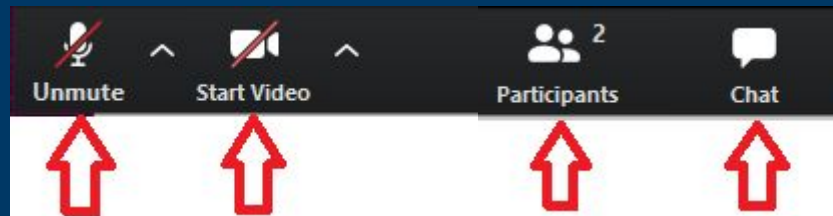# Welcome to the Federal Adult Education Grant Webinar

- For tech help, chat to <u>Karla Vien</u>

- Use your first & last name - just like a name tag! Feel free to add your pronouns.

- Bottom of screen: hover your mouse to reveal toolbar

Keep mic and video off
(looks like this - red line)

Open Chat box
& keep it open

Recording Today's Session

The recording will be posted on the MNABE.org website.

Federal Adult Education Grant Application Webinar

January 19, 2022

Jodi Versaw

Brad Hasskamp

Agenda

1. Grant Overview
2. Cover Sheet and Assurances
3. Application Narrative
4. Provider Details Worksheet
5. Review Process
6. For More Information

Grant Application Resources and Materials

Found on the MDE Website:

- Cover Sheet and Assurances
- Grant Application Narrative
- Provider Details Worksheet
- Instructions Document

Additional resources shared in this session and found on www.mnabe.org

- Spreadsheet aligning school districts to regions
- Scoring rubrics
- Webinar slides

DEPARTMENT OF EDUCATION

stay connected:

Home   About   Students and Families   Licensing   Districts, Schools and Educators   Data Center   COVID-19

MDE > Districts, Schools and Educators

Search   Search

Districts, Schools and Educators

Formula FIN 348 Federal Adult Basic Education Grant Opportunity, CFDA 84.002A – State Fiscal Year 2023

The Minnesota Department of Education (MDE) makes this grant program 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 their literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members and citizens.

Funding for this grant program comes from federal Title II of the Workforce Innovation and Opportunity Act of 2014.

This is a multiyear grant, lasting six years, the authorization period of the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). All providers will be subject to the same grant cycle. The initial term of the grant period is anticipated to be from July 1, 2022 through June 30, 2023. The grant is renewable annually pending availability of funding and compliance with state statute, federal law, and grant expectations.

Total amount available per year: estimated $4.8 million

Minimum grant amount: Not applicable

Maximum grant amount: Not applicable

CFDA: 84.002A

Submit all required application documents to mde.comgrants@state.mn.us by March 25, 2022, 3:30p.m. Central Standard Time.

Minnesota Adult Basic Education

Home / Materials from Recent State ABE Presentations

Materials from Recent State ABE Presentations

2022 Federal Adult Education (ABE) Grant Webinar

Virtual Session, January 19, 2022

- Link to MDE Website with Adult Education Grant Application Materials

Additional Resources to Help Complete the Application

Please refer to past grant applications, including:

- 2017 Federal Adult Education Competitive Application
- Most recent five-year narrative
- 2021-22 Additional ABE Funding Application
- Other grant applications

Federal Adult Education Grant Application Posting

Grant application materials posted on MDE Grants Website

[Note that this is the federal adult education (ABE) grant and funding, but not the IELCE grant.]

DEPARTMENT OF EDUCATION

Home | About | Students and Families | Licensing | Districts, Schools and Educators | Data C

MDE > Districts, Schools and Educators

Districts, Schools and Educators

Formula FIN 348 Federal Adult Basic Education Grant C 2023

The Minnesota Department of Education (MDE) makes this grant program available in acco for the purpose of providing adults with educational opportunities to acquire and improve effectively as productive workers, family members and citizens.

Funding for this grant program comes from federal Title II of the Workforce Innovation and

This is a multiyear grant, lasting six years, the authorization period of the federal Workforce to the same grant cycle. The initial term of the grant period is anticipated to be from July 1, availability of funding and compliance with state statute, federal law, and grant expectation

Total amount available per year: estimated $4.8 million

Minimum grant amount: Not applicable

Maximum grant amount: Not applicable

CFDA: 84.002A

Submit all required application documents to mde.compgrants@state.mn.us by March 25,

The Workforce Innovation and Opportunity Act (WIOA) is the federal law that authorizes adult education, which includes regulations and funding for states to create an adult education system.

