• We’ll begin at 1:00.

• Everyone is currently muted to reduce background noise.

• If you are having any tech issues, please chat to Karla Vien for assistance.

• The PowerPoint and handouts will be posted on the Literacy Action Network website.
Welcome to **Web Chat** with MNABE!

Statewide ABE Webinar Discussion

May 9, 2018
From the Minnesota Department of Education

- Todd Wagner, State ABE Director
- Julie Dincau, Transitions Specialist
- Cherie Eichinger, Administrative Support
- Brad Hasskamp, Secondary Credential & Policy Specialist
- Tim E. Larson, Grants
- Astrid Liden, Professional Development Specialist
- Alice Smith, GED Records/Administrative Support
- Jodi Versaw, Program Quality Specialist
How to Share Ideas & Questions

Type using the webinar’s chat function

Raise your hand and ask over phone or headset during Q & A periods when unmuted

Ask Karla if you have any tech questions or need technical assistance
Today’s Topics

1. Part One
   • Updates from MDE
   • Table B Discussion
   • Questions

2. Part Two
   • Grant Application Session
   • Questions
Updates from Minnesota Department of Education

5/9/2018

Leading for educational excellence and equity, every day for every one. | education.state.mn.us
Congratulations, Adam Kuehnel!

Finalist for Minnesota Teacher of the Year!

• English Language Arts (ELA) Instructor

• ABE Program at Minnesota Correctional Facility in Faribault

• Has worked with ABE students at various levels, including Standard Adult HS Diploma

• Creator of Happyville curriculum

• Serves on Language & Literacy Advisory Team and High School Equivalency Test ABE Stakeholder Group


5/9/2018 Leading for educational excellence and equity, every day for every one. | education.state.mn.us
Members:

- State ABE staff
- PD providers
- Local program representatives with varied roles/areas of expertise (2-year terms)

Structure:

- Full-day quarterly meetings with email communication between meetings
Activities include:

• Revising annual PD survey and analyzing survey data

• Identifying PD priorities, challenges, & solutions

• Identifying topics & presenters for PD events

• Working in sub-committee on PD projects
Thank you to our outgoing ABE program representatives!

- Becca Bair, South Washington County ABE
- Allie Bezat Riley, MORE
- Janice Bisch, St. Paul ABE
- Clarice Esslinger, Mankato ABE
- Lynn Larson, Minnesota DOC–Rush City
- Tammy Schatz, Moorhead ABE
ABE Program Representatives Needed!

• 2 year term (July 2018-2020)

• Must be currently employed with a Minnesota ABE program and have experience with ABE instruction or administration

• Applications due May 30, available in the materials tab or at: http://atlasabe.org/mn-abe-news/pd-committee-abe-program-representatives-needed-may2018

• Stipend and travel reimbursement available to support meeting participation
Applications available:

- **CCRS Implementation**, due June 1
- **ACP Program Development**, due June 8
- **ACP Course Design**, due September 28
**MN ABE Schoology Groups**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Room Schoolhouse</td>
<td>SP5KP-MNCH4</td>
</tr>
<tr>
<td>Program Quality</td>
<td>4SCJ6-GX7XM</td>
</tr>
<tr>
<td>Standard Adult Diploma</td>
<td>52MG2-QFMZ3</td>
</tr>
<tr>
<td>CorrEd (Corrections)</td>
<td>GG95Z-K3HQN</td>
</tr>
</tbody>
</table>

If you have issues, check:

- Make sure you click on “Groups” and not “Courses.”
- If you currently just have a student account, you may need to create a new teacher account to log into this group. You can merge accounts in account settings after you have created the teacher account.
GED testers should use the code **MNGED10** in order to access the $10 discount.

- 2017 state legislature allocated $125,000 to partially subsidize testing for approved high school equivalency testing.

- The subsidy will pay for $10 per first GED test in each subject and up to $40 total per tester in a complete battery.

