


**AEBG**

PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE



**AEP NOVA Webinar  
Program Area Submission  
For 17-18 Data  
November 7, 2018**

# Agenda

- Requirements
- Hours of Instruction
- Operating Costs
- Fund Sources
- NOVA Processing
- FAQs



# Budgets Bill Requirement





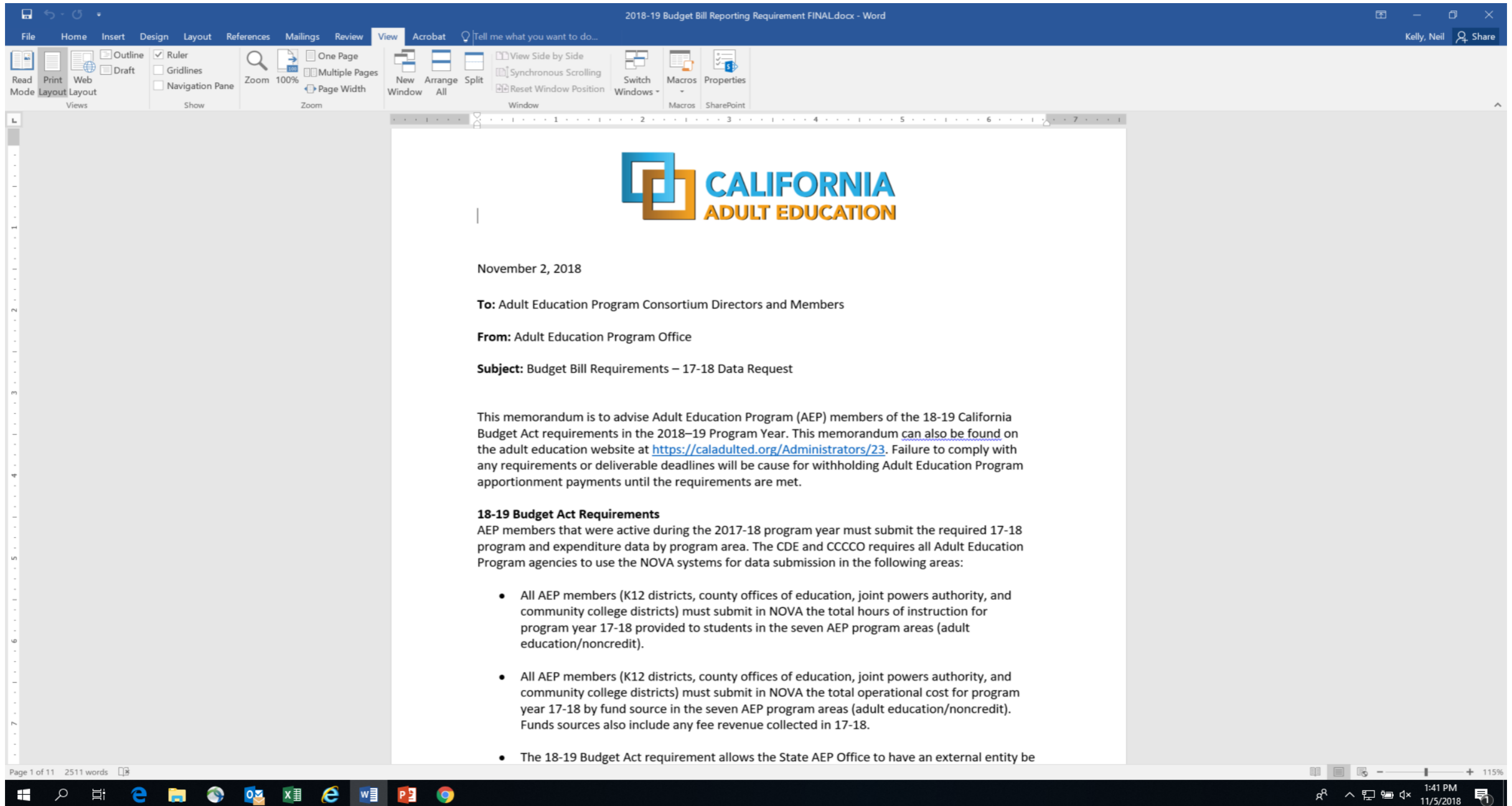
# 17-18 Program Area Reporting

Budget Bill requires 17-18 reports:

- Hours of Instruction by Program Area
- Operational Costs by Program Area
- ✓ All costs – including building, in-kind, overhead, etc.
- ✓ All funds sources – including fees, donations, grants, contracts, etc.
- ✓ We expect AEP members to enter their best estimate given the information/data from their local and state level systems.

