

**ABE Consortium Narrative Requirements**

 **Publication date: October 2018**

 **Due date: June 3, 2019**

**Introduction and Purpose**

The consortium five-year narrative is designed to give selected ABE consortia and new or reorganized applicants for ABE funding an opportunity to review and describe program results, successes, organizational structure, adherence to state and federal requirements, and future plans. Along with other sections of the annual consortium grant application, the narrative will be evaluated in order to make decisions about new or continuing multi-year consortium approval and funding. ABE consortium narratives will be rated by a team of reviewers according to the application evaluation criteria specified in Minnesota Statutes, Section 124D.52 and in the Minnesota State Plan for ABE. This narrative identifies basic legal requirements and areas of best practice for ABE consortia. Check the table at the end of this document to see the list of consortia that must submit narratives.

**Note: The Narrative is a separate submission from the Annual Consortium Grant Application. See “Submitting Narrative” for specific instructions.**

## Categories of ABE Narrative Applicants

1. ***New Consortium*** – includes first-time applicants, ABE programs that have previously been a member of an approved ABE consortium that are applying to become a new, restructured consortium, and ABE programs seeking authorization due to performance issues.
2. ***Continuing Consortium*** – currently approved ABE consortia seeking multi-year approval status.

## Application Requirements

1. New consortia must show evidence of administrative and programmatic capacity by submitting the following information:
	* ABE Consortium Narrative, Sections One through Nine
2. Continuing consortia must submit:
* ABE Consortium Narrative, Sections One through Eight

## Submitting the Narrative

Applicants are strongly encouraged to submit electronic narratives. An electronic narrative is an organized collection of documents that are accessible online to consortium staff, MDE staff and reviewers. If applicant prefers to submit a narrative in hard copy, arrangements must be made ahead of time with MDE staff.

### For electronic submission:

The web address of the completed narrative must be sent by email to Jodi Versaw (jodi.versaw@state.mn.us) at the Minnesota Department of Education by 4:30 p.m., June 3, 2019. This web address must have all the required components and be openly accessible for reviewers (without the need to request permission).

### For hard copy submission:

6 hard copies of the complete narrative must be delivered to Jodi Versaw at the Minnesota Department of Education by 4:30 p.m., June 3, 2019. The narrative should be submitted to:

Jodi Versaw, Adult Basic Education

Minnesota Department of Education

1500 Highway 36 West

Roseville, MN 55113

**Failure to meet the June 3 deadline will put a consortium’s funding at risk.**

## Consortium Narrative Format

All narrative items must be addressed and all required documents must be included. For readability (by the review team), the state ABE office recommends:

* Use 12-point type and an easily readable font.
* Follow the sequence and format laid out in this document.
* Label sections, narrative responses and documents clearly.

## Questions or for more information

If you have questions or would like more information about the ABE Narrative, please:

* Review information found at the [Minnesota ABE web site](http://www.mnabe.org) (www.mnabe.org), especially the [Narrative page](http://www.mnabe.org/program-management/grants/narrative) (www.mnabe.org/abe-funding-grants/narrative); and/or
* Contact Jodi Versaw, ABE Program Quality Specialist at (651) 582-8593 or jodi.versaw@state.mn.us.

**ABE Consortium Narrative Content**

## Section One: Overview

***Narrative items***

| ***Label*** | ***Description*** |
| --- | --- |
| 1.1 | Provide an **overview** of the **consortium.** Include the following:* **Geographic** **area** of service
* Data about the **target population** for ABE services who reside within the geographic area served by the consortium (such as individuals with low levels of literacy, adults without a secondary credential and/or adult English language learners)
* Description of the ABE **students** typicallyserved (including number, demographics and common goals)
* Current number and roles of **staff,** indicating which positions are full-time and part-time
* Brief overview of ABE programming **sites** across the consortium
 |
| 1.2 | Provide data on the consortium’s **success in improving skills for ABE students**, such as numbers of students who have made educational level gains, completed a secondary diploma or GED, entered postsecondary, entered a training program, completed a certificate, or gained employment.  |
| 1.3 | Provide evidence of the consortium’s **ability to serve eligible adults with disabilities**, including learning disabilities |

