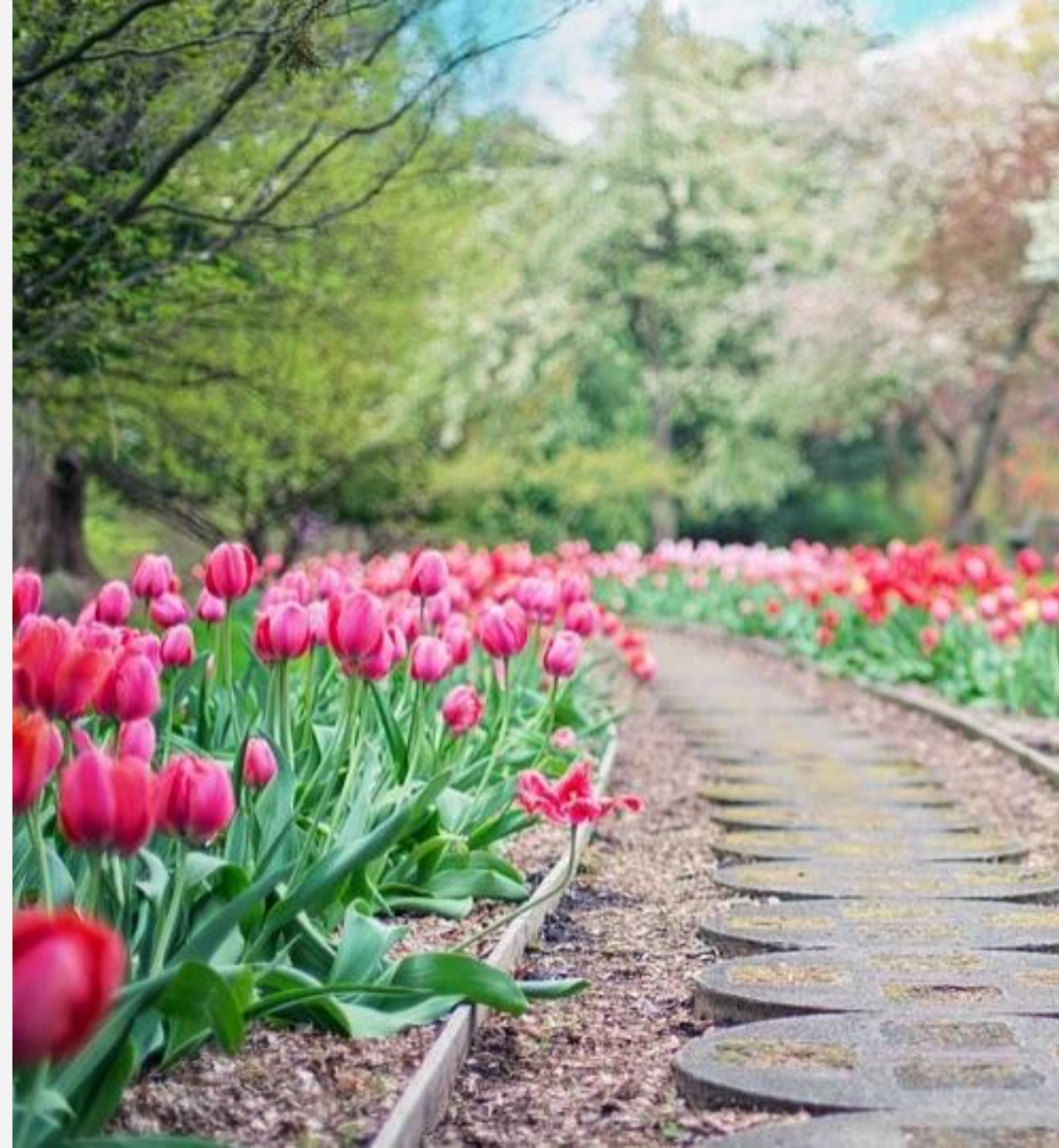


Welcome to WebChat with Minnesota Adult Education!

- 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 Lindblom 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 7, 2025

Staff and Presenters

From the **Minnesota Department of Education**

- **Brad Hasskamp**, State Director/Supervisor
- **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 Education (ABE) funds
- Questions

Updates and Announcements

Happy Teacher Appreciation Week!

Thank you for your dedication and expertise day after day!

Thank you for helping learners build their knowledge and skills!

Thank you for making our communities better!





Federal Adult Education Funding Updates



August Reporting Submission

Form and additional details will be sent to grantees in **early June**.

More discussion on the August reports at a [SiD webinar on June 25 at 9:00 am](#) and at the [WebChat on July 16 at 1 pm](#).

9 Sections:

1. Level Gains with Post-Test Report for All ABE Participants
2. Annual Volunteer Information Report
3. Staff Required Training Report
4. Volunteer Required Training Report
5. Effectiveness in Serving Employers
6. IET Workforce Training Costs
7. Consortium's one-stop (CareerForce center and system) contributions
8. Verification of your consortium's FY25 state ABE aid calculation
9. Career Service Costs

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

Wednesday, June 4

1:00-3:00

- Receive guidance on completing the Annual Volunteer Report, entering volunteer trainings into SiD, and running the training report.

