





## Agenda

- Technical Update
- Deadline Extensions
- Data & Accountability Reminders
- NOVA Updates: Allocation Amendments, 18-19
   Member Budget & Workplan, FIFO Dashboard
- NOVA Carryover & Targets
- 17-18 Hours of Instruction & Expenses
- Close Out 16-17
- 3 Year Plan Submission



# **Technical Update**





# Technical Programming

- 18-19 Budget & Workplan installed
- FIFO Chart
- Carry Over Funds 17-18
- Close Out Process for 16-17 funds
- 19-20 CFAD Process
- Budget Bill Requirement (more later)
- 19-20 Annual Plan



### **Deadline Extensions**

- 4Q expense reporting and certification has been extended 30 days – October 30, 2018
- 18-19 member budget & workplans submission and certification has been extended 30 days – due November 30, 2018
- Q1 expense reporting by members has not changed – still 12/1/18.



# Data & Accountability Reminders

Data & Accountability funds *Extension* – program ends now 6/30/19.

- D & A Budget revisions are due by 6/17/19.
- All activities end 6/30/19.
- Final expense report due 7/31/19.
- Close Out due 8/26/19.
- All reporting in the Chancellor's MISwebex system (old system).
- · Passwords are needed.



# 18-19 Budgets & Workplans









- Same as last year.
- Click on the strategies listed in the annual plan.
- Budget based on object codes.
- Each member and consortium is responsible to certify that members are following the new 18-19 indirect limits (5% or the state approved rate).
- Each consortium is responsible to certify that they are not exceeding the 5% administrative cap.



**AEBG Consortium Dashboard** 

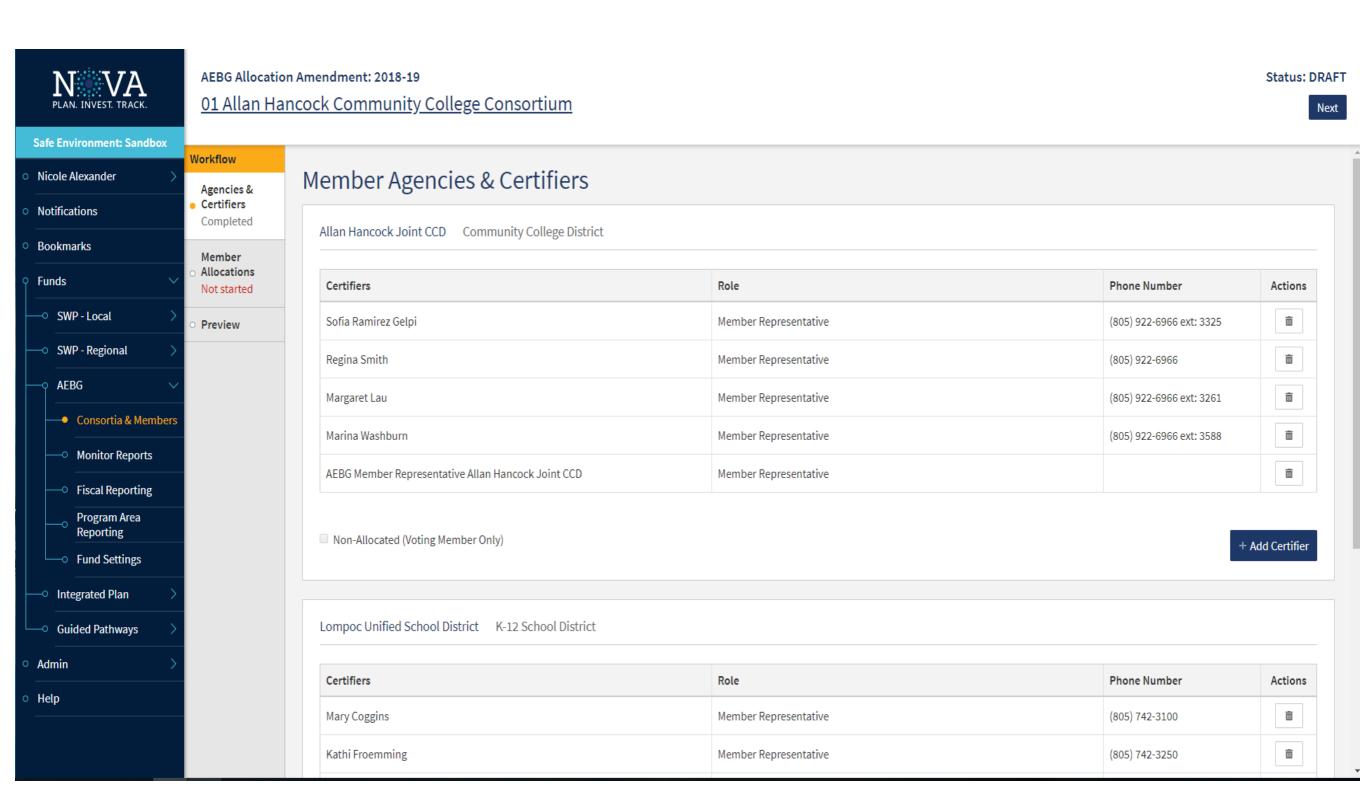
01 Allan Hancock Community College Consortium

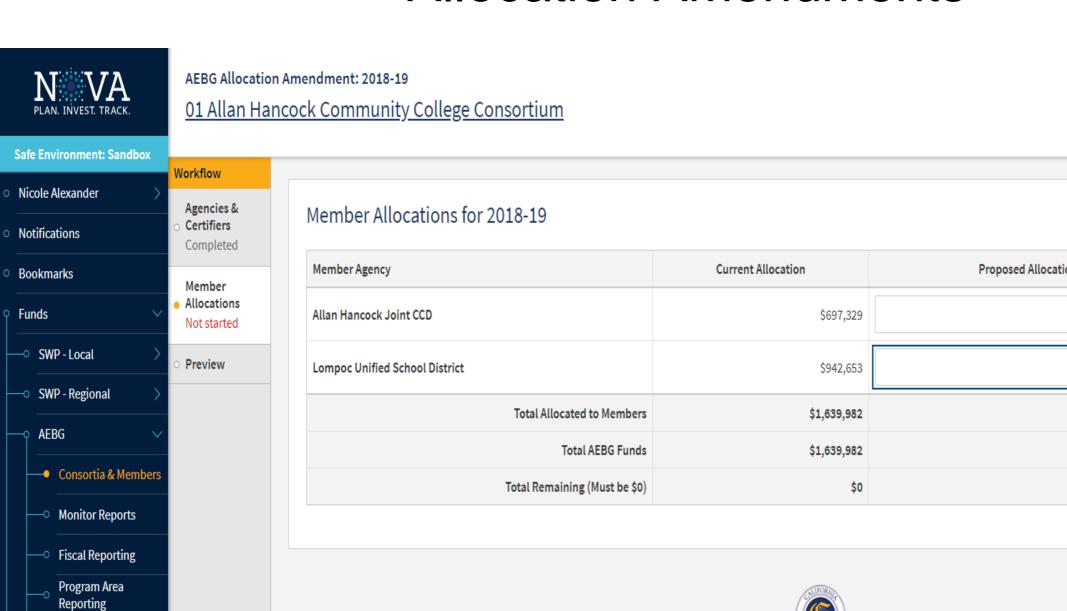


#### Allocations

Member Agency	(2018-19)	(2017-18)	(2016-17)
Allan Hancock Joint CCD	\$697,329	\$663,431	\$663,431
Lompoc Unified School District	\$942,653	\$908,755	\$908,755
Total Allocated to Members	\$1,639,982	\$1,572,186	\$1,572,186
Total AEBG Funds	\$1,639,982	\$1,572,186	\$1,572,186
Total Remaining	\$0	\$0	\$0
	Amend	Amend	Amend

