



**AEBCG**

PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE



**AEBCG Consortium Level Administrative  
Oversight Requirement  
Webinar  
December 1, 2017**

# AGENDA

- **AEBG Funding Cycle**
- **AB104 Requirements**
- **Funding Administrator**
- **Consortia Administrative Requirement**
- **Targeted Technical Assistance**
- **Fiscal System**
- **3 year plans**

## AEBG Funding Cycle for 18/19

- Preliminary Allocations out 2/28
- CFADs due 5/2
- Final allocations out 7/15.
- Funding disbursement in August.
- Annual plans related to funding due 8/15.
- Annual budgets due by 9/30.
- Q1 member expenses due in November.
- Consortium oversight/certification for Q1 due in December.

## Funding Administrator / Trailer Bill

- 84905(e) The members of the consortium may decide to designate a member to serve as the fund administrator to receive and distribute funds from the program.
- If a member is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.



## Passing Through of Funding (part1)

- K12 Consortia Fund Administrators
- LEAs who are the fund administrator for an adult education consortium and receive Adult Education Block Grant revenue on behalf of their member LEAs should use:
- Resource 6391, Adult Education Block Grant Program and,
- Either Object 8587, Pass-Through Revenues from State Sources (for the pass-through grant model).

## Passing Through of Funding (part 2)

- Community College Consortia Fund Administrators
- The treatment of funds received as the fiscal agent for disbursement to other participants is different than for funds received by the district for the direct costs of providing adult education services.
- Funds received from the State under a fiscal agent agreement that are then disbursed within 45 days to other adult education providers should be recorded in the restricted General Fund as 8900 “Other Financing Sources” using revenue object code 8970 “Fiscal Agent Pass Through”.

## Passing Through of Funding (cont.)

- Community College Consortia Fund Administrators
- Disbursements should be coded to “Other Outgo-Other Transfers” using expenditure object code 7400 “Other Transfers”, excluding indirect cost recovery. Under AEBG, districts have no fiduciary requirement regarding the use of the funds by the other participants. The only obligation of the fiscal agent is to disburse within 45 days

## Passing Through of Funding (part 3)

- Direct Funded (Community Colleges)
- The district will recognize its share of the funds in the restricted General Fund using revenue object code 8620 “General Categorical Programs”. Expenditures should be recorded in expenditure object codes 1000-6000 as appropriate. Likewise, if the district is not the fiscal agent and is receiving AEBG funds, those funds should be recorded to the restricted General Fund using revenue object code 8620 “General Categorical Programs” and expenditure object codes 1000- 6000 as appropriate.



## Passing Through of Funding (cont.)

- Direct Funded (K12 / COE):
- LEAs that receive AEBG directly from the state
- Use Resource 6391, Adult Education Block Grant Program, and Object 8590, All Other State Revenue.

# Fund Administrator Responsibilities

- What did we learn?
- Fund Administrators = pass through within 45 days
- No reimbursable contracts
- Pass through does not equal revenue
- Direct funded agencies do not require a fund administrator
- Consortium membership decides on consortium administrative oversight
- NOVA allows members to certify their budget & expenses

## Questions???

- So what will the consortium level certify in NOVA?
- What if you are direct funded – are you still required for consortium oversight?
- How is consortium oversight paid for? Budgeted & reported in NOVA?
- Is the 5% administrative cap negotiable?
- Who makes the decisions on how this is going to work?

## AB104 Legislation: Administrative Oversight

84905 - Consortium rules and procedures

84905 (d)(2) – a decision includes approval of the adult education plan.

84906. (a) As a condition of receipt of an apportionment of funds from this program for a fiscal year, the members of a consortium shall have approved an adult education plan that addresses that fiscal year

## AB104 Legislation: Evaluation of Plans

- 84906. (b) An adult education plan shall include all of the following: (1) An evaluation of the educational needs of adults in the region.
- A list of adult education providers
- A description of services
- An evaluation of current levels & types of services
- An evaluation of all funds available to members to serve adults.



## AB104 Legislation: Evaluation of Plans

- 84906. (b)(6) Actions that the members of the consortium will take to address the educational needs.
- Actions to improve member effectiveness
- Actions to improve integration of services
- Actions to improve transition to post-secondary & workforce.
- Description of the alignment of adult education services with WIOA programs
- Description of how service providers contributed to the development of the adult education 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?



## Consortium Oversight Examples

- Outside auditor
- Agreed upon assessment & evaluation process
- Peer-to-peer member review
- Use of TE tables, Launchboard & NOVA
- Fiscal agent fiscal & program certification
- A combination of options
- Or other options

## Member Reduction in Funding

The amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) **The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.**



# AEBG TAP

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

[tap@aebg.org](mailto: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

	<a href="#">OTAN Resources for Adult Education</a>
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# New Fiscal System 3 Year Plans



## Fiscal System

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- Member based – budgets & expenses
- Rolled up to consortium level
- Consortium would have their own budget showing program and fiscal budget/expenses.
- Budget & expenses by object code (1000s-7000s)
- Members would check off which annual plan strategies they are focused on for the program year.
- Budget & expenses would display all active funding.



## 3 year Plan

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- Consortia & members will be given extra time for strategic planning.
- Current plans will be extended to cover 18-19.
- New planning guidance will be out in early 2018.
- New plans will be due in the late Spring 2019.
- Steps will include evaluation, data analysis, effectiveness measures, performance metrics, review of other/partner planning efforts.

## Answers:

Q: So what will the consortium level certify in NOVA?

A: Consortium level certification will assess if the member is meeting the AEBCG requirements, and evaluate if the member funding is being expended per the AEBCG plans.

Q: What if you are direct funded – are you still required for consortium oversight?

A: Yes – the members will have to assign someone to provide consortium level administrative oversight.

## Answers:

Q: How is consortium oversight paid for? Budgeted & reported in NOVA?

A: Members will have to agree upon who will fund which aspects of the consortium administrative oversight. A separate consortium budget will be created in NOVA so the State can monitor the consortium level budget. This will not be part of the NOVA budget & expenses rollup to the consortium level (but a subset).

## Answers:

Q: Is the 5% administrative cap negotiable?

A: Yes, members will have to agree upon the cost of the administrative oversight and the activities provided (and it can be less than 5%). Members have a choice on who they decide will provide these functions.

Q: Who makes the decisions on how this is going to work?

A: The consortium members.



## AEBCG Web Site



<http://aebcg.cccco.edu/Home>