[Register](#) now!

Test Approval Extended

CASAS Reading GOALS (1) and TABE
11 & 12 will now be approved
through June 30, 2026.

New Test Updates



TABE 13&14 - Now approved for reporting in Minnesota

- [Form to convert](#) existing 11&12 TABE Online to 13&14 licenses
- [Paper tests Order Form](#)
 - Shipped mid to late June
 - Scoring for paper tests only available through TABE scoring portal or Scoreze answer sheets (No answer key available for hand-scoring)



CASAS

- **Reading GOALS 2** will be approved by U.S. Department of Education!

[Support Staff Coffee Break](#) - TABE 13&14 Updates - May 16, 10:00-11:00 am

MN Adult Education Computer-Based Testing Survey

- Will be emailed to Consortium Managers the week of 5/19
- Please submit ONE response per consortium **by May 30**
- Information gathered will be used to make decisions about state-purchased computer-based tests



Join a PD Advisory Team!

- **ATLAS Transitions PD Advisory Team:** guides professional development for Adult Career Pathways, IET, ACES TIF, and other transitions-related work
- **ATLAS Administrator PD Advisory Team:** guides professional development for administrators and other program leaders
- **ATLAS Language & Literacy Advisory Team (known as LLATé)** – language, reading, and writing instruction, including planning the annual January Language & Literacy Institute.
- **Digital Learning (DL) Advisory Team:** Digital and distance learning professional development, digital resilience and Northstar standards implementation, review and feedback on site visit assessments, DL policies and procedures, approval of DL platforms and courses, technical support for programs, curation and access to relevant resources.
- **PANDA Disability Working Group:** the focus of this group is to educate, advocate, advise, and communicate topics related to students with disabilities as a group and with ABE staff throughout each program/region.

[More info and applications](#) Due June 6!



Summer Institute 2025 - Park Event Center

Pre-conference Workshops:

August 12th to 13th

Tuesday PM to Wednesday AM

- ABE Foundations (ATLAS)
- CCRS Foundations ELA (ATLAS)
- CCRS Foundations Math (ATLAS)
- Teaching Online & HyFlex (Literacy MN)
 - *Wednesday AM only*

General Conference: August 13th -15th

Session descriptions now available!

Early Bird Registration: May 1 to June 30

- LAN Member: \$260.00
- non-LAN Member: \$300.00

Hotel Blocks Booking:

- Hilton Garden Inn: \$159.00/night
- Residence Inn: \$169.00/night

Keynote Speaker: Susan Beaulieu, Red Lake Nation Ojibwe - *Medicine Wheel Wisdom*

Online Statewide Training Classes Webinar

Wednesday, August 6, 2025

1-2:30 pm

Learn more about:

- FY26 classes that will be offered
- Student eligibility
- Streamlined referral process

IET Institute at Hamline University

Tuesday, September 30, 2025

All day event

This event is part of a larger [IET Academy](#) to assist programs with developing or enhancing Integrated Education and Training courses.

[Transitions PD Dates and Resources](#)

Mark your calendars! 2025-26 PD Dates

ABE Summer Institute – Aug. 12-15, 2025 (Waite Park)

MNADE Conference - Sept. 18-19, 2025

Digital Learning Institute (virtual) - Oct. 3, 2025

Fall North Regional (Bemidji) - Oct. 9-10, 2025

Fall Manager Meeting (Metro area, TBD) - Oct. 23, 2025

Math Institute (virtual) – Nov. 7, 2025

Support Services Conference (virtual) – Nov. 13-14, 2025

MN English Learner Conference (MELED) – Nov. 21-22, 2025

Volunteer Management Conference (virtual) - Dec. 12, 2025

Language & Literacy Institute (virtual) - Jan. 29-30, 2026

Manager Retreat (metro area, TBD) - Feb. 26, 2026

Spring Metro Regional – April 17, 2026


MCTM Conference - April 23-25, 2026







Spring South Regional (Mankato) - May 1, 2026



MN Adult Education Canvas Course Index

[Index](#) of all MN Adult Education online courses in Canvas



-  Login
-  Dashboard
-  Calendar
-  Inbox
-  History
-  Help

All Courses

☐ Public courses only ☐ Open enrollment courses only

The 3 Ls: The Difference between Learning Disability, Low Ability and Low Literacy Learn how to distinguish between a learning disability, low ability, and low literacy.	Understanding Post Traumatic Stress Disorder Understand symptoms and causes of Post-Traumatic Stress Disorder (PTSD) and other traumas which can impact adult student learning.	Suicide Prevention for Adult Educators This course will help ABE teachers and volunteers learn about suicide and prevention.
Reducing the Stigma of Mental Illness Understand mental health disorders common to the adult population. Learn how to reduce the stigma of mental illness by understanding what it is like and	Distance & Blended Learning Basics for MN Adult Education - FY25	Universal Design for Learning - FY25 Universal Design for Learning (UDL) minimizes barriers and maximizes success for all students. UDL guides the design of inclusive instruction and accessible

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 2028	2022-2028 (six years)
IELCE (Integrated English Literacy and Civics Education) grants	last due Spring 2025 next competition 2028	Three years
ABE Narrative (reauthorization to receive State ABE funds)	June 1 (only once every 5-6 years)	Five-six 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.
- 2025-26 will be the fourth 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 ABE consortium narrative is the reauthorization process for state funding.
- Rolling 5 to 6 year cycle
- Each year a group of 7-9 consortia are required to submit the narrative.

