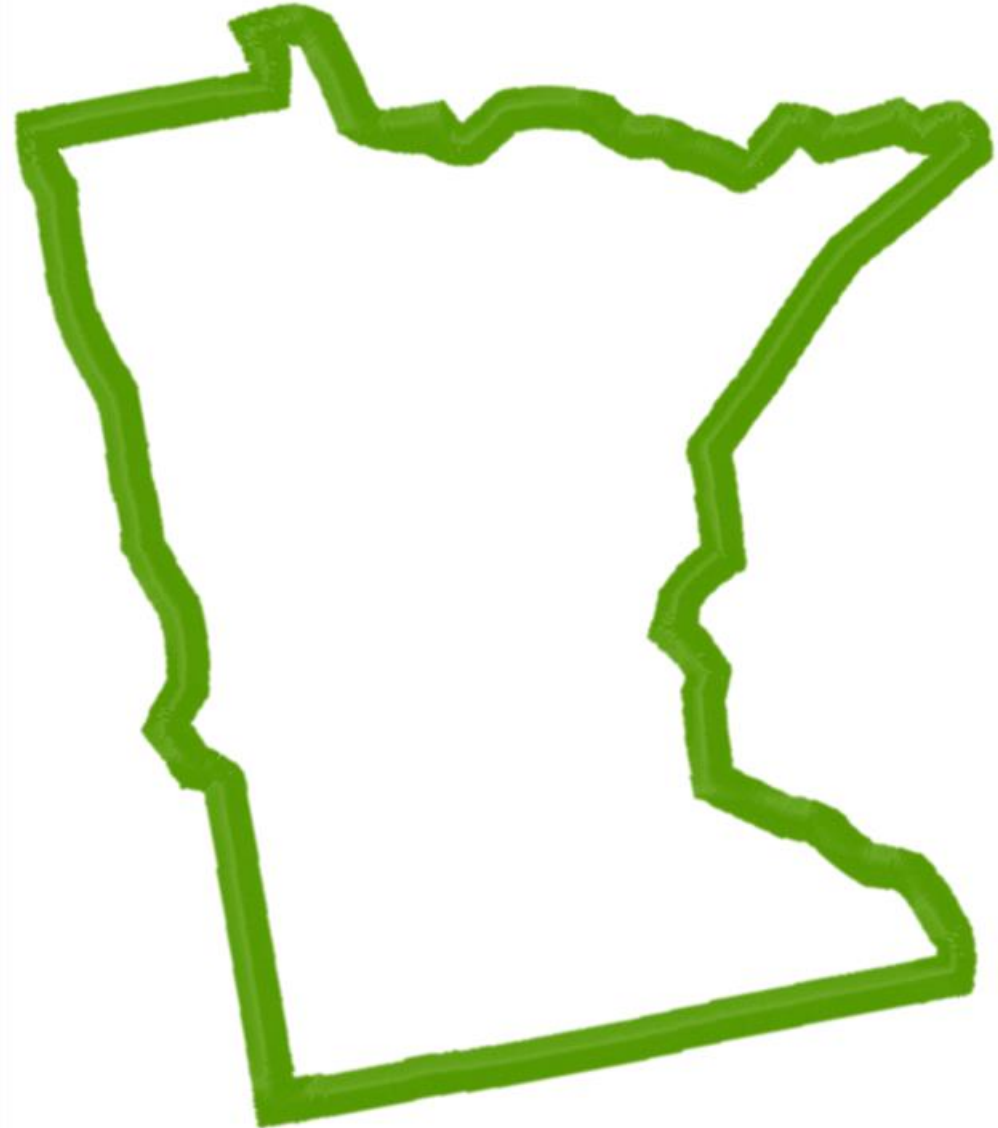
For MDE Adult Education, Grants, or MEGS staff/developers?

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 10, 2024

1-2:30pm

Thank you!

Questions?

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