





Agenda

- 18-19 AEBG Allocation Process
- CFAD Timeline
- Allocation Options
- CFAD Deliverables
- CFAD Amendments
- NOVA AEBG Step by Step screen shots
- NOVA tips for beginners
- NOVA AEBG expense reporting & due dates
- Open Discussion



18-19 AEBG Allocation Process

- January Governor's Budget is Released
- February AEBG Preliminary Allocation are released at the consortium level (includes COLA)
- March-April consortium members have public meetings (Brown Act) to discuss 18-19 allocation of funds.
- May 2 CFADs are due in NOVA.
- June Legislative approval
- July 1 Governor signs
- August schedules are send to State Controllers for disbursement



CFAD Timeline

- Review preliminary allocation amounts for 18-19 (totals).
- Set up public meetings for discussion of allocating funds.
- Get on the agenda for any local board approval.
- Give yourself plenty of time for members to certify the CFAD in NOVA.
- Get this all done by May 2, 2018.
- Failure to have CFAD certified by May 2, 2018 will force the state to use prior year allocation percentages.



Allocation Options

Allocations options for the COLA:

- i. Across the board increase for all members.
- ii. Allocation based on need in the community.
- iii. Help fund new members.
- iv. Reflect member carry over from prior year.
- v. Factor in any member reductions.
- vi. Help fund next year projects that need resources.

All options are acceptable – as long as it has 100% agreement by the consortium membership.



CFAD Deliverables

- Creation of the CFAD showing the 2018-19 distribution of funds to each member of the consortium.
- A narrative justifying how the planned allocations are consistent with the extended three-year plan.
- Certification by each member of the CFAD information in NOVA.
- Designation by the consortium of the fiscal structure for 2018-19 - fiscal agent or directfunded.



CFAD Amendments

- Should be called allocation amendments as the CFAD is only used for the beginning of each fiscal year to allocate funds.
- Consortia may adjust and amend allocations throughout the program year.
- Keep in mind direct funded members must beware of cash flow issues during the 11 month state disbursement process (if they choose to make allocation amendments during this time).





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ADULT EDUCATION BLOCK GRANT

Consortia & Member Agencies

NAME FILTER

FUNDING CHANNEL FILTER

YEAR FILTER

CFAD STATUS FILTER

Ex: "Name of Consortium or Member Agency"

Select Funding Channel Filter

T

2018-19 (Current Year)

*

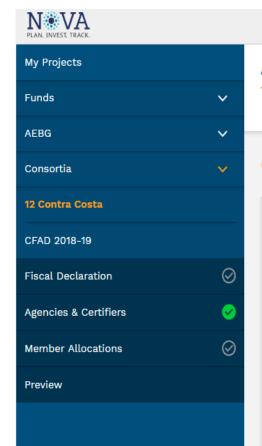
Select CFAD Status Filter

T

? Nicole Alexander (1)

NAME	FUNDING CHANNEL	YEAR	CFAD STATUS
01 Allan Hancock Community College Consortium	Direct Funded	2018-19	Draft
02 Antelope Valley Regional Adult Education Consortium	Fiscal Agent	2018-19	Draft
03 Barstow Area Consortium for Adult Education	Fiscal Agent	2018-19	Draft
04 Butte-Glenn Adult Education Consortium	Fiscal Agent	2018-19	Draft
05 Greater Opportunity Through Adult Learning	Direct Funded	2018-19	Draft
06 Partnership for Adult Academic and Career Education	Direct Funded	2018-19	Draft
07 Chabot-Las Positas/Mid-Alameda County Consortium	Direct Funded	2018-19	Draft
08 West End Corridor/Chaffey Regional AE Consortium	Fiscal Agent	2018-19	Draft
09 Citrus College Adult Education Consortium	Fiscal Agent	2018-19	Draft
10 Coast Adult Education Consortium	Direct Funded	2018-19	Draft
11 Tri City Adult Education Consortium	Fiscal Agent	2018-19	Draft
12 Contra Costa Adult Education Consortium	Fiscal Agent	2018-19	Draft
13 Morongo Basin AEBG Consortium (Copper Mountain)	Fiscal Agent	2018-19	Draft
14 Desert Regional Consortium	Direct Funded	2018-19	Draft
15 South Bay Adult Education Consortium (El Camino)	Direct Funded	2018-19	Draft
16 OnRamp to Employment, Plumas County Adult Education	Fiscal Agent	2018-19	Draft





ADULT EDUCATION BLOCK GRANT 2018-19

12 Contra Costa Adult Education Consortium

Consortium Documents & Contacts

Consortium Information 🖍

CONSORTIUM NAME:

12 Contra Costa Adult Education Consortium

CONSORTIUM SHORT NAME:

12 Contra Costa

ADDRESS:

c/o Mt. Diablo Adult Ed. 1266 San Carlos Avenue | Concord, CA | 94518

WEBSITE:

cccaec.org

FUNDING CHANNEL:

Fiscal Agent

AEBG FUNDS 2018-19:

\$14,642,327

AEBG FUNDS 2017-18:

\$14,065,636

AEBG FUNDS 2016-17:

\$14,065,636

+ UPLOAD LOGO

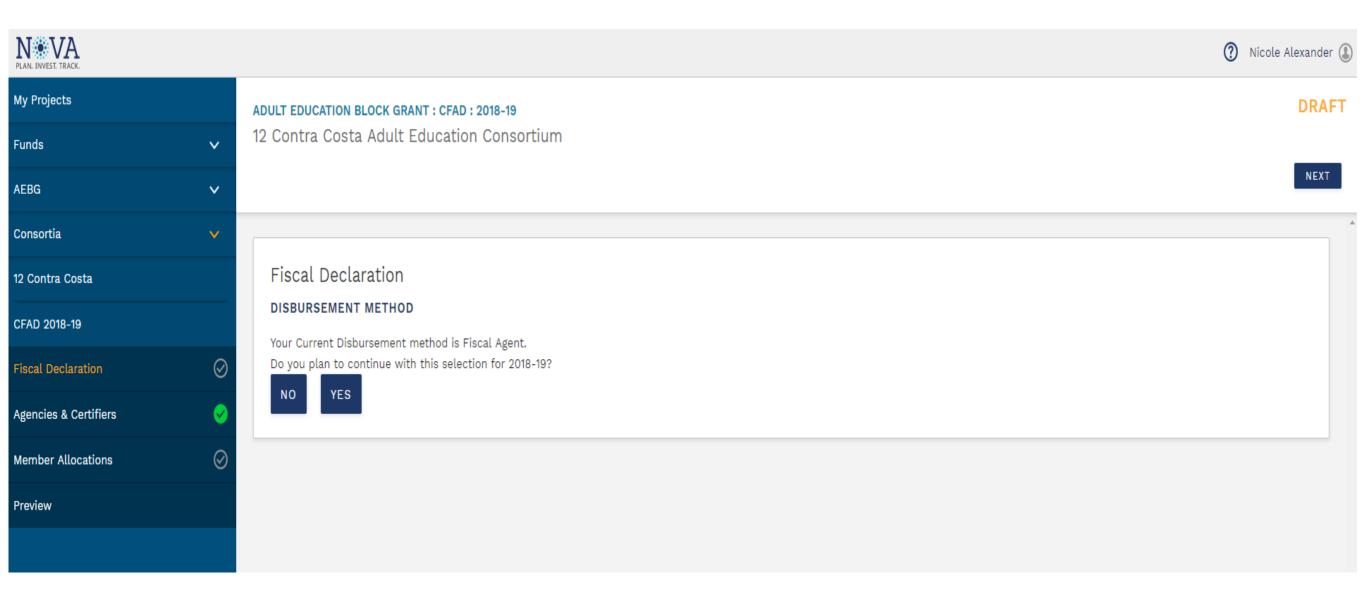
Documents

Document Title	Version	Fund Year	Uploaded
Annual Plan	Original	2017-18	-

? Nicole Alexander (1)