Current grantees must submit the annual application each year to continue receiving state and federal ABE funding.

Increased Current Year Federal Adult Education Grant Award

Average increase of 10% (range is 6-13%)

- Due to underspending by grantees over the last couple years
- Revised award determined by MDE finance staff

Revised award letters emailed to grantees from Bette Benson (MDE CompGrants) on **April 28**.

Revised awards in **MEGS**

- Need to create and submit a revised budget
- Funding must be spent by June 30, 2025

2025 Narrative Cohort

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

- **June 2, 2025: Narrative due date**
- Summer or Fall 2025: site visit



2026 Narrative Cohort

Timeline:

- 2026 Narrative cohort staff: Read and score narratives during **month of June**
- Full day reviewer meeting: **Tues June 24 (virtual)**
- Narrative Writers Workshop: **Tues Oct 7 (virtual)**

Consortia submitting Narratives in 2026:

Area Adult Learning Center - LeSueur

Cass Lake-Bena-Walker

Mankato

Moorhead

Robbinsdale

SPCLC - St. Paul

Southwest - Marshall

Tri-County Community Corrections



Integrated English Literacy and Civics Education (IELCE)

- An estimated \$978,675 is available to fund seven grants
- The Minnesota Department of Education (MDE) received 19 grant applications
- The total amount requested is \$2,122,129
- The grants have been reviewed
- MDE cannot move forward with grant announcements until OCTAE, our federal office, emails a letter confirming the estimated amount for the upcoming year
- This letter typically comes in March or April but is sometimes sent later
- This will likely delay grant announcements and the official grant award notification process

Contact Hours and Funding for 2025-26



Starting points for 2025-26 funding

- Hours from May 1, 2024 - April 30, 2025 will be used for calculating 2025-26 funding.
- The total amount of state funding available for 25-26 may be equal to 24-25, or there may be a small increase (up to 3%).
- Hours have increased statewide. **When the total amount of contact hours go up, the contact hour rate goes down.**

