

**AEBG**

PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

**AEBG CFAD Webinar**

**2017-18**

**March 9, 2018**



## 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 direct-funded.

## 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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CALIFORNIA WORKFORCE



Welcome to NOVA

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**LOGIN**



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NOVA Site Version: 3.1.2





- My Projects
- Funds
- AEBG
- Consortia**

**ADULT EDUCATION BLOCK GRANT**  
Consortia & Member Agencies

NAME FILTER:

FUNDING CHANNEL FILTER:

YEAR FILTER:

CFAD STATUS FILTER:

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



- My Projects
- Funds ▾
- AEBG ▾
- Consortia ▾
- 12 Contra Costa**
- CFAD 2018-19
- Fiscal Declaration ✓
- Agencies & Certifiers ✓
- Member Allocations ✓
- Preview

**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	-



# Fiscal Declaration Section

My Projects

ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19

DRAFT

Funds



12 Contra Costa Adult Education Consortium

NEXT

AEBG



Consortia



12 Contra Costa

CFAD 2018-19

Fiscal Declaration



Agencies & Certifiers



Member Allocations



Preview

## Fiscal Declaration

### DISBURSEMENT METHOD

Your Current Disbursement method is Fiscal Agent.

Do you plan to continue with this selection for 2018-19?

NO

YES



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

**NOVA**  
PLAN. INVEST. TRACK.

Nicole Alexander

My Projects **DRAFT**

Funds ▾ ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19

AEBG ▾ 12 Contra Costa Adult Education Consortium

Consortia ▾

12 Contra Costa

CFAD 2018-19

Fiscal Declaration ✓

Agencies & Certifiers ✓

Member Allocations ✓

Preview

**Fiscal Declaration**

You kept your Consortium's disbursement method. If this was not intentional, click here to undo.

**DISBURSEMENT METHOD**

Fiscal Agent

NEXT



# Selecting No for Fiscal Declaration (changes disbursement method)

The screenshot shows a web application interface. On the left is a dark blue sidebar with a menu containing: My Projects, Funds (with a dropdown arrow), AEBG (with a dropdown arrow), Consortia (with a dropdown arrow), 12 Contra Costa, CFAD 2018-19, Fiscal Declaration (highlighted in orange with a checkmark icon), Agencies & Certifiers (with a green checkmark icon), Member Allocations (with a checkmark icon), and Preview. The top right of the page shows a user profile for Nicole Alexander with a help icon. A yellow warning banner at the top reads: "You are changing how funds are dispersed to your consortium and its members. Please acknowledge that you intend to change the type." with "CANCEL" and "CHANGE" buttons. The main content area is titled "Fiscal Declaration" and "DISBURSEMENT METHOD". It states: "Your Current Disbursement method is Fiscal Agent. Do you plan to continue with this selection for 2018-19?" with "NO" and "YES" buttons. On the right side, there are "DRAFT" and "NEXT" buttons.



# Selecting No for Fiscal Declaration (changes disbursement method)

**NOVA**  
PLAN. INVEST. TRACK.

Nicole Alexander

**DRAFT**

**NEXT**

**ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19**  
12 Contra Costa Adult Education Consortium

**Fiscal Declaration**

You changed your Consortium's disbursement method. If this was not intentional, click here to undo.

**DISBURSEMENT METHOD**

Direct Funded

**JUSTIFICATION**

You have chosen to change your Consortium's disbursement method. Please explain why you changed your method of disbursement.

Please answer in 2500 characters or fewer. 0/2500



# Agencies and Certifiers Section

- My Projects
- Funds
- AEBG
- Consortia
- 12 Contra Costa
- CFAD 2018-19
- Fiscal Declaration
- Agencies & Certifiers**
- Member Allocations
- Preview

ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19  
12 Contra Costa Adult Education Consortium

DRAFT

NEXT

## Member Agencies & Certifiers

**Acalanes Union High School District** K-12 School District

DELETE

**Certifiers**

Steven France	Member Representative	(925) 280-3945	
Glenn Pena	Member Representative	925-280-3900 x6611	

+ ADD CERTIFIER

**Antioch Unified School District** K-12 School District

DELETE

**Certifiers**

Michael Santos	Member Representative	(925) 779-7500	
Robert Beck	Member Representative	(925) 779-7490	

+ ADD CERTIFIER



# Adding and Removing Certifiers

Acalanes Union High School District K-12 School District

DELETE

**Certifiers**

Steven France	Member Representative	(925) 280-3945	
Glenn Pena	Member Representative	925-280-3900 x6611	