**All data must be submitted by February 15, 2019 via the NOVA system.**

# 17-18 Program Area Reporting Instructions




2018-19 Budget Bill Reporting Requirement FINAL.docx - Word

File Home Insert Design Layout References Mailings Review View Acrobat Tell me what you want to do... Kelly, Neil Share

Read Mode Print Web Draft Ruler Gridlines Navigation Pane One Page Multiple Pages Page Width Zoom 100%

View Side by Side Synchronous Scrolling Reset Window Position New Arrange Split Window Switch Windows Macros Properties

 **CALIFORNIA**  
**ADULT EDUCATION**

November 2, 2018

**To:** Adult Education Program Consortium Directors and Members

**From:** Adult Education Program Office

**Subject:** Budget Bill Requirements – 17-18 Data Request

This memorandum is to advise Adult Education Program (AEP) members of the 18-19 California Budget Act requirements in the 2018–19 Program Year. This memorandum can also be found on the adult education website at <https://caladulthood.org/Administrators/23>. Failure to comply with any requirements or deliverable deadlines will be cause for withholding Adult Education Program apportionment payments until the requirements are met.

**18-19 Budget Act Requirements**

AEP members that were active during the 2017-18 program year must submit the required 17-18 program and expenditure data by program area. The CDE and CCCCO requires all Adult Education Program agencies to use the NOVA systems for data submission in the following areas:

- All AEP members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total hours of instruction for program year 17-18 provided to students in the seven AEP program areas (adult education/noncredit).
- All AEP members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total operational cost for program year 17-18 by fund source in the seven AEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in 17-18.
- The 18-19 Budget Act requirement allows the State AEP Office to have an external entity be

Page 1 of 11 2511 words 115%

11/5/2018 1:41 PM

# 17-18 Program Area Reporting Instructions

- Instructions issued 11/2/18 to all consortium members, leads, directors, and co-chairs.
- Includes memo, background, operational definitions, methodologies, examples, screen shots, process steps in NOVA, and FAQs.

<https://caladulthood.org/DownloadFile/652>

## Key Facts

- Program Areas = 7 AEP Program Areas
- The term “hours of instruction” is defined as any reportable individual that has at least one hour of program related services or instruction in our systems.
- The time period to report beginning July 1, 2017, and ending June 30, 2018.

# Hours of Instruction Data Sources

- Use TOPSPro 17-18 student data

or

- Use your local attendance system.

or

- CCDs can use their CCFS-320 Reporting System for noncredit FTES



# Operational Costs

- The term “operational costs” is defined as the true cost of running AEP programs.
- This includes space, utilities, custodial, overhead, equipment, as well as the normal day-to-day operational costs (instructional, classified, benefits, supplies, etc.).
- Operational costs also includes administrative costs, which would include administrators who oversee all areas of adult education/noncredit programs.

## Operational Costs (cont.)

- In some districts, some of these costs may be difficult to separate or identify specifically to the adult education/noncredit programs. We encourage districts to prorate these costs and use an allocation methodology that would estimate the true cost of running the adult education/noncredit program.

## Fund Sources

- Not only will districts enter the true cost of running AEP programs, they will also enter into NOVA the various fund sources that contributed to these operational costs.
- Not limited to the six main fund sources from AB104 – ec 84916 (a-f).
- Also include fees, contracted services, WIOA I, Strong Workforce, Student Supports, grants, in-kind, donations, etc.



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# NOVA Input



# Program Area Reporting



AEBG Program Area Reporting

## Program Area Reporting Dashboard

Safe Environment: Sandbox

- Nicole Alexander >
- Notifications
- Bookmarks
- Funds >
  - SWP - Local >
  - SWP - Regional >
  - AEBG >
    - Consortia & Members
    - Monitor Reports
    - Fiscal Reporting
    - **Program Area Reporting**
    - Fund Settings
- Integrated Plan >
- Guided Pathways >
- Admin >
- Help

### Consortia

Use the fields below to filter the list of consortia.