Update on statewide contact hours

Statewide contact hours

2023-24	3,922,433
----------------	------------------

2024-25*	
-----------------	--

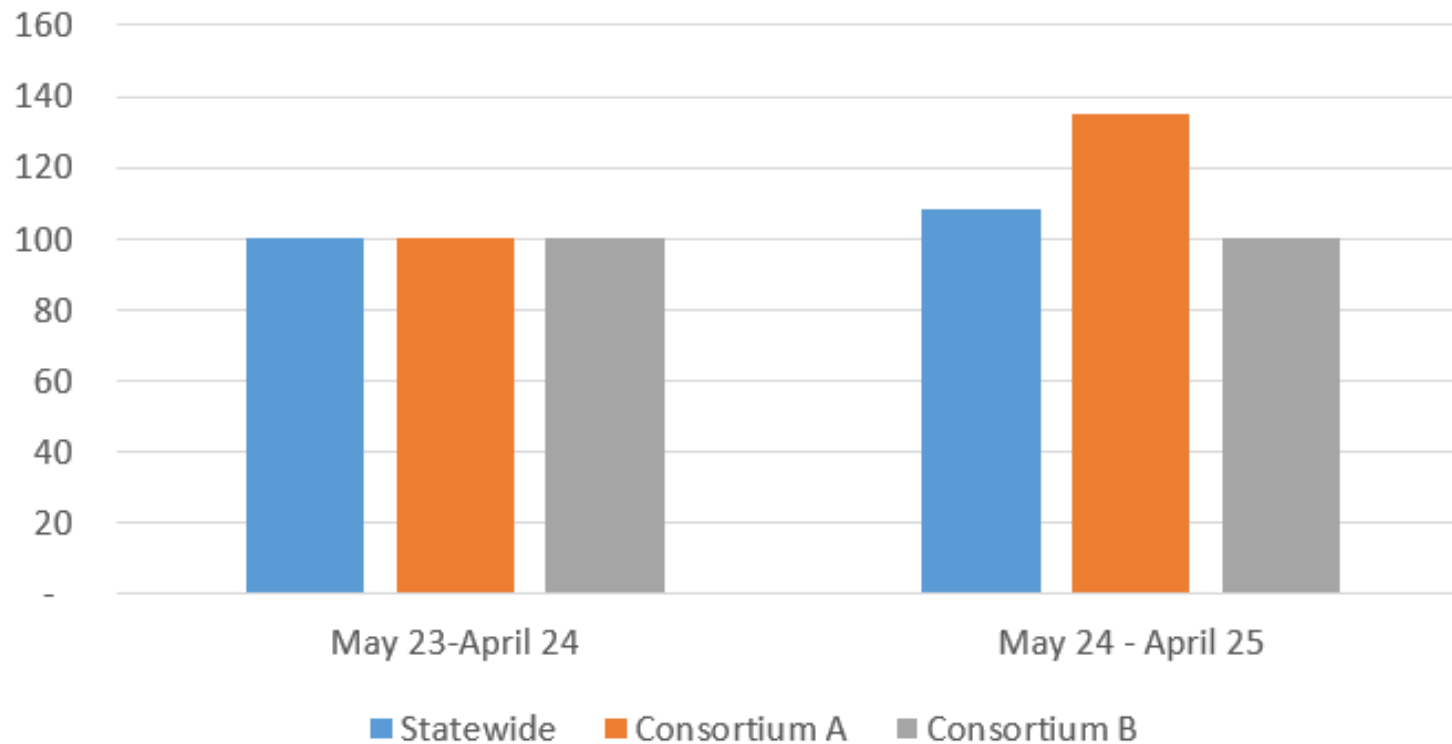
* April hours
undercounted

	4,254,763
--	------------------

Statewide increase in hours = 8%

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 26, 2025

ATLAS staff, MDE staff and Adult Ed managers

Link to recording: <https://youtu.be/q35nysEGjVU?si=I7ycYpYgGHEgu2DO>

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.

Reminder: Change from SERVS to MEGS

For many years, the Annual ABE Grant Application was available through SERVS.

Like last year, the application will be in Minnesota Education Grants System (MEGS).



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 and reimbursements through reimbursement requests. SERVS will continue to function as-is until all grants transition to MEGS.

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

NOTICE OF FUNDING AVAILABILITY

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 2 at 3 pm

(IOWA is typically superintendent or executive director)



Accessing the Application



Minnesota's Education Grant System

ANNOUNCEMENTS

Welcome to MINNESOTA EDUCATION GRANT SYSTEM

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LOGON

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
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UPCOMING

May 2024

No events found.

NOTICE OF FUNDING AVAILABILITY

MEGS link: <https://mde.mtwgms.org/MEGS/logon.aspx>

The application is only available in Minnesota Education Grants System (MEGS).

MEGS must be accessed through Education Identity & Access Management (EDIAM).



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](#)

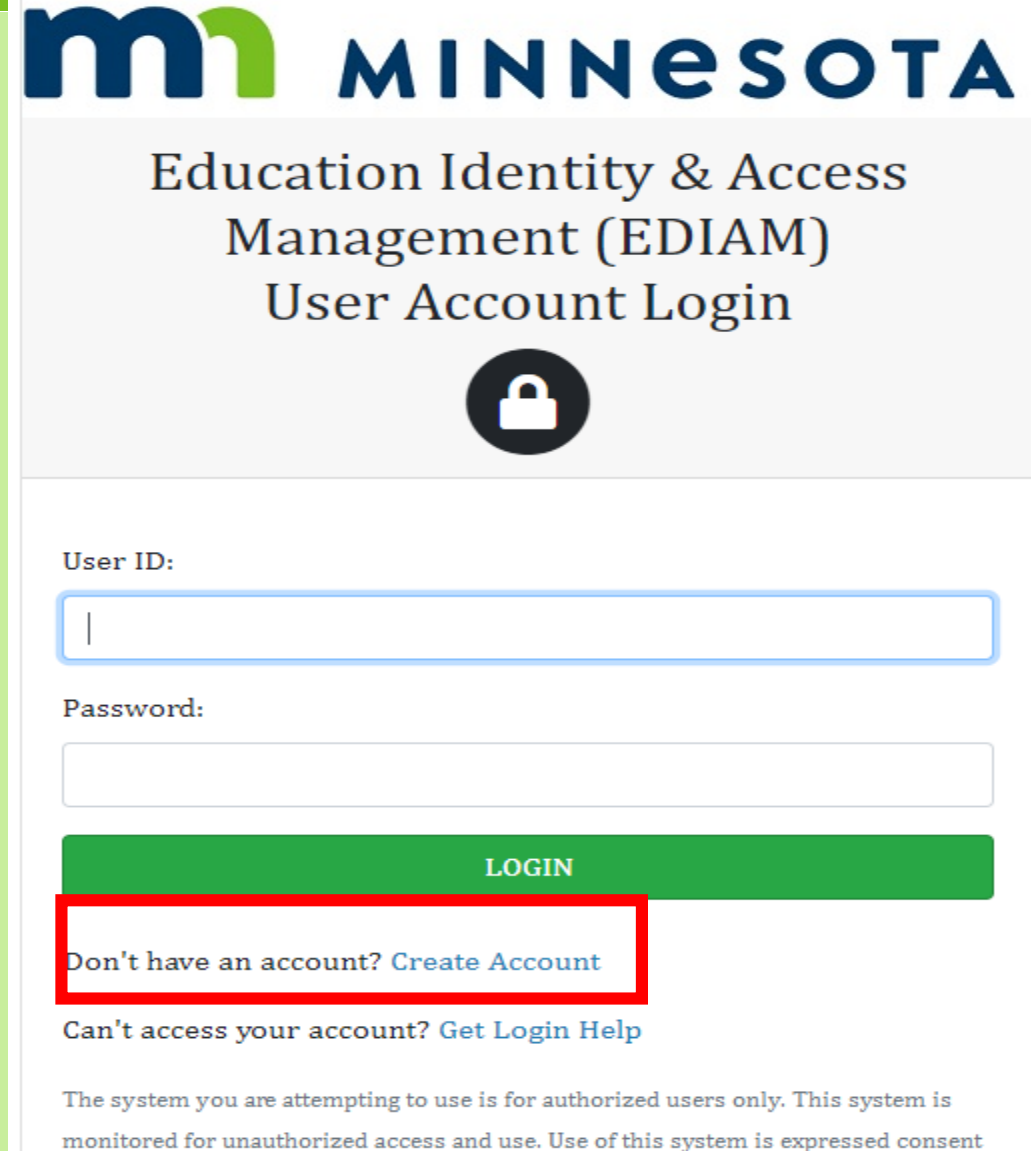
The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent

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 3 pm on June 2, 2025. Please make sure your business office and IOWA are aware of this deadline!



The screenshot shows the login interface for the Minnesota MEGS system. At the top, the Minnesota state logo is displayed next to the word "MINNESOTA". Below this, the text "Education Identity & Access Management (EDIAM) User Account Login" is centered, accompanied by a padlock icon. The login form includes fields for "User ID:" and "Password:". A green "LOGIN" button is positioned below the password field. A red rectangular box highlights the text "Don't have an account? [Create Account](#)". Below this, there is a link for "Can't access your account? [Get Login Help](#)". At the bottom, a disclaimer states: "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".

m1 MINNESOTA

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 April 21. 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.

Select Correct Year

Filters - Grant Type: All ▼ Name: Years: 2026 ▼ ☐ Only Show Available

Central Data Collection

Grant: Central Data

Grant Type: Assurances and Central Data

Application: 2026 - Central Data - 00 ▼

Revision: Original Application ▼

Status: Not Submitted

Submissions due by: 6/30/2026 11:59 PM

[View Grant Application](#)

[Delete Original Application](#)

Adult Basic Education State FIN 322 and Federal FIN 438

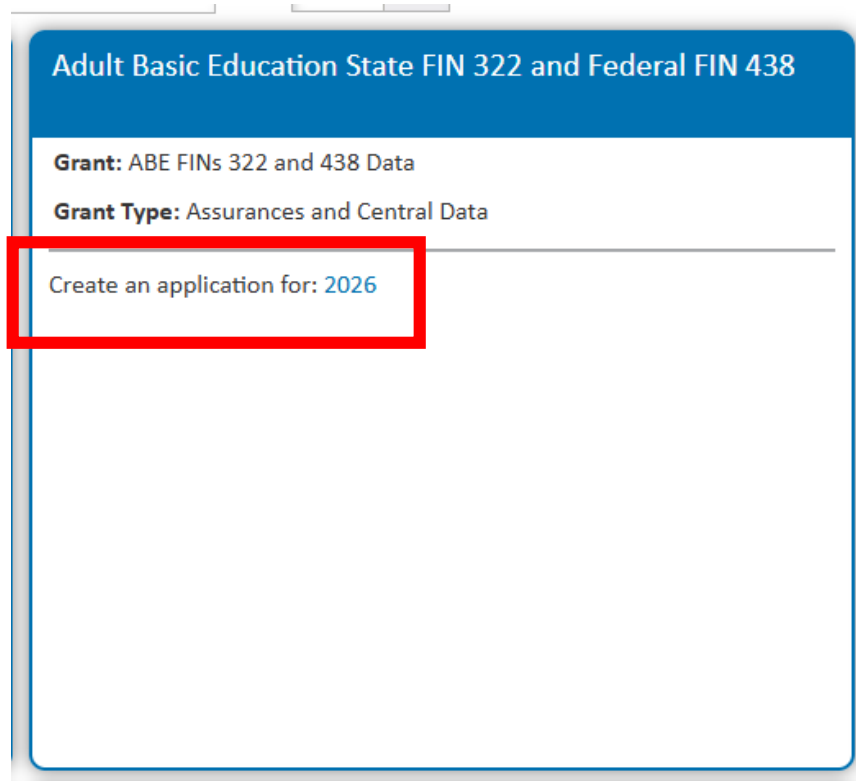
Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Create an application for: [2026](#)

