

**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 MATEO UNION HSD**Allocation Number:** 15-328-153**AEBG Program Regional
Consortium Funding Appropriation****Funding Fiscal Year:** 2015/16**Total Funds Allocated:** \$ 370,140

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: 15-328-153

CONTACT PAGE

Entity:	<u>SAN MATEO UNION HSD</u>		
Address:	<u>789 E. Poplar Avenue</u>		
City:	<u>San Mateo</u>	State: <u>CA</u>	Zip: <u>94401</u>
Project Director <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	<u>Anne Adamson</u>	Phone:	<u>650 558-2111</u>
Title:	<u>Executive Director</u>	Fax:	
E-mail Address:	<u>aadamson@smuhdsd.org</u>		
District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Elizabeth McManus</u>	Phone:	<u>650 558-2203</u>
Title:	<u>Deputy Superintendent Business Services</u>	Fax:	
E-mail Address:	<u>emcmanus@smuhdsd.org</u>		

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ENTITY: SAN MATEO UNION HSD

FISCAL YEAR: 2015/16

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	370,140
1000	2.5 New data collection system training for teachers	\$	2,000
		\$	-
		\$	-
		\$	-
		\$	-
2000	1.1 Local data collection (SAS and JAS)	\$	74,000
	1.3 TOPSpro training for staff	\$	2,000
	2.1 Data sharing legal requirements training for staff (\$2,000) &2.4 New data system training for staff (\$8,000)	\$	10,000
	3.2 LaunchBoard Data Dashboard training for staff	\$	2,000
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials 2.8 10 Devices for use in data entry @ \$810.00	\$	8,100
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

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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	
			\$	
				370,140
1000	INSTRUCTIONAL SALARIES	1	\$	2,000
2000	NONINSTRUCTIONAL SALARIES	2	\$	88,000
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	8,100
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	270,930
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	369,030
TOTAL INDIRECT COSTS:		9	\$	0
			\$	0
TOTAL COSTS:		10	\$	369,030

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: Anne Adamson

Title: Executive Director

Authorized Signature: 

Date: 02/15/2017

District Chief Business Officer (or authorized designee):

Name: Elizabeth McManus

Title: Deputy Superintendent Business Services

Authorized Signature: 

Date: 2/15/2017

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ENTITY: SAN MATEO UNION HSD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-153

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	Collect, analyze, and collate all data required	Understand requirements, how to access data, compile reports, and submit required data to the state by the established deadline and in the correct format	January 2017-April 2017	All member districts
1.2	Purchase and install TOPSPro for colleges and schools not currently utilizing the system	All districts will meet the AEBG data collection and system requirements	January 2017-April 2017	All districts/members will be responsible for purchasing their own
1.3	TOPSPro training	All district sites will receive TOPSPro training to ensure accuracy and timeliness of data submission	January 2017-April 2017	All member districts

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FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-153

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				
1.5				
1.6				

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PROJECT: ADULT EDUCATION BLOCK GRANT
ENTITY: SAN MATEO UNION HSD
FISCAL YEAR: 2015/16
ALLOCATION NUMBER: 15-328-153

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				

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ENTITY: SAN MATEO UNION HSD

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ALLOCATION NUMBER: 15-328-153

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	Analyze legal requirements regarding sharing of data	Staff and Consortium members will receive training to understand the legal requirements related to sharing data	January 2017-April 2017	All member districts
2.2	Streamline Student Intake form and analyze data needs of consortium in addition to that available in existing systems	All districts will submit the required data for State reporting and the data will be reflective of current student information	January 2017-April 2017	All member districts
2.3	Consultant to review system options to determine which system is the best fit to meet the State requirements and Consortium needs to effectively serve students in San Mateo County (Salesforce, CommunityPro, Infinite Campus, File Maker Pro System, etc.)	BACCC consultant will review potential system options and provide insightful recommendations to the Management Team and Steering Committee	January-December 2017	All member districts

