



AEBG
PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

ADULT EDUCATION BLOCK GRANT
REGIONAL CONSORTIUM FUNDING
ALLOCATION AGREEMENT

**Board of Governors, California
Community Colleges Chancellor's
Office (CCCCO)**

Entity: GLENDALÉ CCD

Allocation Number: 15-328-116

**AEBG Program Regional
Consortium Funding Appropriation**

Funding Fiscal Year: 2015/16

Total Funds Allocated: \$ 162,552

Adult Education Block Grant (AEBG) Program Data and Accountability funding is to be used in accordance with AB104 Legislation Section 40, §84920. A consortium receives its apportionment on the condition it submits a budget and a workplan, by February 20, 2017, that complies with the legislative intent provided in §84920(a-f) and program instructions issued by the AEBG Office.

AEBG Data and Accountability funding will be disbursed by June 30, 2016. Activities must end by December 31, 2017. A final report is due in January 2018, with the close out report due the following month.

The Consortium agrees, in receiving its apportionment, to adhere to any additional restrictions, funding reductions, limitations or conditions that may affect the provisions, term, or funding of this agreement in any manner. The parties hereby agree that the AEBG Office will notify the consortium of any such changes in writing.

STATE OF CALIFORNIA-CCCCO

AEBG Monitor:

Neil Kelly (916) 324-8895
nkelly@cccco.edu

Agency Address:

1102 Q Street, Suite 4400
Sacramento, CA 95811-6539

Updated 12/5/2016

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-116

CONTACT PAGE

Entity:	GLENDALE CCD		
	1122 E. Garfield Ave, TR 300P		
Address:			
City:	Glendale	State:	Zip: 91205

Project Director <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Alfred Ramirez	Phone:	(818) 240-1000 x 5018
	Administrative Dean, Workforce Development, Continuing &		
Title:	Community Education	Fax:	(818) 247-5591
E-mail Address:	aramirez@glendale.edu		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Anthony Culpepper	Phone:	(818) 240-1000 x 5210
Title:	Executive Vice President, Administrative Services	Fax:	(818) 549-9436
E-mail Address:	aculpepper@glendale.edu		

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PROJECT: ADULT EDUCATION BLOCK
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ENTITY: GLENDALE CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-116

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	162,552
1000	Instructors' salaries to attend trainings on Data and Accountability / TopsPro & implementing Data & Accountability system	\$	10,500
		\$	-
		\$	-
		\$	-
2000	IT and staff support to implement data and accountability system	\$	5,250
		\$	-
		\$	-
		\$	-
3000	Employee Benefits Employee benefits for Instructional and non-instructional at 30%	\$	6,750
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials TopsPro Materials prepay for 3 years	\$	68,580
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	162,552
5000	Other Operating Expenses and Services		
	TopsPro Enterprise fees, costs, licensnes for 3 members for three years	\$	19,500
	Computers, printers, scanners for 2 members to implement TopsPro	\$	9,000
	Travel Expenses for facult/staff/members to attend State conferences & Training (\$1200 for 4 to attend)	\$	4,800
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
7000	Other Outgo		
	Member allocation to coordinate implementation and on-site training for members, partners, faculty and staff; secure trainers/consultants to train and assist in implementation	\$	38,172
TOTAL DIRECT COSTS:		\$	162,552
TOTAL INDIRECT COSTS - ENTER AMOUNT:			
TOTAL COSTS:		\$	162,552

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FISCAL YEAR: 2015/16

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APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	162,552
1000	INSTRUCTIONAL SALARIES	1	\$	10,500
2000	NONINSTRUCTIONAL SALARIES	2	\$	5,250
3000	EMPLOYEE BENEFITS	3	\$	6,750
4000	SUPPLIES AND MATERIALS	4	\$	68,580
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	33,300
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	38,172
TOTAL DIRECT COSTS:		8	\$	162,552
TOTAL INDIRECT COSTS:		9	\$	0
			\$	0
TOTAL COSTS:		10	\$	162,552

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: Alfred Ramirez

Title: (818) 247-5591

Authorized
Signature:



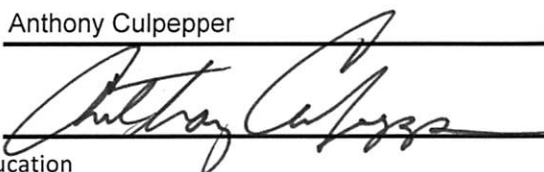
Date: 3/22/17

District Chief Business Officer (or authorized designee):