## Section Two: Accountability

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 2.1 | Describe the **governance and decision-making processes** in place between the consortium fiscal agent and its members. Address the following:* Describe consortium meetings, including: frequency, typical agenda items, and invited/required participants with expectations for their attendance.
* How and when is the annual consortium agreement developed and signed by the consortium and its members?
 |
| 2.2 | Describe the **program quality and accountability plans and procedures** for consortium fiscal agent and all members. Address the following: * How does the fiscal agent ensure that the ABE consortium and all its sub-grantees are in compliance with federal and state ABE law, policy and guidance? (A sub-grantee is any entity that receives state and/or federal ABE funding from the fiscal agent as a downstream ABE services provider.)
* How is program performance data (especially information about attendance, pre- and post-testing, measurable skills gain, level gains and other outcome achievement) monitored at the agency-, site-, teacher-, and/or class-levels?
* How and when is program performance data shared and communicated with staff and other stakeholders?
 |
| 2.3 | Describe the process(es) used in the consortium to **help students develop realistic goals and timelines for educational progress**, secondary credential attainment, enrolling in college and/or gaining or improving employment. Refer to Document A as appropriate. Address the following:* How do these processes vary for different types of students, or for students enrolled in different types of programming?
 |

***Documents***

| ***Label*** | ***Description*** |
| --- | --- |
| A | Intake and orientation procedures (see [Intake and Orientation Procedures Template](http://mnabe.org/sites/default/files/intake_and_orientation_procedures_template.docx)) |
| B | Assessment procedures (see [Assessment Procedures Template](http://mnabe.org/sites/default/files/assessment_procedures_template.docx)) |
| C | Contact hour tracking procedures (see [Contact Hour Tracking Procedures Template](http://mnabe.org/sites/default/files/contact_hour_tracking_procedures_template.docx)) |
| D | Consortium annual agreement with member districts and/or organizations |

## Section Three: Professional Development and Training

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 3.1 | Describe the **process and criteria used in hiring** decisions for staff (licensure, education, credentials, experience, etc.) |
| 3.2 | Describe the **new staff orientation process** and information included. Address the following:* How does the consortium ensure that new staff receive the training required for their position, such as ABE Foundations, CCRS Foundations, test administration certification and distance learning training?
 |
| 3.3 | Describe how the consortium supports **professional development** (PD) for staff. Address the following:* What is the process for determining PD needs and priorities at both the consortium and individual staff level?
* What PD activities are mandatory for staff?
* How does the consortium ensure all staff are aware of appropriate PD opportunities?
* What is the amount and percent of total funding that the consortium sets aside or uses for professional development?
 |

***Documents***

| ***Label*** | ***Description*** |
| --- | --- |
| E | Consortium professional development plan that outlines the consortium’s PD priorities, goals and activities (see [Consortium Professional Development Plan Template](http://mnabe.org/sites/default/files/consortium_professional_development_plan_template.docx)) |

Professional development plan (with goals, activities, and evaluation measures) for a staff member in each of the following roles: (see [Individual Professional Development Plan Template](http://mnabe.org/sites/default/files/individual_professional_development_plan_template.docx))

| ***Label*** | ***Description*** |
| --- | --- |
| F | Administrative staff – e.g., program or site manager |
| G | Support staff – e.g., intake, data or testing coordinator |
| H | Instructional staff – e.g., teacher |

NOTE: Remove any identifying personal information from the plans.

## Section Four: Educational Quality

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 4.1 | Provide an explanation of how **high-quality educational services** are developed by the consortium. Address the following:* How are decisions made about what kinds of courses and instruction to offer?
* How are courses and instruction evaluated to determine whether they are high quality?
* How does the consortium ensure that all students have access to sufficient intensity of instruction in order to make learning gains?
* How does instruction incorporate the essential components of reading instruction?
 |
| 4.2 | Give an overview of the consortium’s current **career–focused programming,** including career pathways, integrated education and training (IET), postsecondary preparation, or any programming that helps prepare students for an industry-recognized credential. Refer to document I where appropriate. |
| 4.3 | Give an overview of how the consortium has integrated the state’s **content standards** for ABE into instruction to date. Consider all three sets of content standards:* College and Career Readiness Standards for Adult Education (CCRS)
* Academic, Career and Employability Skills (ACES) Transitions Integration Framework (TIF)
* Northstar Digital Literacy Standards

Refer to documents J and K where appropriate. |
| 4.4 | Describe how **volunteers** enhance student success in the consortium. Address the following:* What are common activities and roles for volunteers?
* How does the consortium orient and provide initial training for volunteers?
* What training is provided or required on an ongoing basis for volunteers, locally and/or through other entities?