View Amendment History





─ Fund Settings

Integrated Plan

─○ Guided Pathways

Admin

Help

Proposed Allocation Adjustment
\$607,329 -\$90,000

942653
\$1,549,982
\$1,639,982
\$90,000



2018 © California Community Colleges NOVA Site Version: 4.0.18 Status: DRAFT

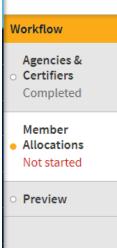
Next

AEBG Allocation Amendment: 2018-19

<u>01 Allan Hancock Community College Consortium</u>

Status: DRAFT





#### Member Allocations for 2018-19

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$697,329	\$607,329	-\$90,000
Lompoc Unified School District	\$942,653	\$1,032,653	\$90,000
Total Allocated to Members	\$1,639,982	\$1,639,982	
Total AEBG Funds	\$1,639,982	\$1,639,982	
Total Remaining (Must be \$0)	\$0	\$0	



2018 © California Community Colleges NOVA Site Version: 4.0.18

**AEBG Allocation Amendment: 2018-19** 

01 Allan Hancock Community College Consortium

Status: Draft

Share PDF

Submit

#### Workflow

Agencies & Certifiers Completed

Member Allocations Completed

Preview

#### **Allocation Amendment Summary**

#### Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 01 Allan Hancock Community College Consortium

Funding Channel: Direct Funded

Justification: The consortium decided to change from a fiscal agent to direct funding structure. This change better aligns with the consortium's goals and will expedite the expending of grant allocations.

Narrative: The consortium uses agreed-upon accounting procedures to monitor grant allocations and expenditures by programs, objectives, and budget codes. The AEBG consortium coordinator facilitates the review of quarterly expenditures, verifies members spending, and is responsible for rolling up this data for State certification and reporting. In addition, each partner member (Allan Hancock Community College, and Lompoc Adult School and Career Center) will be accountable for their own expenditures and questions regarding AEBG guidelines and regulations, and alignment to the Consortium's annual plan.

Changes: There is a change in the funding formula due to COLA. The consortium agreed to distribute COLA 50-50, as follows. COLA total was \$64,460, with \$32,230 going to AHCC and \$32,230 going to Lompoc Adult Ed School.

#### Member Allocations for 2018-19

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$697,329	\$607,329	-\$90,000
Lompoc Unified School District	\$942,653	\$1,032,653	\$90,000
Total Allocated to Members	\$1,639,982	\$1,639,982	
Total AEBG Funds	\$1,639,982	\$1,639,982	
Total Remaining (Must be \$0)	\$0	\$0	

AEBG Allocation Amendment: 2018-19

01 Allan Hancock Community College Consortium

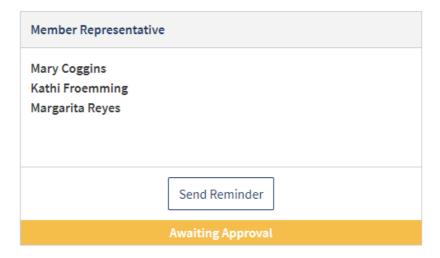
Status: Submitted

Share PDF

Total Allocated to Members	\$1,639,982	\$1,639,982	
Total AEBG Funds	\$1,639,982	\$1,639,982	
Total Remaining (Must be \$0)	\$0	\$0	

#### Certification







AEBG Allocation Amendment: 2018-19

<u>01 Allan Hancock Community College Consortium</u>

Status: Certified



Total Allocated to Members	\$1,639,982	\$1,639,982	
Total AEBG Funds	\$1,639,982	\$1,639,982	
Total Remaining (Must be \$0)	\$0	\$0	

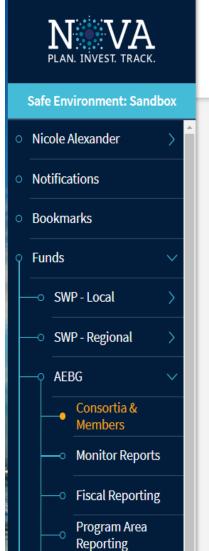
#### Certification

Member Representative
Sofia Ramirez Gelpi Regina Smith Margaret Lau Marina Washburn AEBG Member Representative Allan Hancock Joint CCD
Approved
2018-10-17





2018 © California Community Colleges NOVA Site Version: 4.0.18



─ Fund Settings

─ Integrated Plan

─ Guided Pathways

Admin

#### **AEBG Consortium Dashboard**

01 Allan Hancock Community College Consortium

Member Agency	Member Type	Contact	Phone
Allan Hancock Joint CCD	Community College District	Dr. Sofia Ramirez Gelpi Ph.D.	(805) 922-6966 ext: 3325
Lompoc Unified School District	K-12 School District	Mary Coggins	(805) 742-3100

#### Budget & Workplan 2018-19

	Avalilable			Fiscal/Admin	
Member Agency	Funds	Budget	Indirect Costs %	Expenses	Status
Allan Hancock Joint CCD	\$1,761,277	\$1,851,277	0.0%	\$0	DRAFT
Lompoc Unified School District	\$2,010,257	\$1,920,257	0.0%	\$0	DRAFT

Consortium Roll-up for 2018-19



2018 © California Community Colleges NOVA Site Version: <u>4.0.18</u>

AEBG Member Budget & Workplan: 2018-19

01 Allan Hancock Community College Consortium

Lompoc Unified School District



Status: DRAFT

#### Workflow

Workplan
Completed

BudgetIncomplete

Preview

#### Workplan

#### Objective 1: Gaps in Service

**Strategy:** To address low levels of educational attainment, we intend to: (1) Expand the HS Diploma program to increase access to this program; (2) Expand existing GED HS diploma equivalency program to include HiSET; and (3) Increase marketing, promotion, and aggressive outreach to raise awareness in the community of existing educational opportunities.

We plan to address this strategy

**Strategy:** To address the high level of unemployment in our service area, we intend to: (1) Continue collaboration with local WRC, DSS, & EDD offices; (2) Continue development of meaningful vocational education curriculum; (3) Leverage existing resources through WRC, DSS, EDD, CalWORKS, etc. to provide increased comprehensive services & opportunities; and (4) Continue to seek opportunities to develop pre-apprenticeship programs or provide internship-like opportunities to students to gain on-the-job skills.

☐ We plan to address this strategy

**Strategy:** To address the need to citizenship and English language skills, we intend to (1) Increase marketing and promotion of existing classes; (2) Continue to develop iBest model opportunities; and (3) Continue to develop meaningful Vocational ESL and Basic Skills courses.