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

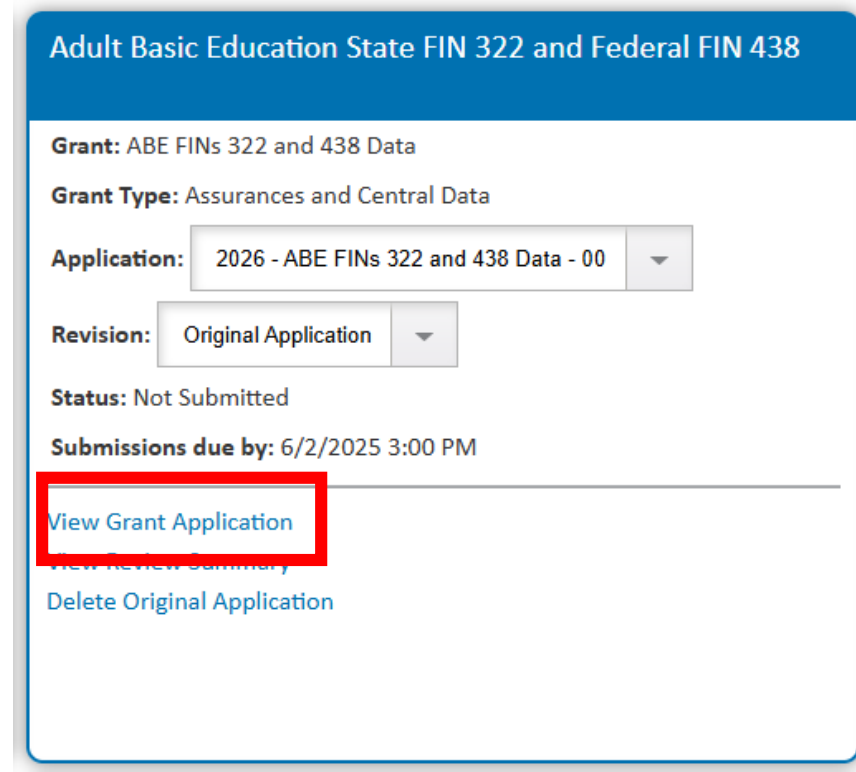
Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Create an application for: [2026](#)

This screenshot shows a web tile for 'Adult Basic Education State FIN 322 and Federal FIN 438'. It displays the grant name and type. A red rectangle highlights the link 'Create an application for: 2026'.

After the application has been started, the tile will look like this:



Adult Basic Education State FIN 322 and Federal FIN 438

Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Application: 2026 - ABE FINs 322 and 438 Data - 00

Revision: Original Application

Status: Not Submitted

Submissions due by: 6/2/2025 3:00 PM

[View Grant Application](#)

[New Review Summary](#)

[Delete Original Application](#)

This screenshot shows the same web tile after an application has been started. It now includes dropdown menus for 'Application' and 'Revision', a 'Status' field, a 'Submissions due by' date, and several action links. A red rectangle highlights the 'View Grant Application' link.

Layout of MEGS

mn DEPARTMENT OF EDUCATION

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

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**

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

F7HYQY23LZJ7

Vendor ID:

0000193778

Location Code:

001

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, very similar to 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

Table A: Total Enrollment & Contact Hours

TABLE A TABLE 7 TABLE 14 TABLE B



Table A (May 1, 2024 - April 30, 2025)

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"/>
10. ESL 4	<input type="text"/>	<input type="text"/>
11. ESL 5	<input type="text"/>	<input type="text"/>

Data from SiD for Table A

Start Date	5/1/2024		End Date	4/30/2025	
Site	Sandbox	▼	Sub Site	All SubSites	▼
Class	All Classes	▼	Class Grants Like:		<input checked="" type="checkbox"/> NULL
Funding Source	All Funding Sources	▼	Minimum # of Hours	0	









  1 of 1     100% ▼  ▼  Find | Next

Table A - Total Enrollment & Contact Hours

Sandbox: 5/1/2024 - 4/30/2025

All SubSites **

All Classes

Funding Source: All Funding Sources,
Grants:

Pre Test EFL		# of Distinct Students	Hours
▣ ABE Level 1		2	93.50
▣ ABE Level 2		4	106.50
▣ ABE Level 6		1	24.50
▣ ESL Level 1		2	114.00
▣ ESL Level 2		2	8.00
▣ ESL Level 3		3	46.00
▣ ESL Level 6		1	45.00
Subt Total		15	437.50

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, 2024 - June 30, 2025)

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 report 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
- *NEW this year: consistency check between number of teachers and the number of teachers reported in "Teachers' Years of Experience" section*

Table 14: Providers and Funding

TABLE A TABLE 7 TABLE 14 TABLE B

Table 14 (July 1, 2024 - June 30, 2025)

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

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 (*UPDATED amount from April 2025*) plus IELCE award amount for all providers in the consortium

Column G: State funds

- Total should match state ABE award amount

Table B – Providers and Sites

TABLE A TABLE 7 TABLE 14 TABLE 8

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

Table B - ABE Providers 1-5 (Program Year 2025-2026)

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 25-26 program year (July 2025 - June 2026).

* 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. **PUBLIC sites are places where ABE services are delivered to any eligible adult who wishes to attend.

District/Organization Name	District number (if applicable)	Programming Site	Programming Site Address	Site Type (Public or Non-Public)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<div>ADD ADDITIONAL SITES</div>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<div>ADD ADDITIONAL SITES</div>		

IMPORTANT NOTE: Table B

TABLE A

TABLE 7

TABLE 14

TABLE B

TABLE B - ABE PROVIDERS
1-5

TABLE B - ABE PROVIDERS
6-10

TABLE B - ABE PROVIDERS
11-15

OTHER MEMBERS

Table B - ABE Providers 1-5 (Program Year 2025-2026)

Consortium Providers, Sites and Other Members

Enter all consortium member organizations/districts

NOTE: list any sites anticipated to have ABE programming

* ABE PROVIDERS are districts, CBOs or other entities

** NON-PUBLIC SITES are places where ABE services are delivered to any eligible adult who wishes to attend.

District/Organization Name

Site Type (Public or Non-Public)

ADD ADDITIONAL SITES

Table B runs slowly!
Be patient as it loads.