<b>Consortia</b> <input type="text" value="Select a Consortium"/>	<b>Year</b> <input type="text" value="2018-19"/>	<b>Status</b> <input type="text" value="All"/>
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<p><u>01 Allan Hancock Community College Consortium</u></p> <ul style="list-style-type: none"> <li>🚫 Allan Hancock Joint CCD <span style="float: right;">2018-19</span></li> <li>🚫 Lompoc Unified School District <span style="float: right;">0/2 Saved</span></li> </ul> <p style="text-align: right;">0/2 Submitted</p> <p style="text-align: right;"><b>Certification Status</b> Uncertified</p>	<p><u>02 Antelope Valley Regional Adult Education Consortium</u></p> <ul style="list-style-type: none"> <li>🚫 Antelope Valley CCD <span style="float: right;">2018-19</span></li> <li>🚫 Antelope Valley Union High School District <span style="float: right;">0/3 Saved</span></li> <li>🚫 Southern Kern Unified School District <span style="float: right;">0/3 Submitted</span></li> </ul> <p style="text-align: right;"><b>Certification Status</b> Uncertified</p>
<p><u>03 Barstow Area Consortium for Adult Education</u></p> <ul style="list-style-type: none"> <li>🚫 Barstow CCD <span style="float: right;">2018-19</span></li> <li>🚫 Baker Valley Unified School District <span style="float: right;">0/4 Saved</span></li> <li>🚫 Barstow Unified School District <span style="float: right;">0/4 Submitted</span></li> <li>🚫 Silver Valley Unified School District <span style="float: right;">0/4 Submitted</span></li> </ul> <p style="text-align: right;"><b>Certification Status</b> Uncertified</p>	<p><u>04 Butte-Glenn Adult Education Consortium</u></p> <ul style="list-style-type: none"> <li>🚫 Butte-Glenn CCD <span style="float: right;">2018-19</span></li> <li>🚫 Hamilton Unified School District <span style="float: right;">0/6 Saved</span></li> <li>🚫 Glenn County Office of Education <span style="float: right;">0/6 Submitted</span></li> <li>🚫 Paradise Unified School District <span style="float: right;">0/6 Submitted</span></li> <li>🚫 Oroville Union High School District <span style="float: right;">0/6 Submitted</span></li> <li>🚫 Butte County Office of Education <span style="float: right;">0/6 Submitted</span></li> </ul> <p style="text-align: right;"><b>Certification Status</b> Uncertified</p>



# Program Area Reporting

AEBG Program Area Reporting

01 Allan Hancock Community College Consortium

## Member Agency Program Area Reports

Reporting Year

Year \*

2017-18

### Certification

**2017-18 Program Reporting Status**

Uncertified

Certify

**Certifying Authority**

Dr. Sofia Ramirez Gelpi Ph.D.

AEBG Primary Contact 01 Allan Hancock

### Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2017-18 Status
<a href="#">Allan Hancock Joint CCD</a>	0	\$0	Draft
<a href="#">Lompoc Unified School District</a>	0	\$0	Draft
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0/2 Submitted</b>

# Program Area Reporting

AEBG Program Area Consortium Reporting

07 Chabot-Las Positas/Mid-Alameda County Consortium

Certify

## Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2017-18 Status
<a href="#"><u>Castro Valley Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>Chabot-Las Positas CCD</u></a>	0	\$0	Draft
<a href="#"><u>Dublin Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>Eden Area ROP JPA (Optional)</u></a>	0	\$0	Draft
<a href="#"><u>Hayward Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>Livermore Valley Joint Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>New Haven Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>Pleasanton Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>San Leandro Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>San Lorenzo Unified School District</u></a>	0	\$0	Draft
<a href="#"><u>Tri-Valley ROP</u></a>	0	\$0	Draft

# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Draft

Next

## Workflow

Program Area  
● Hours  
Not started

Leveraged  
○ Funds  
Not started

○ Preview

## Program Area Hours

### Hours of Instruction

Enter Hour of Instruction totals for the year broken up for each Program Area.