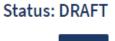
☐ We plan to address this strategy

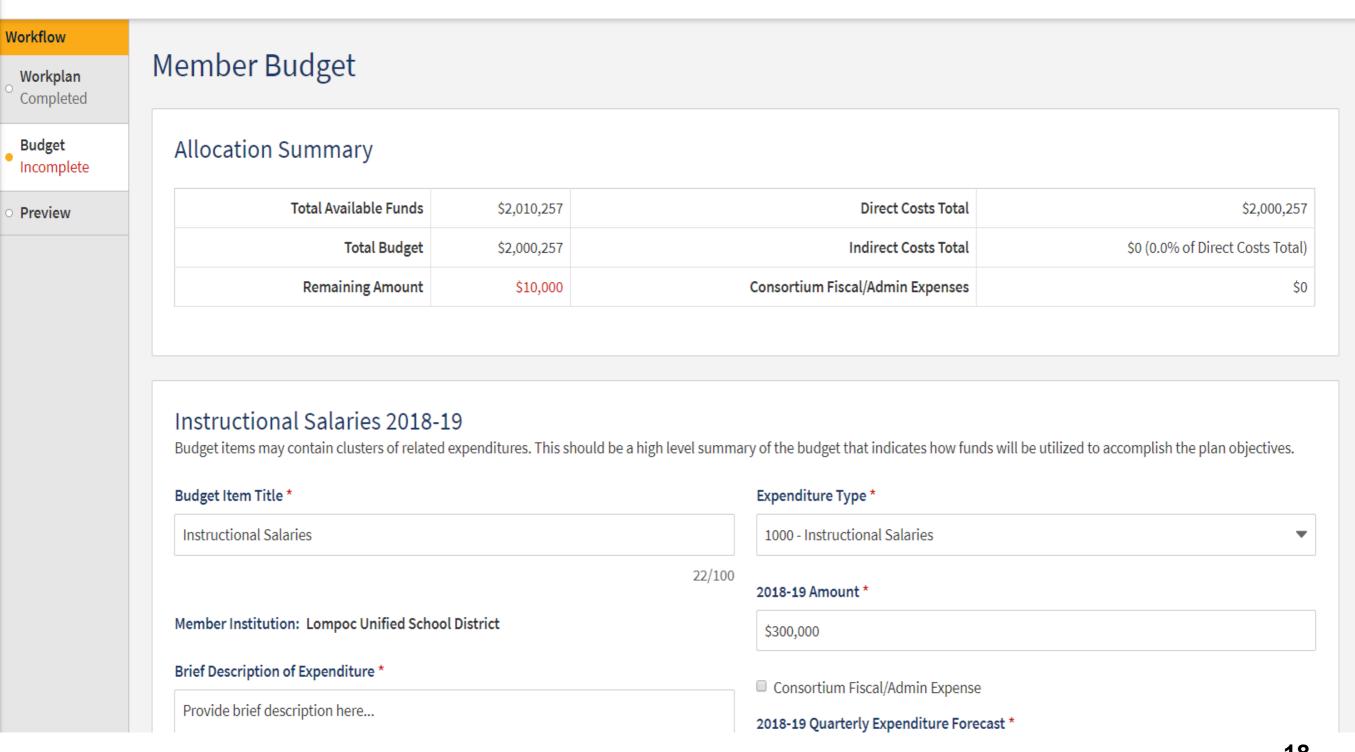
#### Objective 2: Seamless Transitions

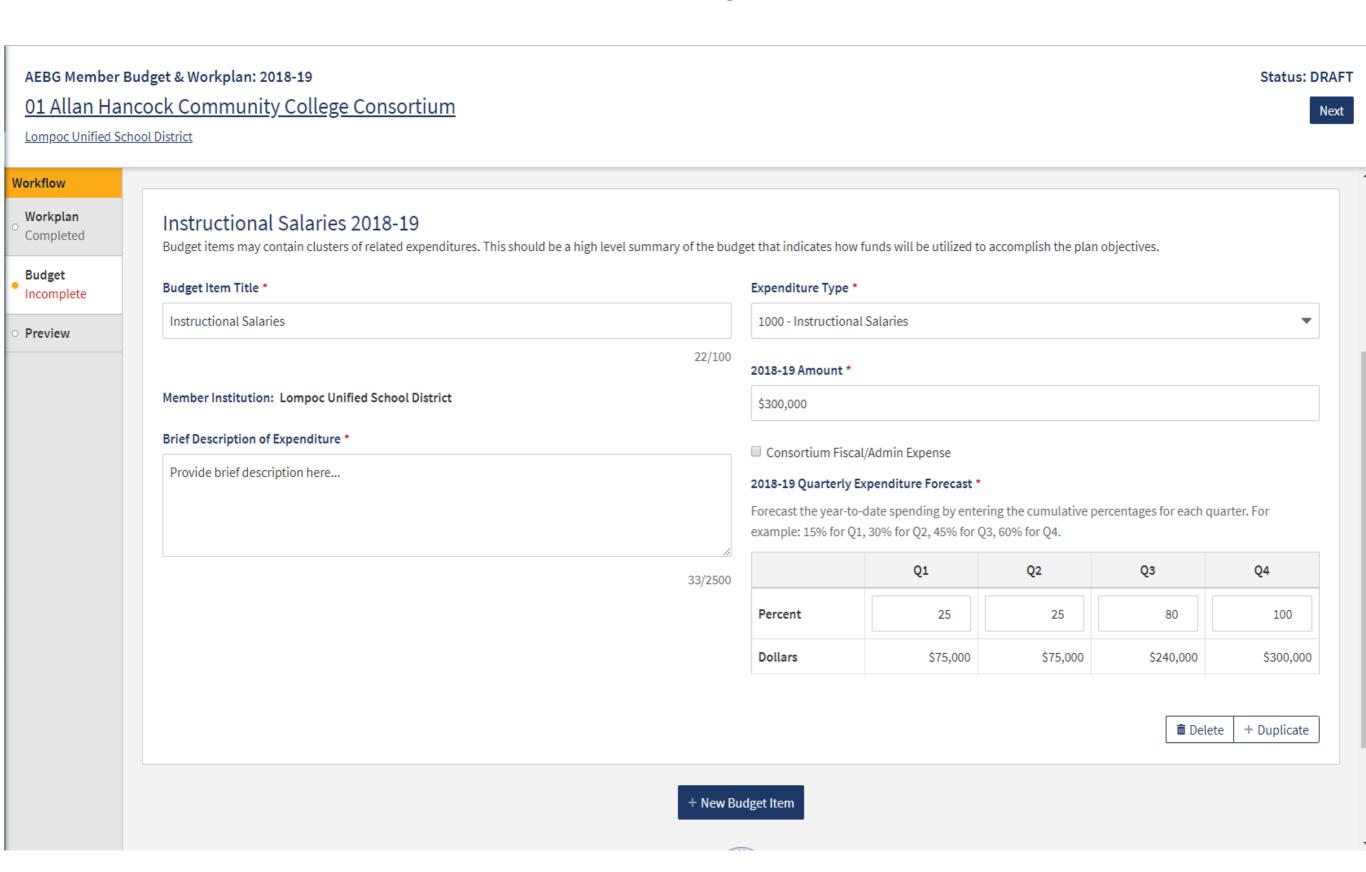
AEBG Member Budget & Workplan: 2018-19

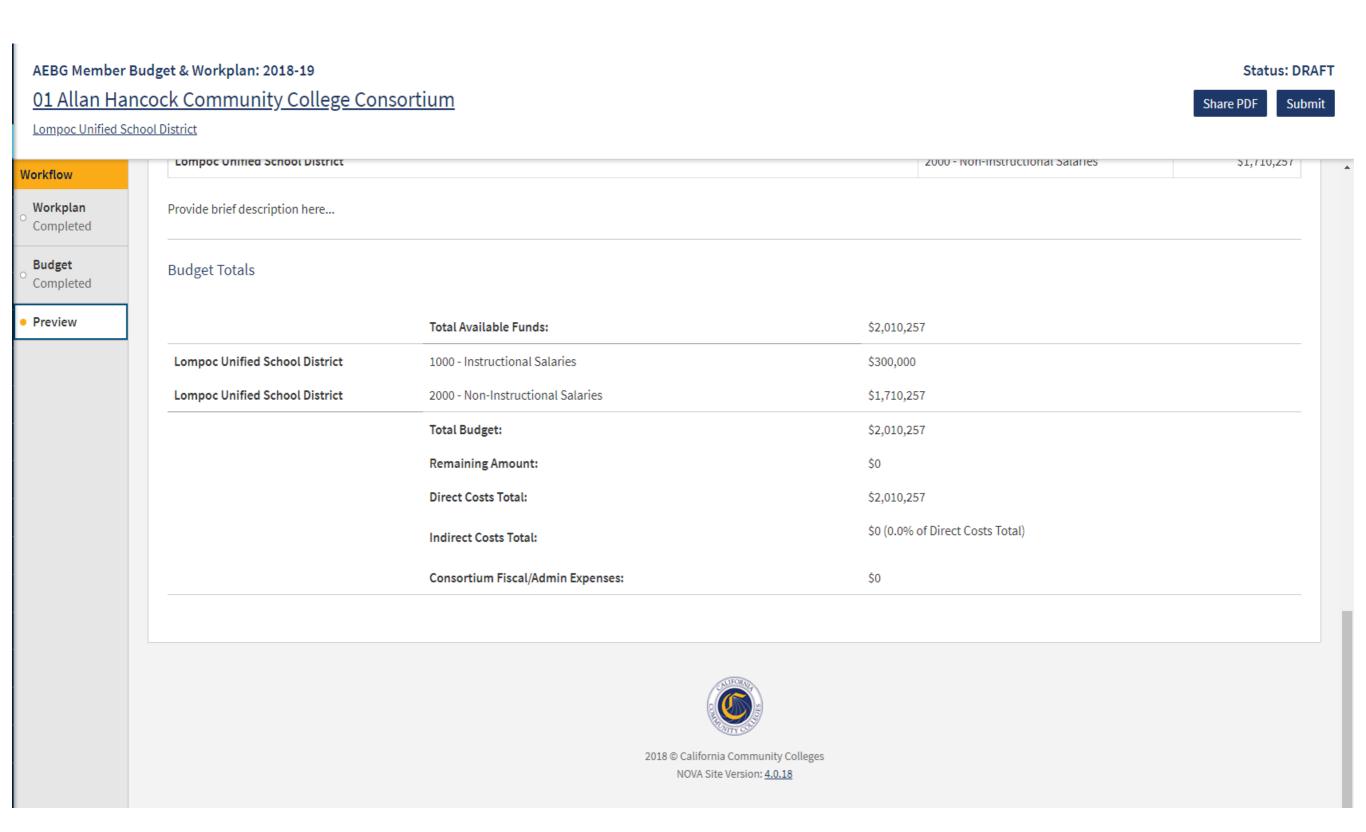
01 Allan Hancock Community College Consortium