Note: Initial and ongoing volunteer training must comply with requirements outlined in the [Volunteer Training Standards Policy](http://mnabe.org/sites/default/files/volunteer-training-standards-policy-mnabe.docx). |

***Documents***

| ***Label*** | ***Description*** |
| --- | --- |
| I | Instructional Program Description. (See [Instructional Program Description Template](http://mnabe.org/sites/default/files/instructional_program_description_template.docx))The following questions will be used to evaluate this document:* Does instructional content align with core and conditional ABE content, as outlined by the [Eligible Content Policy](http://mnabe.org/sites/default/files/Eligible_Content_Policy.doc)?
* Does instructional content align to the content standards (CCRS, ACES/TIF, Northstar)?
* Does instructional content align to the 8 allowable Adult Education activities outlined in WIOA (as listed on the [WIOA Regulations and Definitions](http://mnabe.org/sites/default/files/WIOA%20regulations%20and%20defintions_0.pdf)?)
* Does instruction align to best practices as identified in rigorous and scientifically valid research? (Including but not limited to: career pathways, IET, distance/hybrid learning, STAR/EBRI, IELCE, family literacy)
 |
| J | Multi-year content standards implementation plan that includes CCRS, Northstar and ACES/TIF (See [Content Standards Implementation Plan Template](http://mnabe.org/sites/default/files/content_standards_implementation_plan_template.docx)) |
| K | Two (2) specific examples of how the state’s ABE content standards have been integrated into instruction. (Suggested examples: a standards-aligned lesson plan or student task/assignment.)  |

## Section Five: Integration and Collaboration

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 5.1 | Provide evidence of **alignment to local or regional needs and strategies** as outlined by local workforce boards and/or partners in the workforce development plans (local and regional WIOA plans). |
| 5.2 | Describe the **methods of referral** between local workforce development partners and the consortium, addressing both how the consortium refers learners to workforce development partners, and how workforce development partners refer clients to the consortium. Include how the consortium promotes **concurrent enrollment** in Title I programs (Adult, Youth and Dislocated Worker). |
| 5.3 | Describe how instructional programming is developed and delivered in **coordination and collaboration** **with other educational, training, and employment resources in the community**. Partner entities could include K-12 schools, postsecondary institutions, local workforce development boards, one-stop centers, job training programs, social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations and faith communities. |
| 5.4 | Describe any **collaboration with local and county correctional facilities**. Address how the consortium ensures that programming in correctional facilities provides sufficient intensity and duration of instruction. Include the following:* A brief description of the instructional content and schedule(s) of ABE programming occurring in local and county correctional facilities (refer to document I as appropriate).
* Description of all support received from the correctional institution, including financial.
 |
| 5.5 | Describe the consortium’s role in developing and implementing the **regional transitions plan**.  |
| 5.6 | How does the consortium ensure that the **Adult Literacy Hotline** (Minnesota Literacy Council) has the most up-to-date information about the consortium, sites and programming? Include the most recent date of communication with MLC staff to update or confirm information listed on the hotline. |
| 5.7 | Indicate the individual who currently serves as the **Regional Transitions Coordinator** for the consortium, and the individual who currently serves as the **ABE representative** on the local Workforce Development Board(s). How does communication go from the consortium to these individuals, and how is information and communication from these individuals shared out to the consortium? |

***Documents***

| ***Label*** | ***Description*** |
| --- | --- |
| L | Most recent Memorandum of Understanding (MOU) with the local Workforce Center |
| M | List of local Workforce Development Board (WDB) members |
| N | Current year Regional Transitions Plan |
| O | Current Regional/Local WIOA Plan for the local Workforce Development Area(s) (WDA) served |

## Section Six: Program Resources

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 6.1 | Describe the use of **technology**, including **distance learning**, to increase the quality of instruction, and lead to improved outcomes for students. |
| 6.2 | Describe **any resources, other than state and federal ABE funding**, that are used to support ABE programming. This can include financial resources, such as grant funding or charitable contributions. It can also include coordination with community partners to provide support services such as transportation, counseling or childcare. (Refer to items 5.3 and 5.4 as appropriate.) |

***Documents***

| ***Label*** | ***Description*** |
| --- | --- |
| P | Technology and Distance Learning Plan (see [Technology and Distance Learning Plan Template](http://mnabe.org/sites/default/files/2019_technology_plan_template_1.docx)) |