More information on WIOA implementation in Minnesota can be found in the [State WIOA Plan](#).

Workforce Innovation and Opportunity Act

The federal government allocated $4.8 million to Minnesota as funding for local adult education programming for 2021-22.

The state allocates this funding to grantees primarily by prior year adult enrollee contact hours. For the current fiscal year (2021-22), the federal contact hour rate is $0.75.
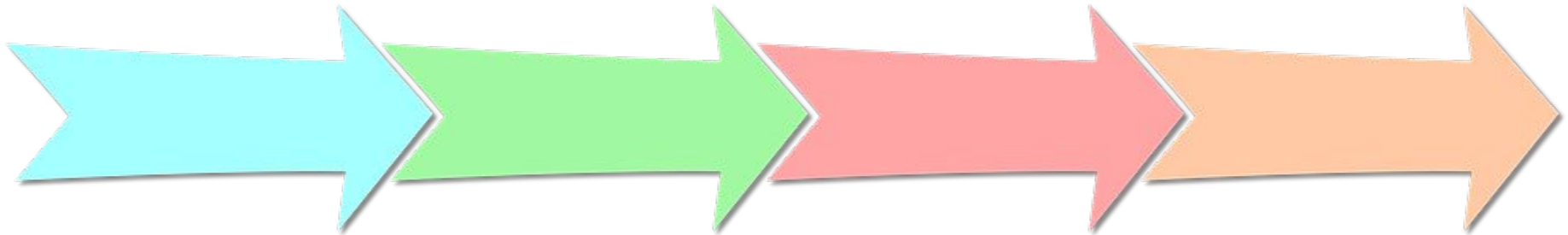
Federal adult education funding also pays for regional transitions work, prioritizing adult career pathway programming and for low-incidence disability aid.

Federal Adult Education Grant Competition

Federal law (WIOA) requires that states run a grant competition for Federal Adult Education funds.

In Minnesota, we ran this competition in 2017, and are now running it again in 2022. The next competition is planned for 2028.

Grant Eligibility

An organization that is seeking federal Adult Education (also known as Adult Basic Education or ABE) funding is eligible if it has **demonstrated effectiveness in providing adult education and literacy activities for eligible individuals** (as defined in CFR 463.24).

Types of Eligible Organizations

- A local educational agency
- A community-based organization or faith-based organization
- A volunteer literacy organization
- An institution of higher education
- A public or private nonprofit agency
- A library
- A public housing authority
- A nonprofit institution that is not described above and has the ability to provide adult education and literacy activities to eligible individuals
- A consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described above
- A partnership between an employer and an entity described above
- Any other entity that has demonstrated effectiveness in serving eligible individuals

Federal Adult Education Grant Application Posting

Grant Applications Due: Friday, March 25, 2022 (by 3:30 p.m. Central time)

Email the following to mde.compgrants@state.mn.us:

- Signed and completed Cover Sheet and Assurances
- Completed Application Narrative
- Completed Provider Details Worksheet (one per provider in the application)

mn DEPARTMENT OF EDUCATION

Home | About | Students and Families | Licensing | Districts, Schools and Educators | Data C

MDE > Districts, Schools and Educators

Districts, Schools and Educators

Formula FIN 348 Federal Adult Basic Education Grant C 2023

The Minnesota Department of Education (MDE) makes this grant program available in acco for the purpose of providing adults with educational opportunities to acquire and improve effectively as productive workers, family members and citizens.

Funding for this grant program comes from federal Title II of the Workforce Innovation and

This is a multiyear grant, lasting six years, the authorization period of the federal Workforce to the same grant cycle. The initial term of the grant period is anticipated to be from July 1, availability of funding and compliance with state statute, federal law, and grant expectation

Total amount available per year: estimated $4.8 million

Minimum grant amount: Not applicable

Maximum grant amount: Not applicable

CFDA: 84.002A

Submit all required application documents to mde.compgrants@state.mn.us by March 25,

Grant Process and Timeline

March 25, 2022: Federal Adult Education Grant applications due

March 25-31, 2022: MDE staff screen applications

March-May 2022: Reviewers, Local/Governor's Workforce Development Boards, and MDE review applications

June 1, 2022: All state and/or federal adult education applicants submit an annual grant application in SERVS with required tables

June 2022: MDE determines which applications are approved for federal adult education funding and sends notice to applicants

July 1, 2022: New fiscal year begins

July-August 2022: Approved grantees receive FY23 award letters with final award amounts for both state and federal Adult Education funds

Federal Adult Education Grant Implications

Please note: Any provider that does not apply or get approved through the federal grant application process will also not receive other parts of federal adult education funding, which includes technology aid, low-incidence disability aid, and regional transitions aid.

