



COLLABORATING TO BETTER SERVE
THE EDUCATIONAL NEEDS OF ADULTS

Adult Education Block Grant Webinar

October 16, 2015

<http://ab86.cccco.edu>

Agenda for Today

- Funding Update
- Governance
- Adult Education Block Grant Reporting Toolkit Revisions
- Technical Guide
- Allowable Costs (Review)

Funding Update

- The AE Block Grant started July 1, 2015.
- Funding is good for 3 years.
- AEBG – 15-16 – apportioned in 12 months – can be spent over 3 years.
- Keep in mind student data / outcomes – will be 7/1/15 to 6/30/16.
- May receive another apportionment of funds in 16-17 - which would be good for 3 years.

Funding Update (cont.)

- Each consortium will be required to report bi-annually for expenditures & progress (like the system used under AB86).
- Every year consortia & MOE expenditures will be reported by program area for Federal MOE (into the data portal).

Governance Update

- Plans are being approved.
- Approved plans are on the new AEBG website.

Adult Education Block Grant Reporting Toolkit

Forms and Templates to Complete by
November 2, 2015.....

- 3 year Consortium Plan amendment template
- Annual Plan Template for 2015-16
- Appropriation Agreement
- Governance Template
- AB104 Member Allocation Workbook

Adult Education Block Grant Reporting Toolkit

Revisions – being released this week.

- Annual Plan Template for 2015-16
- Annual Plan Instructions

Adult Education Block Grant Reporting Toolkit

Revisions - workbooks

- Workbooks corrected to allow CDE approved indirect rate for MOE.
- Section 3 & Section 5 workbooks are in the same spreadsheet.
- Performance Measures Workbook has been added (by member with rollup).

Adult Education Block Grant Reporting Toolkit

New Documents

- Data Dictionary (NRS)
- Sample Student Intake Form (WIOA)
- Allowable Uses

Annual Plan Template for 2015-16

Section One - Consortium/Member Contact Information, Organizational Chart, and Fiscal structure description

Section Two - Executive Summary describing how your 2015-2016 activities help you achieve the outcomes envisioned in your 3-year Consortium Plan.

Section Three - Separate spreadsheet for funding by member rolled up to consortium – includes Allocation schedule

Section Four - Action Plan by objective/activity

Section Five – Estimated Budget by Objectives

Section Six - Baseline & targets for measures, and a description of regional assessment & data collection practices.

Annual Plan Template for 2015-16 – Section 2

- **Section 2: Plan Summary for Program Year 2015-16**
- 2.1: Keeping in mind the vision and goals described in your AB86 Final Plan which was updated and summarized in your AB104 AEBG Three Year Plan, describe where you intend to be in realizing that vision and those goals by the end of the 2015-16 program year.
- In this space here, provide a narrative summary of what the main characteristics of your Consortium system of what your Adult Education system will look like after your first year of efforts.
- The elements of this are expected to include (but are not limited to): description the milestones you expect to have achieved by the end of year-one and how they tie into the three-year vision and goals described in your AB104 AEBG Three-Year Plan, and shows how the Members of the Consortium are included and collaborating to achieve these milestones.
- **NOTE: The Executive Summary for each Consortium will be posted on the AEBG website and included in the Fall Report to the Legislature.** If this intended audience were to look at your regional Adult Education system in June 2016, what characteristics would they see and hear about?

Annual Plan Template for 2015-16 – Section 3

- **Section 3: Consortium Services and Funding Allocations**
- 3.1 Please identify the types of services your Consortium will provide, and the funding that will go to support these efforts. Information about levels of service will be gathered in Section 6. Using the **Section 3 Workbook** linked here, there are spreadsheets for each Consortium. The spreadsheets will automatically be totaled together to provide the Consortium level figures on the Roll-up Page of the Workbook.
- Next slide - screen shot of member spreadsheet tab .

Section 5: Estimated Budget by Objective

- Provide an estimate of the budget the Consortium will plan to expend in order to carry out the activities (including those not listed above) for each Objective. It is understood that these figures will change over the course of implementation, so this would be your best estimate at this time.
- This is part of the Section 3 workbook.