## Section Seven: Successes and Challenges

***Narrative items***

| ***Label*** | ***Description*** |
| --- | --- |
| 7.1 | Provide a brief **story of student success** that illustrates the power of ABE programming to make positive change for the individuals and communities served. (Be sure to obtain student permission for any personal information or work included.) |
| 7.2 | Describe the **most pressing challenges** the consortium is currently facing. Include any ideas for addressing these challenges, but note that it is acceptable to acknowledge and describe challenges even without a proposal for addressing them. |
| 7.3 | Describe one or two **recent innovations** in areas such as instruction, student support, recruitment, curriculum development or collaboration. Highlight any innovations that address the challenges listed above and/or that have not already been described in previous sections of this narrative. |
| 7.4 | Explain if, when and how the consortium addresses the issue of **equity**, including but not limited to racial equity. Consider the following:* Does the consortium have a vision or strategy for addressing issues of equity? If so, how is this vision or strategy shared amongst staff? If not, how will one be developed?
* Describe any professional development focused on equity that the consortium has sponsored and/or participated in.
* If the consortium is participating in equity training or initiatives that are led by a K-12 district, how is training or initiative being made relevant for the ABE context?
 |

## Section Eight: Annual Consortium Grant Application

***Documents*** *–* Provide the following:

| ***Label*** | ***Description*** |
| --- | --- |
| Q | A copy of the consortium’s annual ABE grant application, including all required tables and grant assurances. |
| R |  “Level Gains with Post-Test Rates” report from SiD for the period of July 1, 2018 – April 30, 2019. Include this report for the fiscal agent entity as well as for each sub-grantee (a sub-grantee is any entity that receives state and/or federal ABE funding from the fiscal agent as a downstream ABE services provider.). |

## Section Nine: Additional required information for programs seeking new authorization for state ABE funding

### (Continuing consortia are not required to complete this section)

***Narrative Items***

| ***Label*** | ***Description*** |
| --- | --- |
| 9.1 | Identify the consortium’s classification in seeking authorization as either: First-time applicant; ABE program that has previously been a member of an approved ABE consortium that is applying to become a new, restructured consortium; or ABE program seeking authorization due to performance issues. |
| 9.2 | What geographic area would the proposed consortium cover? * What adult student populations would the proposed consortium serve?
* How would the proposed consortium collaborate with existing consortia in the same geographic region?
* Why does it make more sense for the program to apply as a separate consortium instead of merging with another existing consortium?
 |
| 9.3 | Describe what actions the program has taken to familiarize staff with the ABE system. |
| 9.4 | What information or data is available for the state to determine first prior year contact hours? (First prior year is from May 1, 2018 to April 30, 2019.) |
| 9.5 | Has the program been identified as a low-performing program previously? * If so, please include details of the program’s history as a low-performing program or in provisional approval status, along with an explanation of what has been done to improve performance and address issues.
 |

## ABE 5-year Narrative Schedule – 2019 through 2023

| **Due June 2019** | Due June 2020 | Due June 2021 | Due June 2022 | Due June 2023 |
| --- | --- | --- | --- | --- |
| * 1. **Alexandria**
	2. **AOIE-Hopkins**
	3. **Detroit Lakes**
	4. **Duluth**
	5. **Hiawatha Valley-Red Wing**
	6. **Metro East-North St. Paul**
	7. **Rochester**
	8. **SW Metro**
	9. **West-Monticello**
 | 1. AALC-LeSueur
2. Cass Lake
3. Fergus Falls
4. Mankato
5. Moorhead
6. Robbinsdale
7. St. Paul
8. SW ABE - Marshall
9. Tri-County Corrections
 | 1. Brainerd
2. Glacial Lakes-Willmar
3. Metro North-Anoka
4. Metro South-Bloomington
5. Minneapolis
6. Red Lake
7. ThinkSelf Deaf ABE
8. White Earth
 | 1. American Indian OIC
2. Central MN-St. Cloud
3. Department of Corrections
4. Faribault County
5. Great Rivers – South Washington Co.
6. Rosemount/Apple Valley/Eagan
7. SE ABE-Owatonna
 | 1. AEOA
2. Burnsville
3. Dakota Prairie-Farmington
4. International Education Center
5. Lakes & Prairie-Wadena
6. Lakeville
7. NW Service Cooperative
8. Osseo
9. South Suburban-South St. Paul
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