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

Consistency check for Tables B and 14

Consistency check:

- The number of providers listed on Table B must match the number of providers reported on Table 14

Table B – Other Members

TABLE A

TABLE 7

TABLE 14

TABLE B

TABLE B - ABE PROVIDERS
1-5

TABLE B - ABE PROVIDERS
6-10

TABLE B - ABE PROVIDERS
11-15

OTHER MEMBERS

Table B - Other Members (Program Year 2025-2026)

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

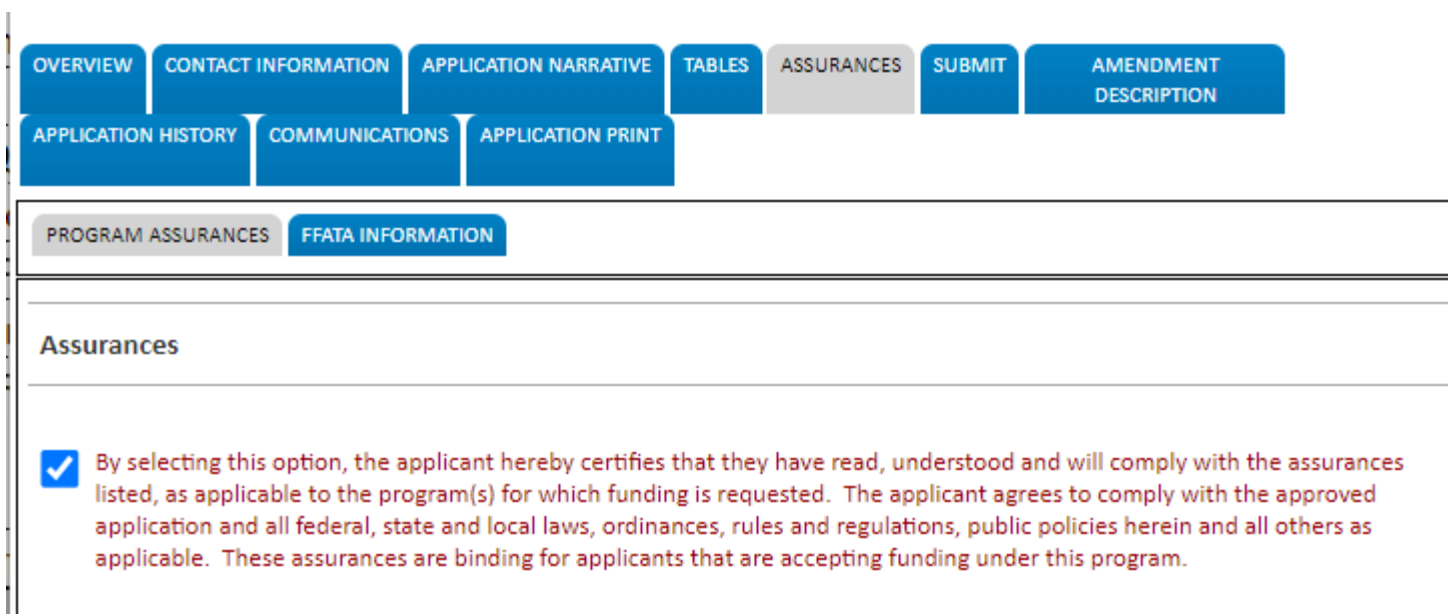
District/Organization Name	District number (if applicable)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<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 displays a web application interface for the IOWA process. At the top, a horizontal navigation bar contains several blue buttons: OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES (highlighted in grey), SUBMIT, and AMENDMENT DESCRIPTION. Below this, a second row of buttons includes APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. Underneath these, there are two more buttons: PROGRAM ASSURANCES (highlighted in grey) and FFATA INFORMATION. The main content area is titled "Assurances" and features a checkbox with a blue checkmark. The text next to the checkbox states: "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 displays a web application interface for the IOWA FFATA process. At the top, a navigation bar contains buttons for OVERVIEW, CONTACT INFORMATION, APPLICATION NARRATIVE, TABLES, ASSURANCES, SUBMIT, and AMENDMENT DESCRIPTION. Below this, a secondary bar includes APPLICATION HISTORY, COMMUNICATIONS, and APPLICATION PRINT. The main content area is titled 'FFATA INFORMATION' and includes a link for 'Instructions'. A text block explains that the information is required for reporting under the FFATA. Two questions are presented, each with 'Yes' and 'No' radio button options. The first question asks about 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 executive compensation information through periodic reports filed under 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 right of the form.

OVERVIEW CONTACT INFORMATION APPLICATION NARRATIVE TABLES ASSURANCES SUBMIT AMENDMENT DESCRIPTION

APPLICATION HISTORY COMMUNICATIONS APPLICATION PRINT

PROGRAM ASSURANCES FFATA INFORMATION

FFATA Information [Instructions](#)

This information is required in order for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA).