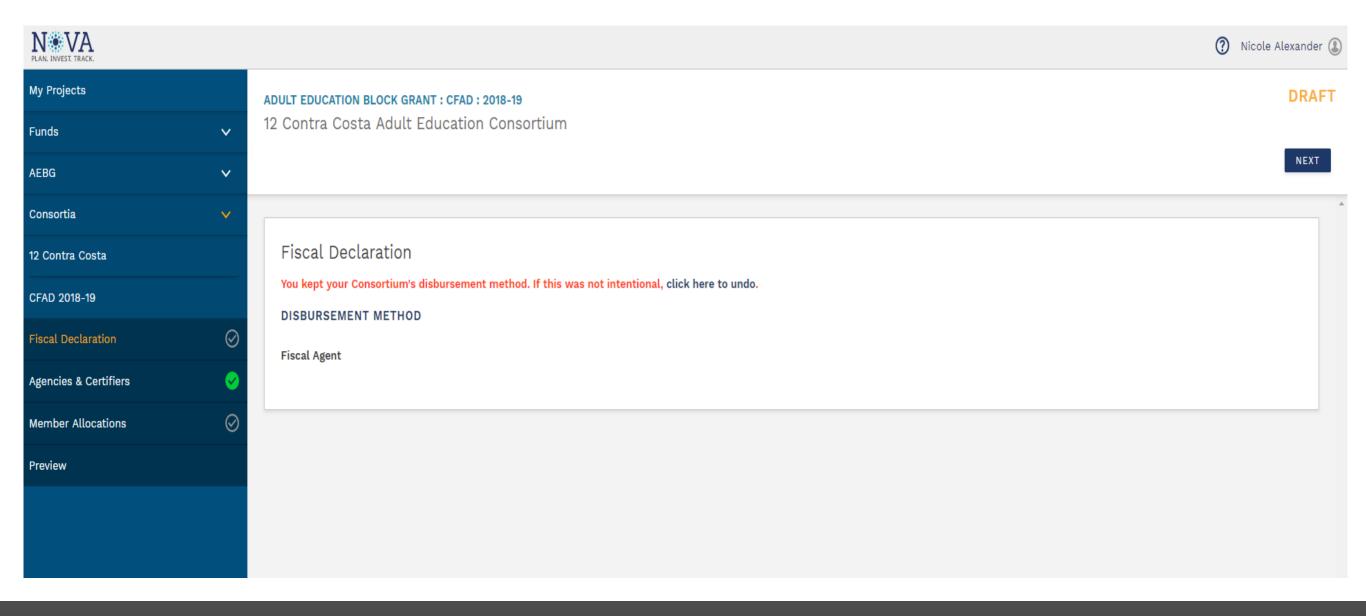


Fiscal Declaration Section



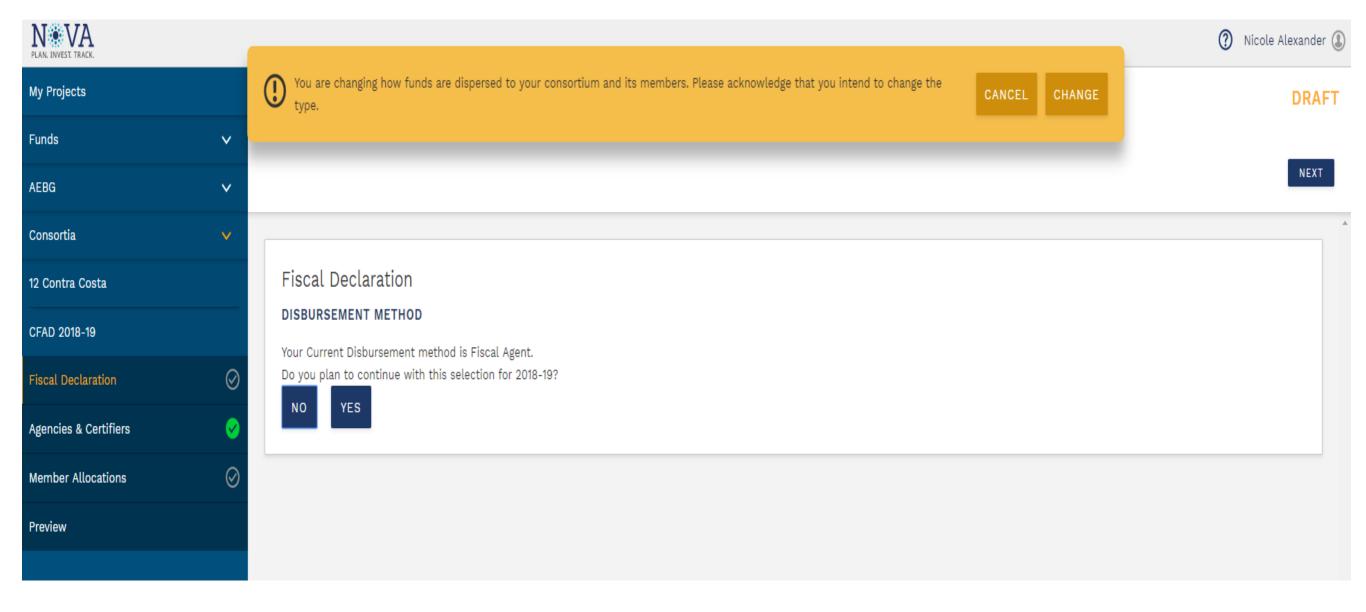


Selecting Yes for Fiscal Declaration (continues with current disbursement method)



