

**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:** SOUTH BAY SAN JOSE

**Allocation Number:** 15-328-151

**AEBG Program Regional  
Consortium Funding Appropriation**

**Funding Fiscal Year:** 2015/16

**Total Funds Allocated:** \$ 754,776

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 12/5/2016

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PROJECT: ADULT EDUCATION BLOCK  
 GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	754,776
1000		\$	-
		\$	-
		\$	-
		\$	-
2000		\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	Obj 1: Hardware update for adult schools	\$	28,800
	Obj 1: Hardware update for community colleges	\$	33,600
		\$	-
		\$	-
		\$	-

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FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	754,776
5000	Other Operating Expenses and Services		
	Obj 1: Classified staff professional development	\$	9,600
	Obj 1: Certified staff professional development	\$	9,600
	Obj 1: Part-time data consultant	\$	38,400
	Obj 2: Data warehouse software	\$	288,000
	Obj 2: Case management software	\$	48,000
	Obj 2: Conference/training for regional data collaboration, contribution to regional data project	\$	24,000
	Obj 3: Conference/training for regional data collaboration, contribution to regional data project	\$	24,000
	Obj 3: Conference/training for state-wide data collaboration	\$	14,400
	Obj 3: Conference/training for county-wide data collaboration	\$	9,600
	Obj 4: Subcontracter to coordinate data integration with local workforce development board	\$	22,547
	Obj 5: Consultants for immigrant integration metric development	\$	120,000
	Obj 5: Immigrant integration training	\$	9,600
	Obj 5: Immigrant integration project data sharing	\$	9,600
	Obj 5: Consultants for immigrant integration project evaluation	\$	28,800
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
7000	Other Outgo	\$	-
		\$	-
TOTAL DIRECT COSTS:		\$	718,547
TOTAL INDIRECT COSTS - ENTER AMOUNT:		\$	36,229
TOTAL COSTS:		\$	754,776

ERROR-Total Costs Requested have Exceeded the Project Budget Amount Awarded.

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FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

**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	
			\$	
				754,776
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	62,400
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	656,147
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	<b>718,547</b>
<b>TOTAL INDIRECT COSTS:</b>		9	\$	<b>36,229</b>
<b>TOTAL COSTS:</b>		10	\$	<b>754,776</b>

ERROR-Total Costs Requested have Exceeded the Amount Awarded.

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: Kishan Vujjeni, Bob Harper

Title: 408.947.2342

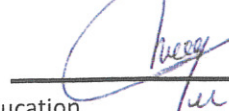
Authorized Signature: 

Date: 2/10/2017

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

Name: Nancy Torres-Pfeiffer

Title: Assitant Superintendent Business Services, CUHSD

Authorized Signature: 

Date: 2/14/17

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ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Identify and/or develop data intake process with common data elements across consortium member districts	<ul style="list-style-type: none"> <li>- data element definitions are articulated and differences resolved across agencies</li> <li>- common protocols for data intake process is developed, and the MOU is signed.</li> <li>- identify best practices for capturing data.</li> <li>- assign personnel for data collection, data entry/verification and resolving technical issues</li> </ul>	04/30/2017	Data team (Shusaku Horibe, Carol Chen, Judy Gehman)
1.2	Incorporate Tops Enterprise Pro in our community college districts systems and processes	<ul style="list-style-type: none"> <li>- the data fields in TE are incorporated into the existing student information systems</li> <li>- the assessment process is articulated and implemented</li> <li>- set-up TopsPro (TE) account management system, identify TE data manager, e-Test coordinators and proctors</li> </ul>	08/31/17	Data team, agency staff
1.3	Identify personnel and resources to coordinate data integration and accountability	<ul style="list-style-type: none"> <li>- assign responsibilities for systems integration across various agencies</li> </ul>	08/31/2017	Data team

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

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FISCAL YEAR: 2015/16

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**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 process and structure to comply with AEBG reporting requirement	<ul style="list-style-type: none"> <li>- create necessary processes and procedures and sign off MOU for AEBG reporting requirements.</li> <li>- aggregate and analyze consortium-wide data</li> </ul>	08/31/2017	Data team
1.5	Seek and develop professional development opportunities to build consortium capacity for data driven decision making	<ul style="list-style-type: none"> <li>- provide professional development workshops for SBCAE faculty, counseling and classified staff in data collection, entry, and reporting</li> </ul>	Ongoing	Data team, agency staff
1.6	Build capacities of colleges to comply and implement WIOA	<ul style="list-style-type: none"> <li>- define the WIOA Title IV-qualifying participants in the college programs; not-for-credit, non-credit, and credit - align the NRS data points to current data collection in the colleges</li> </ul>	ongoing	Data team, agency staff