Grant Application Materials

Found on the MDE Federal Adult Education Grants page

- Cover Sheet and Assurances
- Application Narrative
- Provider Details Worksheet
- Instructions Document

Required Grant Documentation

Applicants must download the Instructions Document in addition to the Cover Sheet and Assurances. complete application must include the Cover Sheet and Assurances, the Application Narrative, and listed below and available for downloading.

Instructions Document

- This document contains important information, including instructions on how to co grant award process.

Cover Sheet and Assurances

- Applicants are asked to fill in information where indicated, read and agree to the as in the date where indicated in the document. Submit all the pages of this documen

Application Narrative

- Applicants must provide narrative responses to questions and information asked fo Application Narrative in Word or PDF.

Provider Details Worksheet

- Submit one worksheet for each provider.

Cover Sheet and Assurances

Application Cover Sheet Items (part 1)

m1 DEPARTMENT OF EDUCATION

Formula FIN 438 Federal Adult Basic Education Grant Opportunity, CFDA 84.002A – State Fiscal Year 2023

APPLICATION COVER SHEET

Fiscal Agent Applicant Information

Legal name of applicant organization:

If district or charter school applicant, enter organization number:

Address:

City, state and zip code + 4:

Required Identification Numbers

Minnesota SWIFT vendor ID number (Tax ID):

Federal DUNS number:

Contact Information

Identified Official with Authority (IOWA) to Sign

Fiscal Agent

- **Information**
  - Legal organization name, number, address
- **Required Identification Numbers**
  - SWIFT vendor ID/Tax ID and Federal DUNS number
- **Contact Information**
  - Identified Official with Authority, IOWA
  - Program Manager
  - Business Manager

Application Cover Sheet Items (part 2)

Applicant Competitive Region and Area

- Central Minnesota
- Twin Cities Metropolitan Area (West)
- Twin Cities Metropolitan Area (East)
- Northeast Minnesota
- Northwest Minnesota
- Southeast Minnesota
- Southwest Minnesota
- Statewide/Special Population (must specify population)

Region can be determined by looking at the spreadsheet for school district alignment to these regions

Workforce Service Area

- List all workforce service areas that the applicant's geographic area covers (defined by school district boundaries)
- An applicant may have one or multiple workforce service areas
- Workforce service areas go by county lines which may differ from school district boundaries
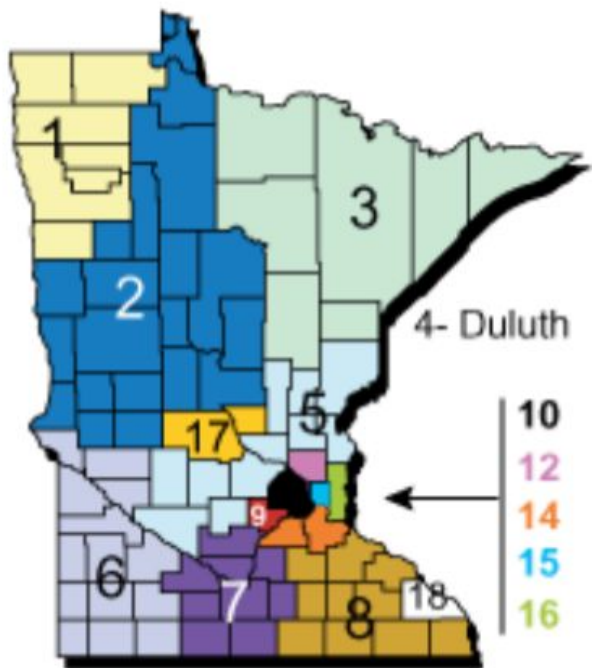
For Nongovernmental Organizations Only

- Is the fiscal agent a 501(c)(3)?
- Questions about gross revenue and executive compensation

Signature (all applications must have this section complete)

- This needs to be signed by an identified official with authority (IOWA) to sign

Assurances

- Please read the assurances.
- These are the conditions for accepting the funds.

ASSURANCES

The applicant by signing the coversheet to the application submitted to the state, certifies they have read all application documents including any revised documents and agree 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.