This discount applies for testers that:

1. Select “Minnesota” as the location they will test;

2. Schedule testing at any non-corrections testing centers in Minnesota and in approved test centers in border communities as requested by local ABE staff in Minnesota; AND

3. Use the code **MNGED10** when scheduling and purchasing the test.
Question: Non-NRS assessment lock?

With the new 3-month rolling lock in SiD on student hours and tests (details later in Grant Application Session), can we enter non-NRS assessments if we get results from students that are more than 3 months old and we want to enter them, such as Accuplacer tests?

• YES. The lock is NOT meant to include tests that are not used for federal accountability purposes.

• If you have trouble entering the data, contact Urban Planet at support@mnabe.org.
Question: Table 13 Regional Transitions Funds?

In Table 13 (the funding table), should we include the regional transitions funds?

• **IF YOU ARE THE TRANSITIONS REGION’S FISCAL AGENT:** Include the entire amount received for the region and mark the funding as part of your federal funding but do NOT include any of the districts/entities you forward that funding to as entities in column B.

• **IF YOU ARE NOT THE REGION’S FISCAL AGENT BUT YOU RECEIVE SOME TRANSITIONS FUNDING FROM THE REGIONAL FISCAL AGENT:** Do NOT include the funding on this table.
What is Table B?

It replaces the list of consortium members and sub-grantees (formerly within the application itself).

AND

It includes a list of all sites where regular ABE programming is offered.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consortium Name:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Table B (June 1, 2018)</strong></td>
<td><strong>Consortium Members and Sites</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter all the consortium’s member organizations/districts and their regular, physical programming sites.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Why Table B?

• To better coordinate with the “Eligible Training Provider” list maintained by DEED

• To ensure MDE and the Adult Literacy Hotline have the most updated list of ABE program sites

• To create a searchable list of all ABE consortium members
**Tips for Table B**

- All consortium members must be listed, with the fiscal agent entity listed first

- If a consortium member receives ABE funds, enter “y” in the Grantee/Subrecipient column. If not, enter “n”

- For all members that have “y” in the Grantee/Subrecipient column, enter all sites in the Programming Site(s) and Programming Site Address columns

- Sites should be listed with the entity that pays for the programming at that site, even if physically located within a different school district

---

**Table B (June 1, 2018)**

**Consortium Members and Sites**

Enter all the consortium’s member organizations/districts and their regular, physical programming sites.

<table>
<thead>
<tr>
<th>District/Organization Name</th>
<th>District Number (if applicable)</th>
<th>Sub-Recipient? (y/n)</th>
<th>Programming Site(s)</th>
<th>Programming Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Table B: Example 1**

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

<table>
<thead>
<tr>
<th>District/Organization Name</th>
<th>District Number</th>
<th>Grantee/Subrecipient?</th>
<th>Programming Site(s)</th>
<th>Programming Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mankato Public Schools</td>
<td>77</td>
<td>y</td>
<td>Lincoln Community Center</td>
<td>110 Fulton St., Mankato, MN 56001</td>
</tr>
<tr>
<td>New Ulm Public Schools</td>
<td>88</td>
<td>n</td>
<td>New Ulm Public Library</td>
<td>17 N Broadway, New Ulm, MN 56073</td>
</tr>
<tr>
<td>Sleepy Eye Public Schools</td>
<td>84</td>
<td>n</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maple River Public Schools</td>
<td>72</td>
<td>n</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consortium Name:</td>
<td>St. Paul Community Literacy Consortium (SPCLC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Table B (June 1, 2018)</strong></td>
<td><strong>Consortium Members</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>District/Organization Name</th>
<th>District Number (if applicable)</th>
<th>Grantee/Subrecipient? (y/n)</th>
<th>Programming Site(s)</th>
<th>Programming Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Paul Public Schools</td>
<td>77</td>
<td>y</td>
<td>Hubbs Center</td>
<td>1030 University Ave W, St. Paul, MN 55104</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Harding High School</td>
<td>1526 E 6th St., St. Paul, MN 55106</td>
</tr>
<tr>
<td>Neighborhood House</td>
<td></td>
<td>y</td>
<td>Wellstone Center</td>
<td>179 E Robie St., St. Paul, MN 55107</td>
</tr>
<tr>
<td>Hmong American Partnership</td>
<td></td>
<td>y</td>
<td>Hmong American Partnership - Arcade</td>
<td>1075 Arcade St., St. Paul, MN 55106</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hmong American Partnership - University</td>
<td>394 University Ave W, St. Paul, MN 55103</td>
</tr>
</tbody>
</table>
Any questions:

• about Table B and/or

• from people that participated in the Regional Spring Grant Application Sessions that are not going to participate in the rest of the session?
Welcome to the ABE Grant Application Session

Spring 2018
Agenda

A. Professional Development Updates
B. Funding Breakdown
C. Application Details
   – Application
   – Instructions
   – Tables and Data
D. Assessments
E. Financial Reporting
F. Looking Ahead
G. Questions
Upcoming PD Opportunities
All-STAR + CCRS Event
June 1, 2018

Who? All STAR 09-18 managers and teachers

Where? Hamline University
• ATLAS will support hotel and travel expenses
• ATLAS will provide catering and CEUs

Why? To stay informed about MN STAR present-future changes and important CCRS connections!
Summer Institute: August 14-17

Poster session proposals due May 31

Pre-conference sessions:

• ABE Foundations
  • an overview of the basics for new staff or those who need a refresher

• CCRS Foundations: ELA or Math
  • An overview of the standards and instructional shifts
FY19 CCRS Implementation Cohort

- Prerequisite = CCRS Foundations training
- All standard adult diploma programs will need to go through CCRS cohort training prior to launch
- Program application: at least 1 administrator, 1 ELA teacher, 1 math teacher
- Application available on ATLAS Website (due June 1)
FY19 Adult Career Pathway PD

ACP Program Development:
Year-long cohort to prepare ABE managers to develop and sustain effective ACP programming

ACP Course Design:
Half-year cohort to train and support instructors or curriculum writers in developing or strengthening adult career pathways courses
Mark your calendars! (Fall 2018)

- Fall Manager Meeting - September 25, 2018
- CCRS Cohort Institute I - October 11-12, 2018
- Fall North Regional - October 25-26, 2018
- MLC Fall Tutoring Kick-Off - October 27, 2018
- ABE Narrative Writer Workshop - October 30, 2018
- Fall South Regional - November 2, 2018
- Support Services Conference - November 8-9, 2018
- Volunteer Management Conference - November 30, 2018
- ACP Course Design Kick-Off Workshop - December 6-7, 2018
Mark your calendars! (Winter-Spring 2019)

• Language & Literacy Institute - January 24-25, 2019
• CCRS Cohort Institute II - February 28-March 1, 2019
• Spring Metro Regional - March 22, 2019
• Spring North Regional - March 28-29
• Spring South Regional - April 12, 2019
• MCTM Conference - April 25-27, 2019
State ABE Funding (est. $49 million):
• The Minnesota Legislature allocates funds typically via education budget bills.

Federal ABE Funding (est. $6 million):
• The U.S. Department of Education distributes WIOA Title II funding based on census counts of adults without high school diplomas.
  – (IELCE is based on immigrant/refugee population)
### Minnesota ABE Funding Trends

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>State ABE Aid</td>
<td>$46,495,881</td>
<td>$47,433,028</td>
<td>$48,047,113</td>
<td>$48,625,120</td>
<td>$49,039,610</td>
<td>$49,033,163</td>
</tr>
<tr>
<td>Federal ABE Aid</td>
<td>$5,085,523</td>
<td>$4,804,353</td>
<td>$4,697,800</td>
<td>$4,846,810</td>
<td>$5,030,979</td>
<td>$5,006,971</td>
</tr>
<tr>
<td>Grant programs</td>
<td>$1,012,407</td>
<td>$913,794</td>
<td>$913,791</td>
<td>$932,399</td>
<td>$930,673</td>
<td>$943,569</td>
</tr>
<tr>
<td>TOTAL $</td>
<td>$52,593,811</td>
<td>$53,151,175</td>
<td>$53,658,704</td>
<td>$54,404,329</td>
<td>$55,001,262</td>
<td>$54,983,703</td>
</tr>
</tbody>
</table>
$49 Million