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	<input type="text" value="0"/>
ESL/El Civics	<input type="text" value="0"/>
AWD	<input type="text" value="0"/>
K12 Success	<input type="text" value="0"/>
Short Term CTE	<input type="text" value="0"/>
Workforce Reentry	<input type="text" value="0"/>
Pre-Apprenticeship	<input type="text" value="0"/>
<b>Total</b>	<b>0 Hours</b>

# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Status: Draft

Allan Hancock Joint CCD

Next

[01 Allan Hancock Community College Consortium](#)

## Workflow

Program Area  
 Hours  
 Not started

Leveraged Funds  
 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/EI 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
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Status: Draft

Allan Hancock Joint CCD

Next

[01 Allan Hancock Community College Consortium](#)

**Workflow**

- Program Area
- Hours  
Not started
- Leveraged Funds  
Not started
- Preview

WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

### Add Another Fund

Select additional fund to display above and report against.

Select new fund

- WIOA I / ITAs
- Donations
- In-kind Contributions**
- Strong Workforce Program (K12 or College)



# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Draft

Share PDF

## Workflow

Program Area

Hours

Completed

Leveraged

Funds

Completed

Preview

## Preview & Submittal

### Submittal

2017-18 Program Area & Leveraged Funds

Draft

Save Estimates

Submit Actuals

#### Member Representatives

Dr. Sofia Ramirez Gelpi Ph.D.

Regina Smith

Margaret Lau

Marina Washburn

AEBG Member Representative Allan Hancock Joint CCD

### Hours of Instruction

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	4
ESL/El Civics	Not Entered
AWD	Not Entered
K12 Success	3
Short Term CTE	Not Entered

# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Estimates Saved

Share PDF

## Workflow

Program Area  
 Hours  
Completed

Leveraged  
 Funds  
Completed

Preview

## Preview & Submittal

### Submittal

2017-18 Program Area & Leveraged Funds

Estimates Saved

Submit Actuals

#### Member Representatives

Dr. Sofia Ramirez Gelpi Ph.D.

Regina Smith

Margaret Lau

Marina Washburn

AEBG Member Representative Allan Hancock Joint CCD

### Hours of Instruction

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	4
ESL/EL Civics	Not Entered
AWD	Not Entered
K12 Success	3
	Not Entered

# Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Submitted

Share PDF

## Workflow

Program Area

Hours

Completed

Leveraged

Funds

Completed

Preview

## Preview & Submittal

### Submittal

2017-18 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

#### Member Representatives

Dr. Sofia Ramirez Gelpi Ph.D.

Regina Smith

Margaret Lau

Marina Washburn

AEBG Member Representative Allan Hancock Joint CCD

### Hours of Instruction

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	4
ESL/El Civics	Not Entered
AWD	Not Entered
K12 Success	3

# Program Area Reporting

AEBG Program Area Reporting

01 Allan Hancock Community College Consortium

## Member Agency Program Area Reports

Reporting Year

Year \*

2017-18

### Certification

#### 2017-18 Program Reporting Status

Uncertified

Certify

#### Certifying Authority

Dr. Sofia Ramirez Gelpi Ph.D.

AEBG Primary Contact 01 Allan Hancock

### Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2017-18 Status
<a href="#">Allan Hancock Joint CCD</a>	7	\$10,500	Submitted
<a href="#">Lompoc Unified School District</a>	2	\$500	Submitted
<b>Totals</b>	<b>9</b>	<b>11000</b>	<b>2/2 Submitted</b>