<u>Lompoc Unified School District</u>









AEBG Member Budget & Workplan: 2018-19

01 Allan Hancock Community College Consortium

Lompoc Unified School District

Status: SUBMITTED

Share PDF





#### Member Budget & Workplan Summary

#### Member Information

Member Name:

Lompoc Unified School District

Member Type:

K-12 School District

Member Address:

Member Website: No website on file Member Allocations 2018-19:

\$1,032,653

Member Allocations 2017-18:

\$908,755

Member Allocations 2016-17:

\$908,755

#### Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Mary Coggins	coggins.mary@lusd.org	Principal	(805) 742-3100
Member Representative	Kathi Froemming	froemming.kathi@lusd.org		(805) 742-3250
Member Representative	Margarita Reyes	reyes.margarita@lusd.org	Director Fiscal Services	

AEBG Member Budget & Workplan: 2018-19

01 Allan Hancock Community College Consortium

Lompoc Unified School District

Status: CERTIFIED

Share PDF



#### Member Budget & Workplan Summary

#### Member Information

Member Name:

Lompoc Unified School District

Member Type:

K-12 School District

Member Address:

Member Website: No website on file Member Allocations 2018-19:

\$1,032,653

Member Allocations 2017-18:

\$908,755

Member Allocations 2016-17:

\$908,755

#### Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Mary Coggins	coggins.mary@lusd.org	Principal	(805) 742-3100
Member Representative	Kathi Froemming	froemming.kathi@lusd.org		(805) 742-3250
Member Representative	Margarita Reyes	reyes.margarita@lusd.org	Director Fiscal Services	

