



**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:** VICTOR VALLEY CCD

**Allocation Number:** 15-328-164

**AEBG Program Regional  
 Consortium Funding  
 Appropriation**

**Funding Fiscal Year:** 2015/16

**Total Funds Allocated:** \$ 234,297

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](mailto:nkelly@cccco.edu)

**Agency Address:**

1102 Q Street, Suite 4400  
 Sacramento, CA 95811-6539

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK  
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-164

### CONTACT PAGE

Entity:	VICTOR VALLEY CCD		
Address:	18422 Bear Valley Road		
City:	Victorville	State:	CA Zip: 92395

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Martha Mendez	Phone:	(760) 245-4271 ext. 2685
Title:	Project Manager, Special Grants and Contracts	Fax:	
E-mail Address:	martha.mendez@vvc.edu		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	Roger Wagner	Phone:	(760)245-4271
Title:	Superintendent President	Fax:	
E-mail Address:	roger.wagner@vvc.edu		

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PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: VICTOR VALLEY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-164

### 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	
			\$	
			\$	234,297
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	30,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	193,140
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	223,140
TOTAL INDIRECT COSTS:		9	\$	11,157
TOTAL COSTS:		10	\$	234,297

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.

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**Project Director:**

Name: Martha Mendez

Title: Project Manager, Grants & Contracts

Authorized Signature: 

Date: 2/14/17

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

Name: Roger Wagner

Title: Superintendent President

Authorized Signature: 

Date: 2/16/2017

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PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: VICTOR VALLEY CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-164

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	234,297
1000		\$	-
		\$	-
		\$	-
		\$	-
2000		\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials Technology: upgrades and mobile units needed for CASAS Assessments and implementation	\$	30,000
		\$	-
		\$	-
		\$	-



**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	Adult schools will participate in a coordinated software application adoption through the purchase and implemented use of TOPSPro Enterprise, which will allow adult schools to collect and report both AEBG data and WIOA Title II AEFLA data.	Adult schools will demonstrate reportable data	June 2016- Dec 2017	Project Manager Members
1.2	Members will collect and report AEBG performance outcome data.	Members will report performance data in compliance with AEBG performance data timelines.	June 2016- Dec 2017	Members
				Project Manager
1.3	Previous unaccounted for service delivery to eligible adults through Community College programs which receive AEBG funds will be identified and tracked. The goal is to track all AEBG eligible service provided at the Community College	Data collection on services rendered to eligible adults.	June 2016- Dec 2017	Project Manager Members Transitional Counselor
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.	June 2016- Dec 2017	Project Manager Members
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.	June 2016- Dec 2017	Project Manager Members

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

<b>Objective:</b> <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	Create an assessment crosswalk between the intake assessments used by Adult Schools and the College.	The primary outcome will be professional development for the various assessments used by members who provide services to adults.	June 2016- Dec 2017	Members Project Manager Transitional Counselor
2.2	Ongoing Data and Accountability meetings to address ongoing issues and information on regional and state-wide initiatives.	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.	June 2016- Dec 2017	Members Project Manager
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.	June 2016- Dec 2017	Members Project Manager
2.4	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.	Consortium-wide access to common assessment tools across K-12 membership for two AEBG program areas.	June 2016- Dec 2017	Members Project Manager
2.5	Build Member capacity through professional development and technology upgrades for data collection and reporting. Professional Development: minimum of one representative from each member will attend CASAS Summer Institute 2017.	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	June 2017	Members Project Manager
2.6	Build member capacity through staff expansion, professional development, and technology upgrades for data collection and reporting. (Staffing: e.g., transition specialist, data managers, counselors, etc. to support case management tasks- intake, performance outcomes/student exit, student tracking, and update student records; and Technology: option to update computers and printers for data managers).	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	June 2016- Dec 2017	Members Project Manager

2.7 Purchase supplemental Licenses (ie Odysseyware, Aztec, Burlington or other HSD/HSE software) needed due to increased student enrollment.	Improved capacity to address the increasing student population for high school completion	June 2016- Dec 2017	Members Project Manager
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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	Members will engage in data sharing MOUs for students transferring between programs.	MOUs between all Members.	June 2016- Dec 2017	Members Project Manager
3.2	Members will continually evaluate assessment activities and performance outcomes.	Demonstrate adjustments and modifications relative to performance outcomes.	June 2016- Dec 2017	Members Project Manager
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.	June 2016- Dec 2017	Members Project Manager
3.4	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.	Consortium-wide awareness of data system options for an integrated data system that is aligned to workforce and education performance accountability systems.	June 2016- Dec 2017	All members Project Manager
3.5	Consortium Members will discuss the alignment of online curriculum across the consortium.	All members will discuss how the regional might align 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.	June 2016- Dec 2017	Members Project Manager

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

Objective: 4  
Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Members will participate in the design of a common referral form in collaboration with San Bernardino County Workforce Development Board. This referral form will serve to standardize, in part, the referral of adults within the San Bernardino County Workforce Development Area.	A common referral form will be created	June 2016- Dec 2017	Members Project Manager
4.2	Members who participate in WIOA Title II AEFLA will jointly develop annual WIOA assessment policies.	Jointly developed WIOA assessment policies	June 2016- Dec 2017	Members Project Manager
4.3	Non-WIOA members will align their data collection processes and procedures with WIOA funded agencies to better streamline data collection with the goal of receiving WIOA funds in future.	All members, regardless of WIOA funding status, will use the same assessments and data management platforms.	June 2016- Dec 2017	Members Project Manager