



**AEBG**  
PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

**ADULT EDUCATION BLOCK GRANT  
REGIONAL CONSORTIUM FUNDING  
ALLOCATION AGREEMENT**

<b>Board of Governors, California Community Colleges Chancellor's Office (CCCCO)</b>	<b>Entity:</b> STATE CENTER CCD
	<b>Allocation Number:</b> 15-328-162

<b>AEBG Program Regional Consortium Funding Appropriation</b>	<b>Funding Fiscal Year:</b> 2015/16
	<b>Total Funds Allocated:</b> \$ 798,202

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**

<b>AEBG Monitor:</b> Neil Kelly (916) 324-8895 <a href="mailto:nkelly@cccco.edu">nkelly@cccco.edu</a>	<b>Agency Address:</b> 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: 15-328-162

### CONTACT PAGE

<b>Entity:</b>	STATE CENTER CCD		
<b>Address:</b>	1525 E. Weldon Avenue		
<b>City:</b>	Fresno	<b>State:</b>	CA
		<b>Zip:</b>	93704

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
<b>Name:</b>	Sherri Watkins	<b>Phone:</b>	559-324-6466
<b>Title:</b>	Executive Director	<b>Fax:</b>	559-499-6020
<b>E-mail Address:</b>	sherri.watkins@statecenter.com		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
<b>Name:</b>	Edwin Eng	<b>Phone:</b>	559-244-5910
<b>Title:</b>	Vice Chancellor, Finance and Administration	<b>Fax:</b>	559-499-6003
<b>E-mail Address:</b>	ed.eng@scccd.edu		

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: STATE CENTER CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-162

**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>798,202</b>
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	619,076
6000	CAPITAL OUTLAY	6	\$	120,000
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	<b>739,076</b>
<b>TOTAL INDIRECT COSTS:</b>		9	\$	<b>59,126</b>
<b>TOTAL COSTS:</b>		10	\$	<b>798,202</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: Sherri Watkins

Title: 559-499-6020 *executive director, scaec*

Authorized Signature: *Sherri Watkins*

Date: \_\_\_\_\_

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

Name: Edwin Eng

Title: Vice Chancellor, Finance and Administration

Authorized Signature: *E.E. Eng*

Date: 4/10/17

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PROJECT: ADULT EDUCATION BLOCK  
GRANT

ENTITY: STATE CENTER CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-162

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	798,202
1000		\$	-
		\$	-
		\$	-
		\$	-
2000		\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	-
		\$	-
		\$	-
		\$	-

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**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	798,202
		\$	-
		\$	-
		\$	-

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**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	798,202
	<b>Other Operating Expenses and Services</b>		
	95240 CASAS and TOPS Enterprise 3 year subscription for Non-WIOA members (Software Lic Agreement)	\$	44,000
	95240 ASAP for four SCAEC members 3 year subscription (Software Lic Agreement)	\$	9,300
	95530 Personnel - Consortium wide activities (Contract Labor & Other Professional Services) Executive Director 10%, Counselor 20% & Regional Coordinator 20% - SCAEC Office Oversight Data and Accountability Specialists regional support to all members Navigators/Ed Advisor - support regional efforts for consortium effectiveness	\$	356,915
	95530 Effectiveness Evaluation (Contract Services)	\$	199,861
	95310 CASAS Summer Institute Conference (3)	\$	4,000
	95310 Other Travel & Conferences	\$	2,500
<b>5000</b>	95315 Mileage	\$	1,250
	95330 Workshop & Events	\$	1,250
		\$	-
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		\$	-
		\$	-
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		\$	-
<b>6000</b>	<b>Capital Outlay</b> 96510 Equipment (new) - Consortium Office and Consortium Wide Purchases Laptops for Data and Accountability Specialists and navigators for CASAS testing, desktop upgrades for data person at member sites. SCANTRON scanner for TOPS and CASAS input. Portable hotspot for testing	\$	120,000
<b>7000</b>	<b>Other Outgo</b>		
		\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	<b>739,076</b>

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**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	
			<b>798,202</b>
	<b>TOTAL INDIRECT COSTS - ENTER AMOUNT:</b>	\$	<b>59,126</b>
	<b>TOTAL COSTS:</b>	\$	<b>798,202</b>

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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)
1.1	Members will participate in a coordinated software application adoption through the [individual OR consortium] purchase and implemented use of TOPSPRO Enterprise, which will allow members to collect and report both AEBG data.	Members will demonstrate reportable and consistent data	February/March 2017	All Members except Fresno ROP and Valley ROP SCAEC Office assit
1.2	Members will collect and report AEBG performance outcome data.	Members will report performance data in compliance with AEBG performance data timelines.	First Report Due April 2017	All Members except Fresno ROP and Valley ROP
1.3	Hire Data and Accountability Specialits	Assist members with TOPs Enterprise and CASAS testing	February/March 2017	SCAEC Office