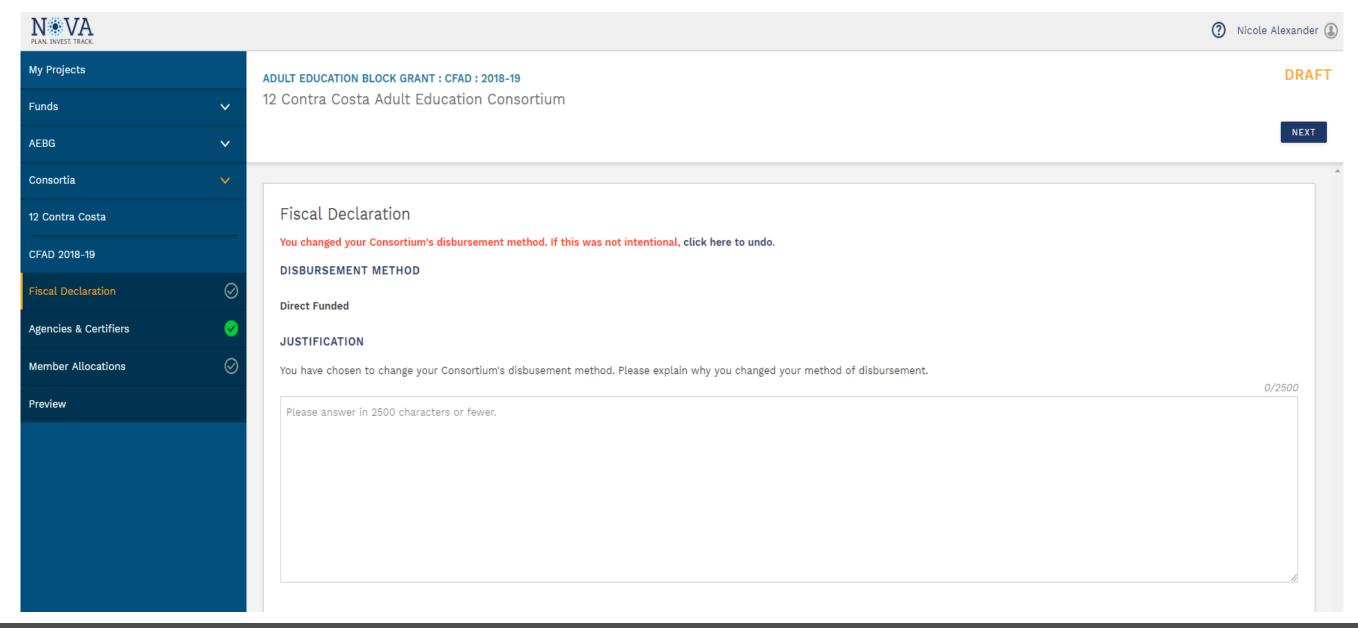


Selecting No for Fiscal Declaration (changes disbursement method)



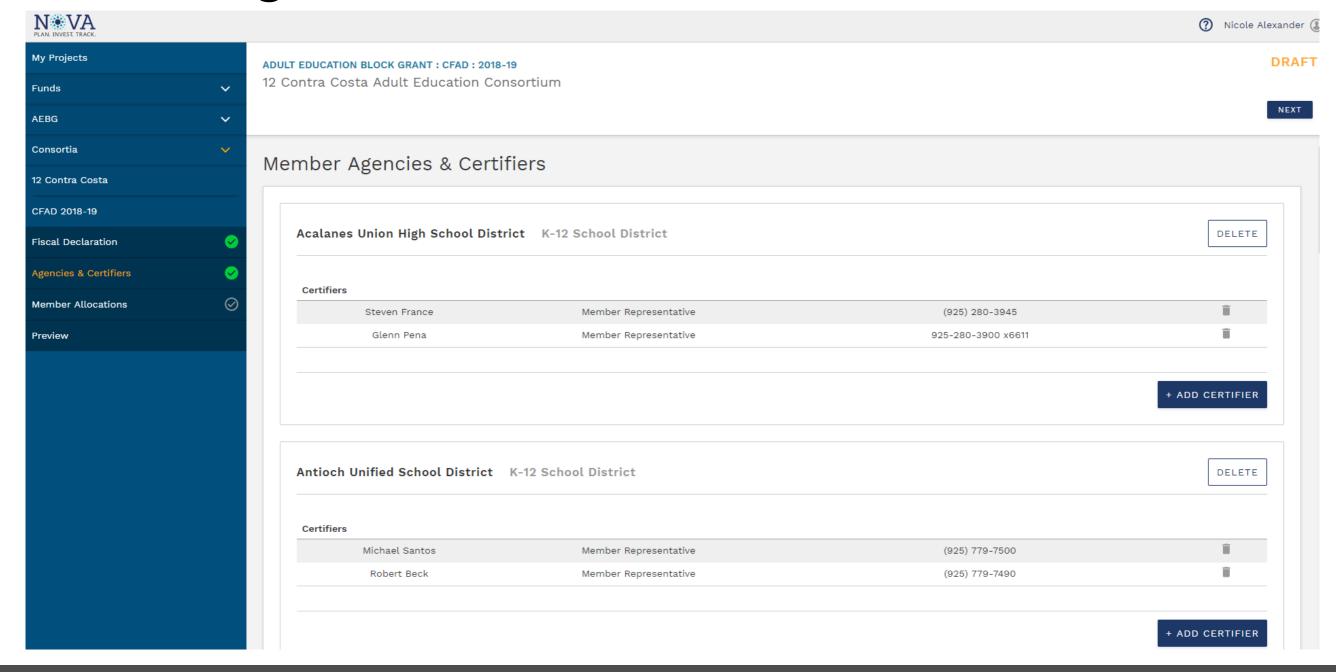


Selecting No for Fiscal Declaration (changes disbursement method)





Agencies and Certifiers Section





Adding and Removing Certifiers

Acalanes Union High School District K-12 School District

Certifiers

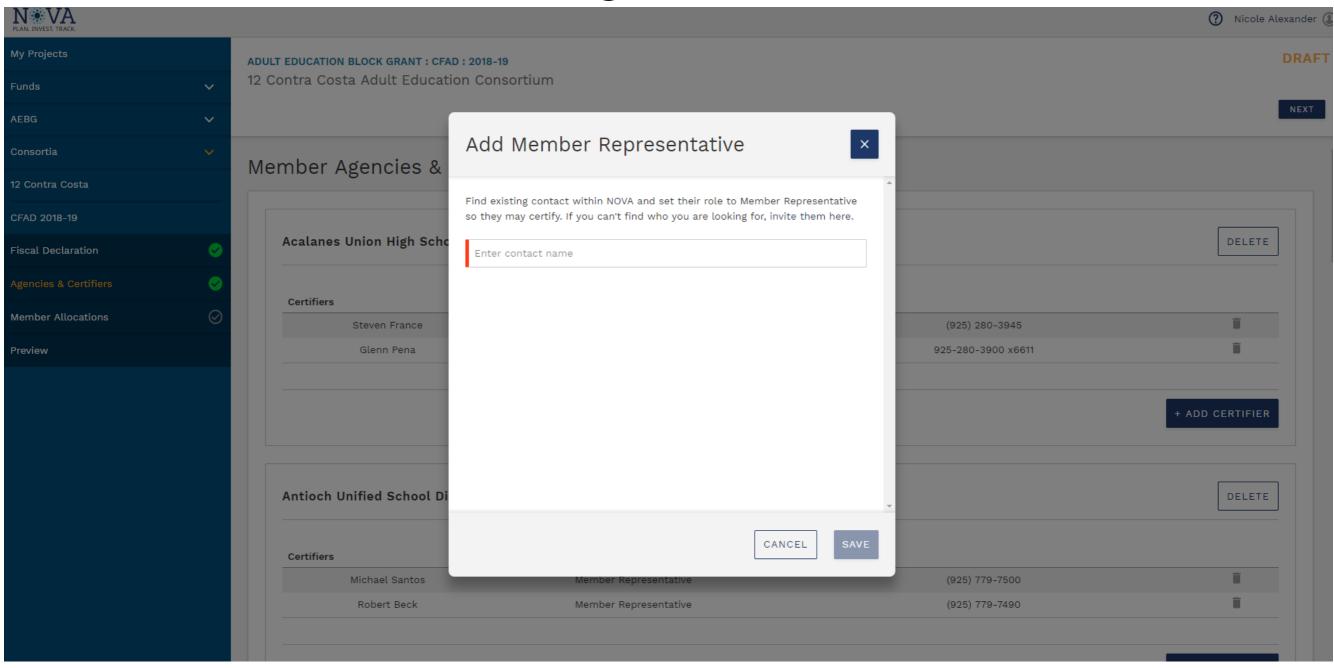
Steven France Member Representative (925) 280-3945