Name: Anthony Culpepper

Executive Vice President, Administrative
Title: Services

Authorized
Signature:



Date: 3/22/17

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FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-116

Statement of Work (Annual Workplan)
Objectives

Objective: <u>1</u>
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	AEBG Coordinator attends Webinar and Regional Training to prepare for Data and Accountability implementation	1) AEBG Coordinator completes training (100%); 2) Completes Data & Accountability Workplan; 3) Workplan is approved by AEBG Office	January - March 2017	AEBG Coordinator
1.2	TopsPro purchase is made and system installed at member sites	1) AEBG completes purchase 2) System is installed at member sites	March - June, 2017	AEBG Coordinator, Project Director, IT Staff
1.3	TopsPro training is coordinated and implemented onsite for all staff and faculty	1) All staff and faculty users are trained on TopsPro	May - June, 2017	AEBG Coordinator

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FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-116

Statement of Work (Annual Workplan)
Objectives

Objective: <u> 1 </u>
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Conduct assessment of all indicators currently being tracked relative to AEBG and WIOA requirements and presentation on data currently tracked in CalJOBS	1) Presentation on CalJOBS is conducted at AEBG meeting 2) Establish Task Team to conduct assessment	April - August 2017	AEBG Coordinator & Task Team
1.5	Evaluate implementation of TopsPro to identify any issues and improvement needed	1) Evaluate in intervals: monthly for first quarter, quarterly for next two quarters, then semi-annually	July 2017 - Decemer 2017	AEBG Coordinator, IT staff
1.6				

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FISCAL YEAR: 2015/16

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Statement of Work (Annual Workplan)
Objectives

Objective:	<u>2</u>
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Assess current intake process for AEBG enrollments; document process and present at monthly meeting for feedback	1) Complete assessment process 2) Create process flow for intake and enrollment including WIOA process	May - September, 2017	AEBG Coordinator
2.2	Conduct asset mapping for assessment of students to determine current and future needs	1) Complete asset mapping and identify current tools used for assessment as well as tools needed	May - September, 2017	Career Pathways Team
2.3	Develop action plan and implement plan to address assessment improvements	1) Implement action plan	September - December 2017	Career Pathways Team

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FISCAL YEAR: 2015/16

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Statement of Work (Annual Workplan)
Objectives

Objective: 2

Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Coordinate related training as specified in Professional Development Plan	1) Implement needed training	September 2017 - December 2017	AEBG Coordinator, Professional Development Team
2.5				
2.6				

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FISCAL YEAR: 2015/16

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Statement of Work (Annual Workplan)
Objectives

Objective: <u> 3 </u> Support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system.				
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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Coordinate data sharing and reporting efforts with Workforce Board's Partner MOU to avoid duplication of efforts	1) Monthly update from WDB on data sharing and reporting progress for partners and workforce system	March 2017 - December 2017	WDB Executive Director, AEBG Coordinator
3.2	Assess current reporting and identify improvements	1) Establish systematic reporting system for outcome measurement 2) Present CalJOBS tracking system at AEBG monthly meeting 3) Implement reporting system	March 2017 - December 2017	AEBG Coordinator, AEBG Director
3.3	Assess current tracking and reporting of AEBG required performance measures and WIOA measures	1) Integrate improvements in reporting system	April - December 2017	AEBG Coordinator

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Statement of Work (Annual Workplan)
Objectives

Objective:	<u>4</u>
Align efforts under the WIOA.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Complete implementation of WDB as provider of job placement assistance	1) Present monthly CalJOBS report to demonstrate placements of AEBG enrollments 2) Report co-enrollments of AEBG students with WIOA Title I 3) Enroll all students and participants in CalJOBS AEBG grant code	March - June 2017	AEBG Coordinator, Career Pathways Team
4.2	Coordinate spring Business Summit	1) Implement Business Summit using WDB employer contacts	March - June 2017	Marketing Team
4.3	Complete implementation of WDB labor intelligence report on a monthly/quarterly basis	1) Schedule WDB for monthly labor intelligence reports	March - December 2017	AEBG Coordinator, WDB