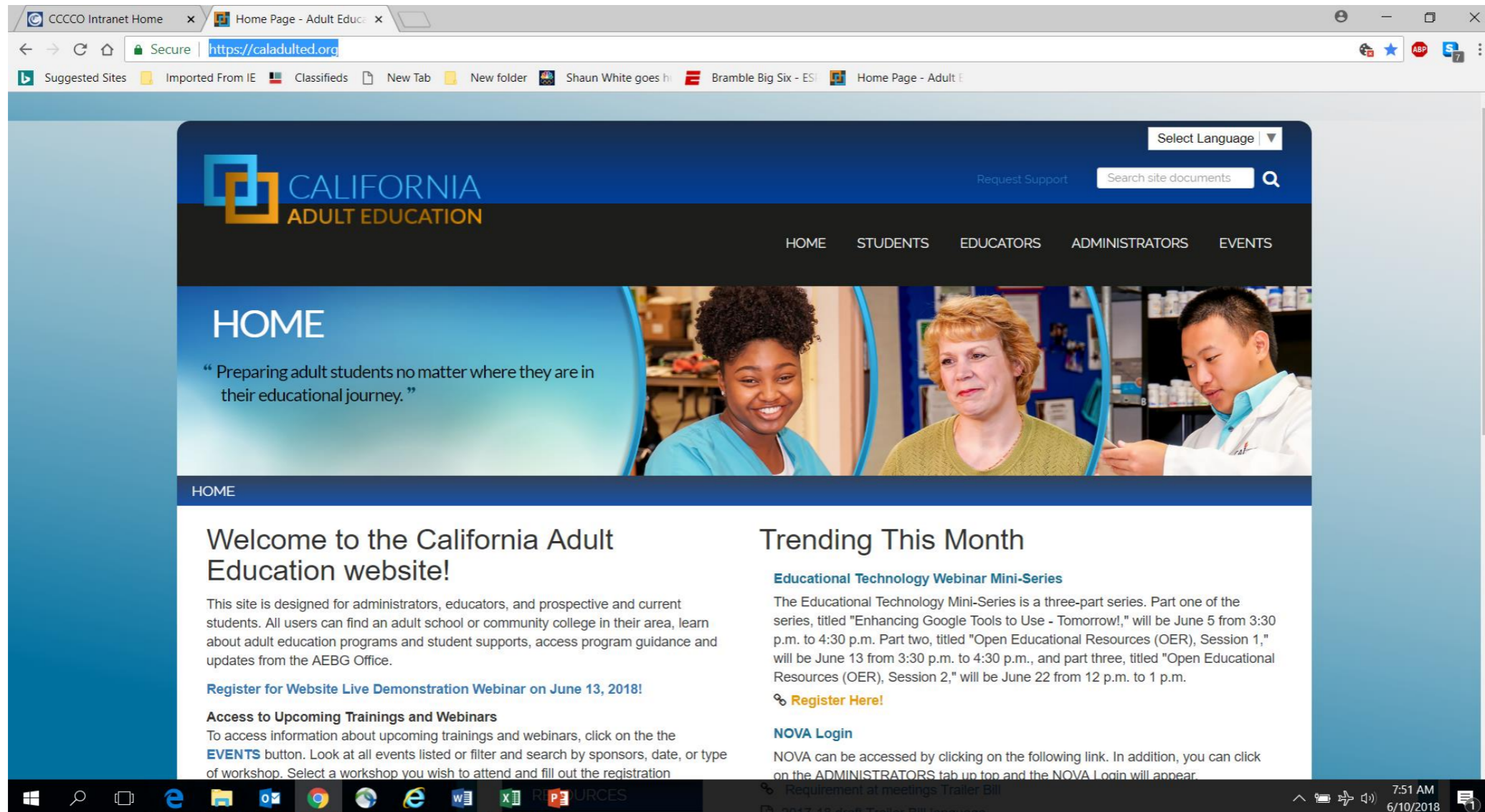
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# FAQS





# AEBG Web Site



The screenshot shows a web browser window displaying the homepage of the California Adult Education website. The browser's address bar shows the URL <https://caladulted.org>. The website header features the logo for CALIFORNIA ADULT EDUCATION, a search bar, and a language selection dropdown. The main navigation menu includes links for HOME, STUDENTS, EDUCATORS, ADMINISTRATORS, and EVENTS. A large banner image shows three people in a classroom setting. Below the banner, the 'HOME' section contains a welcome message and a link to a live demonstration webinar. The 'Trending This Month' section highlights an educational technology webinar mini-series with a 'Register Here!' link. The 'NOVA Login' section provides instructions for accessing the NOVA system. The Windows taskbar at the bottom shows the time as 7:51 AM on 6/10/2018.

<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

	<a href="#">OTAN Resources for Adult Education</a>
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