er 19 2018



# NOVA Carry-Over & Targets

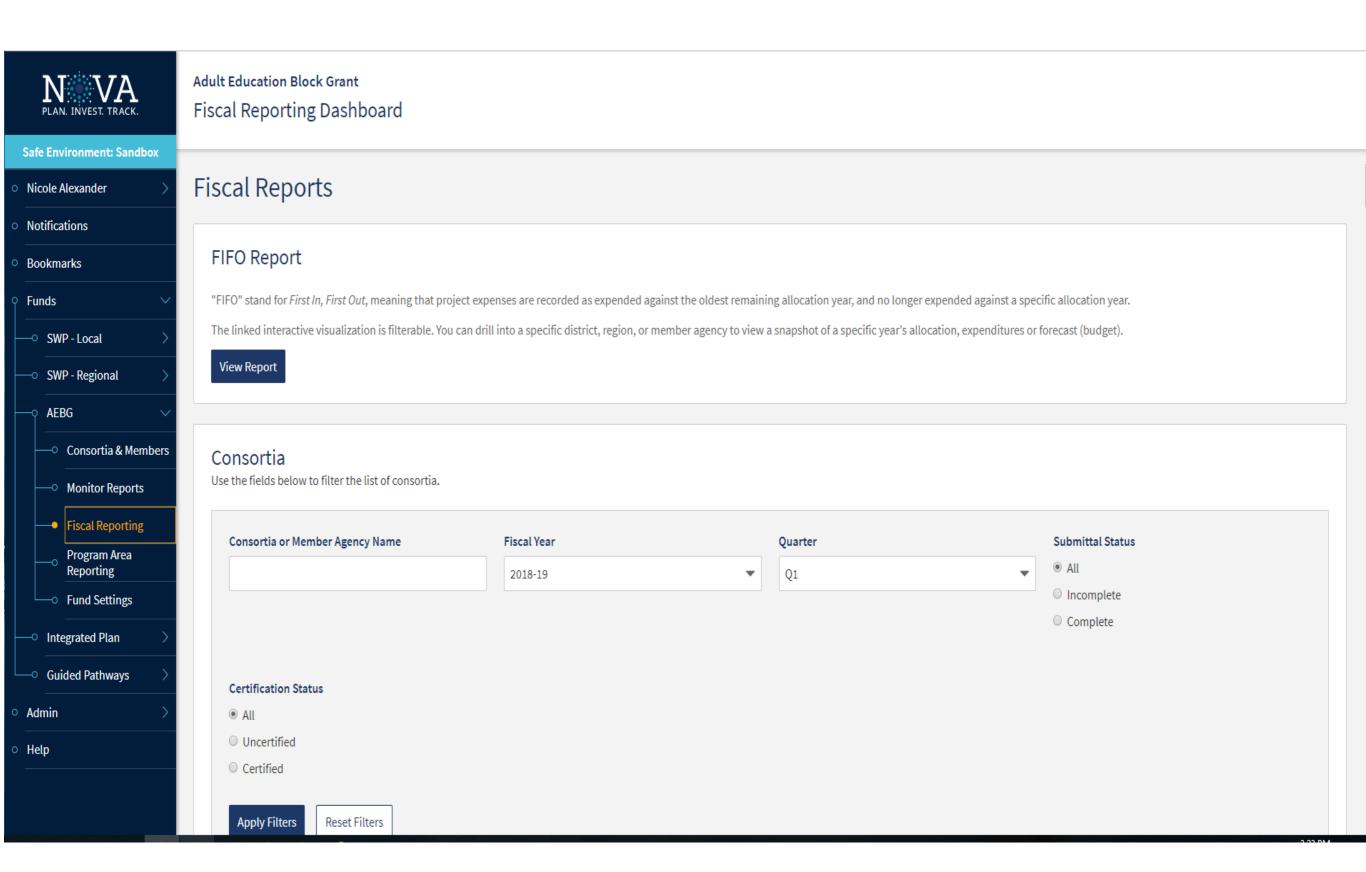




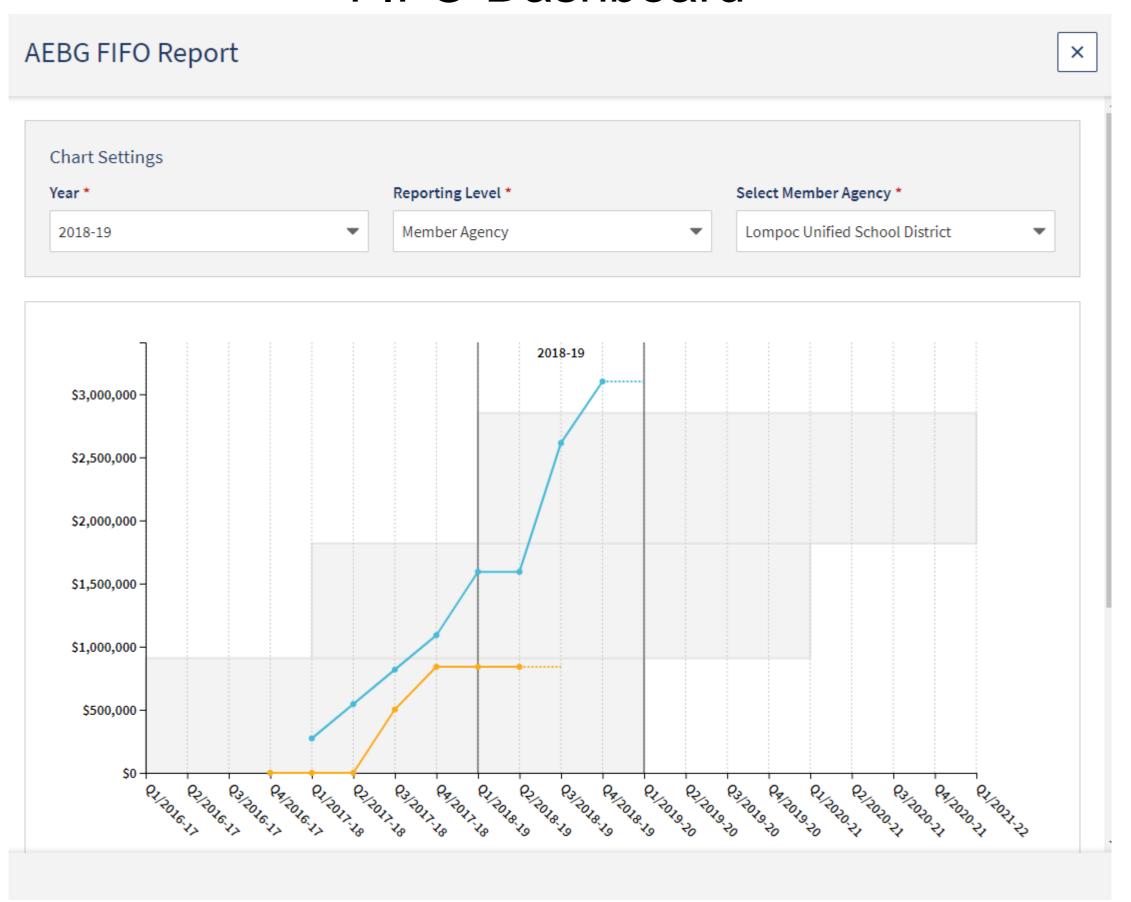
# **NOVA Targets**

- To continue to spend down 16-17 carry over funds to 12-31-18 – you will need a corrective action plan. Same will apply to 17-18 carry over for June 30, 2019.
- This is completed via the narrative field for corrective action plan in the Q4 expenditure report.
- Header title: "Corrective Action Plan: Expenditures fall below target. Please provide the action steps that will be taken to address this issue."

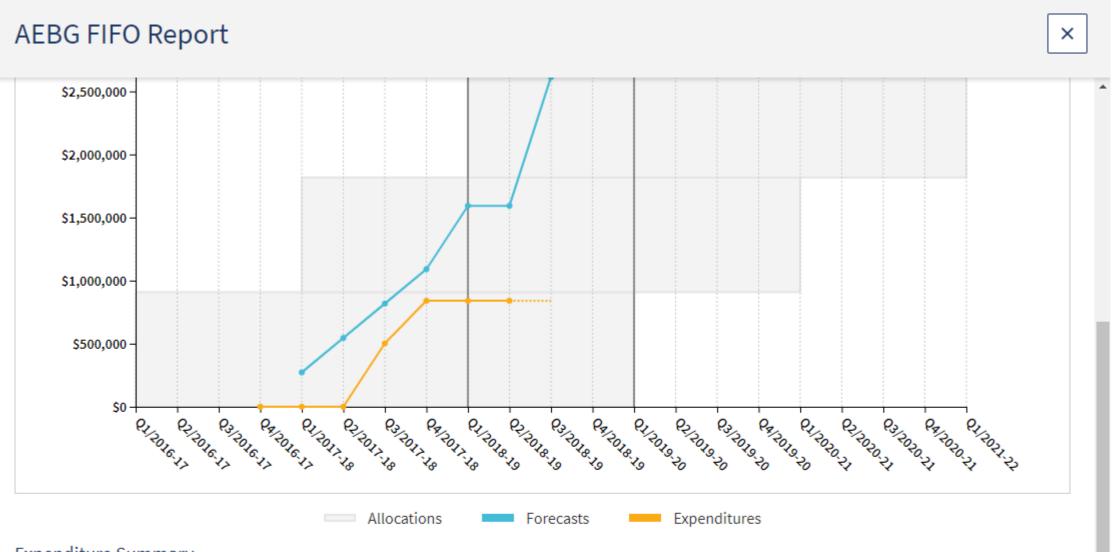
### FIFO Dashboard



#### FIFO Dashboard



### FIFO Dashboard



#### **Expenditure Summary**

Year	Allocations	Expenditures	Remaining
2016-17 thru 2018-19	\$908,755	\$839,916	\$68,839
2017-18 thru 2019-20	\$908,755	\$0	\$908,755
2018-19 thru 2020-21	\$1,032,653	\$0	\$1,032,653
Totals	\$2,850,163	\$839,916	\$2,010,247