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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Professional Development for data collection software applications will be provided to staff which will include in-person training, online training, and participation in conferences to enhance staff capacity with software applications, data collection protocols, data and records storage, and data interpretation.	Increased alignment between staff practices and data collection plans. Improved data collection practices. Increased data accuracy and record keeping.	March 2017 - ongoing	Data & Accountability Specialists SCAEC Office
1.5	Provide technical assistance to support data collection and reporting.	Expanded capacity across consortium for AEBG data and accountability, while increasing consistency, accuracy and efficiency in data collection to support consortium data report.	March 2017 - ongoing	Data & Accountability Specialists SCAEC Office
1.6	Purchase attendance software licenses for K-12 adult schools and one county jail program.	Common and consistent data and reporting	March 2017	SCEAC Office - Chawanakee, Golden Valley, Sierra and Fresno County Jail Program

Objective: 1

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**

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

Objective: 1

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: 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	Create an assessment crosswalk between the intake assessments used by Adult Schools and the Colleges.	The primary outcome will be professional development for the various assessments used by members who provide services to adults.	September 2017	Assessment Team - ABE, ESL and CTE Workarounds
2.2	Provide data and accountability professional development to support data managers, instructors, and administrators. Hire data and accountability specialists to coordinate efforts.	Establishment of a regional D&A workgroup. Shared knowledge base among membership to foster regional and local system integration. Increased consistency, accuracy and efficiency in data collection to meet AEBG data reporting requirements.	March 2017 - August 2017	Data and Accountability Specialists Data and Accountability Workgroup
2.3	Purchase TOPSpro Enterprise software for non-WIOA members and staff.	Consortium-wide access to a shared data system for AEBG data collection and reporting that is aligned to WIOA Title II.	March 2017	All Members except Fresno ROP and Valley ROP

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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 CASAS testing materials for ABE/ASE and ESL for non-WIOA K-12 members.	Consortium-wide access to common assessment tools across K-12 membership for two AEBG program areas.	March 2017	All Members except Fresno ROP and Valley ROP
2.5	Build Member capacity through professional development and technology upgrades for data collection and reporting.	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	May 2017	All members as needed SCAEC Office Staff
2.6	Build member capacity through staff expansion, professional development, and technology upgrades for data collection and reporting. (Staffing: e.g., Navigators/Ed advisors, data and accountability specialists, to support case management tasks- intake, performance outcomes/student exit, student tracking, and update student records and work with regional workforce boards.	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	March 2017	SCAEC Office Staff

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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	Attend CASAS Summer Institute 2017	Train and improve data collection and reporting processes with increased data and integrity across region.	June 2017	SCAEC Staff & Data and Accountability Specialists
2.8	Members will evaluate data sharing systems to enhance regional effectiveness.	Demonstrate regional effectiveness of collaborative efforts		
2.9	Update computers and printers for data managers as needed	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	May 2017	Site administrator

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Evaluation of pilot and possible purchase of data sharing system to enhance regional effectiveness.	Demonstrate the effectiveness of our collaborative efforts and highlight our consortium work.	June 2017	Selma Adult, Madera Adult, Central Adult, SCCCD, SCAEC Office, and Fresno Workforce Development
3.2	Members will continually evaluate assessment activities and performance outcomes.	Demonstrate adjustments and modifications relative to performance outcomes.	Ongoing	All members and SCAEC Office
3.3	Members will participate in regional and statewide events that offer information, training, or resources on statewide efforts to create or implement a broader statewide adult education accountability system.	Ongoing Professional Development to implement best practices for data and accountability.	Ongoing	All members and SCAEC Office

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.

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Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Consortium Members and Workforce Development will explore the alignment of online curriculum across the consortium.	All members will purchase the same online curriculum for ABE, HSE, HSD and ESL to bolster performance accountability and program evaluation efforts through a robust system of student academic performance tracking.	July 2017	Curriculum Alignment team.
3.5	Adult School members will work on alignment of curriculum across the consortium.	All members will bolster performance accountability and program evaluation efforts through a robust system of student academic performance tracking.	August 2017	Facilitator, adult school faculty in specific program area
3.6				

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.

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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.



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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Participate in the design of a common referral in collaboration with Madera and Fresno County Workforce Development Board.	A common referral form will be created.	December 2017	WDB, SCAEC Members
4.2	Members who are participating in the Community Pro pilot will work with the Madera and Fresno County Workforce Development Boards to develop protocol for student referrals and collaboration	Jointly developed collaboration with members to show regional effectiveness	March/April 2017	Workforce Development Boards, Community Pro Representative Pilot participants, SCAEC Office
4.3				

Objective: 4  
Align efforts under the WIOA.

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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				
4.5				
4.6				

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

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

Objective: 4

Align efforts under the WIOA.