- ABE Consortium Grants (97%)
- ABE Supplemental Services (3%)

+ 1.75 staff at Minnesota Department of Education (GED office + some ABE)

- GED subsidy for test takers
STATE ABE aid for 2017 = approximately $49,000,000
• 43 grantees (consortia)

STEP ONE
1) Base aid, $1.73 per resident of member districts = approx. $9M

STEP TWO
Remaining funds (approx. $40M) divided into:
2) 8% (approx $3.2M): K-12 Limited English Proficient (LEP) rate
3) 8%: (approx $3.2M) Over 25 no diploma revenue
4) 84%: (approx. $33.6M) Prior year (May-April) contact hours

• FY 2018 state contact hour rate = $6.05

To view your consortium’s state aid spreadsheet, go to the MDE website. (education.mn.gov – Districts, Schools and Educators – Business and Finance – Grants)
Potential Increase in State ABE Aid

Current growth = 0% 😞

- Subject to a corresponding statewide ten year average growth in contact hours

- State ABE Aid will increase every year by % increase in statewide annual ABE contact hours growth (average over prior ten year period)
  - Maximum $ growth allowed = 3%
SUPPLEMENTAL SERVICE GRANTS
ABE Supplemental Services

For 2018-19, we are posting 7 ABE supplemental service provider grant applications for 3-year cycle:

• Assessment Training
• Professional Development
• Technology Integration
• Disability Services
• Program Quality Services
• Outreach and Volunteer Services
• Workforce Development Support

Dates
• Posted: April 11, 2018
• Due: May 4, 2018
• Review: Started May 5
State subsidy for GED testers

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

• 2018 conflicting proposals: Same or fully pay for GED testing with $403,000
  – Stay Tuned: Depends on action in the state legislature
Federal ABE Funding

Est. $5 Million
• State ABE Office leadership and administration (17.5%)
• Flow through funding for ABE providers
  – Regional Transitions Funding ($450,000)
  – Local Technology Aid to grantee
    • Database management and support ($4 per enrollee; min. $2,100);
    • Accountability ($1.50 per enrollee); and
    • DL licenses ($2.50 per enrollee)
  – Program Funding for Federal ABE Providers (grantees) based on contact hours

Est. $940,000
• IELCE separate competitive grants
• State ABE Office administration
For federal aid to local providers, all funds are distributed based on contact hours.

- 41 grantees (providers)

FY 2018 federal contact hour rate = $0.53
### Regional Transitions Aid
Revised plans due June 7, 2018

<table>
<thead>
<tr>
<th>Adult Basic Education Transitions Region</th>
<th>Fiscal Agent for the Transitions Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Northwest Service Cooperative ABE</td>
</tr>
<tr>
<td>2</td>
<td>Arrowhead Economic Opportunity Agency</td>
</tr>
<tr>
<td>3</td>
<td>Saint Cloud Adult Basic Education</td>
</tr>
<tr>
<td>4</td>
<td>Adult Options in Education - Hopkins</td>
</tr>
<tr>
<td>5</td>
<td>North Saint Paul, Maplewood, Oakdale ABE</td>
</tr>
<tr>
<td>6</td>
<td>Mankato ABE</td>
</tr>
<tr>
<td>7</td>
<td>Hiawatha Valley ABE</td>
</tr>
<tr>
<td>8</td>
<td>Minneapolis Public Schools</td>
</tr>
<tr>
<td>9</td>
<td>Saint Paul Public Schools</td>
</tr>
<tr>
<td>10</td>
<td>Minnesota Department of Corrections</td>
</tr>
</tbody>
</table>
Current IELCE Grantees

- 2017-18 grants plan to continue for a second year to June 30, 2019
- Current grantees will need to submit an annual report with performance, narrative, and financial information
- Report template will be sent out to grantees in May and is tentatively due July 30
- 2019-20 is new competition cycle for IELCE Grants
Local Program Grant Applications for ABE Funding

