



Federal ABE Competitive Provider Applications

The Minnesota Department of Education, Minnesota Adult Education's (ABE) state agency, will implement a competitive process for distributing federal WIOA Title II funds which allows eligible entities to compete by showing their success in providing adult literacy services and how their programming complies with state and federal law. The application process will take place during the first half of 2022 for funding starting July 1, 2022.

Timeline and Process for Local Workforce Development Boards

1. **January 2022:** Minnesota Department of Education (MDE) will send local workforce development boards a process and an estimated number of expected ABE applicants that will be submitted in March 2022 that cover their workforce development area. This estimate will be based past applications.
2. **January-March 2022:** Local workforce development boards (WDBs) will decide which representatives will read and review their area's ABE provider applications. Representatives could include any of the following: board members, WDA directors, workforce center staff, and/or other designees.
3. **By March 25, 2022:** Local WDBs should email the contact information for one individual (name, phone, email) leading the review process plus a list of the representative(s) involved in the board's review process to Brad Hasskamp at MDE (brad.hasskamp@state.mn.us).
4. **By March 31, 2022:** The designated contact person leading the review process will receive applications to be reviewed via email, from MDE staff. This person will be responsible to distribute the applications to all other representatives involved in the review for the board.
5. **March 31-June 15, 2022*:** Designated representative(s) will read the applications and provide feedback. Feedback should focus on the "Collaboration and Contextualization" section of the applications and highlight how well the application aligns to the local workforce development plan as well as strengths, recommendations and any questions. A feedback form (Microsoft Word document) will be provided by MDE. The board should complete one feedback form per applicant.
6. **June 15, 2022:** All feedback forms must be submitted by email to Neill Allard by 3:30pm at the MDE (neill.allard@state.mn.us).

*If a local board anticipates needing an extension to this date, please contact Brad Hasskamp at MDE (brad.hasskamp@state.mn.us).

Workforce Development Board Feedback

Representatives designated by the workforce development boards will provide feedback on a simple form from MDE that includes the following questions:

1. Who is the primary representative leading the WIOA Title II application review from the workforce development board?
2. How well does the application align to the current workforce development plan? (response options: highly aligned, moderately aligned, or little to no alignment)

3. What specific parts in the reviewed sections of the application align to current workforce development plans?
4. What additional strengths do you see in this application?
5. What specific recommendations do you have about this application, including recommendations to improve alignment to the workforce development plan?
6. What questions do you have about this application, if any?

Not all questions need to have responses from the workforce development board. Feedback from the board will be:

- Used by the Minnesota Department of Education to make grant approval decisions; and
- Shared with the applicant (without question 1 and without any individually identifiable information about the reviewers).

ABE Provider Application: Collaboration and Contextualization Section

The workforce development boards do not need to review the entire application, but they can if they choose. Boards can focus their review on Section Six, which focuses on programming collaboration and contextualization. Here is what this section asks for in the application:

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.
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.

Common Review Options for Local Workforce Development Boards

Each board will decide how to review the applications for their area. Common options include:

1. **Individual Review:** Some or all board members decide to individually review the applications and complete feedback forms (one per application). The forms are compiled by someone with the local board (one compiled feedback form per application) and then submitted to the Minnesota Department of Education.
2. **Full Board Review:** Board members decide to meet together to discuss and collaboratively complete one feedback form per application. Each application's collective feedback form is submitted to the Minnesota Department of Education.
3. **Selected Representative Review:** The board assigns one or a couple members and/or other individuals connected to the board (CareerForce staff, directors, etc.) to review and develop one feedback form per application. The feedback forms are submitted to the Minnesota Department of Education.

These options can be modified to fit each local board's needs and preferences. Other options can also be acceptable. Please note that the ABE representative on the local board will most likely be developing an application themselves and therefore cannot be a reviewer due to conflicts of interest; however, the ABE representative can provide technical assistance and answer general questions about ABE and the application process. Each board will need to determine their review process and who will be involved, then submit this information via email to MDE on or before March 25, 2022.

For more information

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The Adult Education (ABE) grant posting and application materials can be found on the [Minnesota Department of Education grants page](https://education.mn.gov/MDE/DSE/Grants/PROD047197) (<https://education.mn.gov/MDE/DSE/Grants/PROD047197>).