

AEBCG

PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

CAEP CFAD Webinar 19-20 Allocation April 5, 2019



Agenda

- 19-20 Allocation Process
- CFAD Criteria & Timeline
- CFAD Processing & Deliverables
- CFAD Q & A
- NOVA CFAD
- Allocation Amendments
- NOVA Allocation Amendment
- Open Discussion

19-20 CAEP Allocation Process

- January – Governor’s Budget is Released
- February – CAEP Preliminary Allocation are released at the consortium level (includes COLA)
- March-April – consortium members have public meetings (Brown Act) to discuss 19-20 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 Criteria

- The CFAD process meets the legislative requirement to have CAEP funding disbursed within 45 days of the Governor signing the state budget.
- The CFAD is a one-time process due once a year on May 2nd.
- The CFAD is used to by the State CAEP Office to document prior year allocations.
- The CFAD is also used set up CAEP funding disbursement to direct funded and fiscal agent consortia.

CFAD Timeline

- Review preliminary allocation amounts for 19-20 (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.

CFAD Processing

In addition to the regular CFAD processing, the 19-20 COLA would be an across the board increase for all members.

If members are in agreement, you could use other options:

- i. Allocation based on need in the community.
- ii. Help fund new members.
- iii. Reflect member carry over from prior year.
- iv. Factor in any member reductions.
- v. Help fund next year projects that need resources.

Members have to be 100% in agreement to use an other option, instead of the across the board COLA increase.

CFAD Deliverables

- Creation of the CFAD showing the 2019-20 distribution of funds to each member of the consortium.
- A narrative explaining any fiscal changes – structure, fiscal agent, or prior year allocation amounts.
- Designation by the consortium of the fiscal structure for 2019-20 - fiscal agent or direct-funded.

CFAD Q & A

Q: What happens if we miss the May 2nd deadline?

A: The State will use the prior year CFAD allocations (in case of the COLAs – a proportional percentage).

Q: If all the consortium members approve a change to the allocations, can a consortium change member allocations after May 2 in NOVA?

A: Yes. I will cover that under Allocation Amendments.

Q: Can we out vote a member that doesn't want to go along with a different allocation option?

A: No. Decision making bylaws do not apply to the CFAD processes. AB104 legislation is clear on prior year funding.



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Consortia & Members

Filter Consortia & Members

Name of Consortium or Member

Funding Channel

- All
- Fiscal Agent
- Direct Funded

[01 Allan Hancock College Consortium](#)

Funding Channel: Fiscal Agent



[02 Antelope Valley Regional Adult Education Consortium](#)

Funding Channel: Fiscal Agent



[03 Barstow Area Consortium for Adult Education](#)

Funding Channel: Fiscal Agent



[04 Butte-Glenn Adult Education Consortium](#)

Funding Channel: Fiscal Agent





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Consortium Details

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 2018-19:
Fiscal Agent

CAEP Funds 2018-19:
\$14,672,174

CAEP Funds 2017-18:
\$14,065,636

CAEP Funds 2016-17:
\$14,065,636



+ Upload Logo

Consortium Contacts

Responsibility	Name	Email	Title	Phone	Actions



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- Workflow**
- Fiscal Declaration **Incomplete**
- Agencies & Certifiers Completed
- Member Allocations **Not started**
- Preview

Fiscal Declaration

Disbursement Method

Your Current Disbursement method is Fiscal Agent.
Do you plan to continue with this selection for 2019-20?





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 - Preview

Fiscal Declaration

You kept your Consortium's disbursement method of Fiscal Agent. If this was not intentional, [click here to undo](#).

Disbursement Method

Fiscal Agent

Fiscal Agent *

Narrative

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan. Answer in 3500 characters or fewer.

0/3500

Changes

No Changes

Changes Description

Use the box below to explain any of the following changes. Please provide a description of what changed and why. Answer in 3500 characters or fewer.

Changes could include: Change in fiscal structure, change in fiscal agent, change in funding amounts to each member.



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Workflow

Fiscal
● Declaration
Incomplete

Agencies &
○ Certifiers
Completed

Member
○ Allocations
Not started

○ Preview

! You are changing how funds are dispersed to your consortium and its members. Please acknowledge that you intend to change the type. Cancel Change

Status: DRAFT

Next

Fiscal Declaration

Disbursement Method

Your Current Disbursement method is Fiscal Agent.
Do you plan to continue with this selection for 2019-20?