Section 6.1: Levels of Service and Assessment of Effectiveness

- 6.1: Provide a **roll up** for all Consortium Member organizations of the number of student served in Program Year 2013-14 by program, as identified in your AB86 Final Plan. Estimates are acceptable for the new AB104 categories:
 - Adults training to support child school success
 - Older Adults in the workforce
 - Students un pre-apprenticeship programs
- Then provide an projected target number of students that you hope to serve in Program Year 2015-16. Program Year 2015-16 will establish a new baseline for performance evaluation over the course of the AB104 3-Year Plan.

Performance Measures	How to calculate these percentages
<p style="text-align: center;">Data for measures collected and reported twice during program year: 1) Mid-year report: collected for period of July 1-December 31 and reported January 31. 2) Final report: collected for entire period July 1-June 30 and report August 15.</p>	
<p>6.2a- For WIOA students - % that completes at least one Educational Functioning Level as defined in the NRS system, for those who had this goal during the current program year.</p>	<p># of WIOA students completing a level/divided by the # of WIOA students enrolled in Adult Education and/or ESL.</p>
<p>6.2b- For Non-WIOA students - % that achieves at least one course completion, for those who had this goal during the current program year.</p>	<p># of non-WIOA students completing a course/divided by the # of non-WIOA students enrolled.</p>
<p style="text-align: center;">Data for measures collected and reported twice during program year <u>and</u> through follow-up during the following program year: 1) Mid-year report: collected for period of July 1-December 31 and reported January 31. 2) Final report: collected for entire period July 1-June 30 and report August 15.</p>	
<p>6.2c- % Completion of HSD or Equivalent, for those who had this goal during the current program year.</p>	<p># of students completing a HSD or equivalent /divided by the # of students enrolled in a HSD or equivalent program.</p>
<p>6.2d- % Transition from K-12 adult to post-secondary, for those who had this goal during the current program year. K-12 Adult School Only</p>	<p># of transfers to post-secondary /divided by the # of students enrolled in a K-12 Adult School program.</p>
<p>6.2e- % Transition from non-credit to credit in post-secondary, for those who had this goal during the current program year.</p>	<p># of transfers to college credit courses/divided by the # of students in noncredit college courses.</p>
<p>6.2f- % Completion of post-secondary certifications, degrees, or training programs, for those who had this goal during the current program year.</p>	<p># of certificates, degrees, and training program completion/divided by the # of students enrolled in these classes.</p>

Section 6.1: Levels of Service and Assessment of Effectiveness (Old)

Number of students served, by program type	Baseline for 2013-14 from AB86 Final Plan	Target for 2015-2016	Notes
Adult Education (ABE, ASE, Basic Skills)			
English as a second language			
Pre-apprenticeship training			
Career and Technical Education			
Adults training to support child school success			
Older Adults in the workforce			
Adults with Disabilities			
Total			

Table 6.1 Levels of Service by Program Area and Member (Projected Targets). Provide a the number of students served in AY 2013-14 as identified in your AB86 Final Plan, as applicable, and target numbers for each of the AB104 Program Areas listed in the table shown below. Estimates for the figures for the new AB104 program areas (Pre-Apprenticeship training, Adults training to support child school success, and Older Adults in the Workforce) are acceptable. Duplicated headcounts are acceptable as some students may be in more than one program. You may add notes to explain your baseline and target figures, if necessary. **It is understood that these figures will change over the course of implementation, so this would be your best estimate at this time.**

	AY 2013-2014 Numbers From AB86 Final Plan	Projected Target for 2015-2016	Projected Percent Change (%) for 2015-2016	Notes
6.1a - Adult Education (ABE, ASE, Basic Skills)	0	0		
6.1b - English as a second language	0	0		
6.1c - Pre-apprenticeship training	0	0		
6.1d - Careers and Technical Education	0	0		
6.1e - Adults training to support child school success	0	0		
6.1f - Older Adults in the workforce	0	0		
6.1g - Adults with Disabilities	0	0		

Section 6.2: Levels of Service and Assessment of Effectiveness

- 6.2: Reflecting on your past performance achievement, set a target for each of the performance measures in this chart. Program Year 2015-16 will establish a new baseline for performance evaluation over the course of the Three Year Plan.
- These performance measures are based on AB104 performance measures for effectiveness and align with the Federal Adult Education program in WIA/WIOA, Title II performance measures that are available to date.