☒ Yes ☐ No In your organization's preceding fiscal year, did the organization receive 80% or more of its annual gross revenues in 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?

☒ Yes ☐ No Does the public have access to information about the compensation of the executives in your organization 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? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>). A negative response may require additional information from you for reporting, someone will be in touch as needed.

SAVE PAGE

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

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

Submit

The Consistency Check must be successfully processed before you can submit your application.

CONSISTENCY CHECK LOCK APPLICATION UNLOCK APPLICATION

Assurances 4/26/2024

LEA District Data Entry

Bookkeeper

LEA/ORG Administrator

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 Program Status.
 - Table B - ABE Providers 1-5 - Total Number of Providers must match Provider Total on Table 14.
 - Table B - ABE Providers 6-10 - Total Number of Providers must match Provider Total on Table 14.
 - Table B - ABE Providers 11-15 - 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!

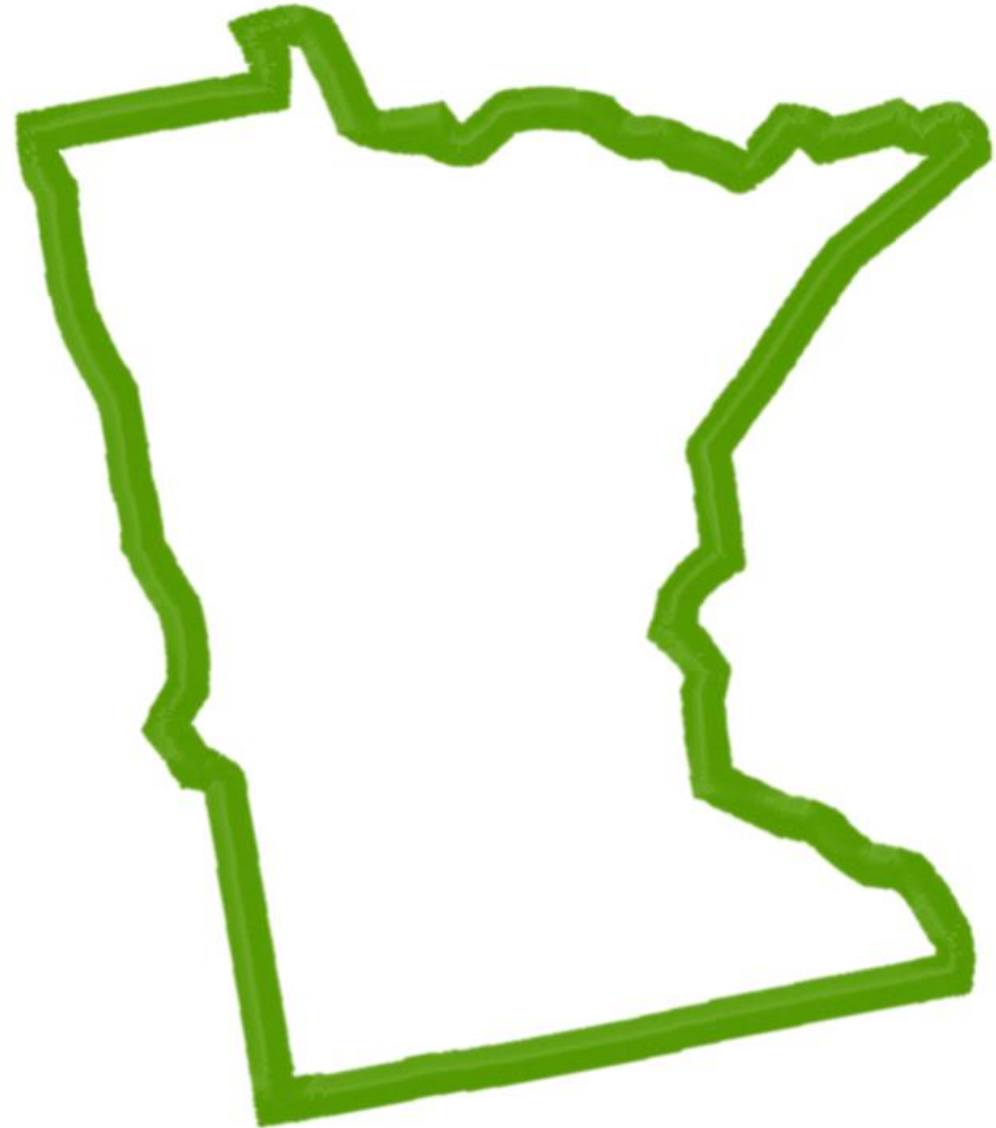
For MEGS support

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

Questions?

For MDE Adult Education or Grants staff

Materials



The recording, slides and handouts will be posted on the [Literacy Action Network website](#) and the [MNABE state presentations website](#).

2025-26 WebChats



Wednesday, July 16, 2025

September 17, 2025

February 11, 2026

May 6, 2026

(All from 1-2:30pm)

mde.abe@state.mn.us

Thank you!

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