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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	Purchase, install, and maintain effective data collection system	Ensure that all required data is collected and analyzed properly and shared as needed to meet Consortium objectives and State requirements. Data integrity will be maintained between sites	January-December 2017	All member districts
2.5	Staff Training on how to use the new systems and intake processes	All districts will be fully trained on how to run reports, enter student information, and utilize the new systems and technology. Staff will become champions of the data collection system procedures and will enter data into the system accurately and in a timely manner	January 2017-ongoing	All member districts
2.6	Teacher Training	Teachers will understand the purpose and requirements of the data collection system	January 2017-ongoing	All member districts

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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)
2.7	Steering Committee will meet regularly to develop joint policies and procedures for data collection and analysis	Each Consortium member has agreed to the policies and procedures needed to ensure that all required data is collected and analyzed properly and shared as needed to meet Consortium objectives. Data integrity will be maintained between sites	January 2017-ongoing	All member districts
2.8	Purchase devices for ACCEL Staff Team utilization for student data entry and intake	Enhance staff productivity and efficiency within the district sites through the purchase and use of ten devices	January 2017-April 2017	All member districts
2.9	Upgrade all Adult Schools to ASAP 3.0	All Adult Schools will be upgraded to ASAP 3.0 to meet the AEBG data support needs	January 2017-April 2017	All member districts

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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.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	BACCC (Bay Region Adult Ed Consortium Collaborative) participation and contributions	Contribute to pooling resources to conduct work on the collective behalf of 16 Adult Ed Consortia across the Bay Region related to local data collection. A shared data system will support tracking outcomes of students who utilize services of more than one consortium.	2016-ongoing	All member districts
3.2	LaunchBoard Data Dashboard enrollment for pilot and staff training	Participate in the development of an AE LaunchBoard Data Dashboard/Tab by following the developments and responding to requests by WestEd/Ed Results Partnership for information related to this effort (e.g., participating in relevant meetings/calls, responding to surveys and requests that will inform the tool, etc)	2016-ongoing	All member districts
3.3	Professional Development Training: send representatives to the CASAS Summer Institute (15), AEBG Summit (5), JSPAC (2) and CCAE (5)	Consortium representatives will attend the CASAS Summer Institute, AEBG Summit, JSPAC and CCAE and report their discoveries to Steering Committee	January 2017-December 2017	All member districts

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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.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Invite Workforce Development representatives from community colleges to participate in AEBG work	Workforce Development representatives from the community colleges will contribute information and expertise to enhance consortium planning and implementation of projects and pathways to meet Consortium objectives	January 2017-ongoing	All member districts
3.5	Utilize CASAS/TOPS Pro for data matching for workforce placement system	Workforce placement matching and data match	January 2017-ongoing	All member districts
3.6				

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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)
3.7				
3.8				
3.9				

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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	Utilize CASAS/TOPSPPro for data as aligned with the WIOA data reporting	Data integrity and accuracy across member districts	January 2016-ongoing	All member districts
4.2	Tracking of students that receive AEBG funded instruction in the areas of ABE, ASE, or ESL to track their employment or entrance into career pathway	Student data will be collected and tracked over time to see what services a student has received and if there has been an improvement in their career or educational pathway	January 2016-ongoing	All member districts
4.3	Use of federally approved assessment for any AEBG student with 12 hours or more of instruction in ABE, ASE, or ESL to measure their outcomes	Students will be pre- and post-tested in the required areas and gains will be demonstrated	January 2016-ongoing	All member districts

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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)
4.4	Collaborate with Workforce Development Board to explore ways to share data about referred students	Align with the Workforce Development Boards to create common data portals and collection	January 2017-ongoing	All member districts
4.5				
4.6				

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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)
4.7				
4.8				
4.9				

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Statement of Work (Annual Workplan)
Objectives

Objective: 5				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Support the development of metrics for immigration integration	Develop metrics to support immigration integration services	January 2017-ongoing	All members district
5.2				
5.3				

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Statement of Work (Annual Workplan)
Objectives

Objective: 5				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4				
5.5				
5.6				

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Statement of Work (Annual Workplan)
Objectives

Objective: <u>5</u>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7				
5.8				
5.9				