Section 6.2: Levels of Service and Assessment of Effectiveness (Old)

Performance Measures	Target for 2015-2016	Notes
For WIOA students - % that make substantive gains in literacy (as established by WIA test protocol) for those who had this goal during the current program year.		
For Non-WIOA students - % that achieve course completion for those who had this goal during the current program year.		
% Completion of HSD or Equivalent, for those who had this goal during the current program year.		
<i>% Transition from K-12 adult to post-secondary.</i>		
<i>% Transition from non-credit to credit in post-secondary.</i>		
<i>% Attain Pell Grant eligibility (including Ability to Benefit eligibility)</i>		
% Completion of post-secondary certifications, degrees, or training programs, for those who had this goal during the current program year.		
% Placed in jobs, for those who had this goal during the current program year.		
% With increased wages, for those who had this goal during the current program year.		

Table 6.2: Performance Outcomes by Member – Projected Targets. Provide target percentages for each of the performance measures listed in the table shown below. See the Guidance document for more information on this section, and resource links for goal-setting approaches.

	Projected number of Students with this goal	Projected number achieving the performance outcome	Projected Target Rate (%) for 2015-2016	Notes
62a - For WOA students - % that completes at least one Educational Functioning Level as defined in the NRS system, for those who had this goal during the current program year.	0	0		
62b - For Non-WOA students - % that achieves at least one course completion, for those who had this goal during the current program year.	0	0		
62c - % Completion of HSD or Equivalent, for those who had this goal during the current program year.	0	0		
62d - % Transition from K-12 adult to post-secondary, for those who had this goal during the current program year.	0	0		
62e - % Transition from non-credit to credit in post-secondary, for those who had this goal during the current program year.	0	0		
62f - % Completion of post-secondary certifications, degrees, or training programs, for those who had this goal during the current program year.	0	0		
62g - % Placed in jobs, for those who had this goal during the current program year.	0	0		
62h - % With increased wages, for those who had this goal during the current program year.	0	0		

AEBG Technical Guide

Program Guidance - Overview, Eligibility, Reporting, Submission, Due Dates.

Resources

- Table of Regional Awards
- Variables using Census Data by Region
- Legislative Sections of the AB104 AEBG
- Toolkit Templates
- Reporting Student Data and Outcomes
- Allowable uses of Funds

AEBG Technical Guide – Due Dates

- **By Monday, November 2, 2015:**
- The following toolkit templates and forms must be signed and submitted via email to:
ab86@cccco.edu
- Governance Plan Template
- Amended Three Year Consortia Plan Template
- Annual Plan Template
- Member Funding Form (no signatures required)

- **By Friday, December 11, 2015:**
- Each regional consortium must upload a budget for their regional consortium allocation by December 11, 2015. The budget will be uploaded to the same tracking system used in the AB86 Regional Planning Grant, which can be accessed at the following link:
- Not to be confused with the workbook allocation table from the annual plan.

- Consortia will be required to report on their expenditures and progress every six months, with the last six month period being a close out period.:
- Period 1 – Activities - July 1, 2015 to December 31, 2015 – Report due in January 2016
- Period 2 - Activities – January 1, 2016 to June 30, 2016– Report due in July 2016
- Note: Break out of Annual Expenditures by program area – due July 2016
- And so on.....Year 2 & Year 3 – with close out instructions for Year 3 to follow.

Annual Student Data Reporting

- **Mid-Year Reporting and Annual Reporting:**

- The Mid-Year Report will be due in early spring, and the Annual Report will be due in August. A more specific schedule, with training workshops, will be released soon.

