

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: <u>SONOMA COUNTY CCD</u>
	Allocation Number: <u>15-328-159</u>

AEBG Program Regional Consortium Funding Appropriation	Funding Fiscal Year: <u>2015/16</u>
	Total Funds Allocated: \$ <u>262,258</u>

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	Agency Address: 1102 Q Street, Suite 4400 Sacramento, CA 95811-6539
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Updated 12/5/2016

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

CONTACT PAGE

Entity:	SONOMA COUNTY CCD		
Address:	1501 Mendocino Avenue		
City:	Santa Rosa	State:	CA Zip: 95401

Project Director <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Nancy Miller	Phone:	707-527-4720
Title:	Director, Regional Adult Education Programs	Fax:	
E-mail Address:	nmiller@santarosa.edu		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Douglas Roberts	Phone:	707-527-4451
Title:	Senior Vice President Finance and Admin Services	Fax:	
E-mail Address:	droberts@santarosa.edu		

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PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	262,258
1000	Stipends for instructors for testing	\$	10,000
	Stipends for instructors for training	\$	10,000
		\$	-
		\$	-
2000	Coordinator, AEBG/WIOA Data and Accountability	\$	64,644
		\$	-
		\$	-
		\$	-
3000	Employee Benefits		
	Benefits for Coordinator of Data and Accountability	\$	16,161
	Benefits for teachers	\$	3,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	Materials and supplies for testing	\$	10,000
		\$	-
		\$	-
		\$	-

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ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	262,258
5000	Other Operating Expenses and Services		
	Regional data collection and sharing system for greater Bay Area consortium group	\$	7,163
	Training for staff members on CASAS and TOPS Pro Enterprise	\$	10,000
	CASAS conference in Los Angeles - June 2017	\$	15,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay		
	Computer labs (two laptop carts for testing - College Skills and ESL and computer for Data and Accountability Coordinator	\$	32,500
	Community Pro Software Contract	\$	83,790
7000	Other Outgo		
		\$	-
TOTAL DIRECT COSTS:		\$	262,258
TOTAL INDIRECT COSTS - ENTER AMOUNT:			
TOTAL COSTS:		\$	262,258

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PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

APPLICATION BUDGET SUMMARY

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

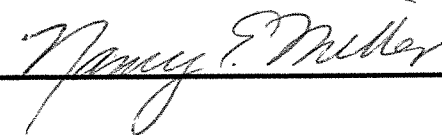
Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	
				262,258
1000	INSTRUCTIONAL SALARIES	1	\$	20,000
2000	NONINSTRUCTIONAL SALARIES	2	\$	64,644
3000	EMPLOYEE BENEFITS	3	\$	19,161
4000	SUPPLIES AND MATERIALS	4	\$	10,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	32,163
6000	CAPITAL OUTLAY	6	\$	116,290
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	262,258
TOTAL INDIRECT COSTS:		9	\$	0
TOTAL COSTS:		10	\$	262,258

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: Nancy Miller

Title: Director Regional Adult Ed.


Authorized Signature: 

Date: 2/24/17

District Chief Business Officer (or authorized designee):

Name: Douglas Roberts

Title: Senior Vice President Finance and Admin Services

Authorized Signature: 

Date: 2/24/17

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Participate in weekly AEBG state webinars to better understand reporting requirements for data and accountability	The program Director and D/A Coordinator will participate in weekly AEBG webinars, then communicate information to consortium members and fiscal agent representatives	1-2017 through 12-2017	Director Regional Adult Education Programs
1.2	Train staff and consortium members on WIOA and AEBG data and accountability reporting requirements.	Staff and consortium members will demonstrate understanding of reporting requirements through testing participation and gathering of data for reporting purposes	1-2017 through 12-2017	Director Regional Adult Education Programs Consortium Partners
1.3	Establish Data and Accountability subcommittee of the Oversight Committee to study current data gathering practices and make recommendations for the implementation of data and accountability systems for local consortium and regional reporting	Present report to the Oversight Committee in spring 2017 on current data gathering systems and recommendations for the rollout of policies and practices related to data gathering and accountability reporting systems for future reports	3-2017 through 12-2017	Director Regional Adult Education Programs Oversight Committee

Objective: 1

Respond to the short term data reporting needs required by AB 104.