1. Annual ABE Application (Renew state and federal funds)
2. Five-Year Narrative (Local five-year comprehensive reauthorization)
3. IELCE (currently competed every 2 years)
4. Federal ABE Grant Provider Competition
   – Conducted in 2017
   – Not conducting again until potentially 2023 or WIOA reauthorized
5. Other grants
Consortia submitting five-year narratives in 2018

- AEOA
- Burnsville
- Dakota Prairie-Farmington
- Lakes & Prairie-Wadena
- Lakeville
- International Education Center
- NW Service Cooperative
- Osseo
- South Suburban-South St. Paul
Consortia submitting narratives in 2019

- Alexandria
- AOIE-Hopkins
- Detroit Lakes
- Duluth
- Hiawatha Valley
- Metro East
- Rochester
- SPCLC - St. Paul
- SW Metro
- West-Monticello
2019 Narrative writers

- **June 2018**: narrative review
- **June 21, 2018**: in-person review session (at MDE)
- **October 30, 2018**: Narrative writers’ workshop (at MDE)
Additional reviewers needed!

Look for the email from Cherie Eichinger (dated April 12, 2018)

WANTED
ANNUAL ABE GRANT APPLICATION DETAILS

New Web Address:  education.mn.gov
Districts, Schools and Educators – Business and Finance – Grants
# ABE Grant Application Materials

What to look for with this year’s grant application

<table>
<thead>
<tr>
<th>Documents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td>Microsoft Word</td>
</tr>
<tr>
<td><strong>Instructions</strong></td>
<td>Microsoft Word</td>
</tr>
<tr>
<td><strong>Tables</strong></td>
<td>Microsoft Excel</td>
</tr>
</tbody>
</table>
Table A: Contact Hours (May-April)

**Total Enrollment & Contact Hours**

Enter the number of enrollees and their total contact hours.

<table>
<thead>
<tr>
<th>Entering Educational Functioning Level</th>
<th>Number of Enrollees (any # of hrs)</th>
<th>Total Contact Hours For Enrollees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ABE 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ABE 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ABE 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ABE 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ABE 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ABE 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. ESL 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ESL 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. ESL 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. ESL 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. ESL 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. ESL 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>13. No Level Assigned (not tested)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Conditional Work Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Official GED Testing Hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**NOTE:** The grand total number of contact hours reported in Column C will determine the grantee's contact hours for state Adult Basic Education revenue.

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

*Please see Adult Basic Education Contact Hour Policy for definitions on reportable contact hours...*
# Table 7: Staffing

**Table 7 (July 1, 2017 - June 30, 2018)**

Adult Education Personnel by Function and Job Status

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Adult Education Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Number of Part-time</td>
</tr>
<tr>
<td>(A)</td>
<td>(B)</td>
</tr>
<tr>
<td>State-level Administrative</td>
<td></td>
</tr>
<tr>
<td>Supervisory/Ancillary Services</td>
<td></td>
</tr>
<tr>
<td>Counselor, and Para count</td>
<td></td>
</tr>
<tr>
<td>POSITIONS not head count</td>
<td></td>
</tr>
<tr>
<td>Local-level Administrative</td>
<td></td>
</tr>
<tr>
<td>Supervisory/Ancillary Services*</td>
<td></td>
</tr>
<tr>
<td>Local Counselors*</td>
<td></td>
</tr>
<tr>
<td>Local Paraprofessionals*</td>
<td></td>
</tr>
<tr>
<td>Please Note the Teacher count is a cumulative HEAD COUNT</td>
<td></td>
</tr>
<tr>
<td>Local Teachers**</td>
<td></td>
</tr>
</tbody>
</table>

**Experience in Adult Education**

<table>
<thead>
<tr>
<th>Experience in Adult Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td></td>
</tr>
<tr>
<td>One to three years</td>
<td></td>
</tr>
<tr>
<td>More than three years</td>
<td></td>
</tr>
</tbody>
</table>

