

# 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:** SAN JOAQUIN CCD

**Allocation Number:** 15-328-150

**AEBG Program Regional  
Consortium Funding Appropriation**

**Funding Fiscal Year:** 2015/16

**Total Funds Allocated:** \$ 523,071

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@cccoco.edu](mailto:nkelly@cccoco.edu)

**Agency Address:**

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

Updated 12/6/2016

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK  
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**CONTACT PAGE**

<b>Entity:</b>	<u>SAN JOAQUIN CCD</u>		
<b>Address:</b>	<u>5151 Pacific Ave</u>		
<b>City:</b>	<u>Stockton</u>	<b>State:</b>	<u>CA</u> <b>Zip:</b> <u>95207</u>

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
<b>Name:</b>	<u>Kathy Hart</u>	<b>Phone:</b>	<u>209/954-5018</u>
<b>Title:</b>	<u>President of San Joaquin Delta College</u>	<b>Fax:</b>	<u></u>
<b>E-mail Address:</b>	<u>khart@deltacollege.edu</u>		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
<b>Name:</b>	<u>Jeff Menge</u>	<b>Phone:</b>	<u>209/954-5022</u>
<b>Title:</b>	<u>Vice President of Administrative Services</u>	<b>Fax:</b>	<u></u>
<b>E-mail Address:</b>	<u>jmenge@deltacollege.edu</u>		

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**APPLICATION BUDGET SUMMARY**

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

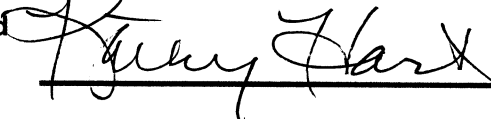
Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	
				<b>523,071</b>
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	15,692
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	499,271
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	<b>514,963</b>
<b>TOTAL INDIRECT COSTS:</b>		9	\$	<b>8,108</b>
			\$	0
<b>TOTAL COSTS:</b>		10	\$	<b>523,071</b>

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: Kathy Hart

Title: \_\_\_\_\_


Authorized Signature: 

Date: 2/16/2017

**District Chief Business Officer (or authorized designee):**

Name: Jeff Menge

Title: Vice President of Administrative Services

Authorized Signature: 

Date: 2/16/17

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK  
 GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	523,071
1000	Instructional Salaries	\$	-
		\$	-
		\$	-
		\$	-
2000	NonInstructional Salaries	\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	15,692
	Materials and Equipment for tech support	\$	-
		\$	-
		\$	-
		\$	-
		\$	-

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK  
GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	523,071
5000	<b>Other Operating Expenses and Services</b>		
	Software and Maintenance Fees	\$	178,473
	PDC Contract-Project Management and team support for activities described in plan objectives 1-4	\$	46,775
	New Investments in Shared Student MIS and Case Management Tools	\$	181,318
	Professional Development	\$	66,387
	Staff Training	\$	26,318
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	<b>Capital Outlay</b>	\$	-
		\$	-
7000	<b>Other Outgo</b>		
<b>TOTAL DIRECT COSTS:</b>		\$	<b>514,963</b>
<b>TOTAL INDIRECT COSTS - ENTER AMOUNT:</b>		\$	<b>8,108</b>
<b>TOTAL COSTS:</b>		\$	<b>523,071</b>

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**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	Consortium-wide purchase of Purchase TopsPro Enterprise	Common data collection and reporting across the consortium to ensure compliance with AEBG Student Data and Accountability requirements	January-February 2017	DSRA Data Team, Agency Staff
1.2	Software installation and related professional development/staff training	Consortium staff receive a common software installation and training	February-April 2017	DSRA Data Team (adult school data specialist, Delta College data staff)
1.3	Ongoing staff support and professional development for data entry and development of pre and post-testing programs and infrastructure as needed as well as enhanced consortium capacity for data driven decision making	High quality data is collected and reported in a timely manner that satisfies AEBG Student Data and Accountability requirements. Initial data collection on student learning outcomes begin to inform future program offerings and teaching methods.	April-December 2017	DSRA Data Team, Agency Staff

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 1 \_\_\_\_\_  
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Develop and implement data systems and support staffing including common intake procedures, protocols and data definitions	Key staff are identified across agencies with responsibility for data collection, input and addressing all technical issues as needed	April-December 2017	DSRA Data Team (adult school data specialist, Delta College data staff)
1.5	Incorporate Tops Enterprise Pro into Delta College systems and processes	Key staff are identified at Delta College with responsibility for data collection, input and addressing all technical issues as needed	April-December 2017	DSRA Data Team, Agency Staff
1.6	Build capacities of Delta college to comply with and implement WIOA	Defined WIOA Title IV qualifying participants in the college programs (Not-for-credit, non-credit and credit-aligned NRS data points to current data collection practices)	April-December 2017	DSRA Data Team, Agency Staff