# Budgets Bill Requirement



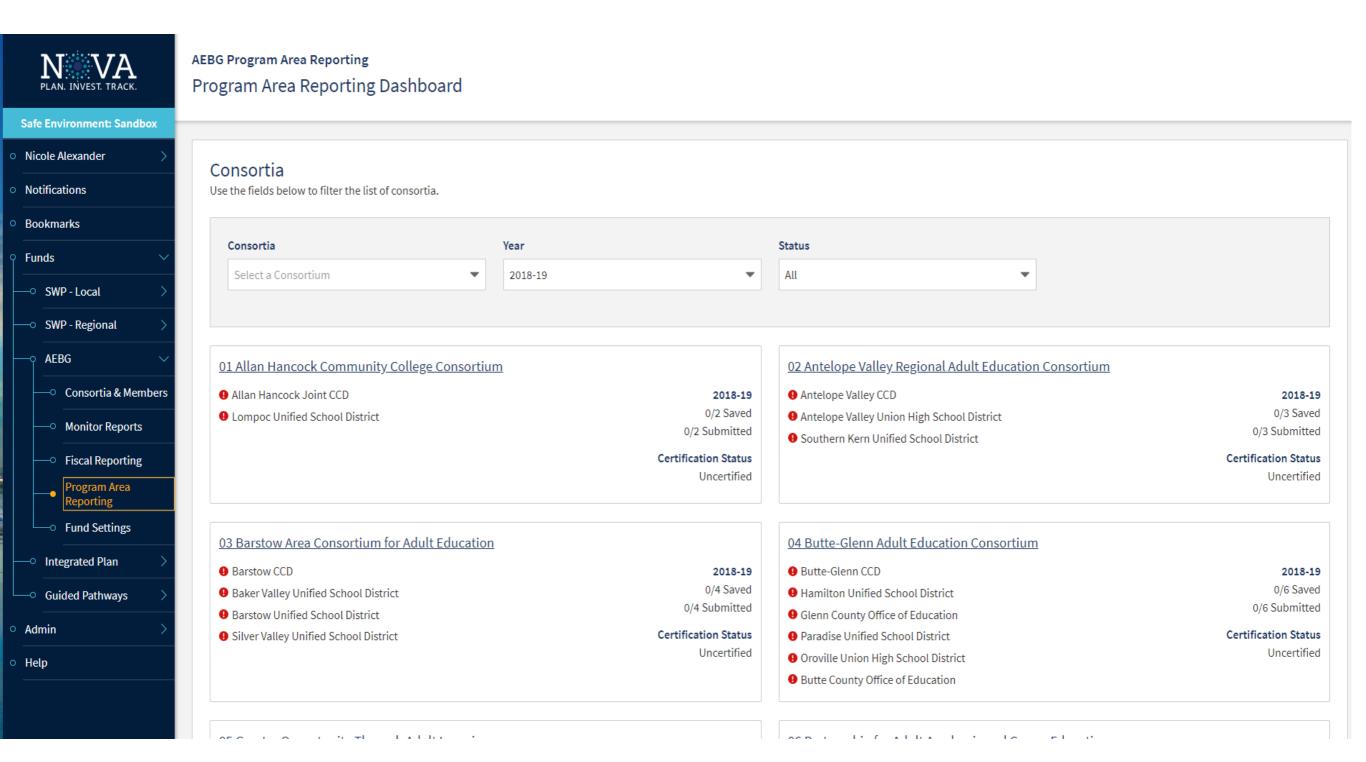




# **NOVA Special Reporting**

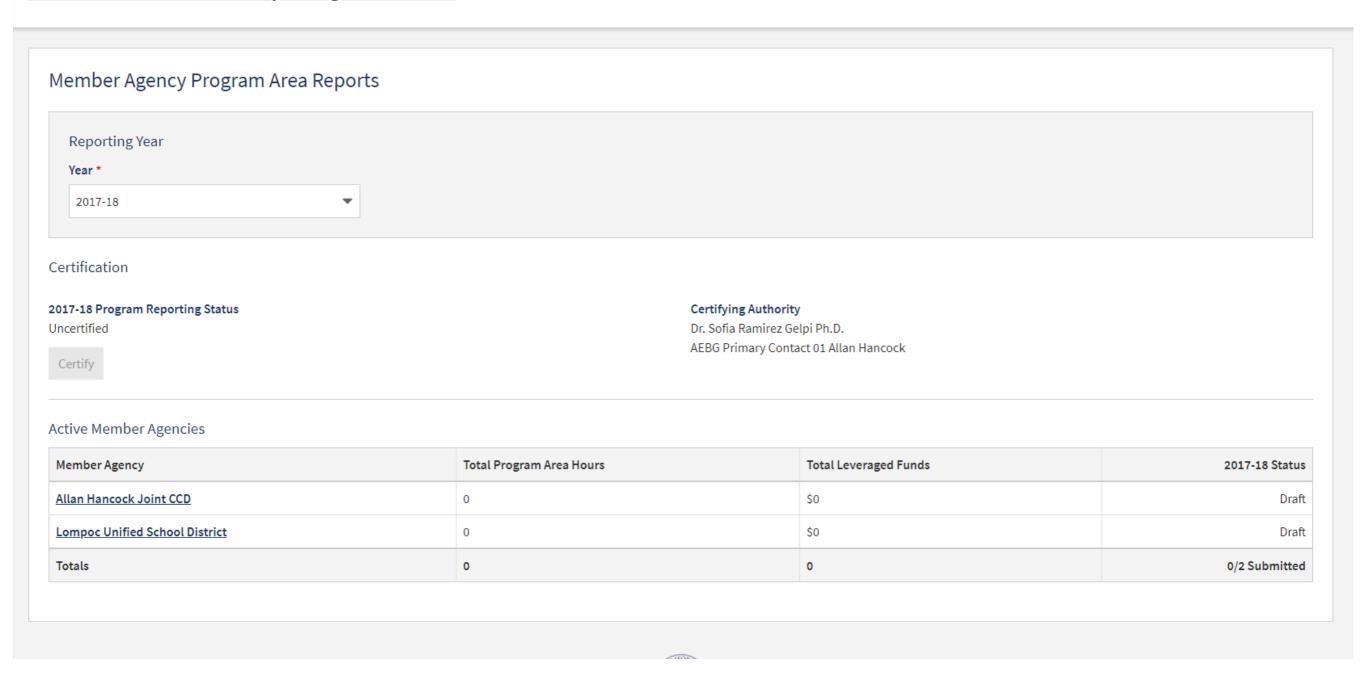
# Budget Bill requires 17-18 data reports:

- Hours of Instruction by Program Area
- Operational costs by Program Area
  - All costs including building costs, in-kind, overhead, etc.
  - All fund sources –including fees, donations, grants, contract for services, etc.