Glenn Pena Member Representative 925-280-3900 x6611



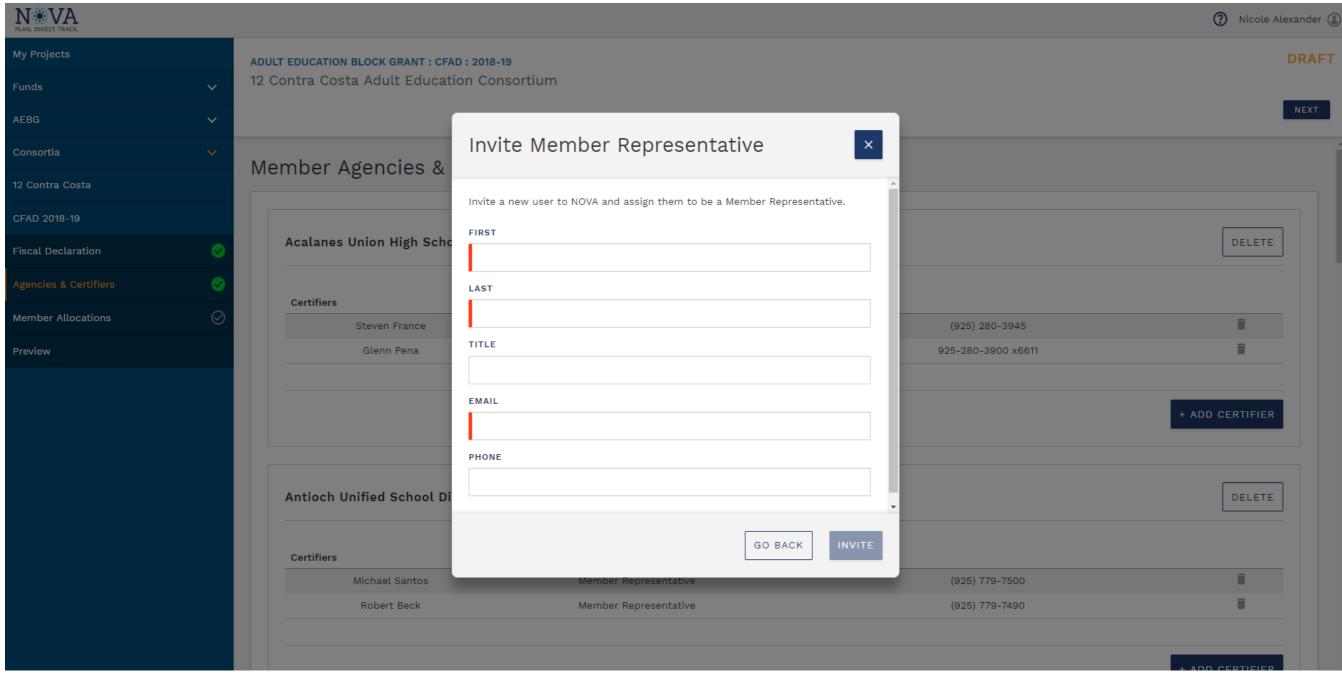


Adding Certifiers

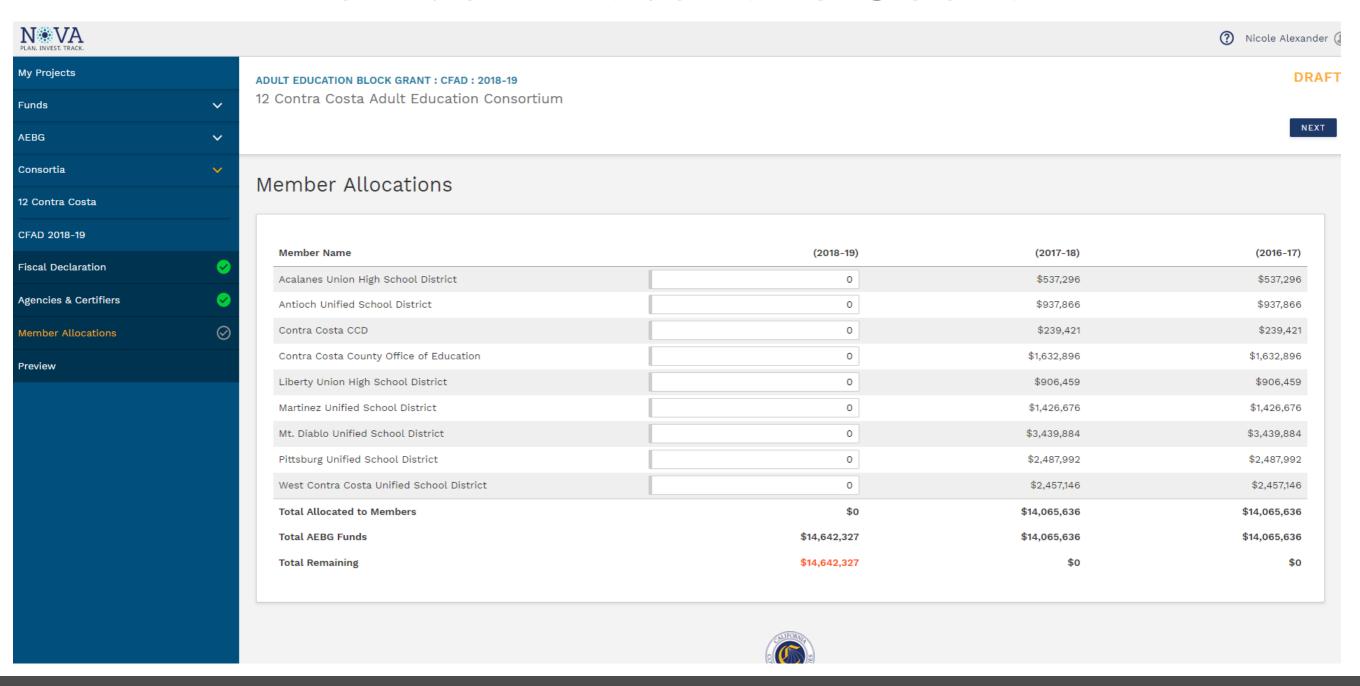




Adding Certifiers









Member Allocations

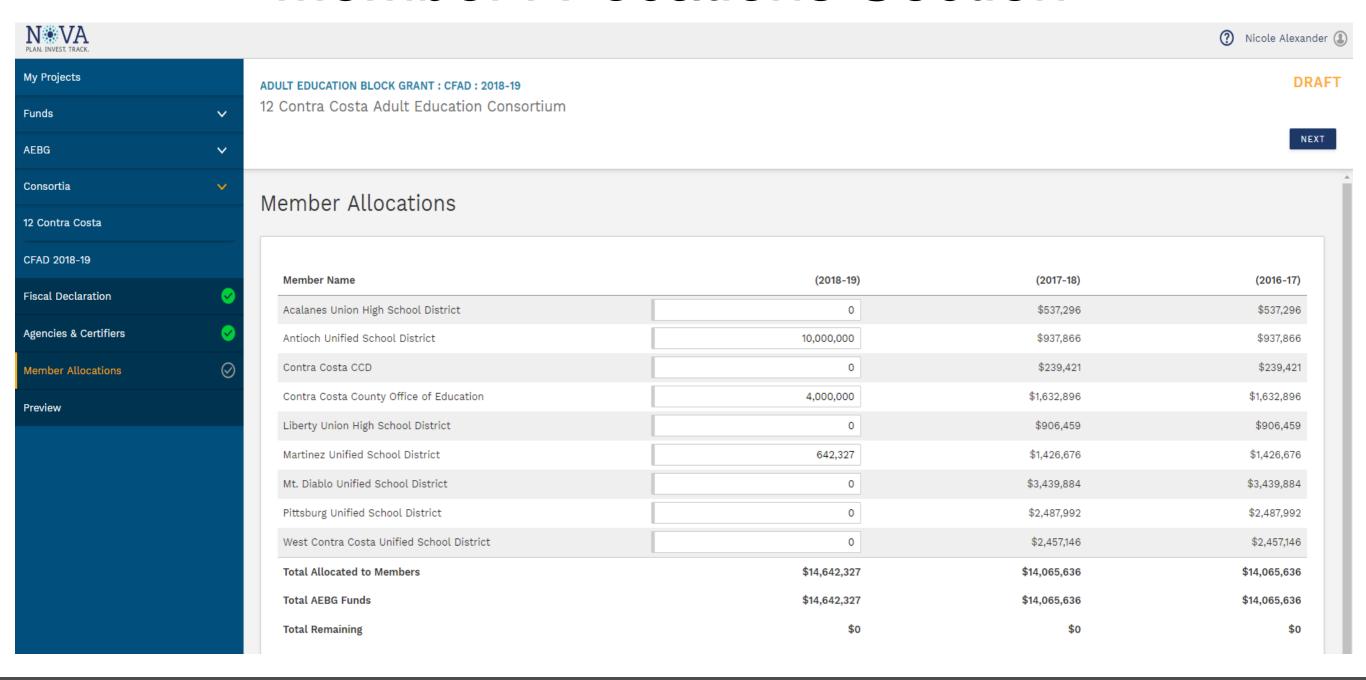
Member Name	(2018-19)	(2017-18)	(2016-17
Coast CCD	1,000,000	\$1,516,630	\$1,516,63
Coastline Regional Occupational Program	4,000,000	\$0	\$
Garden Grove Unified School District	2,000,000	\$213,158	\$213,15