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
 Objectives**

**Objective:** 1  
 Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7				
1.8				
1.9				



THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

<p><b>Objective:</b> _____ 2 _____</p> <p>Foster regional and local system integration efforts pertaining to assessment and intake of adult students.</p>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	<p>A DSRA Data Team comprised of member agency representatives and consultants will meet regularly to review existing assessment and intake procedures and develop strategies for a common, consortium-wide approach. Strategies may include specific vendors or programs. Both historic and real-time data systems will be reviewed</p>	<p>An agreed upon desired approach for student intake and assessment that promotes student success and satisfies AEBG student data and accountability requirements. The team will inventory existing information management systems</p>	<p>March, 2017 and Ongoing</p>	<p>DSRA Data Team (adult school data specialist, Delta College data staff)</p>
2.2	<p>The DSRA Data Team will develop an evaluation process to review potential solutions and strategies. The needs of practitioners in the field will be a key driver of the evaluation process.</p>	<p>An evaluation process that will support a thoughtful and informed decision about a potential consortium data system purchase and or approach to integrated student assessment and intake</p>	<p>August, 2017</p>	<p>DSRA Data Team (adult school data specialist, Delta College data staff)</p>
2.3	<p>The DSRA Data Team will present preferred options to the DSRA Steering Committee for approval prior to selecting any vendor or program</p>	<p>A Steering Committee approved direction for integrated student assessment and intake</p>	<p>Fall, 2017</p>	<p>DSRA Data Team and Steering Committee</p>

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

<p><b>Objective:</b> _____ 2 _____</p> <p>Foster regional and local system integration efforts pertaining to assessment and intake of adult students.</p>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	The DSRA Data Team will work with consortium members to implement the selected system integration strategy, vendor and or program. Technical assistance and support will be provided to support implementation	All consortium member data staff understand data collection system procedures, collected data is consistent and of high integrity,	Fall, 2017	DSRA Data Team, Agency Staff
2.5	The DSRA Data Team will identify additional tools or solutions to capture and share data on student-oriented goals such as a Transition Plan or Student Portfolio. The team will also consider additional information or student data points beyond those required by AEBG that should be collected through use of these tools	A consortium-wide approach to collecting information on student goals and transition plans for use by the Regional Transition Manager and other key staff.	Fall, 2017	DSRA Data Team, Agency Staff
2.6				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**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)
2.7				
2.8				
2.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	A DSRA Data Team comprised of member agency representatives and consultants will meet regularly to develop and evaluate data sharing strategies to bolster performance accountability and program evaluation while leveraging broader statewide efforts.	An agreed upon desired approach for an aligned data system	January-December 2017	DSRA Data Team (adult school data specialist, Delta College data staff)
3.2	At strategic intervals, the DSRA Data Team will engage with community based organizations, potential partners and other public agencies to identify opportunities for data integration	Consortium-wide strategies for implementing data integration efforts with community based organizations, potential partners and other public agencies	January-December 2017	DSRA Data Team (adult school data specialist, Delta College data staff)
3.3	At strategic intervals, the DSRA Data Team will present actionable opportunities for review and discussion with the DSRA Steering Committee	Consortium-wide purchases, partnerships and or actions that support an aligned data system and increased student success	January-December 2017	DSRA Data Team (adult school data specialist, Delta College data staff)

Objective: \_\_\_\_\_ 3 \_\_\_\_\_

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.

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**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.					
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)	
3.4	The DSRA Data Team will develop a summary report of future opportunities and directions for a federated and aligned workforce and education performance and accountability system. The report may include recommendations for the purchase and or implementation of specific programs and vendors.	A concisely reported summary of opportunities and future actions for enhanced data sharing to support student success.	August-November 2017	DSRA Data Team and Steering Committee	
3.5					
3.6					

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
 Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				

Objective: 3

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.

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

Objective: _____ 4 _____ Align efforts under the WIOA.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Identify and/or develop data intake process with common data elements across consortium member districts	Common data collection and reporting across the consortium to align with WIOA	January-December 2017	DSRA Data Team (adult school data specialist, Delta College data staff)
4.2	Incorporate Tops Enterprise Pro in Delta College systems and processes	Key processes developed and responsible staff identified	January-December 2017	DSRA Data Team, Agency Staff
4.3	Align data collection with local workforce development boards	Key processes developed and responsible staff identified	January-December 2017	DSRA Data Team, Agency Staff

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
Objectives**

<b>Objective:</b> _____ 4 Align efforts under the WIOA.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Seek and develop professional development opportunities to build consortium capacity for data driven decision making	Key staff develop expertise through professional development and coordinated strategy development	January-December 2017	DSRA Data Team, Agency Staff
4.5	Participate in workforce development board's regional plan around data	Workforce Development Board regional plan reflect AEBG needs and priorities and identifies opportunities for coordination, collaboration and cost sharing as appropriate	January-December 2017	DSRA Data Team, Agency Staff
4.6				



THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN JOAQUIN CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-150

**Statement of Work (Annual Workplan)  
 Objectives**

**Objective:** \_\_\_\_\_ 4 \_\_\_\_\_  
 Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				