+ ADD CERTIFIER





# Adding Certifiers

The screenshot shows the NOVA web application interface. On the left is a dark blue sidebar with navigation options: My Projects, Funds, AEBG, Consortia, 12 Contra Costa, CFAD 2018-19, Fiscal Declaration (with a green checkmark), Agencies & Certifiers (with a green checkmark), Member Allocations (with a checkmark icon), and Preview. The main content area is titled 'ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19' and '12 Contra Costa Adult Education Consortium'. It displays a table of 'Member Agencies & Certifiers'. The table has columns for Agency Name, Certifier Name, Role, and Phone Number. Two agencies are visible: 'Acalanes Union High School District' and 'Antioch Unified School District'. The 'Acalanes Union High School District' row shows two certifiers: Steven France and Glenn Pena. The 'Antioch Unified School District' row shows two certifiers: Michael Santos and Robert Beck, both with the role of 'Member Representative'. A modal window titled 'Add Member Representative' is open in the center. It contains the text: 'Find existing contact within NOVA and set their role to Member Representative so they may certify. If you can't find who you are looking for, invite them here.' Below this text is a text input field with the placeholder 'Enter contact name'. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. In the background, there are 'DELETE' buttons for each row and a '+ ADD CERTIFIER' button at the bottom right of the table area. The top right corner shows the user's name 'Nicole Alexander' and a 'DRAFT' status.

Agency Name	Certifier Name	Role	Phone Number	Action
Acalanes Union High School District	Steven France		(925) 280-3945	DELETE
	Glenn Pena		925-280-3900 x6611	DELETE
Antioch Unified School District	Michael Santos	Member Representative	(925) 779-7500	DELETE
	Robert Beck	Member Representative	(925) 779-7490	DELETE



# Adding Certifiers

The screenshot shows the NOVA web application interface. On the left is a dark blue sidebar with navigation options: My Projects, Funds, AEBG, Consortia, 12 Contra Costa, CFAD 2018-19, Fiscal Declaration, Agencies & Certifiers (highlighted), Member Allocations, and Preview. The main content area is titled 'ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19' and '12 Contra Costa Adult Education Consortium'. It displays a table of 'Member Agencies & Certifiers' with columns for agency name, certifier name, title, and phone number. A modal window titled 'Invite Member Representative' is centered on the screen, containing a form with fields for FIRST, LAST, TITLE, EMAIL, and PHONE. The modal also includes a 'GO BACK' button and an 'INVITE' button. The background table shows entries for 'Acalanes Union High School District' and 'Antioch Unified School District'.

Agency	Certifier	Title	Phone	Actions
Acalanes Union High School District	Steven France		(925) 280-3945	DELETE
	Glenn Pena		925-280-3900 x6611	
Antioch Unified School District	Michael Santos	Member Representative	(925) 779-7500	DELETE
	Robert Beck	Member Representative	(925) 779-7490	DELETE



# Member Allocations Section

DRAFT

NEXT

- My Projects
- Funds
- AEBG
- Consortia
- 12 Contra Costa
- CFAD 2018-19
- Fiscal Declaration ✔
- Agencies & Certifiers ✔
- Member Allocations ✔
- Preview

ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19  
12 Contra Costa Adult Education Consortium

## Member Allocations

Member Name	(2018-19)	(2017-18)	(2016-17)
Acalanes Union High School District	0	\$537,296	\$537,296
Antioch Unified School District	0	\$937,866	\$937,866
Contra Costa CCD	0	\$239,421	\$239,421
Contra Costa County Office of Education	0	\$1,632,896	\$1,632,896
Liberty Union High School District	0	\$906,459	\$906,459
Martinez Unified School District	0	\$1,426,676	\$1,426,676
Mt. Diablo Unified School District	0	\$3,439,884	\$3,439,884
Pittsburg Unified School District	0	\$2,487,992	\$2,487,992
West Contra Costa Unified School District	0	\$2,457,146	\$2,457,146
<b>Total Allocated to Members</b>	<b>\$0</b>	<b>\$14,065,636</b>	<b>\$14,065,636</b>
<b>Total AEBG Funds</b>	<b>\$14,642,327</b>	<b>\$14,065,636</b>	<b>\$14,065,636</b>
<b>Total Remaining</b>	<b>\$14,642,327</b>	<b>\$0</b>	<b>\$0</b>





# Member Allocations Section

## Member Allocations

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



# Member Allocations Section

## Member Allocations

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



# Member Allocations Section

- My Projects
- Funds
- AEBG
- Consortia
- 12 Contra Costa
- CFAD 2018-19
- Fiscal Declaration
- Agencies & Certifiers
- Member Allocations
- Preview

ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19  
12 Contra Costa Adult Education Consortium

