



# AEBG

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## AEBG Data and Accountability Instructions

Revised 11.12.16 – Revisions are highlighted

The Data and Accountability instructions provide information and the step-by-step process to ensure data submission meets all legislative requirements. More specifically, the instructions provide the background, Data and Accountability Funding Objectives, deliverables and the document submission process.

### I. Background

<b>Title</b>	AEBG Data and Accountability funding
<b>Funding Source</b>	AB104 Adult Education Block Grant Program
<b>Release Date</b>	June 1, 2016
<b>Funding Period</b>	June 1, 2016, through December 31, 2017
<b>Total Funds Available</b>	Up to \$26.1M
<b>Number of Awards</b>	71 (one for each consortium)
<b>Amount</b>	Based on AEBG regional allocation formula (same formula used for annual allocations)
<b>Fiscal Agent required</b>	Yes
<b>Match</b>	None

### II. Data and Accountability Funding Objectives

- Respond to the short term data reporting needs required by AB 104.
- Foster regional and local system integration efforts pertaining to assessment and intake of adult students.
- 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.

Consortia should utilize the following AEBG Source Documents as means of addressing the objectives

- 15-16 Student Data Instructions
- 16-17 Student Data Instruction (to be released Fall 2016)
- Data and Accountability Instructions

### III. Deliverables

Deliverables	Due Date
Budget and Work Plans	February 20, 2017
Upload online Budgets	February 20, 2017 (due in the system by)
Final Expenditure & Progress Report*	January 31, 2018 (system opens Jan. 1 <sup>st</sup> )
Final Report	February 17, 2018

\*Note – there will be only one expenditure & progress report due for this funding.

### IV. Document Submission Process

Download the **Budget and Work Plans** from the AEBG website and complete the following:

- Cover Page (Do First)
- Contact Page
- Detailed Budget and Budget Summary
  - The complete Detailed Budget will auto fill the Budget Summary.
  - The Budget Summary form must be signed by the fiscal agent’s district Chief Business Officer or authorized designee, and the project director/coordinator.
- Work Plans
  - Complete a narrative that includes project objectives with related activities. (Note: These objectives and activities **are not** the same as the ones used in the Annual Planning document)
  - Related activities will include a description, performance outcomes, timeline, and responsible person.
- Submit Budget, Budget Summary and Work Plans electronically to the AEBG inbox ([aebg@cccco.edu](mailto:aebg@cccco.edu)) by no later than 5:00pm on February 20, 2017. \*
  - The signed Budget Summary form can be scanned with signature and submitted electronically as well. No additional copies are required.

\* Note: The AEBG office will send an e-mail confirmation within two business days of receipt of these documents. If you do not receive a receipt within the following two days after submission, please contact the AEBG Office at [aebg@cccco.edu](mailto:aebg@cccco.edu)

### V. Online Budgets and Expenditure Reports

For all K-12/COE/CCD receiving funding: The online system to be used for reporting Data and Accountability budgets and expenditure reports is the same Web-based Year-To-Date Expenditure and Progress Reporting System that has been used for other AEBG related funds. This system requires a password that consortium designees should already have. The AEBG Data and Accountability funding will have its own funding code and will be available on the drop down menu once you log in and access your consortia and/or fiscal agent’s name.

For more details on this online system, see the link to the user's guide shown below, or access this document through the AEBG website listed under the "for AEBG Grantees" tab and in the "Reporting toolkit page."

[http://aebg.cccco.edu/portals/1/docs/reporting/web\\_ytd\\_user\\_guide.pdf](http://aebg.cccco.edu/portals/1/docs/reporting/web_ytd_user_guide.pdf)

## **VI. Fiscal Information**

The AEBG Data and Accountability funding will have a different code in the online system, referenced in the previous section, than the AEBG funding code. This code will have the same fiscal year code (i.e. "15"), the same adult education code (i.e. "328"), but a different three-digit individual consortium number ("XXX").

*For example:* under the AEBG funding, Alan Hancock's funding code was 15-328-01. Their Data and Accountability funding number will be 15-328-101.

### ***Resource Codes***

K-12 adult schools and County Offices will use **6392** as the new Resource Code to account for their Data and Accountability funds. The AEBG (\$500M) Resource Code will remain as **6391**. Community College Districts will use their own internal coding.

### ***Indirect Rate***

Fiscal agents (whether consortia based or direct funded) may take their approved indirect rate for this project.

Budget revisions will be allowed prior to the final expenditure report. Revisions must be submitted by December 20, 2017. Since there is only one expenditure report and one progress report, only one budget revision may be submitted prior to the final report.

### ***Final Project Deliverables and Release of the 10% Withholding***

A Close-out Report will be due February 17, 2018 and will include a mandatory "Practice with Promise" submission focusing on a data and accountability objective. (Consortia may submit more than one "Practice with Promise").

The AEBG office will release the final 10% withholding of funds upon receipt of the following:

- A Data and Accountability Project Work Plan,
- The Final Expenditure & progress report.
- The Close out report, and
- The "Practice with Promise" submission.

## **VII. Allowable Uses**

Expenditures for these funds must be aligned with the consortium's Data and Accountability submitted budget and work plan, as well as the online budget, and expenditure and progress reports. Consortia Data and Accountability work plans must also align with their 3 year plan, and annual plans. For additional information and/or to determine allowability of specific purchases, consortia should continue to refer to the AEBG Allowable Uses Guidance.

#### **VIII. Other**

In accordance to AB104 legislative decision making requirements, consortia will use existing locally approved governance structures, policies, and procedures to develop, approve, and submit all Data and Accountability deliverables required by the State.