No Yes



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Fiscal Declaration

You changed your Consortium's disbursement method from Fiscal Agent. 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 in 3500 characters or fewer.

0/3500

Narrative

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan. Answer in 3500 characters or fewer.

0/3500



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 - Member Allocations **Not started**
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Member Agencies & Certifiers

Acalanes Union High School District k12

Delete

Certifiers	Role	Phone Number	Actions
Steven France	Member Representative	(925) 280-3945	
Glenn Pena	Member Representative	(925) 280-3900 ext: 6611	

Non-Allocated (Voting Member Only)

[+ Add Certifier](#)

Antioch Unified School District k12

Delete

Certifiers	Role	Phone Number	Actions
Michael Santos	Member Representative	(925) 779-7500	
Robert Beck	Member Representative	(925) 779-7490	
Cynthia Hunt	Member Representative	(925) 779-7500 ext: 42354	



Non-Allocated (Voting Member Only)

[+ Add Certifier](#)



Acalanes Union High School District k12

 Delete

Certifiers	Role	Phone Number	Actions
Steven France	Member Representative	(925) 280-3945	
Glenn Pena	Member Representative	(925) 280-3900 ext: 6611	

Non-Allocated (Voting Member Only)

[+ Add Certifier](#)



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Add Certifier for Member Agency ×

Find existing contact within NOVA. They will be assigned a role of Member Representative so they may certify. If you can't find who you are looking for, [invite them here](#).

Existing NOVA user *

Cancel
Add User

Phone Number	Actions
(925) 280-3945	
(925) 280-3900 ext: 6611	
+ Add Certifier	
Phone Number	Actions
(925) 779-7500	
(925) 779-7490	
(925) 779-7500 ext: 42354	
+ Add Certifier	

Non-Allocated (Voting Member Only)



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Invite User



Invite a new user to NOVA and assign them to be a certifier of the Member Agency.

First Name *

Last Name *

Work Email *

Cancel

Invite User

Non-Allocated (Voting Member Only)

Delete

Phone Number	Actions
(925) 280-3945	
(925) 280-3900 ext: 6611	

+ Add Certifier

Delete

Phone Number	Actions
(925) 779-7500	
(925) 779-7490	
(925) 779-7500 ext: 42354	

+ Add Certifier



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- **Member Allocations** **Incomplete**
- Preview

Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Acalanes Union High School District	0	\$559,325	\$537,296
Antioch Unified School District	0	\$937,866	\$937,866
Contra Costa CCD	0	\$614,198	\$457,670
Contra Costa County Office of Education	0	\$1,316,115	\$1,383,399
Liberty Union High School District	0	\$1,007,136	\$906,459
Martinez Unified School District	0	\$1,521,406	\$1,426,676
Mt. Diablo Unified School District	0	\$3,574,579	\$3,471,132
Pittsburg Unified School District	0	\$2,590,000	\$2,487,992
West Contra Costa Unified School District	0	\$2,551,549	\$2,457,146
Total Allocated to Members	\$0	\$14,672,174	\$14,065,636
Total CAEP Funds	\$15,179,831	\$14,672,174	\$14,065,636
Total Remaining	\$15,179,831	\$0	\$0



Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Coast CCD	\$1,000,000	\$1,582,030	\$1,516,630
Garden Grove Unified School District	\$2,000,000	\$222,349	\$213,158
Huntington Beach Union High School District	\$	\$5,574,206	\$5,343,771
Total Allocated to Members	\$3,000,000	\$7,378,585	\$7,073,559
Total CAEP Funds	\$7,633,884	\$7,378,585	\$7,073,559
Total Remaining	\$4,633,884	\$0	\$0



Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Coast CCD	\$1,000,000	\$1,582,030	\$1,516,630
Garden Grove Unified School District	\$2,000,000	\$222,349	\$213,158
Huntington Beach Union High School District	\$4,633,884	\$5,574,206	\$5,343,771
Total Allocated to Members	\$7,633,884	\$7,378,585	\$7,073,559
Total CAEP Funds	\$7,633,884	\$7,378,585	\$7,073,559
Total Remaining	\$0	\$0	\$0