Huntington Beach Union High School District	300,000	\$5,343,771	\$5,343,77
Newport-Mesa Unified School District	60,000	\$0	\$
Orange County Department of Education	\$	\$0	\$
Total Allocated to Members	\$7,360,000	\$7,073,559	\$7,073,55
Total AEBG Funds	\$7,363,575	\$7,073,559	\$7,073,55
Total Remaining	\$3,575	\$0	\$



Member Allocations

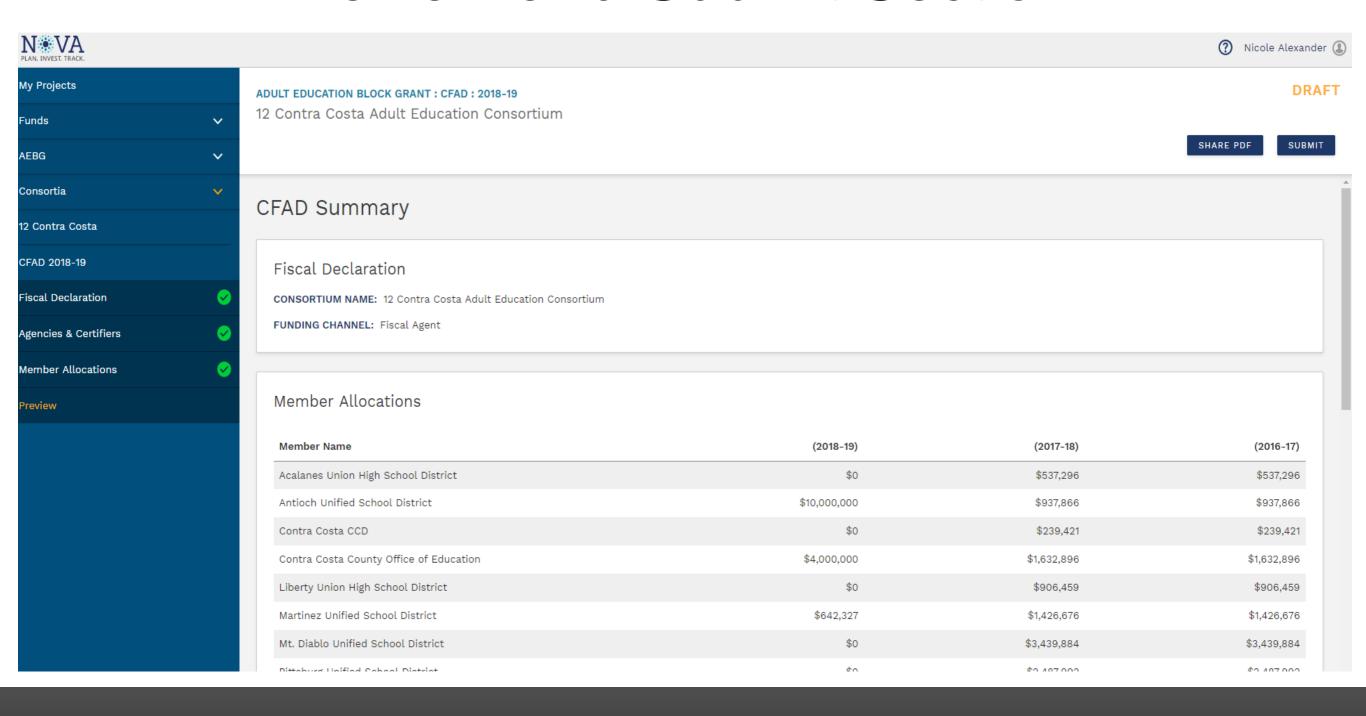
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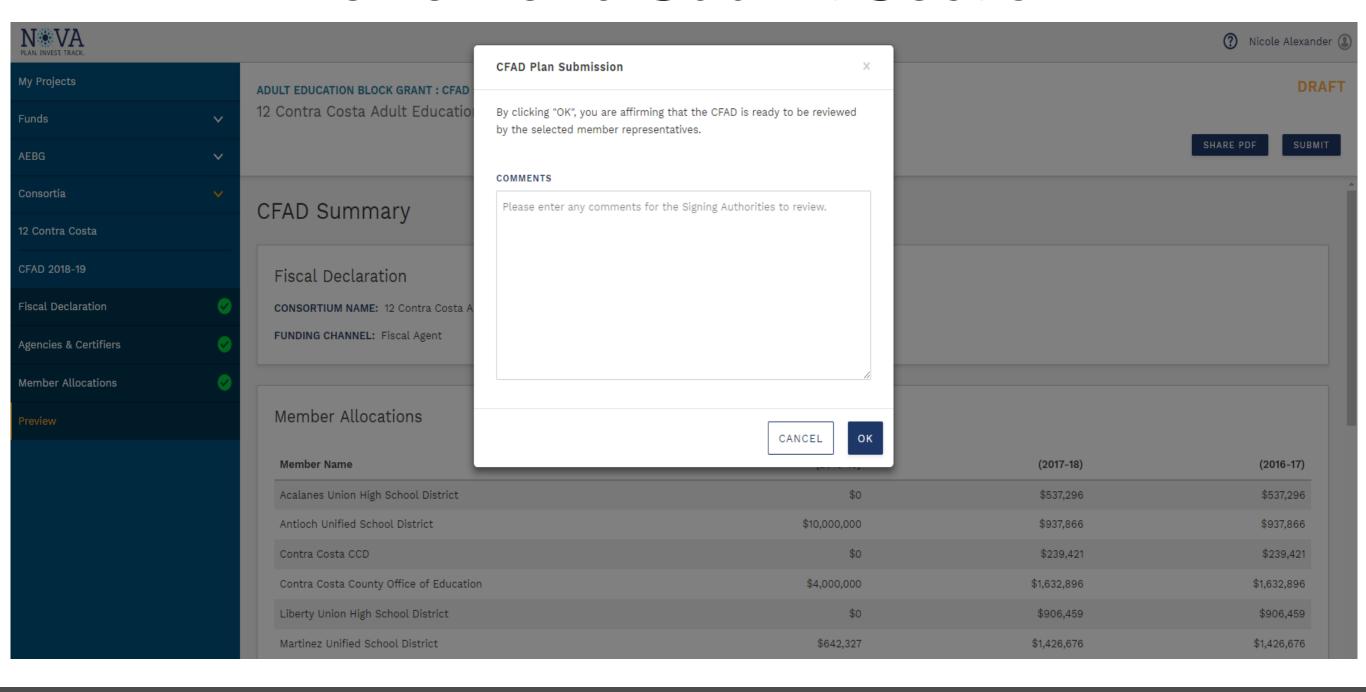


