



**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> <u>VENTURA COUNTY CCD</u>  <b>Allocation Number:</b> <u>15-328-163</u>
<b>AEBG Program Regional Consortium Funding Appropriation</b>	<b>Funding Fiscal Year:</b> <u>2015/16</u>  <b>Total Funds Allocated:</b> <u>\$ 485,170</u>
<p>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.</p> <p>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.</p> <p>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.</p>	
<b>STATE OF CALIFORNIA-CCCCO</b>	
<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

Updated 12/5/2016

PROJECT: ADULT EDUCATION BLOCK GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-163

**CONTACT PAGE**

Entity:	VENTURA COUNTY CCD		
Address:	_____		
City:	_____	State:	_____ Zip: _____

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Mike Sanders	Phone:	(805) 497-2761
Title:	Ventura County Adult Education Consortium Chairperson	Fax:	_____
E-mail Address:	mikesanders@conejoadulted.org		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: VENTURA COUNTY CCD

FISCAL YEAR: 2015/16

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**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$ 485,170	
1000		\$ -	
		\$ -	
		\$ -	
		\$ -	
2000		\$ -	
		\$ -	
		\$ -	
		\$ -	
3000	Employee Benefits	\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
4000	Supplies and Materials CASAS / TOPSPro Enterprise	\$ 9,330	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
5000	Other Operating Expenses and Services Smartsheet (50 users, 25 per mo) Needs Assessment and System Design Data Integration / Case Management System Development and Implementation Staff Training and Professional Development	\$ 15,000	
		\$ 93,516	
		\$ 254,622	
		\$ 37,036	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
6000	Capital Outlay	\$ -	
7000	Other Outgo * Administrative Support for Data Entry and Reporting (\$75,667)	\$ 75,667	
<b>TOTAL DIRECT COSTS:</b>		<b>\$ 485,170</b>	
<b>TOTAL INDIRECT COSTS - ENTER AMOUNT:</b>			
<b>TOTAL COSTS:</b>		<b>\$ 485,170</b>	

**THIS FORM MAY NOT BE REPLICATED**

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**ENTITY: VENTURA COUNTY CCD**

**FISCAL YEAR: 2015/16**

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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
			\$ 485,170
1000	INSTRUCTIONAL SALARIES	1	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 9,330
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 400,173
6000	CAPITAL OUTLAY	6	\$ 0
7000	OTHER OUTGO	7	\$ 75,667
<b>TOTAL DIRECT COSTS:</b>		<b>8</b>	<b>\$ 485,170</b>
<b>TOTAL INDIRECT COSTS:</b>		<b>9</b>	
<b>TOTAL COSTS:</b>		<b>10</b>	<b>\$ 485,170</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:** Mike Sanders **Title:** Ventura County Adult Education Consortium Chairperson

**Authorized Signature:**  **Date:** 2017-02-20

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

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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ENTITY: VENTURA COUNTY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-163

**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	Purchase CASAS / TOPSPro Licenses for non-WIOA agencies	* The Consortium is in compliance with state requirements	Aug 16 - Jan 2017	Consortium Leadership
1.2	Establish Consortium Data Leads	* Consortium Agencies have local point(s) of contact for issues related to data collection and reporting requirements, as well as professional development and support	Feb - Apr 2017	Consortium Leadership
1.3	Develop and implement common definitions and reporting procedures across Consortium agencies	* Operational definitions / procedures are in alignment with state reporting requirements	Mar - May 2017	Research Analyst Data Leads Data and Accountability Working Group
1.4	Conduct Professional Development Related to Data Systems and State Reporting Requirements	* Administrative staff implement procedures with confidence and fidelity to established procedures	Apr - Jun 2017	Data Leads Data and Accountability Working Group
1.5	Provide Administrative Support for Data Entry and Reporting	* Administrative burden on individual staff members is minimized and quality and consistency of data are improved	Jun - Aug 2016 Feb - Mar 2017 May - Jun 2017	Administrative Staff

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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	Implement CASAS pre- and post-testing for ABE / ASE and ESL program areas for all member agencies	* Baseline data related to skills gaps among AEBG students are obtained	Jan - Jul 2017	Consortium Leadership Data Leads Data and Accountability Working Group
2.2	Develop and implement common intake and and referral forms and procedures for AEBG Programs	* Pilot program based on systems currently in place at Simi Valley and VACE * Procedures are in alignment across agencies and programs	Jan - Sep 2017	Consortium Leadership Employment / Transition Specialist(s)
2.3	Research and identify case management systems to be leveraged across Consortium agencies	* Greater integration and consistency among Consortium members regarding referral and placement of students	Mar - Jul 2017	Research Analyst(s) Transitions Specialists Transitions Working Group / Working Group Leads
2.4	Crosswalk assessment and placement measures in use at VCAEC member agencies and develop Consortium policy recommendations	* Inventory of assessments measures (cut scores and uses) have been identified and documented, and may be leveraged for identifying opportunities for alignment and articulation	Mar - Jul 2017	Research Analyst(s) Transitions Specialists Transitions Working Group / Working Group Leads
2.5	Conduct Professional Development on placement and referral procedures	* Administrative staff implement procedures with confidence and fidelity to established procedures	Apr - Jun 2017	Data Leads Data and Accountability Working Group

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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	Conduct needs assessment and requirements gathering	* Scope, goals / outcomes for Consortium are established and documented * System specifications and functional requirements are identified	Jan - May 2017	Systems Analyst Data & Accountability Working Group Consortium Leadership
3.2	Evaluate regional / super-regional initiatives and similar systems for applicability and fit, and identify data system solutions	* Identified data system(s) and initiatives meet state and Consortium functional and operational requirements * Plans for working with sister agencies and sharing resources to foster student success are developed	May - Aug 2017	Systems Analyst Data & Accountability Working Group Consortium Leadership
3.3	Select and implement data system solution to better support consortium decision-making and student transitions	* Integrated data system aligned with state reporting and Consortium functional / operational requirements * Enhanced visibility regarding student transition and placement, as well as career pathways among Consortium agencies	Aug 2017 - Feb 2018	Systems Analyst Data & Accountability Working Group Consortium Leadership