Application Narrative

Key Recommendations

- Please respond to each application narrative item carefully and thoroughly, and use the review form as you develop and revise responses.
- Application narratives ideally would be no longer than 30 pages (not including the provider details worksheet(s)).
- Unless the items states or implies otherwise, responses should be articulated for current practice and/or capacity.

mn **DEPARTMENT OF EDUCATION**

Federal Adult Education Competitive Application Review Form

Spring 2022

Section One: Executive Summary - Narrative Items

This component of the application should briefly describe the proposed Adult Basic Education (ABE) program, including:

1. Geographic area of service, or special population served.

2. Brief overview of current services, student population and key initiatives or partnerships.

Section One: Executive Summary - Review Form

1.1 Is the geographic area of service or special populations served clearly articulated?

1.2 Is the overview of current services, student population and key initiatives or partnerships clear and informative?

Total Points: 4

Comparison to 2017 application:

- Narrative items are similar.

Recommendations:

- Response should include current information.
- This section should be brief, compared to other sections.

Section Two: Diversity, Equity and Inclusion - Narrative Items

Describe the organization's or consortium's efforts toward diversity, equity, inclusion and anti-racism. Address the following:

1. Description of how historically marginalized populations will benefit from the work of this grant.
2. Description of how the organization or consortium staff and leadership represent diverse identities.
3. Description of how the organization or consortium includes the voices of marginalized individuals in decision-making.
4. Description of how the organization or consortium ensures that staff of all backgrounds receive the training and support that they need to further diversity, equity, inclusion and anti-racism work.

Comparison to 2017 application:

- This section was not included in 2017 application.

Recommendations:

- Refer to equity responses in the latest 5-year narrative, and to the application for 2021-22 additional ABE funding submitted by your consortium.

Narrative Section Three

Need and Target Populations

Section Three: Need and Target Populations - Narrative Items

Identify the targeted group(s) who will benefit from the program activities along with how the need was determined. Include the following:

1. Specific data about the targeted population benefiting from the program, noting how the program intends to respond to local needs by serving those most in need of adult education services, including individuals with low levels of literacy and English language learners.
2. Evidence of need for English language acquisition and civics education programming, and how the program activities will meet those needs.

Comparison to 2017 application:

- Narrative items are similar

Recommendations:

- Articulate who the target population is and provide data on the target population.

- Do not solely describe who your programming is currently serving, but who in your communities has a need for these services.

Section Four: Provider Educational Capacity - Narrative Items

Describe the organization's or consortium's capacity for and commitment to administering high quality Adult Basic Education services. Provide the following:

1. Evidence of the organization's or consortium's ability to serve eligible adults with disabilities, including learning disabilities.

2. Indication of how staff, including instructors, counselors, administrators and volunteers, meet minimal qualifications established by the state, such as licensure, test administration certification, and distance learning training.

3. Evidence that staff have access to high quality professional development.

Provider Educational Capacity - Details

Comparison to 2017 application:

- Item A from 2017 application is now in "Provider Details Worksheet" and must be answered for each Adult Education provider in the consortium.
- Items B - D from the 2017 application align to Items 1-3 in the 2022 application

Recommendations:

- For item 1, consider including both quantitative data (if available) and anecdotal evidence.

Short Break

Narrative Section Five

Educational Quality

Describe the educational services available through the proposed program.

1. Overview of activities and services proposed.

Federal activities include:

- adult education,
- literacy,
- workplace adult education and literacy,
- family literacy,
- English language acquisition,
- workforce preparation,
- integrated education and training (IET), and
- integrated English literacy and civics education (IELCE).

Federal activities for corrections include:

- adult education and literacy activities,
- special education,
- secondary school credit,
- integrated education and training,
- career pathways,
- concurrent enrollment,
- peer tutoring, and
- transition to re-entry initiatives and other post-release services with the goal of reducing recidivism.

Section Five: Educational Quality - Narrative Items 2-4

Clearly indicate how the proposed programming does the following:

2. Provides sufficient intensity and quality to allow students to make substantial learning gains.

3. Aligns to best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice. This could include how the program integrates the state's content standards for Adult Basic Education, which have been identified as the College and Career Readiness Standards for Adult Education (CCRS), the Academic, Career and Employability Skills (ACES) Transitions Integration Framework and the Northstar Digital Literacy Standards

4. Uses instructional practices that include the essential components of reading instruction.

Educational Quality - Details

Comparison to 2017 application:

- Item E from 2017 application (regarding content standards) is now integrated into Item 3 in the 2022 application.

Recommendations:

- For item 1, all activities proposed should align to one of the allowable federal activities. But, grantees do not need to offer all allowable federal activities.

