



Date: October 3, 2018

To: Adult Education Block Grant (AEBG) Consortium Fiscal Coordinator

From: Adult Education Program Office

Subject: AEBG Data and Accountability Funding Period Change

This directive provides an update regarding the extension, by 6 months, of the AEBG Data and Accountability funding period. The new period is from June 1, 2016 through **June 30, 2019**.

It is not required to submit a revised work plan and budget reflecting the new program end date. If you are submitting a new work plan, please submit it to the program inbox at tap@aebg.org and when approved, upload it to your consortium document box in NOVA.

All budget revisions, expenditure reports, and final/close out reports must be entered and certified in the California Community Colleges Chancellor's Office online fiscal reporting system at the following link:

<https://misweb02.cccco.edu/sb70/prod/logon.cfm>

If your consortia has already fully expended the AEBG Data and Accountability funding, you may file budget revisions, the Report Period 2, and the Final Report (in that order) at any time prior to July 1, 2019 in the California Community Colleges Chancellor's Office online fiscal reporting system (see link above). If you have forgotten your password, contact tap@aebg.org to request your passwords.

Consortia that have not fully expended their AEBG Data and Accountability funding, and need more time, please see the deadlines & requirements below.

Deliverables	Due Date
Final Budget Revision & Work Plan Revisions	June 15, 2019
AEBG Data & Accountability Activities End	June 30, 2019
Final Expenditure / Report Period 2 Due	July 31, 2019
Final Report / Closeout Due* <i>*Includes a mandatory "Practice with Promise" submission focusing on a Data and Accountability objective (Consortia may submit more than one "Practice with Promise")</i>	August 26, 2019

Note: Practice with Promise submissions will be sent to tap@aebg.org

In accordance with AEBG decision-making requirements, consortia will use existing locally approved governance structures, policies, and procedures to develop, approve, and submit all Data and Accountability deliverables required by the State. For additional details, please see the AEBG Data and Accountability Guidance and Instruction documents located on the AEBG website at the following link: <http://caladulted.org/Administrators/350>.

If you have any questions regarding this letter, please contact the Adult Education Program Office at the following link: <http://caladulted.org/Login>.

Thank you.

Neil Kelly

Adult Education Program Office

Enclosure: Updated AEBG Data and Accountability Instructions



AEBG Data and Accountability Instructions

Revised 10/3/18 – Revisions are highlighted in green

The Data and Accountability instructions provide information and the step-by-step process to ensure data submission meets all legislative requirements. More specifically, the instructions provide the background, Data and Accountability funding objectives, deliverables, and document submission process.

I. Background

Title	AEBG Data and Accountability Funding
Funding Source	Adult Education Block Grant Program
Release Date	June 1, 2016
Funding Period	June 1, 2016, through June 30, 2019
Total Funds Available	Up to \$26.1M
Number of Awards	71 (one for each consortium)
Amount	Based on AEBG regional allocation formula (same formula used for annual allocations)
Fiscal Agent required	Yes
Match	None

II. Data and Accountability Funding Objectives

- Respond to the short-term data reporting needs required by the AEBG.
- Foster regional and local system integration efforts pertaining to assessment and intake of adult students.
- Support data sharing efforts to bolster performance accountability and program evaluation.
- Leverage statewide efforts to build a federated and aligned workforce and education performance accountability system.

Consortia should utilize the AEBG documents listed below as means of addressing the objectives, which are located at the following link:

<http://caladulthood.org/Administrators/350>

- **Adult Education Program Student Data Instructions**
- Data and Accountability Instructions

III. Deliverables

Deliverables	Due Date
Budget and Work Plans	February 20, 2017
Upload/Certify Application Budgets* *due in the online fiscal reporting system	February 20, 2017
Midterm Expenditure & Progress Report	January 31, 2018
Final Expenditure & Report Period 2	July 31, 2019
Closeout Report	August 26, 2019

IV. Document Submission Process

Download the Budget and Work Plan template from the AEBG website at the following link and complete the items listed below: <http://caladulted.org/Administrators/350>

- Cover Page (Do First)
- Contact Page
- Detailed Budget and Budget Summary
 - The complete Detailed Budget will auto fill the Budget Summary.
 - The fiscal agent's district Chief Business Officer or authorized designee and the project director/coordinator must sign the Budget Summary form.
- Work Plans
 - Complete a narrative that includes project objectives with related activities. (Note: These objectives and activities **are not** the same as the ones used in the Annual Planning document)
 - Related activities will include a description, performance outcomes, timeline, and responsible person.
- Submit Budget, Budget Summary with signature and Work Plans electronically to the AEBG in-box (aebg@cccco.edu) before 5:00pm on February 20, 2017.