**Teacher Certification**

<table>
<thead>
<tr>
<th>Teacher Certification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No certification</td>
<td></td>
</tr>
<tr>
<td>Adult Education Certification</td>
<td></td>
</tr>
<tr>
<td>K-12 Certification</td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
</tr>
<tr>
<td>TESOL Certification</td>
<td></td>
</tr>
</tbody>
</table>
Table 13: Funding

<table>
<thead>
<tr>
<th>Provider Agency</th>
<th>Total Number of Providers</th>
<th>Federal Funding</th>
<th>State Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local; Education Agencies</td>
<td>(A)</td>
<td>(B)</td>
<td>(C) (D)</td>
</tr>
<tr>
<td>Public or Private Nonprofit</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Community-based Organizations</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Faith-based Organizations</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Libraries</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Institutions of Higher Education</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Community or Technical Colleges</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Four-year Colleges or Universities</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Other Institutions of Higher Education</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Other Agencies</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Correctional Institutions</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Other Institutions (non-correctional)</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>All other Agencies</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>Consortium Total</strong></td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

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

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

NOTE: Information provided on Table 13 should coincide with information provided in your grant application form.
<table>
<thead>
<tr>
<th>Consortium Name:</th>
<th>District/Organization Name</th>
<th>District Number (if applicable)</th>
<th>Sub-Recipient? (y/n)</th>
<th>Programming Site(s)</th>
<th>Programming Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expectation: Data is entered within 1 month

Data to be entered and complete in SiD monthly:

- New Students
- Pre- and Post-Tests
- Contact Hours
- Diplomas Earned
- All NRS-Required Information
3 month rolling lock on student hours and test data entry

Started March 1, 2018

• Data entry and editing of hours and tests that are 3 months old (and older) will be blocked. An error message will appear when old hour and test score data entry or edit is attempted.

• If a program finds unentered or incorrect hours/tests, contact SiD Support for assistance.
Examples

On March 1, 2018, users can enter class time and tests for the previous 3 months (Dec, Jan, Feb). As March progresses hours/tests can continue to be entered for Dec, Jan, Feb and March. **Time/Tests data from before Dec 1 will be blocked from data entry.**

On April 1, 2018, users can enter class time and tests for the previous 3 months (Jan, Feb, March). As April progresses hours/tests can continue to be entered for Jan, Feb, March and April. **Time/Tests data from before Jan 1 will be blocked from data entry.**
Limit on entering hours for students with No EFL

Starting July 1, 2018

• Users will not be able to enter student hours past the 12 hour mark for students who have no EFL. An error message will appear when this occurs.

• Users will not be able to enter student hours past the 30 hour mark for Conditional Work Referral students.
Annual ABE Program Data Check Points

All October-April data reviewed by June 1

- Programs submit reports via SERVS (Due 6/1)

All May-June data reviewed by July 31

- Programs email reports to Cherie (Due 8/1)

All July-September data checked by November 1

- No program submission to MDE

MDE pulls and matches data at each due date
• The U.S. Department of Education approved the new CASAS GOALS Reading test for ABE levels (not ESL) in the NRS.

• MDE reviewing for potential July 1, 2018 approval.
The U.S. Department of Education has approved TABE Forms 11 and 12 for the NRS.

- Computer and paper versions
- 3 Subject Tests: Reading, Math, Language
- 5 Level Tests in each subject: L, E, M, D, A
- Each test has only 1 option (no survey)
- Minnesota is reviewing them and will likely decide to approve them for July 1, 2018.
- TABE 9 and 10 may be dropped from the approved list starting July 1, 2019
### TABE 11-12 TENTATIVE Time Estimates

<table>
<thead>
<tr>
<th>Subject</th>
<th>Locator Time*</th>
<th>Maximum Allowable Test Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>30 minutes</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Reading</td>
<td>45 minutes</td>
<td>120-130 minutes</td>
</tr>
<tr>
<td>Language</td>
<td>30 minutes</td>
<td>85 minutes</td>
</tr>
</tbody>
</table>

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

- Cannot be post-tested with an 11 or 12.
- Does not need to wait 40 contact hours before taking a 11 and 12 as a new pre-test to determine a student’s level.
Starting Summer-Fall 2018, the Assessment Training and Services Supplemental Service Provider will coordinate central purchasing of tests (CASAS GOALS and TABE 11 & 12) with local programs

- This allows programs to get the best bulk purchasing rate
- Could include paper and/or computer versions of the tests
- Local programs will need to pay for the tests
- Purchases made potentially annually or semi-annually, upon demand
Start thinking now about when you might start transitioning testing:

• When will you purchase tests?