DRAFT

NEXT

## Member Allocations

Member Name	(2018-19)	(2017-18)	(2016-17)
Acalanes Union High School District	0	\$537,296	\$537,296
Antioch Unified School District	10,000,000	\$937,866	\$937,866
Contra Costa CCD	0	\$239,421	\$239,421
Contra Costa County Office of Education	4,000,000	\$1,632,896	\$1,632,896
Liberty Union High School District	0	\$906,459	\$906,459
Martinez Unified School District	642,327	\$1,426,676	\$1,426,676
Mt. Diablo Unified School District	0	\$3,439,884	\$3,439,884
Pittsburg Unified School District	0	\$2,487,992	\$2,487,992
West Contra Costa Unified School District	0	\$2,457,146	\$2,457,146
<b>Total Allocated to Members</b>	<b>\$14,642,327</b>	<b>\$14,065,636</b>	<b>\$14,065,636</b>
<b>Total AEBG Funds</b>	<b>\$14,642,327</b>	<b>\$14,065,636</b>	<b>\$14,065,636</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# Preview and Submit Section

DRAFT

SHARE PDF SUBMIT

- My Projects
- Funds
- AEBG
- Consortia
- 12 Contra Costa
- CFAD 2018-19
- Fiscal Declaration ✔
- Agencies & Certifiers ✔
- Member Allocations ✔
- Preview

ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19  
12 Contra Costa Adult Education Consortium

## CFAD Summary

### Fiscal Declaration

**CONSORTIUM NAME:** 12 Contra Costa Adult Education Consortium  
**FUNDING CHANNEL:** Fiscal Agent

### Member Allocations

Member Name	(2018-19)	(2017-18)	(2016-17)
Acalanes Union High School District	\$0	\$537,296	\$537,296
Antioch Unified School District	\$10,000,000	\$937,866	\$937,866
Contra Costa CCD	\$0	\$239,421	\$239,421
Contra Costa County Office of Education	\$4,000,000	\$1,632,896	\$1,632,896
Liberty Union High School District	\$0	\$906,459	\$906,459
Martinez Unified School District	\$642,327	\$1,426,676	\$1,426,676
Mt. Diablo Unified School District	\$0	\$3,439,884	\$3,439,884
Pittsburg Unified School District	\$0	\$0	\$0



# Preview and Submit Section

NOVA  
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Nicole Alexander

**DRAFT**

My Projects

Funds

AEBG

Consortia

12 Contra Costa

CFAD 2018-19

Fiscal Declaration

Agencies & Certifiers

Member Allocations

Preview

ADULT EDUCATION BLOCK GRANT : CFAD  
12 Contra Costa Adult Education

**CFAD Summary**

Fiscal Declaration

CONSORTIUM NAME: 12 Contra Costa A

FUNDING CHANNEL: Fiscal Agent

Member Allocations

Member Name

		(2017-18)	(2016-17)
Acalanes Union High School District	\$0	\$537,296	\$537,296
Antioch Unified School District	\$10,000,000	\$937,866	\$937,866
Contra Costa CCD	\$0	\$239,421	\$239,421
Contra Costa County Office of Education	\$4,000,000	\$1,632,896	\$1,632,896
Liberty Union High School District	\$0	\$906,459	\$906,459
Martinez Unified School District	\$642,327	\$1,426,676	\$1,426,676

**CFAD Plan Submission**

By clicking "OK", you are affirming that the CFAD is ready to be reviewed by the selected member representatives.

COMMENTS

Please enter any comments for the Signing Authorities to review.


CANCEL OK

SHARE PDF SUBMIT





# Preview and Submit Section


? Nicole Alexander

My Projects

Funds ▼

AEBG ▼

Consortia ▼

12 Contra Costa

CFAD 2018-19

Fiscal Declaration ✔

Agencies & Certifiers ✔

Member Allocations ✔

Preview

**ADULT EDUCATION BLOCK GRANT : CFAD : 2018-19**  
12 Contra Costa Adult Education Consortium

SUBMITTED

SHARE PDF

## CFAD Summary

### Fiscal Declaration

**CONSORTIUM NAME:** 12 Contra Costa Adult Education Consortium

**FUNDING CHANNEL:** Fiscal Agent

### Member Allocations

Member Name	(2018-19)	(2017-18)	(2016-17)
Acalanes Union High School District	\$0	\$537,296	\$537,296
Antioch Unified School District	\$10,000,000	\$937,866	\$937,866
Contra Costa CCD	\$0	\$239,421	\$239,421
Contra Costa County Office of Education	\$4,000,000	\$1,632,896	\$1,632,896