**AEBG Program Area Reporting** 

01 Allan Hancock Community College Consortium



AEBG Program Area Reporting: 2017-18 Allan Hancock Joint CCD

Workflow

Hours Not started

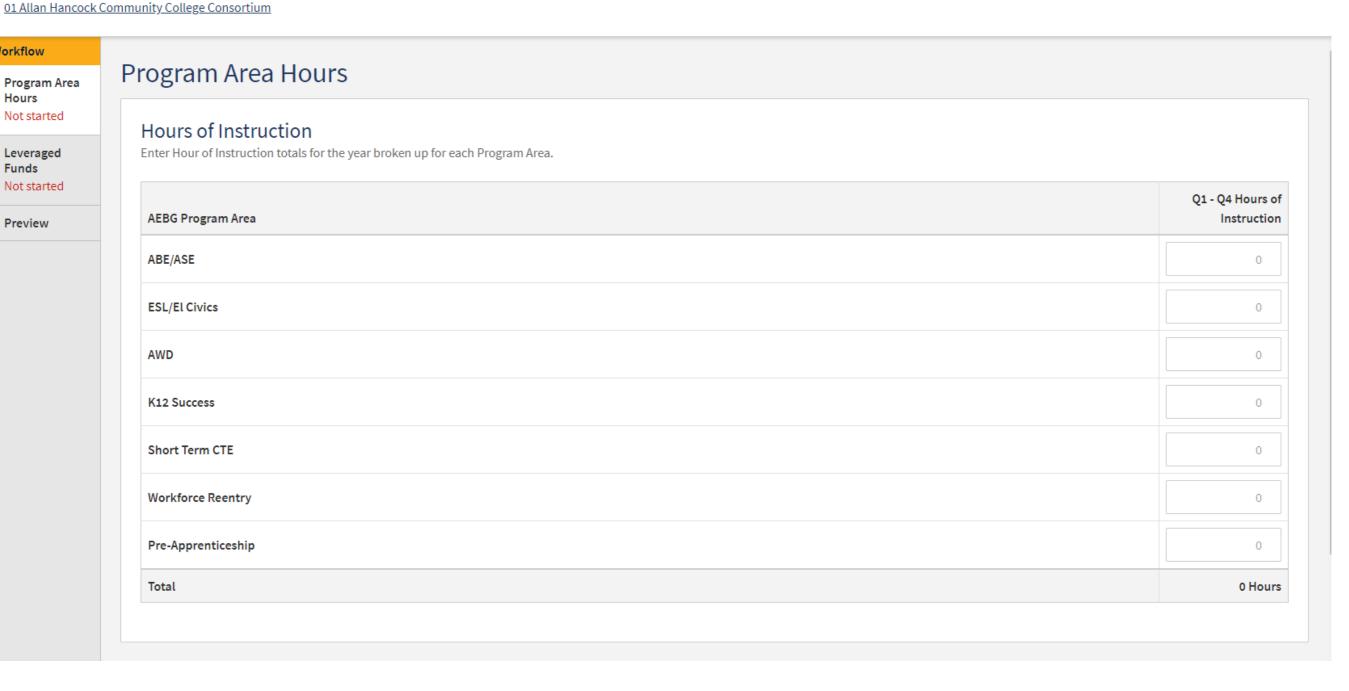
Leveraged

Funds Not started

Preview

Status: Draft





AEBG Program Area Reporting: 2017-18

01 Allan Hancock Community College Consortium

Status: Draft



Allan Hancock Joint CCD



Hours Not started

Leveraged
Funds
Not started

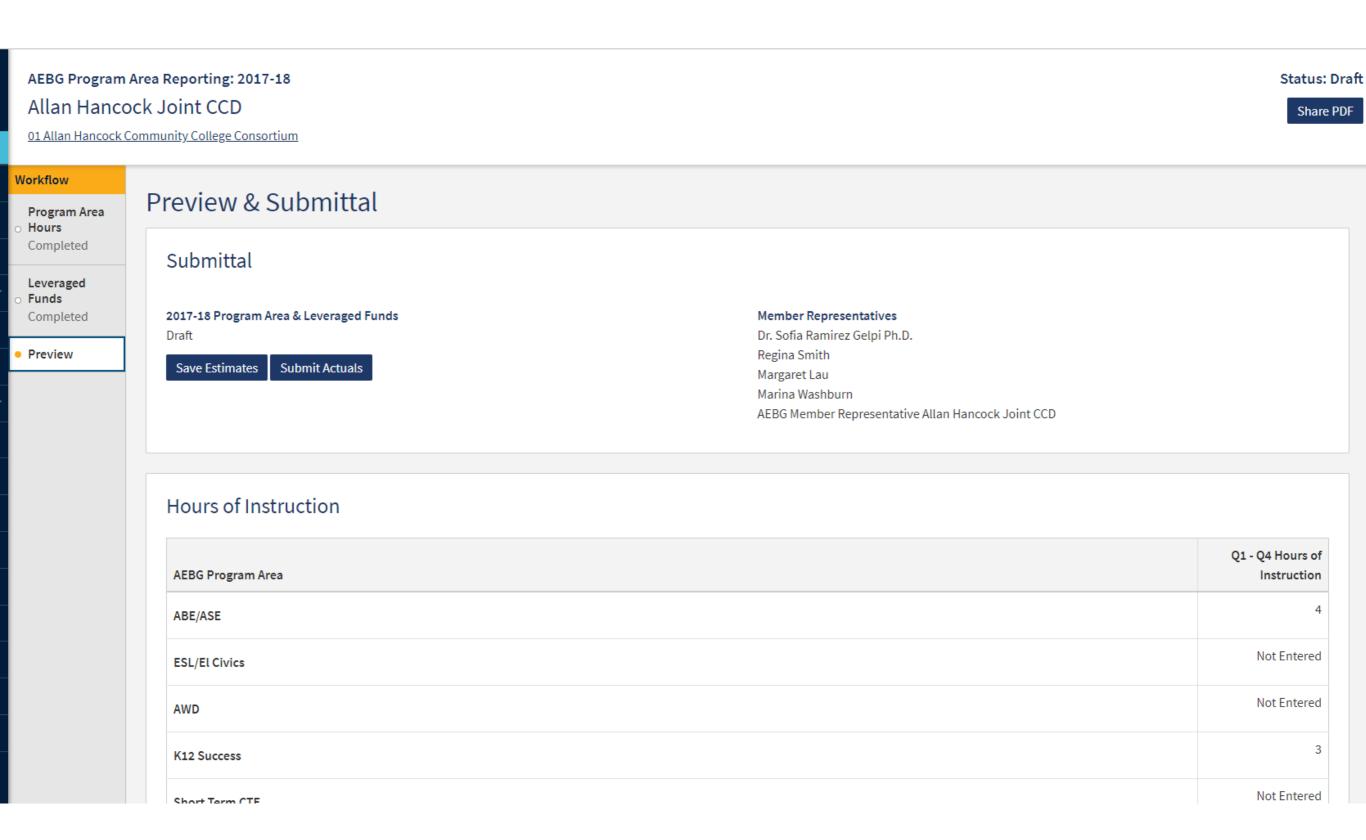
Preview

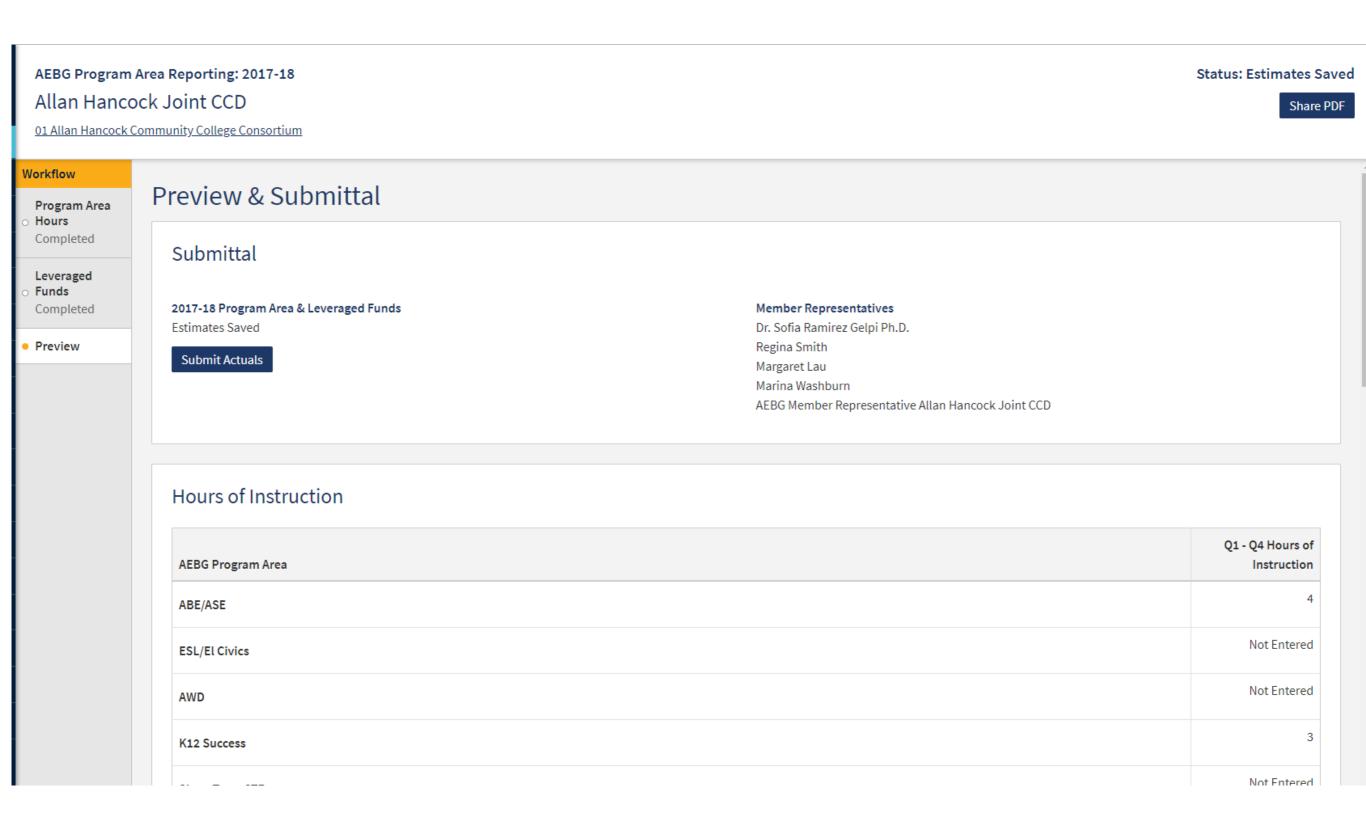
#### Leveraged Funds

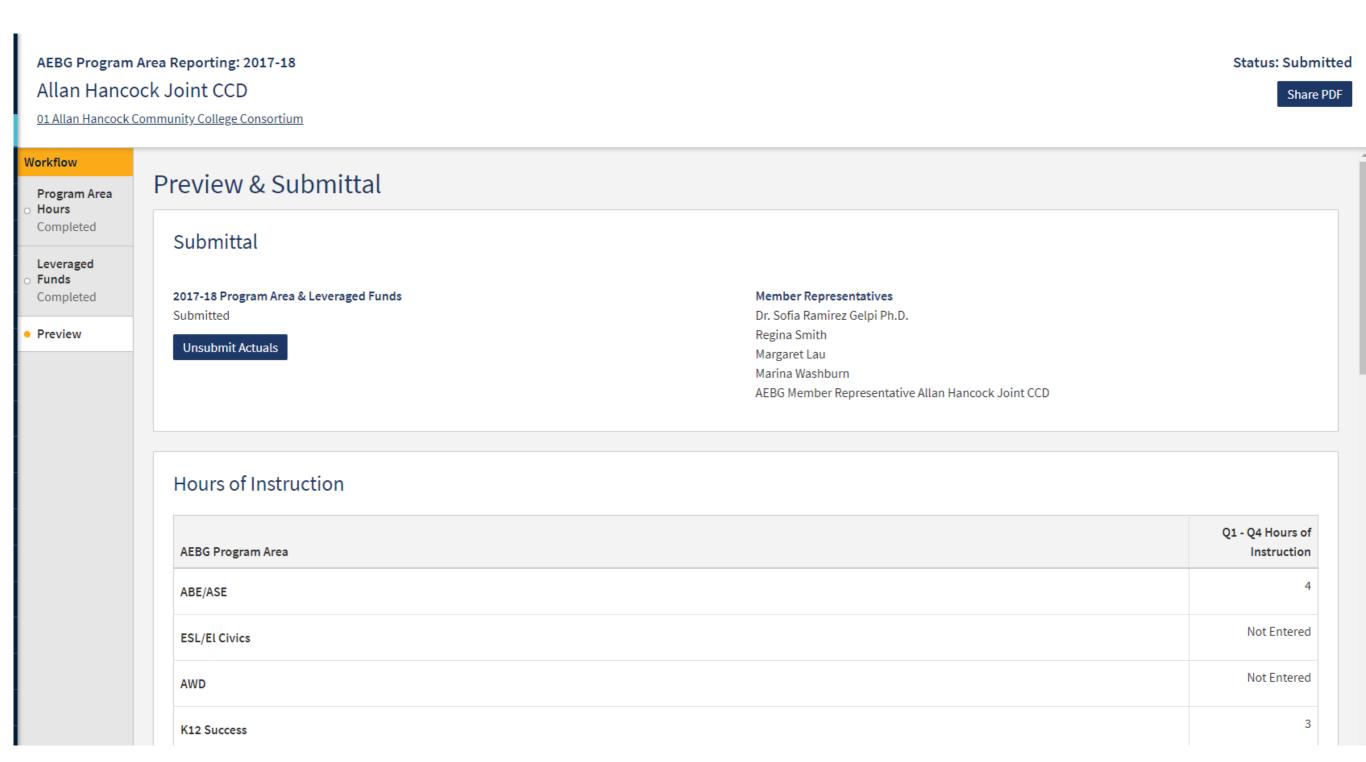
#### Leveraged Funds by Program Area

Enter expense totals for each Fund broken up by Program Area.

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
AEBG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

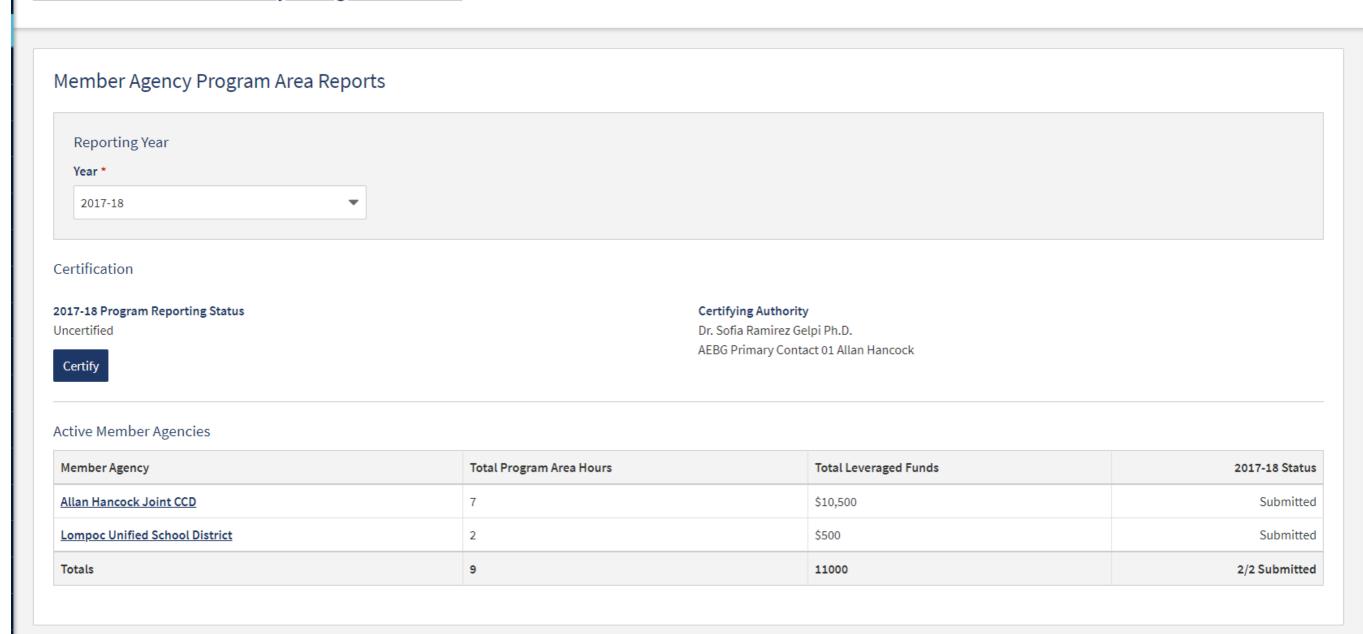






**AEBG Program Area Reporting** 

01 Allan Hancock Community College Consortium





## NOVA Close Out of 16-17 Funds







### **NOVA Close Out**

- Keep in mind AEBG/AEP funds still have a shelf life, they do expire, and we will be closing out every year.
- For example: 16-17 funding.
- Target spending June 30, 2018 fully expended
- With a corrective action plan can extend to 12/31/18.