Next

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Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Acalanes Union High	<input type="text" value="0"/>	\$559,325	\$537,296
Antioch Unified	<input type="text" value="1000000"/>	\$937,866	\$937,866
Contra Costa CCD	<input type="text" value="0"/>	\$614,198	\$457,670
Contra Costa Co. Office of Education	<input type="text" value="400000"/>	\$1,316,115	\$1,383,399
Liberty Elementary	<input type="text" value="0"/>	\$1,007,136	\$906,459
Martinez Unified	<input type="text" value="1179831"/>	\$1,521,406	\$1,426,676
Mt. Diablo Unified	<input type="text" value="0"/>	\$3,574,579	\$3,471,132
Pittsburg Unified	<input type="text" value="0"/>	\$2,590,000	\$2,487,992
West Contra Costa Unified	<input type="text" value="0"/>	\$2,551,549	\$2,457,146
Total Allocated to Members	\$15,179,831	\$14,672,174	\$14,065,636
Total CAEP Funds	\$15,179,831	\$14,672,174	\$14,065,636
Total Remaining	\$0	\$0	\$0



Share

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 - Preview

CFAD Summary

Fiscal Declaration - Draft

Consortium Name: 12 Contra Costa Adult Education Consortium
Funding Channel: Direct Funded
Justification: Example
Narrative: Example
Changes: No Changes

Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Acalanes Union High	\$0	\$559,325	\$537,296
Antioch Unified	\$10,000,000	\$937,866	\$937,866
Contra Costa CCD	\$0	\$614,198	\$457,670
Contra Costa Co. Office of Education	\$4,000,000	\$1,316,115	\$1,383,399
Liberty Elementary	\$0	\$1,007,136	\$906,459
Martinez Unified	\$1,179,831	\$1,521,406	\$1,426,676
Mt. Diablo Unified	\$0	\$3,574,579	\$3,471,132
Pittsburg Unified	\$0	\$2,590,000	\$2,487,992
West Contra Costa Unified	\$0	\$2,551,549	\$2,457,146
Total Allocated to Members	\$15,179,831	\$14,672,174	\$14,065,636



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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.

0/10000

Cancel

Ok

	(2018-19)	(2017-18)
	\$559,325	\$537,296
	\$937,866	\$937,866
	\$614,198	\$457,670
	\$1,316,115	\$1,383,399
	\$1,007,136	\$906,459
	\$1,521,406	\$1,426,676
	\$3,574,579	\$3,471,132
Pittsburg Unified	\$0	\$2,487,992
West Contra Costa Unified	\$0	\$2,457,146
Total Allocated to Members	\$15,179,831	\$14,065,636



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CFAD Summary

Fiscal Declaration - Submitted

Consortium Name: 12 Contra Costa Adult Education Consortium

Funding Channel: Direct Funded

Justification: Example

Narrative: Example

Changes: No Changes

Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Acalanes Union High	\$0	\$559,325	\$537,296
Antioch Unified	\$10,000,000	\$937,866	\$937,866
Contra Costa CCD	\$0	\$614,198	\$457,670
Contra Costa Co. Office of Education	\$4,000,000	\$1,316,115	\$1,383,399
Liberty Elementary	\$0	\$1,007,136	\$906,459
Martinez Unified	\$1,179,831	\$1,521,406	\$1,426,676
Mt. Diablo Unified	\$0	\$3,574,579	\$3,471,132
Pittsburg Unified	\$0	\$2,590,000	\$2,487,992
West Contra Costa Unified	\$0	\$2,551,549	\$2,457,146
Total Allocated to Members	\$15,179,831	\$14,672,174	\$14,065,636



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Nicole Alexander,

This message is to notify you that the 2019-20 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.



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Certification

Baldy View ROP - Member Representative	Chaffey CCD - Member Representative	Chaffey Joint Union High - Member Representative
<p>Forest De Renzo forest_derenzo@bvrop.org</p> <p>Adder Argueta Coordinator adder_argueta@bvrop.org (909) 947-3400 ext: 1301</p>	<p>Matthew Morin Director of Adult Education and High School Partnerships matthew.morin@chaffey.edu (909) 952-6103</p> <p>Nicole Alexander poqa.noroles.testuser@productops.com</p>	<p>Todd Haag Principal todd_haag@cjuhsd.net (909) 391-5365 ext: 2800</p>
Approved by Forest De Renzo	<input type="button" value="Reject"/> <input type="button" value="Approve"/>	Approved by Chaffey Adult School Todd Haag
2019-04-03	Awaiting Approval	2019-04-03
Chino Valley Unified - Member Representative	Fontana Unified - Member Representative	Upland Unified - Member Representative
<p>Carl Hampton carl_hampton@chino.k12.ca.us (909) 627-9613</p>	<p>Cynthia Gleason Principal, Adult Education cynthia.gleason@fusd.net (909) 357-5490</p>	<p>Scott Sypkens Assistant Superintendent, Secondary Education scott_sypkens@upland.k12.ca.us (909) 985-1864</p> <p>Aaron Dover Principal over Special Projects aaron_dover@upland.k12.ca.us (626) 429-7353</p>
Approved by Carl Hampton	Approved by Cynthia Gleason	Approved by Scott Sypkens
2019-04-03	2019-04-03	2019-04-03