Preview and Submit Section



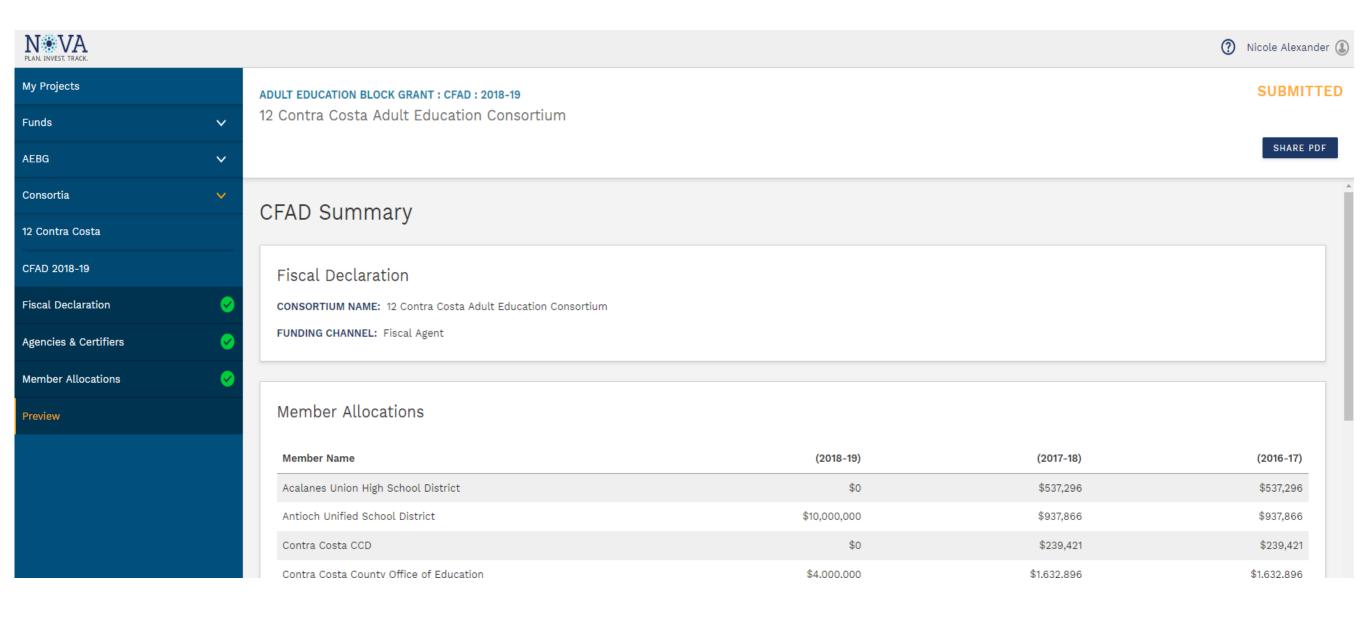


Preview and Submit Section





Preview and Submit Section







Nicole Alexander,

This message is to notify you that the 2018-19 CFAD for West End Corridor/Chaffey Regional AE Consortium has been submitted for approval.

As a Member Representative of Chaffey CCD, you will need to review the CFAD and 'Approve' or 'Reject'.

Click here to access the CFAD.

Sender Comments:

Hey Nicole, lets approve this test.



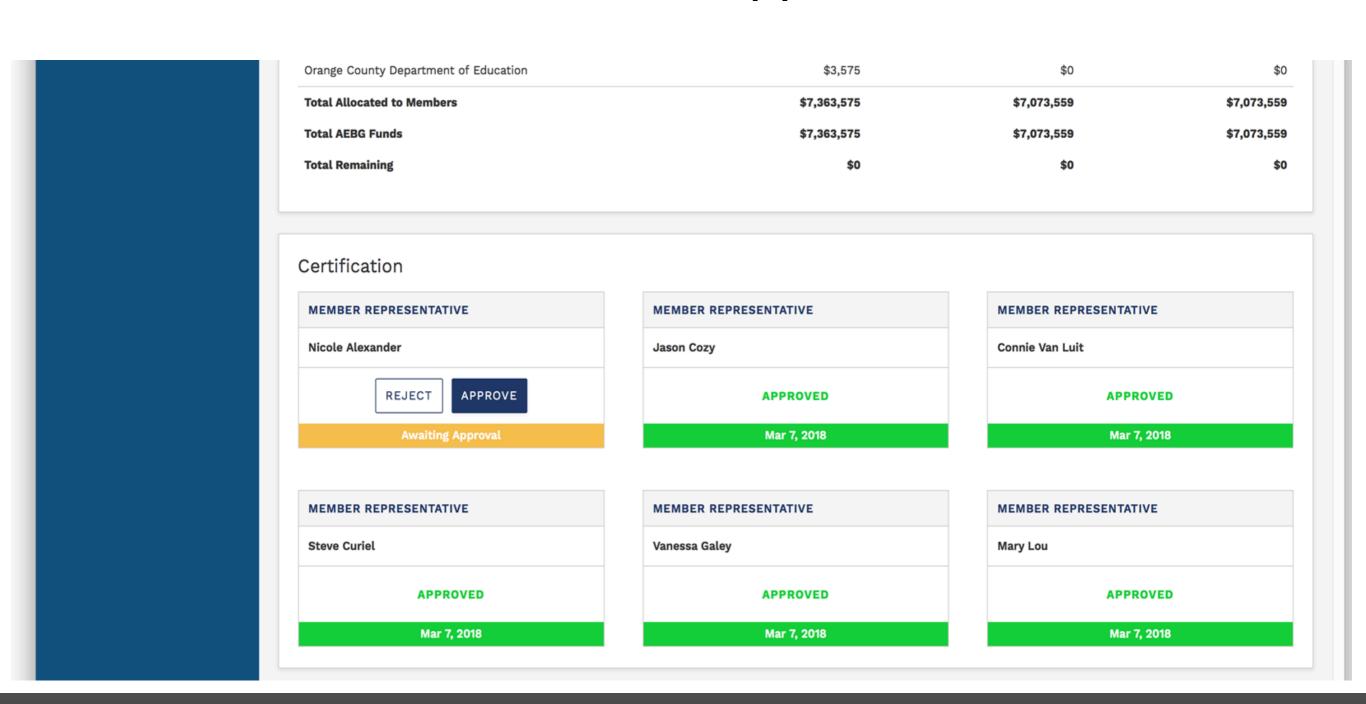
California Community Colleges Chancellor's Office