- All activities related to 16/17 funds must cease by 12/31/18 (which is the end of the 2<sup>nd</sup> quarter of the SFY).



# NOVA Close Out (cont.)

- Q2 expense reports are due 3/1/19 with consortium approval due by 3/31/19.
- NOVA will close out 16-17 funds in April of 2019.
   Each member will certify their close out.
- Remaining 16-17 funds will be invoiced by the state and paid back by the member to the general fund.
- The invoice process will take place in late April/May 2019.
- State Accounting Offices will close the books on AEBG/AEP 16-17 funding in June 2019.



# Three year planning submission



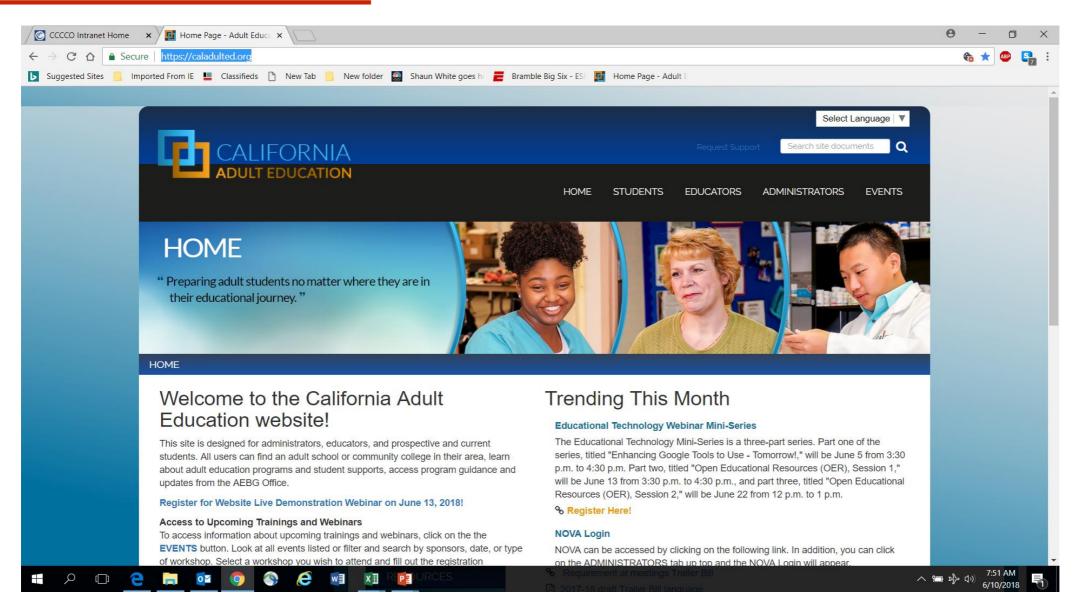


# 3 Year Planning Guidance

- Draft Guidance will be final this month.
- Webinars and workshops roll out next month.
- Self-assessment tool
- Data Tool Workshops
- Process training cohorts (Human Center Design)
- Planning Consultation
- Community Need Webinar / Asset Mapping
- Member resources required for the 3 year plan will be available through NOVA.



### **AEBG Web Site**



https://caladulted.org/



# **AEBG TAP**

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

#### **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**