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PROJECT: ADULT EDUCATION BLOCK GRANT
ENTITY: SONOMA COUNTY CCD
FISCAL YEAR: 2015/16
ALLOCATION NUMBER: 15-328-159

**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	Under direction of Data and Accountability subcommittee, develop and implement common intake form that collects all data needed for AEBG and WIOA reporting and meets requirements for noncredit SSSP data elements	Common intake form will be vetted to involved department chairs and deans at SRJC for approval, and then will be explained to the Oversight Committee for the Sonoma County Adult Education Consortium	10-2016 through 8-2017	Data and Accountability Subcommittee D/A Coordinator
1.5	Train staff and consortium members on use of TopsPro Enterprise and CASAS testing materials..	Staff from all involved departments at SRJC and partner organizations will be familiar with and able to use TopsPro reporting and CASAS testing materials.	1-2017 through 12-2017	Data and Accountability Subcommittee D/A Coordinator
1.6	Training staff and consortium members on use of Community Pro software to be used to track student outcomes over time	Staff from all involved departments at SRJC and partner organizations will be familiar with and able to use Community Pro software.	3-2017 through 12-2017	Director Regional Adult Education Programs Consortium Partners

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ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

**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)
1.7	Meet with Office of Institutional Research and Information Systems staff to discuss compatibility of new software reporting systems with student information systems.	Plan to connect data and accountability reporting software with internal student information systems will be created	3-2017 through 12-2017	Director Regional Adult Education Programs
1.8	Participate in greater Bay Area regional planning for AEBG, WIOA and Strong Workforce grant plans and requirements	Sonoma County Adult Education Consortium will develop a document that states how the local plan fits with the larger regional plan	9-2016 through 12-2017	Director Regional Adult Education Programs D/A Coordinator
1.9	Hire Data and Accountability Coordinator for Consortium	Data and Accountability Coordinator will oversee the collection of data and ensure on time reporting for accountability purposes	May 2017 - December 2017	Director Regional Adult Education Programs

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ENTITY: SONOMA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-159

**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)
2.1	Collaborate with BACCC - larger regional bay area CTE/AE group on methods for regional data gathering and tools needed to collect data for the information system.	Director or designated participant will report to Oversight Committee and make recommendations for the implementation of tools and systems developed under the BACCC regional bay area group	9-2016 through 12-2017	Director Regional Adult Education Programs Consortium Partners
2.2	Implement CASAS testing and TopsPro reporting for College Skills department at SRJC and jail/probation ABE/ASE programs	Instructors understand their role in the assessment and reporting process. D/A Coordinator ensures that system is capturing data needed for reporting and assessments are being conducted with fidelity.	4-2017 through 12-2017	Director Regional Adult Education Programs D/A Coordinator Outreach Specialist jail and probation programs
2.3	Work with Manager of Southwest Center (largest noncredit facility in SRJC system) to ensure that intake of students includes gathering of information for AEBG and WIOA, as well as NCS SSP	Dissemination of program information and gathering of demographic and program data meets all reporting requirements	6-2016 through 12-2017	Director Regional Adult Education Programs D/A Coordinator Outreach Specialists

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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	Meet with Directors and Coordinators of north bay consortiums on a monthly basis to discuss assessment and intake processes, particularly related to data sharing through the Community Pro system	Members participate in sharing best practices in intake and assessment, and share the students information through the Community Pro software system	3-2017 through 12-2017	Director Regional Adult Education Programs
2.5	Data and Accountability Subcommittee will discuss ways to use information from the intake and assessment process to inform placement and instruction regionally	Information from intake and assessment materials will be shared regionally and will be used to inform placement and instruction practices	3-2017 through 12-2017	Director Regional Adult Education Programs Consortium Partners
2.6	Data and Accountability Coordinator will support regional data collection efforts, including establishment of common assessment and placement tools	D/A Coordinator will work with all Consortium partners in the proper data collection methodology and will ensure that Consortium partners are using common assessment and placement tools	June 2017 through December 2017	Data and Accountability Coordinator

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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.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Data and Accountability Coordinator will work with the Office of Institutional Research, as well as the Director of Regional Adult Education programs in the collection and synthesis of student success data to share with the WFDB, Consortium Partners, and other educational stakeholders.	Student Success Data is shared with WFDB, Consortium Partners and other educational stakeholders to inform program development, leverage resources to better serve students, and inform partners about student matriculation and progress towards academic/workforce goals.	June 2017 through December 2017	D/A Coordinator Director Regional Adult Education Programs Consortium Partners
3.2	Ensure that data collection tools are being used properly and that data collection is happening at the broadest level possible.	Data collection will demonstrate the inclusion of all courses and programs identified as belonging to the reporting requirements of AB104.	June 2017 through December 2017	D/A Coordinator
3.3	The Sonoma County Adlt Education Consortium will collect and share data with the larger Bay Area Regional Consortium group to be analyzed and used for future collaborations.	Data will be submitted to the Bay Area Regional Consortium to be included with the larger analysis of student success measures.	June 2017 through December 2017	D/A Coordinator Director Regional Adult Education Programs

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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)
3.4	SCAEC will utilize the Community Pro Software to gather, analyze, and share student referral and success data within Sonoma County and the greater north bay area consortium group	Data will be shared with Consortium members and north bay regional members on a quarterly basis through reports to the Oversight Committee and Directors/Coordinators from the north bay consortiums.	June 2017 through December 2017	D/A Coordinator Director Regional Adult Education Programs
3.5				
3.6				