# Member Review and Approval Process



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](#)  
Powered by [Nova Service](#)



# Member Review and Approval Process

Orange County Department of Education	\$3,575	\$0	\$0
<b>Total Allocated to Members</b>	<b>\$7,363,575</b>	<b>\$7,073,559</b>	<b>\$7,073,559</b>
<b>Total AEBG Funds</b>	<b>\$7,363,575</b>	<b>\$7,073,559</b>	<b>\$7,073,559</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Certification

MEMBER REPRESENTATIVE

Nicole Alexander

Awaiting Approval

MEMBER REPRESENTATIVE

Jason Cozy

APPROVED

Mar 7, 2018

MEMBER REPRESENTATIVE

Connie Van Luit

APPROVED

Mar 7, 2018

MEMBER REPRESENTATIVE

Steve Curiel

APPROVED

Mar 7, 2018

MEMBER REPRESENTATIVE

Vanessa Galey

APPROVED

Mar 7, 2018

MEMBER REPRESENTATIVE

Mary Lou

APPROVED

Mar 7, 2018



# Member Rejection of CFAD

**Nova**  
PLAN. INVEST. TRACK.

Nicole Alexander

**SUBMITTED**  
SHARE PDF

### CFAD Summary

**Fiscal Declaration**  
**CONSORTIUM NAME:** 10 Co  
**FUNDING CHANNEL:** Direct

### Member Allocation

Member Name	(2017-18)	(2016-17)
Coast CCD	\$1,516,630	\$1,516,630
Coastline Regional Occupational Program	\$4,000,000	\$0
Garden Grove Unified School District	\$2,000,000	\$213,158
Huntington Beach Union High School District	\$300,000	\$5,343,771
Newport-Mesa Unified School District	\$60,000	\$0

### Reject CFAD

By clicking "OK", you are confirming that you are rejecting the CFAD in its current state.

**COMMENTS**

Please enter any comments for the Member Representatives to review.

CANCEL OK



# Member Review and Approval Process

Total AEBG Funds

\$7,363,575

\$7,073,559

\$7,073,559

Total Remaining

\$0

\$0

\$0

## Certification

MEMBER REPRESENTATIVE

Nicole Alexander

**REJECTED**

Mar 7, 2018

MEMBER REPRESENTATIVE

Jason Cozy

**APPROVED**

Mar 7, 2018

MEMBER REPRESENTATIVE

Connie Van Luit

**APPROVED**

Mar 7, 2018

MEMBER REPRESENTATIVE

Steve Curiel

**APPROVED**

Mar 7, 2018

MEMBER REPRESENTATIVE

Vanessa Galey

**APPROVED**

Mar 7, 2018

MEMBER REPRESENTATIVE

Mary Lou

**APPROVED**

Mar 7, 2018



# Member Review and Approval Process

Total AEBG Funds	\$7,363,575	\$7,073,559	\$7,073,559
Total Remaining	\$0	\$0	\$0

## Certification

MEMBER REPRESENTATIVE
Nicole Alexander
<a href="#">SEND REMINDER</a>
Awaiting Approval

MEMBER REPRESENTATIVE
Jason Cozy
APPROVED
Mar 7, 2018

MEMBER REPRESENTATIVE
Connie Van Luit
APPROVED
Mar 7, 2018

MEMBER REPRESENTATIVE
Steve Curiel
APPROVED
Mar 7, 2018

MEMBER REPRESENTATIVE
Vanessa Galey
APPROVED
Mar 7, 2018

MEMBER REPRESENTATIVE
Mary Lou
APPROVED
Mar 7, 2018



# Member Review and Approval Process

**NVA**  
PLAN. INVEST. TRACK

Nicole Alexander

**MEMBERS APPROVED**  
SHARE PDF

CFAD Summary

### Certification

<b>MEMBER REPRESENTATIVE</b> Nicole Alexander <b>APPROVED</b> Mar 7, 2018	<b>MEMBER REPRESENTATIVE</b> Jason Cozy <b>APPROVED</b> Mar 7, 2018	<b>MEMBER REPRESENTATIVE</b> Connie Van Luit <b>APPROVED</b> Mar 7, 2018
<b>MEMBER REPRESENTATIVE</b> Steve Curiel <b>APPROVED</b> Mar 7, 2018	<b>MEMBER REPRESENTATIVE</b> Vanessa Galey <b>APPROVED</b> Mar 7, 2018	<b>MEMBER REPRESENTATIVE</b> Mary Lou <b>APPROVED</b> Mar 7, 2018

# NOVA Expense Reporting

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



## AEBCG Web Site



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



# 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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