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CAEP Consortium Fiscal Administration Declaration: 2019-20
08 West End Corridor/Chaffey Regional AE Consortium

Status: Submitted



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- Help

Certificate

Baldy View R

Forest De Re
forest_dere

Adder Argue
Coordinator
adder_argue
(909) 947-340

Chino Valley

Carl Hampto
carl_hampto
(909) 627-961

Approved by Carl Hampton

2019-04-03

Approved by Cynthia Gleason

2019-04-03

Approved by Scott Sypkens

2019-04-03

Chaffey Joint Union High - Member Representative

Todd Haag
Principal
todd_haag@cjuhsd.net
(909) 391-5365 ext: 2800

Approved by Chaffey Adult School Todd Haag

2019-04-03

Upland Unified - Member Representative

Scott Sypkens
Assistant Superintendent, Secondary Education
scott_sypkens@upland.k12.ca.us
(909) 985-1864

Aaron Dover
Principal over Special Projects
aaron_dover@upland.k12.ca.us
(626) 429-7353

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.

0/10000

Cancel

Ok



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Certification

Baldy View ROP - Member Representative

Forest De Renzo
forest_derenzo@bvrop.org

Adder Argueta
Coordinator
adder_argueta@bvrop.org
(909) 947-3400 ext: 1301

Approved by Forest De Renzo

2019-04-03

Chaffey CCD - Member Representative

Matthew Morin
Director of Adult Education and High School
Partnerships
matthew.morin@chaffey.edu
(909) 952-6103

Nicole Alexander
poqa.noroles.testuser@productops.com

Rejected

2019-04-03

Chaffey Joint Union High - Member Representative

Todd Haag
Principal
todd_haag@cjuhdsd.net
(909) 391-5365 ext: 2800

Approved by Chaffey Adult School Todd Haag

2019-04-03

Chino Valley Unified - Member Representative

Carl Hampton
carl_hampton@chino.k12.ca.us
(909) 627-9613

Approved by Carl Hampton

2019-04-03

Fontana Unified - Member Representative

Cynthia Gleason
Principal, Adult Education
cynthia.gleason@fusd.net
(909) 357-5490

Approved by Cynthia Gleason

2019-04-03

Upland Unified - Member Representative

Scott Sypkens
Assistant Superintendent, Secondary Education
scott_sypkens@upland.k12.ca.us
(909) 985-1864

Aaron Dover
Principal over Special Projects
aaron_dover@upland.k12.ca.us
(626) 429-7353

Approved by Scott Sypkens

2019-04-03



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forest_derenzo@bvrop.org

Adder Argueta
Coordinator
adder_argueta@bvrop.org
(909) 947-3400 ext: 1301

Approved by Forest De Renzo

2019-04-03

Chaffey CCD - Member Representative

Matthew Morin
Director of Adult Education and High School Partnerships
matthew.morin@chaffey.edu
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Send Reminder

Awaiting Approval

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Approved by Chaffey Adult School Todd Haag

2019-04-03

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Approved by Carl Hampton

2019-04-03

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2019-04-03



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 - Local Vision Goals >
 - SWP - Local >
 - SWP - Regional >
- Institutions
- Help

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AEBCG
PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

CAEP Allocation Amendments

CAEP Allocation Amendments

- CAEP member allocations can be amended after the CFAD is submitted, and consortia can adjust allocations throughout the year (with consent of its membership) based on member activities, carry over, regional needs, etc.
- These adjustments do not impact or change the CFAD as that is a one-time, once-a-year process.
- Also, the adjustments do not affect the prior year allocations by member.

CAEP Allocation Amendments (cont.)