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Identify student information and management systems across SBCAE member districts	- inventory of existing student information and management systems	05/31/2017	Data Team
2.2	Assess compatibility of the historic and real-time data in the existing information systems across SBCAE member districts	- identify and resolve data compatibilities and recommend possible solutions	8/31/2017	Data Team
2.3	Evaluate data integration tools (e.g. Community Pro and Datazone) to share data across agency	Identify, purchase, and implement data integration tools for producing meaningful and valuable information	05/31/2017	Representatives from each agency

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

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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	Identify additional tools or solutions to capture and share data on student-centered goals and needs e.g. the Transition Plan and other referral needs	- a tool such as a common transition plan template is developed and adopted by the consortium members	ongoing	Transition Specialist (TS) Lead, Data team
2.5	Determine and agree upon what information beyond WIOA and AEBG requirement should be captured from students	- develop data template - align the project of the counseling/Transition Specialists' group to capture a Transition Plan with the current data systems	12/31/2017	Data Team TS lead
2.6	Participate in regional collaboration to track student outcomes (BACCC)	- strengthen collaborations across agencies to widen education opportunities across greater Bay Region - monitor data warehousing efforts by BACCC, county office and local non-profits - work with the BACCC data analyst's project to identify data needs and possible solutions, including the important goal of data sharing with the consortia in the contiguous bay area - review possible data integration or scaring with local Carl Perkins, CalWorks and corrections data systems	ongoing	Data team



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

**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.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Build capacity to monitor statewide data integration project	- the consortium receives regular update from the appointed personnel about the statewide data integration project - make choices locally that facilitate the state's data integration goals	ongoing	Data team
3.2	Align consortium data project to countywide community-based organizations' project to have integrated data systems	- explore how the county project, with its common measures, can align with, include the consortium's data collection and analysis to achieve a "no wrong door" model of service.	Ongoing	Data team
3.3	Work with the BACC's data project to identify data integration across consortium boundaries	-choose tools and procedures that might warehouse data with contiguous consortia	ongoing	Data team

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**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	<ul style="list-style-type: none"> <li>- data element definitions are articulated and differences resolved across agencies</li> <li>- common protocols for data intake process is developed, and the MOU is signed.</li> <li>- identify best practices for capturing data.</li> <li>- assign personnel for data collection, data entry/verification and resolving technical issues</li> </ul>	04/30/2017	Data team (Shusaku Horibe, Carol Chen, Judy Gehman)
4.2	Incorporate Tops Enterprise Pro in our community college districts systems and processes	<ul style="list-style-type: none"> <li>- the data fields in TE are incorporated into the existing student information systems</li> <li>- the assessment process is articulated and implemented</li> <li>- set-up TopsPro (TE) account management system, identify TE data manager, e-Test coordinators and proctors</li> </ul>	08/31/17	Data team, agency staff
4.3	Align data collection with local workforce development boards	<ul style="list-style-type: none"> <li>- assign responsibilities for systems integration across various agencies</li> <li>- identify personnel and resources to coordinate data integration and accountability</li> </ul>	ongoing	Data team

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

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Develop process and structure to comply with AEBG reporting requirement	- create necessary processes and procedures and sign off MOU for AEBG reporting requirements. - aggregate and analyze consortium-wide data	08/31/2017	Data team
4.5	Seek and develop professional development opportunities to build consortium capacity for data driven decision making	- provide professional development workshops for SBCAE faculty, counseling and classified staff in data collection, entry, and reporting	Ongoing	Data team, agency staff
4.6	Participate in workforce development board's regional plan around data	- explore shared .cost requirement around data systems	ongoing	Data team, agency staff

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

Objective: 5

Prototyping tools and processes to support and enhance local immigration integration activities

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Use Immigrant Integration Pathway framework to develop metrics that capture immigrant integration outcomes	Performance metrics for immigrant integration are defined and tested	08/21/2017	Data team
5.2	Incorporating processes and systems for immigrant integration to provide opportunities for economic mobility and social integration	-consortium staff (counseling and instructional) identify practices to identify individual IIP goals, and to capture data and report on progress.	Ongoing	Data team
5.3	Present data on immigrant integration to our regional partners, including the county and city government offices we are collaborating with	- in alignment with our Regional Plan and responding to request from our work with our local city and county governments, we will share data in order to identify success pathways of immigrant integration	12/31/2017	Data team

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Work with community partners to share metrics and review analysis of the data	-utilize data to determine effectiveness of the "welcoming community" to determine where there are successes and where there are gaps. (This is a strategy for the consortium listed in the Welcoming San Jose report.)	12/31/2017	Data team
5.5				
5.6				

Objective: 5 \_\_\_\_\_

Prototyping tools and processes to support and enhance local immigration integration activities