- Responses to item 3 should include the grantee's incorporation of adult education content standards and can include additional best practices, such as STAR, IET programming, etc.

Narrative Section Six

Collaboration and Contextualization

Describe how the organization or consortium collaborates with other entities, aligns to regional needs and provides contextualized instruction. Include the following:

1. Evidence of alignment to local or regional needs as outlined by local workforce boards and/or partners in the workforce development plans, including how the organization or consortium will promote concurrent enrollment with programs in Title I.

2. Evidence of alignment between activities and strategy/goals of local one-stop partners.

Section Six: Collaboration and Contextualization - Narrative Items 3 and 4

3. Description of ABE activities that offer learning in context, including through integrated education and training and/or career pathway programming, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.

4. Description of how programming is developed in coordination and collaboration with other educational, training, and social service resources in the community. Partner entities could include elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce development boards, one-stop centers, job training programs, social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries.

Collaboration and Contextualization - Details

Comparison to 2017 application:

- Items C and D from 2017 application now combined into Item 3 in the 2022 application.

Recommendations:

- For items 1 and 2, applications can cite the local, regional and/or state WIOA plan.

Narrative Section Seven

Program Resources

Section Seven: Program Resources - Narrative Items 1 and 2

Describe the resources that enhance students' capacity to access and succeed in programming, including technology resources and flexible programming. Indicate the following:

1. Description of use of technology, including distance learning, to enhance programming and increase the quality of learning, and how such technology, systems and services lead to improved performance.

2. Description of the proposed program's flexible schedules and coordination with Federal, State, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.

3. Confirmation of use of or willingness to use the Minnesota adult education database (SiD), which can collect and report measurable participant outcomes and monitor program performance.

4. History of fiscal management procedures and audits.

Comparison to 2017 application:

- Item D from 2017 application removed.

Recommendations:

- Response for item 3 can be one sentence.

- Response for item 4 can also be relatively brief, but should show evidence of responsible fiscal management.

List of Providers

Instructions: Please list all providers (organizations that would receive federal and/or state adult education funding to provide adult education services).

- Fiscal agent organization
- Additional school district providers
- Additional provider organizations (non-school districts)
- Total number of providers

Comparison to 2017 application:

- In the 2017 application, a list of all consortium members was requested. In the 2022 application, only members that are providers should be listed.

Recommendations:

- Make sure that for each provider listed, there is a Provider Details Worksheet included.

Provider Details Worksheet

Provider Details Worksheet - Key Information

m DEPARTMENT OF EDUCATION

Formula FIN 438 Federal Adult Basic Education Grant Opportunity, CFDA 84.002A – State Fiscal Year 2023

Provider Details Worksheet

Instruction: Please include one worksheet for each provider, including the fiscal agent. There must be one worksheet for each provider listed in the application narrative List of Providers. (A provider is any entity that would receive federal and/or state adult education funding to provide adult education services.)

Provider Name and Information

Legal name of provider organization:

If district or charter school, enter organization number:

Provider Contact Information

Program Manager Contact Information

This is a separate document from the Application Narrative.

Complete one worksheet for each provider.

Provider Details Worksheet - Purpose

The Provider Details worksheet requires applicants to:

provide evidence of the organization's past effectiveness and current capacity in improving the skills for eligible adults in reading, writing, mathematics, English language acquisition and other relevant subject areas, especially individuals with low levels of literacy. Responses must include performance data, ability to meet state targets for ABE program performance, and information regarding the provider's outcomes for participants on educational level gains, educational outcomes, secondary diploma or high school equivalency attainment, postsecondary placement, training and certification completion, and employment.

Provider Details Worksheet - Current providers

Data outcomes on WIOA Indicators:

- Participants earning measurable skill gains

- Participants being employed six months after exit

- Participants being employed one year after exit

- Participants median quarterly wages after exit (dollar amount)

- Participants credential attainment

- The provider's effectiveness in serving employers (including number of employers served in a year)

Provider Details Worksheet - New providers

Data and information on provider's past effectiveness on serving and improving the skills serving basic skills deficient eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, and English language acquisition. An eligible provider must also provide information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.

Optional additional data and information on provider's outcomes and past effectiveness.

This can include anecdotal information and other data collected by the program.