- Direct Funded: Keep in mind, if you are direct funded, it will be difficult to amend allocations for members during the August-June disbursement process from the State Controllers to County Offices to Member Districts.
- The members would have the transfer funds to other members as the State will not alter the disbursement schedules once the May 2nd CFAD is submitted.



To Amend your Allocations for year 2018-19, you will need to follow the Workflow Steps, and once submitted, the changes will need to be approved by the Member Representatives.

Cancel

Continue



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Allocations

Member Agency	(2018-19)	(2017-18)	(2016-17)
Allan Hancock Joint CCD	\$697,329	\$663,431	\$638,431
Lompoc Unified	\$942,653	\$908,755	\$933,755
Total Allocated to Members	\$1,639,982	\$1,572,186	\$1,572,186
Total CAEP Funds	\$1,639,982	\$1,572,186	\$1,572,186
Total Remaining	\$0	\$0	\$0
	Start Amendment	Start Amendment	Start Amendment

[View Amendment History](#)

Annual Plans

Name	Fund Year	Status	Completed
Annual Plan	2019-20	Draft	N/A
Annual Plan	2018-19	N/A	9/10/2018, 10:34:50 AM
Annual Plan	2018-19	N/A	8/16/2018, 8:13:51 AM
Annual Plan	2017-18	N/A	N/A
Annual Plan	2016-17	N/A	N/A
Annual Plan	2016-17	N/A	5/1/2017, 5:00:00 PM
Annual Plan	2015-16	N/A	N/A



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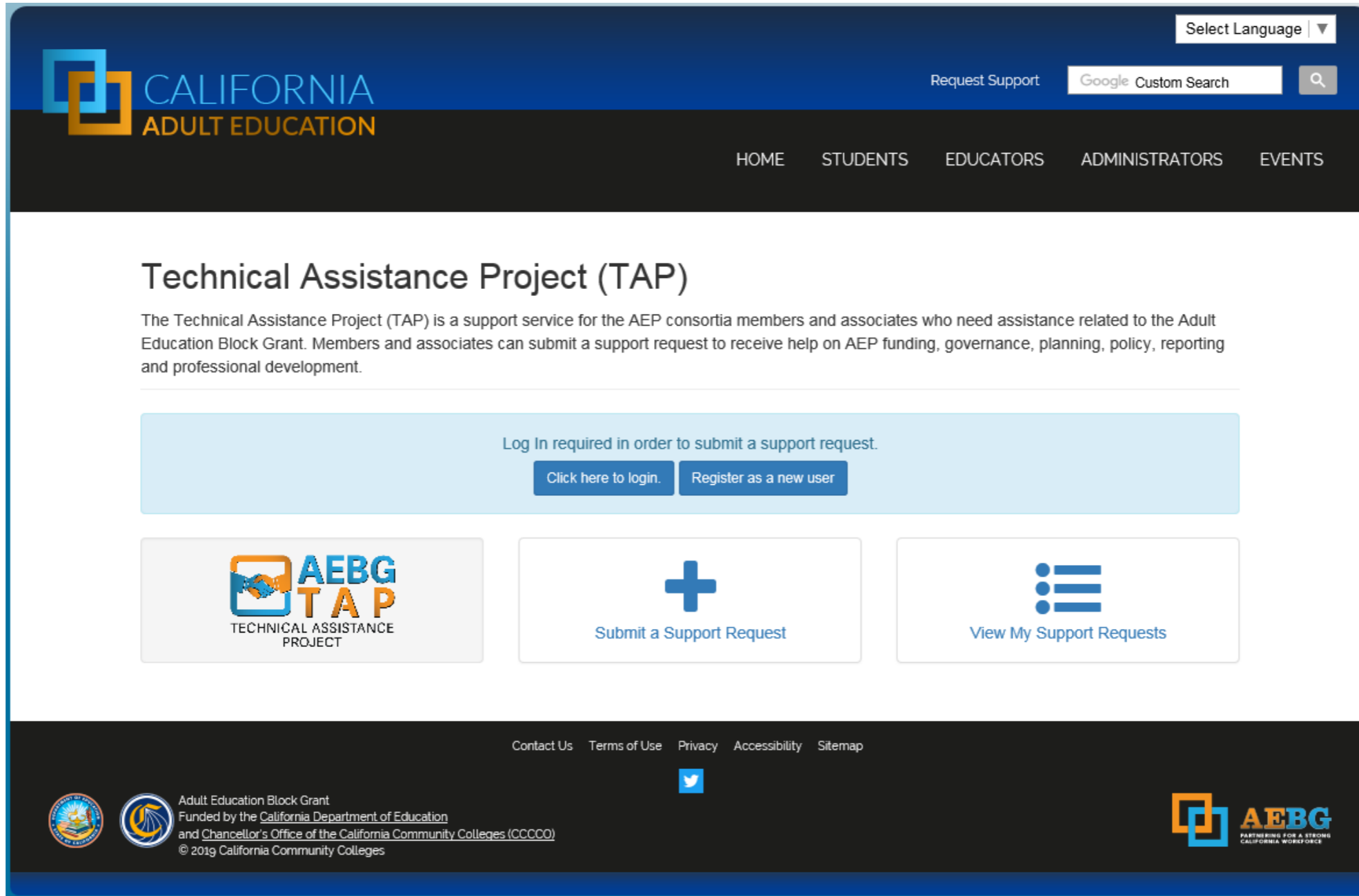
- Workflow**
- Agencies & Certifiers Completed
- Member Allocations **Incomplete**
- Preview