V. Online Budgets and Expenditure Reports

For all K-12/COE/CCD receiving funding: The online system to be used for reporting Data and Accountability budgets and expenditure reports is the same Web-based Year-To-Date Expenditure and Progress Reporting System that has been used for other AEBG related funds. This system requires a password that consortium designees should already have. The AEBG Data and Accountability funding will have its own funding code and will be available on the drop down menu once you log in and access your consortia and/or fiscal agent's name.

For more details on this online system, see the link to the user's guide shown below.

<http://caladulted.org/DownloadFile/596>

VI. Fiscal Information

The AEBG Data and Accountability funding will have a different code in the online system, referenced in the previous section, than the AEBG funding code. This code will have the same fiscal year code (i.e. “15”), the same adult education code (i.e. “328”), but a different three-digit individual consortium number (“XXX”).

For example: under the AEBG funding, Alan Hancock’s funding code was 15-328-01. As such, their Data and Accountability funding number will be 15-328-101.

Resource Codes

K-12 adult schools and County Offices will use **6392** as the new Resource Code to account for their Data and Accountability funds. The AEBG (\$500M) Resource Code will remain as **6391**. Community College Districts will use their own internal coding.

Indirect Rate

Fiscal agents (whether consortia based or direct funded) may take their approved indirect rate for this project.

Budget revisions will be allowed prior to the final expenditure report. Revisions must be submitted **before the July report month.**

Final Project Deliverables

A Closeout Report will be due **August 26, 2019** and will include a mandatory “Practice with Promise” submission focusing on a data and accountability objective. (Consortia may submit more than one “Practice with Promise”).

AEBG Data and Accountability funding is an apportionment, so there will be no 10% withholding of funds.

VII. Allowable Uses

Expenditures for these funds must be aligned with the consortium’s Data and Accountability submitted budget and work plan, as well as the online budget, and expenditure and progress reports. Consortia Data and Accountability work plans must also align with their 3-year plan, and annual plans. For additional information and/or to determine whether specific purchases are allowable, consortia should continue to refer to the AEBG **Fiscal** Guidance.

Examples of some activities that would be allowable under the Data and Accountability objectives:

1. Respond to the short-term data reporting needs required by the AEBG.
 - Data planning needs for 3 year plans
 - MIS or TOPSPro implementation or updates
 - Staff training for data reporting
2. Foster regional and local system integration efforts pertaining to assessment and intake of adult students.
 - Setting up or maintaining your testing/assessment center (equipment, supplies, computers, printers, scanners, CASAS testing, etc.)
 - Integrating your intake with other current strategies or initiatives (for example: Co-

enrollment with WIOA I, AB705, Immigrant Integration, dual enrollment)

3. Support data sharing efforts to bolster performance accountability and program evaluation.
 - Professional development and trainings related to data and accountability and any conference that includes Adult Education Program related data and accountability presentations.
 - Staff time spent in research and IT to support member's systems (including installing flags for noncredit MIS, and/or implementing TOPSPro).
 - Purchasing attendance systems for better tracking of adult students.
 - Development of regional data collection/sharing tools to meet AEP accountability requirements.

4. Leverage statewide efforts to build a federated and aligned workforce and education performance accountability system.
 - Staff time participating in the Adult Education Pipeline / Launchboard training.
 - Development of a better regional case management and referral system.
 - Integration of your regional systems and building system capacity to track student progress and outcomes as it pertains to current strategies or initiatives (for example: Co-enrollment with WIOA I, AB705, Immigrant Integration, dual enrollment).

VIII. Other

In accordance to AB104 legislative decision-making requirements, consortia will use existing locally approved governance structures, policies, and procedures to develop, approve, and submit all Data and Accountability deliverables required by the State.