Provider Details Worksheet - Recommendations

- Providers can include data from SiD, the ABE Report Card, data reports from MDE, new SLEDS reports, and quantitative and anecdotal evidence collected by the provider and/or partners.
- For more information on new reports in SLEDS, participate in a webinar tomorrow, January 20 at 2:30 pm: https://atlasabe.org/event/using-the-new-sleds-abe-reports/

Review Process

Grant Application Review Process Timeline

March 25-31, 2022: MDE staff screen applications

March 31-May 2022: Reviewers, Local/Governor's Workforce Development Boards, and MDE review applications

May 2022: MDE leads reviewers in a virtual review session to complete the official evaluation form for each application and make recommendations on which applications to approve

Early June 2022: MDE receives feedback from local and Governor's workforce development boards on applications (determining alignment, strengths and questions)

June 2022: MDE determines which applications get approved for federal adult education funding and sends notice to applicants

Reviewers Needed!

In February, we will email a request for reviewers.

We are requesting at least one reviewer from each applicant (please note that reviewers will not be assigned to review their own organization's application or region).

Review sessions will be conducted virtually in May in small groups. The groups will be facilitated and led by an MDE employee (similar to the five-year narrative review process for state ABE funding).

Federal Adult Education Grant Review Forms

Official reviewers will complete an individual review form for each application and a provider details worksheet review for each provider.

Review teams will compile their reviews into one official review form for each application and one official provider details worksheet review form for each provider.

Workforce Development Boards will complete one board review form for each application.

Applicants will receive the official evaluation, all official provider details worksheet reviews, and the workforce development board review in June.

mn DEPARTMENT OF EDUCATION

Federal Adult Education Competitive Application Review Form

Spring 2022

Name of Applicant: [Applicant Name Here]

Y/N	Date	The Minnesota Department of Education has determined the applicant has demonstrated effectiveness (per §463.24)
		The eligible provider must demonstrate past effectiveness by providing performance data on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas relevant to the services contained in the State's application for funds. An eligible provider must also provide information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.

mn DEPARTMENT OF EDUCATION

Federal Adult Education Application Workforce Development Board Review

Instructions: Please review your region's/group's local applications for federal Adult Basic Education funding, especially Section 5 ("Collaboration and Contextualization"). Once you have read the plan, complete this review form (one per applicant) and submit to Neill Allard at neill@state.mn.us by the end of the day on May 31, 2022.

Name of Applicant Organization:

Name and/or Number of Board Reviewing Application:

Question 1: Who is the primary representative leading the WIOA Title II application review from the local workforce development board?

Reasons why an applicant or provider might not be approved

- Application is incomplete
- Applicant or provider does not demonstrate effectiveness in providing adult education and literacy activities for eligible individuals
- Application responses show a significant lack of compliance with state and federal expectations
- Multiple applications proposing to serve the identical school district area and the application had a lower score compared to competing applications

Will the entire application be rejected if one provider is not approved?

- No

What if the application is approved but one (or more) of the providers is not approved?

- If one or more providers in an application are not approved, the Adult Education Team at MDE will reach out to the application's fiscal agent (program manager) to discuss.

For More Information

DEPARTMENT OF EDUCATION

Formula FIN 438 Federal Adult Basic Education Grant Opportunity, CFDA 84.002A – State Fiscal Year 2023

Instructions Document

I. INTRODUCTION

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

- a local educational agency;
- a community-based organization or faith-based organization;
- a volunteer literacy organization;
- an institution of higher education;
- a public or private nonprofit agency;
- a library;
- a public housing authority;
- a nonprofit institution that is not described above and has the ability to provide adult education and literacy activities to eligible individuals;
- a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described above;
- a partnership between an employer and an entity described above; and
- Any other entity that has demonstrated effectiveness in serving eligible individuals.

FROM: Brad Hasskamp, State Adult Education Director

DATE OF PUBLICATION: January 3, 2022

ACTION: Signed and submitted applications must be received via email at mde.compgrants@state.mn.us by March 25, 2022, 3:30 pm, Central time.

The Minnesota Department of Education (MDE) is seeking applications to provide Adult Education (also known as Adult Basic Education or ABE) programming from eligible providers (noted above).

Purpose and Outcome of the Grant Opportunity

The Minnesota Department of Education 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

1

There are additional details about the grant, funding and expectations in the Instructions Document.

Questions: Federal Adult Education Grant Competition

If you have additional questions about this grant:

- Email Neill Allard at neill.allard@state.mn.us

Questions received by February 11, 2022, will have answers published on the grants website page on February 18, 2022.

DEPARTMENT OF EDUCATION

Questions?

Neill Allard

Neill.allard@state.mn.us

Jodi Versaw

Jodi.versaw@state.mn.us

Brad Hasskamp

Brad.hasskamp@state.mn.us