Member Allocations for 2018-19

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$697,329	\$697,329	
Lompoc Unified	\$942,653	\$767,528	-\$175,125
Total Allocated to Members	\$1,639,982	\$1,464,857	
Total CAEP Funds	\$1,639,982	\$1,639,982	
Total Remaining (Must be \$0)	\$0	\$175,125	




Request Support from CAEP TAP



The screenshot shows the CAEP TAP website interface. At the top, there is a navigation bar with the CAEP logo and the text "CALIFORNIA ADULT EDUCATION". To the right of the logo is a "Request Support" link and a search box labeled "Google Custom Search". A "Select Language" dropdown menu is also present. Below the navigation bar is a main content area with the heading "Technical Assistance Project (TAP)". A paragraph of text describes the TAP as a support service for AEP consortia members and associates. Below this text is a light blue box with the message "Log In required in order to submit a support request." and two buttons: "Click here to login." and "Register as a new user". Below this box are three main action buttons: "AEBG TAP TECHNICAL ASSISTANCE PROJECT" (with a logo), "Submit a Support Request" (with a plus sign icon), and "View My Support Requests" (with a list icon). At the bottom of the page, there is a footer with links for "Contact Us", "Terms of Use", "Privacy", "Accessibility", and "Sitemap". On the left side of the footer, there are logos for the California Department of Education and the Chancellor's Office of the California Community Colleges (CCCCO), along with text stating "Adult Education Block Grant Funded by the California Department of Education and Chancellor's Office of the California Community Colleges (CCCCO) © 2019 California Community Colleges". On the right side of the footer, there is the AEBG logo.

Upcoming Webinars and In-person Trainings



The screenshot shows the California Adult Education website. The header includes the logo, navigation links (HOME, STUDENTS, EDUCATORS, ADMINISTRATORS, EVENTS), a search bar, and a language selector. The main content area features a banner image of three people in a classroom setting. Below the banner is a breadcrumb trail: HOME > ADMINISTRATORS > AEP EVENTS. A left sidebar contains a menu with categories like NEWS, AEP EVENTS, Q&A, FUNDING, GOVERNANCE, PLANNING, POLICY, REPORTING, WEBINARS, PROFESSIONAL LEARNING, and RESOURCES. The main content area displays the title 'AEP Technical Assistance Project (TAP) Events' followed by a list of upcoming events with their dates and titles.

Date	Event Title
April 8, 2019	CAEP Data Dive Part III 12:00 PM - 01:30 PM
April 11, 2019	Ukiah, CA: Curriculum Alignment Pre-training Webinar 03:30 PM - 04:45 PM
April 17, 2019	San Bernardino, CA: Lesson Study Institute In-Person Training 09:00 AM - 04:00 PM
April 23, 2019	Google: Innovative Collaboration Tips and Ideas for CAEP Consortia 12:00 PM - 01:00 PM
May 1, 2019	Ukiah, CA: Collaborative Curriculum Alignment 09:00 AM - 03:00 PM
May 8, 2019	9 Ways to Help Students Persist 03:30 PM - 04:30 PM
May 23, 2019	Google: More Innovative Ideas for Collaboration 12:00 PM - 01:00 PM
June 19, 2019	Sacramento COE: CAEP Agency Performance and Persistence Face to Face Training