• How will you train on the new tests?

• What is the implementation for the new tests?
  • With current students that already have a pretest?
  • With new students?
“There’s an error in my bill. You accidentally sent it to someone who has no money.”
SFY= State Fiscal Year

1. What is the last date that expenses can be claimed against SFY 18 federal revenue?

2. What is the deadline for all SFY 18 federal draws?
No expenses after 6/30/2018 can be claimed against SFY 18 federal revenue

Deadline for all SFY 18 federal draws is October 1. A “spend lock” will be applied to your SERVS budget after the deadline. Make sure all draws and budget revisions are made by October 1.

NO carryover provision at the local level for federal funds
1. When is the deadline for submitting application materials in SERVS?

2. What are the next 2 steps that must be done once allocations are loaded into SERVS before funds can be drawn?
June 1 is the deadline for submitting application materials in SERVS.

Grant Opportunity should be available in SERVS by the end of April.

Once allocations are loaded into SERVS the Superintendent or Agency Head must ACCEPT the funds in the “Manage Allocations and Budget” section of SERVS.

Once allocation has been accepted a budget should be created and draws can be made.

Budget draws and UFARS expenditures need to match.
When are final Fiscal Report for the Federal and State Portion of the FIN 322 State and FIN 438 Federal ABE grant award due?
FY 18 Competitive and Formula Grant
End of Year Reporting Due Dates

July 30, 2018
• Final financial reporting forms (FRF’s) for both IEL Civics and federally funded ABE Supplemental Service Grants

November 15, 2018
• Final Expenditure Report for state funded portion of the ABE Supplemental Service Grant
• Final Fiscal Report for the federal and state portion of the FIN 322 State and FIN 438 Federal ABE grant award
What needs to happen if you carry over state funding past June 30?

A. Nothing special needs to be done.
B. Talk to your business manager.
C. It can’t be done.
D. Change the course code.
E. I don’t know.
Final Fiscal Completion Reports

FY 17 FIN 322 and FIN 438 State & Federal ABE Funds

FIN 322 Expenditures: Communicate with your business manager. Expenditures reported on this form need to match certified, audited UFARS expenditures.

Course Code 006 Expenditures: If your FY 17 Final Fiscal Completion Report reported expenditures between July 1, 2017 and September 30, 2017 that were applied against your SFY 17 state aid then be sure your business office has course coded those expenditures as 007.

Please note: If expenditures claimed last year do not appear this fall on the MDE 007 course code report, those expenses will be deducted from your final FY 18 payment.

If you plan to use the current year FY 18 state ABE funds for expenses that will occur between July 1, 2018 and September 30, 2018 those expenses must be course coded 008. Again, those will be verified in the fall of 2019.
Fiscal Monitoring – Competitive Grants

If you have an IEL Civics grant or ABE Supplemental Service grant that is over $50,000 you will be required to complete a fiscal monitoring tool once during the grant period.
For More Grant Info

1. Contact Tim E. Larson at timothy.e.larson@state.mn.us
2. Talk to other local ABE managers
3. Talk with your local business office
4. Check the Grants page on the MDE Website
Looking Ahead

- Increasing collaboration and coordination across ABE programs, partners, and systems
- Integrating ABE content standards at all levels
- Implementing WIOA accountability expectations
- Kudos on your hard work!
The recording, PowerPoint and handouts will be posted on the Literacy Action Network website.
Thank You!

Don’t forget to fill out your evaluations after!
Next Web Chat is tentative: July 11, 2018 (1-2:30pm) Stay tuned!
Questions?

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

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

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

Tim E. Larson
Timothy.e.larson@state.mn.us
651-582-8451