1102 Q Street, Suite 4550, Sacramento, CA 95811 | 916.445.8752

For any questions or comments please contact the Nova Helpdesk

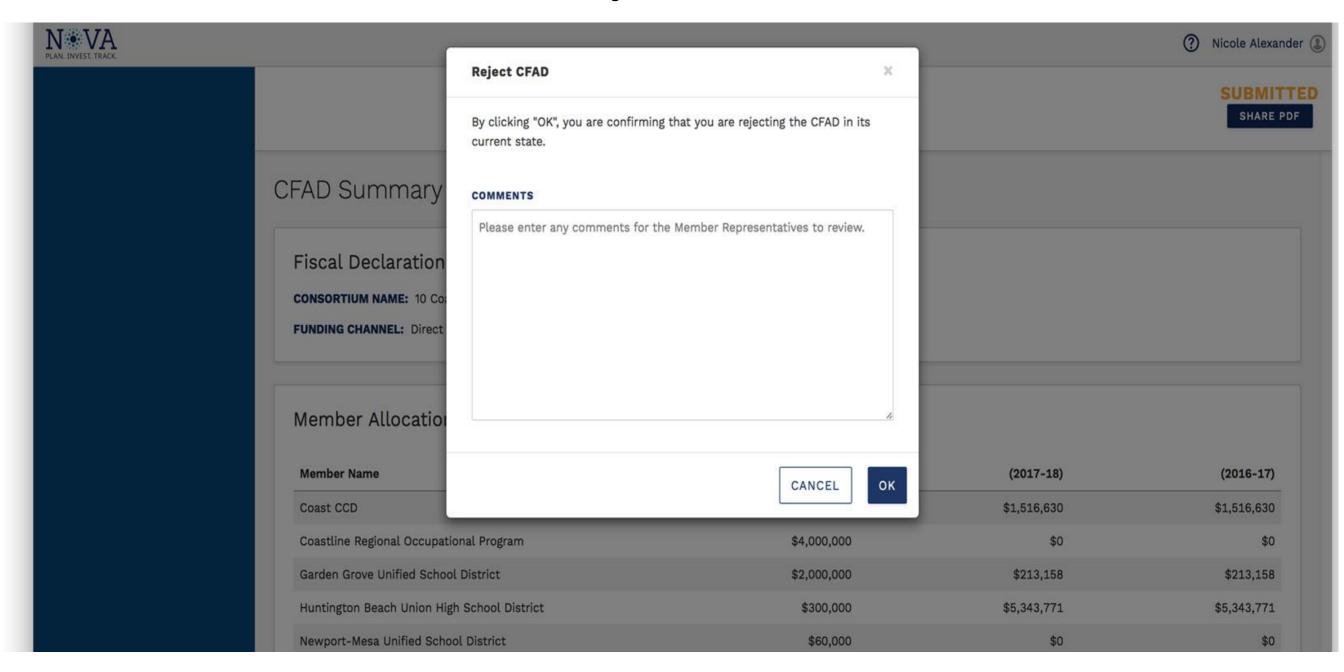
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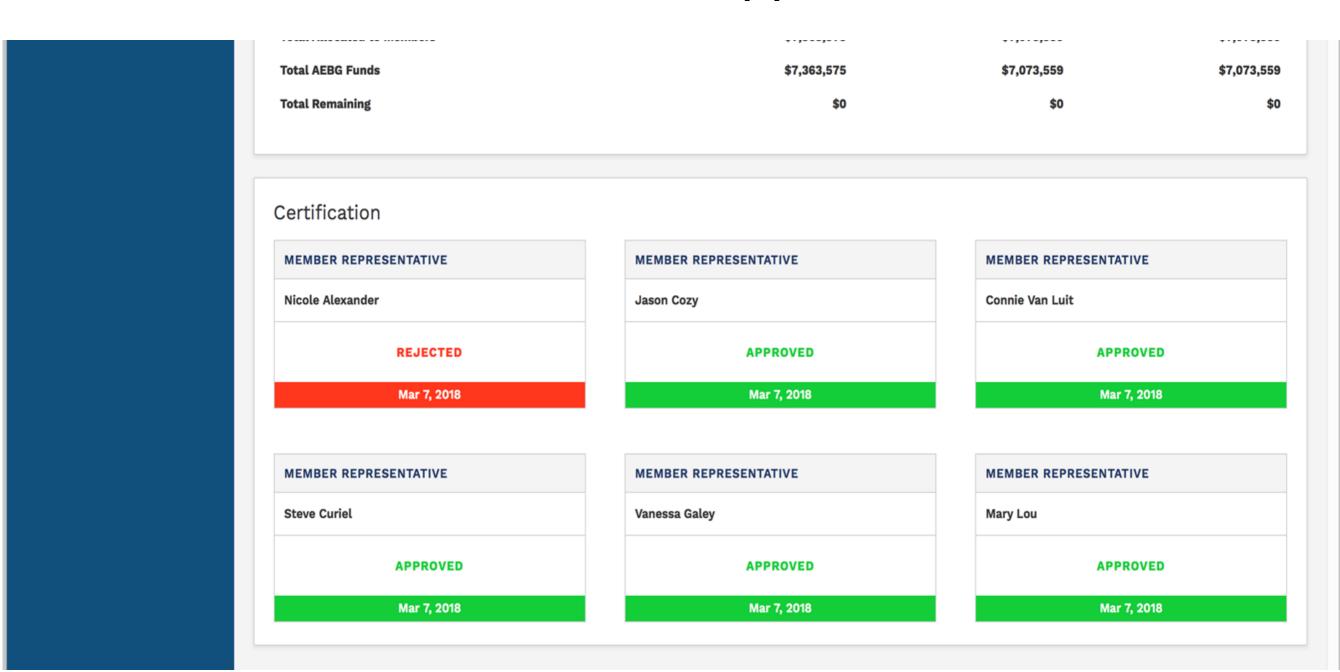




