



AEBG
PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

**ADULT EDUCATION BLOCK GRANT
REGIONAL CONSORTIUM FUNDING
ALLOCATION AGREEMENT**

Board of Governors, California Community Colleges Chancellor's Office (CCCCO)	Entity: SOUTH BAY SAN JOSE
	Allocation Number: 15-328-151
AEBG Program Regional Consortium Funding Appropriation	Funding Fiscal Year: 2015/16
	Total Funds Allocated: \$ 754,776
<p>Adult Education Block Grant (AEBG) Program Data and Accountability funding is to be used in accordance with AB104 Legislation Section 40, §84920. A consortium receives its apportionment on the condition it submits a budget and a workplan, by February 20, 2017, that complies with the legislative intent provided in §84920(a-f) and program instructions issued by the AEBG Office.</p> <p>AEBG Data and Accountability funding will be disbursed by June 30, 2016. Activities must end by December 31, 2017. A final report is due in January 2018, with the close out report due the following month.</p> <p>The Consortium agrees, in receiving its apportionment, to adhere to any additional restrictions, funding reductions, limitations or conditions that may affect the provisions, term, or funding of this agreement in any manner. The parties hereby agree that the AEBG Office will notify the consortium of any such changes in writing.</p>	
STATE OF CALIFORNIA-CCCCO	
AEBG Monitor: Neil Kelly (916) 324-8895 nkelly@cccoco.edu	Agency Address: 1102 Q Street, Suite 4400 Sacramento, CA 95811-6539

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

CONTACT PAGE

Entity: SOUTH BAY SAN JOSE

Address:

City:

State:

Zip:

Project Director *(Person responsible for conducting the daily operation of the allocation)*

Name: Kishan Vujjeni, Bob Harper

Phone: 408.626.3402

Title: Co-Chairs

Fax: 408.947.2342

E-mail Address: Kishan.Vujjeni@sjeccd.edu; bharper@cuhsd.org

District Chief Business Officer *(or authorized designee)*

Name: Nancy Torres-Pfeiffer

Phone: 408.371.0969

Title: Assitant Superintendent Business Services, CUHSD

Fax: 408.558.3006

E-mail Address: npfeiffer@cuhsd.org

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET
		\$ 754,776
1000		\$ -
		\$ -
		\$ -
		\$ -
2000		\$ -
		\$ -
		\$ -
		\$ -
3000	Employee Benefits	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
4000	Supplies and Materials	
	Obj 1: Hardware update for adult schools	\$ 28,800
	Obj 1: Hardware update for community colleges	\$ 33,600
		\$ -
		\$ -
		\$ -
Other Operating Expenses and Services	Obj 1: Classified staff professional development	\$ 9,600
	Obj 1: Certified staff professional development	\$ 9,600
	Obj 1: Part-time data consultant	\$ 38,400

-

-

-

-

62,400

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED
			\$ 754,776
1000	INSTRUCTIONAL SALARIES	1	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 62,400
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 656,147
6000	CAPITAL OUTLAY	6	\$ 0
7000	OTHER OUTGO	7	\$ 0
TOTAL DIRECT COSTS:		8	\$ 718,547
TOTAL INDIRECT COSTS:		9	\$ 36,229

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

Statement of Work (Annual Workplan)

Objectives

Objective:

1

Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Identify and/or develop data intake process with common data elements across consortium member districts	<ul style="list-style-type: none"> - data element definitions are articulated and differences resolved across agencies - common protocols for data intake process is developed, and the MOU is signed. - identify best practices for capturing data. - assign personnel for data collection, data entry/verification and resolving technical issues 	04/30/2017	Data team (Shusaku Horibe, Carol Chen, Judy Gehman)
1.2	Incorporate Tops Enterprise Pro in our community college districts systems and processes	<ul style="list-style-type: none"> - the data fields in TE are incorporated into the existing student information systems - the assessment process is articulated and implemented - set-up TopsPro (TE) account management system, identify TE data manager, e-Test coordinators and proctors 	08/31/17	Data team, agency staff
1.3	Identify personnel and resources to coordinate data integration and	<ul style="list-style-type: none"> - assign responsibilities for systems integration across various 	08/31/2017	Data team

1.3	accountability	agencies		
1.4	Develop process and structure to comply with AEBG reporting requirement	<ul style="list-style-type: none"> - create necessary processes and procedures and sign off MOU for AEBG reporting requirements. - aggregate and analyze consortium-wide data 	08/31/2017	Data team
1.5	Seek and develop professional development opportunities to build consortium capacity for data driven decision making	<ul style="list-style-type: none"> - provide professional development workshops for SBCAE faculty, counseling and classified staff in data collection, entry, and reporting 	Ongoing	Data team, agency staff
1.6	Build capacities of colleges to comply and implement WIOA	<ul style="list-style-type: none"> - define the WIOA Title IV-qualifying participants in the college programs; not-for-credit, non-credit, and credit - align the NRS data points to current data collection in the colleges 	ongoing	Data team, agency staff
1.7				

1.8				
1.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

Statement of Work (Annual Workplan)

Objectives

Objective:

2

Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Identify student information and management systems across SBCAE member districts	- inventory of existing student information and management systems	05/31/2017	Data Team
2.2	Assess compatibility of the historic and real-time data in the existing information systems across SBCAE member districts	- identify and resolve data compatibilities and recommend possible solutions	8/31/2017	Data Team
2.3	Evaluate data integration tools (e.g. Community Pro and Datazone)	Identify, purchase, and implement data integration tools for	05/31/2017	Representatives from each agency

	to share data across agency	producing meaningful and valuable information		
2.4	Identify additional tools or solutions to capture and share data on student-centered goals and needs e.g. the Transition Plan and other referral needs	- a tool such as a common transition plan template is developed and adopted by the consortium members	ongoing	Transition Specialist (TS) Lead, Data team
2.5	Determine and agree upon what information beyond WIOA and AEBG requirement should be captured from students	- develop data template - align the project of the counseling/Transition Specialists' group to capture a Transition Plan with the current data systems	12/31/2017	Data Team TS lead
2.6	Participate in regional collaboration to track student outcomes (BACCC)	- strengthen collaborations across agencies to widen education opportunities across greater Bay Region - monitor data warehousing efforts by BACCC, county office and local non-profits - work with the BACCC data analyst's project to identify data needs and possible solutions, including the important goal of data sharing with the consortia in the contiguous bay area - review possible data integration or scaring with local Carl Perkins, CalWorks and corrections data systems	ongoing	Data team
2.7				

2.8				
2.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

Statement of Work (Annual Workplan)

Objectives

Objective:

3

Support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Build capacity to monitor statewide data integration project	- the consortium receives regular update from the appointed personnel about the statewide data integration project - make choices locally that facilitate the state's data integration goals	ongoing	Data team
3.2	Align consortium data project to countywide community-based organizations' project to have integrated data systems	- explore how the county project, with its common measures, can align with, include the consortium's data collection and analysis to achieve a "no wrong door" model of service.	Ongoing	Data team
3.3	Work with the BACCC's data project to identify data integration	-choose tools and procedures that might warehouse data with	ongoing	Data team

3.3	across consortium boundaries	contiguous consortia		
3.4				
3.5				
3.6				
3.7				

3.8				
3.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

Statement of Work (Annual Workplan)

Objectives

Objective:

4

Align efforts under the WIOA

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Identify and/or develop data intake process with common data elements across consortium member districts	<ul style="list-style-type: none"> - data element definitions are articulated and differences resolved across agencies - common protocols for data intake process is developed, and the MOU is signed. - identify best practices for capturing data. - assign personnel for data collection, data entry/verification and resolving technical issues 	04/30/2017	Data team (Shusaku Horibe, Carol Chen, Judy Gehman)
4.2	Incorporate Tops Enterprise Pro in our community college districts systems and processes	<ul style="list-style-type: none"> - the data fields in TE are incorporated into the existing student information systems - the assessment process is articulated and implemented - set-up TopsPro (TE) account management system, identify TE data manager, e-Test coordinators and proctors 	08/31/17	Data team, agency staff
4.3	Align data collection with local workforce development boards	<ul style="list-style-type: none"> - assign responsibilities for systems integration across various agencies 	ongoing	Data team

4.3	Align data collection with local workforce development boards	- identify personnel and resources to coordinate data integration and accountability		
4.4	Develop process and structure to comply with AEBG reporting requirement	- create necessary processes and procedures and sign off MOU for AEBG reporting requirements. - aggregate and analyze consortium-wide data	08/31/2017	Data team
4.5	Seek and develop professional development opportunities to build consortium capacity for data driven decision making	- provide professional development workshops for SBCAE faculty, counseling and classified staff in data collection, entry, and reporting	Ongoing	Data team, agency staff
4.6	Participate in workforce development board's regional plan around data	- explore shared cost requirement around data systems	ongoing	Data team, agency staff
4.7				

4.8				
4.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SOUTH BAY SAN JOSE

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-151

Statement of Work (Annual Workplan)

Objectives

Objective:

5

Prototyping tools and processes to support and enhance local immigration integration activities

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Use Immigrant Integration Pathway framework to develop metrics that capture immigrant integration outcomes	Performance metrics for immigrant integration are defined and tested	08/21/2017	Data team
5.2	Incorporating processes and systems for immigrant integration to provide opportunities for economic mobility and social integration	-consortium staff (counseling and instructional) identify practices to identify individual IIP goals, and to capture data and report on progress.	Ongoing	Data team
5.3	Present data on immigrant integration to our regional partners, including the county and city government offices we are	- in alignment with our Regional Plan and responding to request from our work with our local city and county governments, we will	12/31/2017	Data team

5.3	including the county and city government offices we are collaborating with	share data in order to identify success pathways of immigrant integration		
5.4	Work with community partners to share metrics and review analysis of the data	-utilize data to determine effectiveness of the "welcoming community" to determine where there are successes and where there are gaps. (This is a strategy for the consortium listed in the Welcoming San Jose report.)	12/31/2017	Data team
5.5				
5.6				
5.7				

5.8				
5.9				