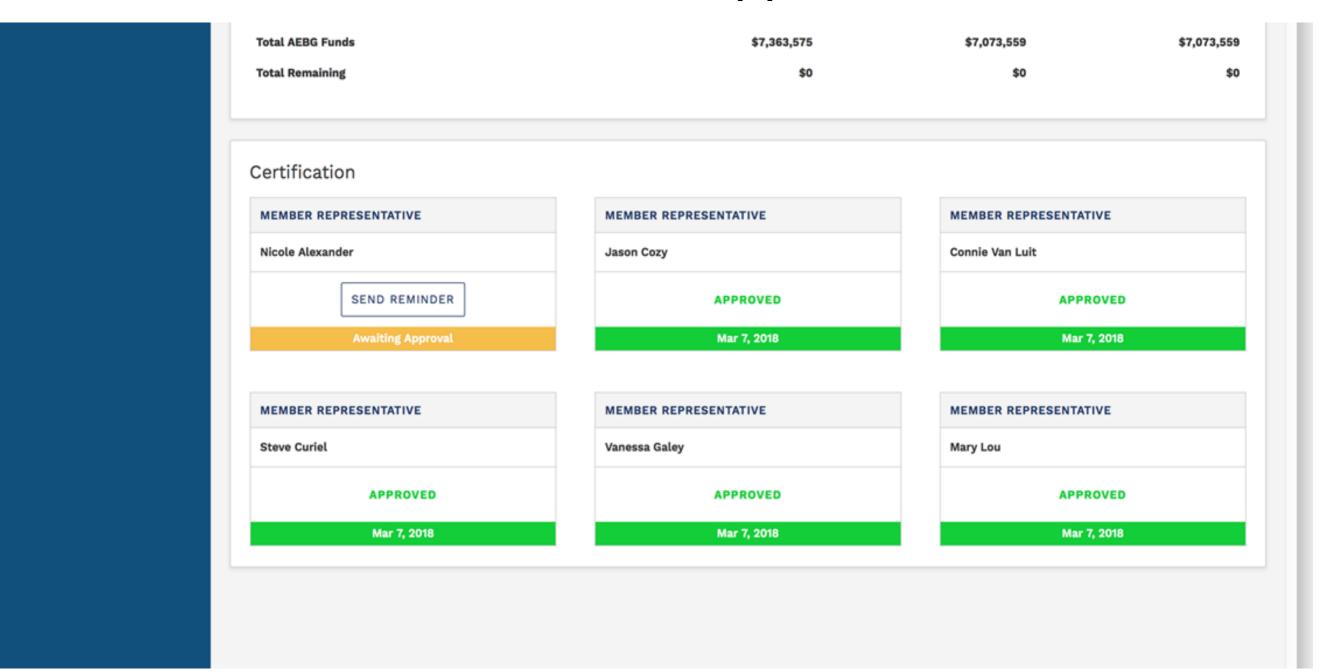
Member Rejection of CFAD



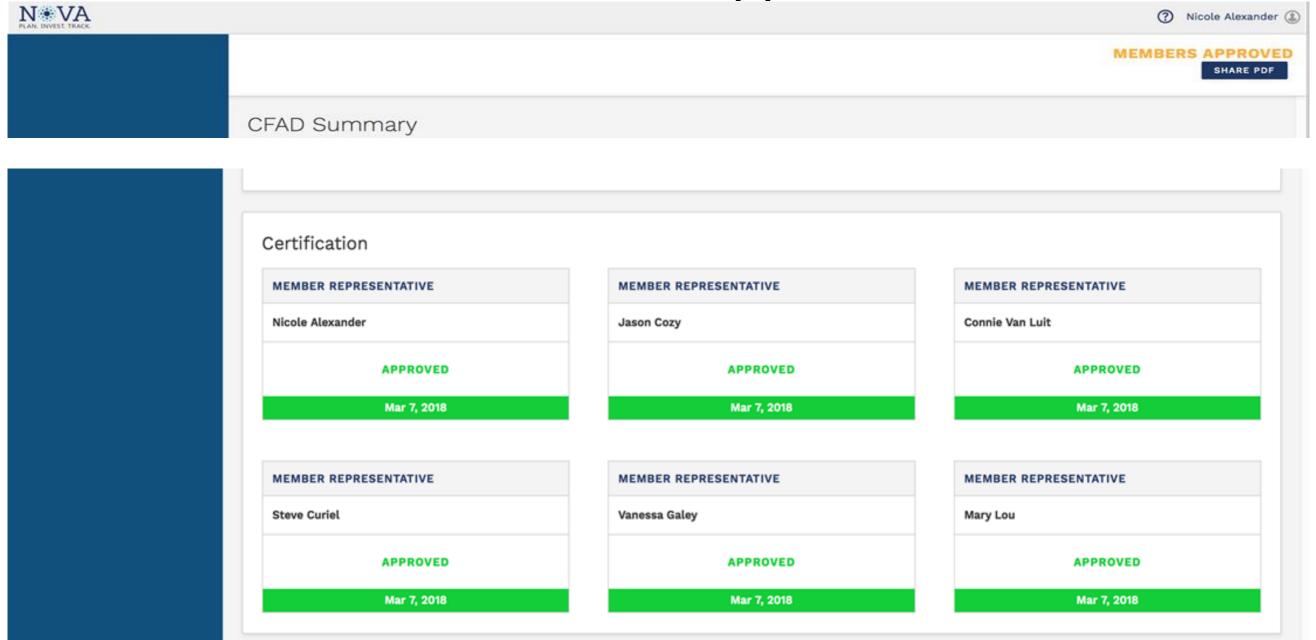














NOVA Expense Reporting

- Currently working on programming.
- Member expenses reports & budget changes –
 Q1, Q2, & Q3 all due by June 1st.
- Consortium will approve by June 30th.
- Members can make budget changes during the expense reporting process (15% threshold).
- Targets 60% of 16-17 carry-over and 17-18 new funds must be spent by Q4.
- Failure to meet targets will result in a corrective action plan.



Consortium Administrative Function

- Consortia oversight is required of member's budgets & expenditure reporting as it pertains to the 3 year and annual plans.
- Consortia may use up to 5% administrative cap to pay for the oversight activities.
- Applies to fiscal agent and direct funded consortia.
- Oversight option must be agreed to and approved by consortium membership.



Consortium Oversight Consists of an assessment of each member:

- Assessment of the member's ability to meet the AEBG requirements.
- Review general assurances (basic member requirements) signed off by each member as part of the annual plan process.
- Review bylaws, charters, and governance for additional member requirements.



Consortium Oversight Consists of an **evaluation** of each member:

Using the 3 year plan, annual plan, AEBG student data, and other resources available—evaluate the following:

- Evaluation of program needs as identified to meet the needs of the community (needs based)
- Evaluation of current levels & types of services (enrollment, outcomes)
- Evaluation of funds provided to members (cost effective)
- Evaluation of member effectiveness (overall effectiveness)



Questions to ask.....

- How do you know your member is being effective?
- How do you know your member is making a difference?
- How do you know your member is doing what they said they would do?
- How do you know that your member's actions are addressing those educational needs?
- How do you know your member is meeting any enrollment or outcome targets agreed upon within the consortium?



NOVA Due Dates- 2018

- June 1st Member expenses reports & budget changes due – Q1, Q2, & Q3.
- August 15th 18-19 Annual plans due in NOVA.
- September 1st Member end of the year Financial Reports due. (Consortium certification by 9/30)
- September 30th 18-19 Member work plans & budgets due. (Consortium certification by 10/31)
- December 1st Q1 (18-19) expenses due by member (Consortium certification by 12/31).



AEBG Web Site



http://aebg.cccco.edu/Home



AEBG TAP

The AEBG Technical Assistance Program (TAP) provides professional development resources for all AEBG agencies statewide.

tap@aebg.org

AEBG Webinars

The AEBG Office and the AEBG Technical Assistance Project (TAP) are hosting a series of webinars and events to provide professional development, technical assistance, and important AEBG updates and information. Wednesday's are designated for professional development and Friday's are designated for policy/State updates. Click on the event description below to register for an upcoming webinar or event.

2017 Calendar

OTAN Resources for Adult Education