Each regional consortium must submit a student summary report that includes:

- The number of students served by members of the consortium (unduplicated)
- The demographics for these students (unduplicated)
- Student enrollment by program (duplicated)

Each regional consortium must also submit a program outcome summary report for student progress in the following areas:

- Improved literacy skills
- Completion of high school diplomas and recognized equivalents
- Completion of post-secondary certificates, degrees, or training programs
- Placement into jobs
- Improved wages
- Transfers from adult school to post-secondary
- Transfers from post-secondary noncredit to credit

Allowable Uses

- All AB104 Adult Education Block Grant (AEBG) MOE and consortia expenditures must be reasonable and justifiable. “Reasonable” means that expenditures will be made prudently and with every effort to utilize funds efficiently. “Justifiable” means that expenditures are consistent with AEBG program goals and activities related to the seven program areas as identified in the AB104 Adult Education Block Grant budget language.

Allowable Uses -**Ultimate Responsibility**

- Ultimately, AB104 regional consortia members (community college district, county office, JPAs and K-12 district) are responsible for allocation decisions. The responsibility cannot be delegated. Members may be auditedwith a lawful interest in the expenditure of funds. Expenditures deemed unreasonable and/or unjustifiable will be withheld in future funding distributions or allocations.

Rules to Follow

- In order to expend AB104 Adult Education Block Grant funds the following criteria must be followed:
- The community college district, county office, JPA and K-12 district must be a member of a regional consortium.
- The member district must be located within the regional boundaries of the consortia as determined by the Chancellor and the Superintendent, with the advice of the executive director.
- Each regional consortium must have an approved adult education plan (the annual plan template) that addresses the fiscal year in which the funds will be expended.
- Funds may only be expended in the seven program areas as prescribed in the AB104 budget language (Section 84913).
- Each regional consortium must have an approved 3-year consortia plan that includes any amendments.

Rules to Follow (cont.)

- Expenditure of AB104 Block Grant Funds must match the objectives and activities listed in the annual plan template for that specific fiscal year.
- All members shall participate in expenditure decisions made by the consortium.
- Expenditure decisions are made adhering to the AB104 legislation on public notice and public comment.
- Expenditure decisions made by consortium members are final and binding.
- Expenditure decisions are made adhering to the AB104 legislation definitions (see below).

Under the AB104, Section 84901 reads, “For purposes of this article, the following definitions shall apply, unless otherwise specified:”

- (a) “Adult” means a person 18 years of age or older.

AB104 Performance Accountability and Potential Loss of Funding

- The legislation also addresses the possibility of a decrease in funding or loss of funding for one or more of the following:
 - (1) The member no longer wishes to provide services consistent with the adult education plan;
 - (2) The member cannot provide services that address **the needs identified in the adult education plan**;
 - (3) The member has **been ineffective in providing services that address the needs identified in the adult education plan** and reasonable interventions have not resulted in improvements.

Effectiveness Measures

- In AB104, section 40, subsection 84920, the budget language states, “...the Chancellor and the Superintendent shall identify common measures for determining the effectiveness of members of each consortium in meeting the educational needs of adults”. The measures listed in the budget language include (but are not limited to) the following:
 - (1) How many adults are served by members of the consortium.
 - (2) How many adults served by members of the consortium have demonstrated the following:
 - (A) Improved literacy skills.
 - (B) Completion of high school diplomas or their recognized equivalents.
 - (C) Completion of postsecondary certificates, degrees, or training programs.
 - (D) Placement into jobs.
 - (E) Improved wages.
 - Note: additional measures were added relating to transfers.

Effectiveness Measures (cont.)

- These performance measures, among others will help determine consortia effectiveness. The AEBG Office may be asked to review performance measures over a three year period to determine the effectiveness of each consortium's 3 year plan. Future funding allocations may be based on this effectiveness. It will be up to each consortium's membership to determine
 - (1) the governance plan and decision making process,
 - (2) the 3 year comprehensive consortium plan,
 - (3) the annual plan for block grant related objectives and activities,
 - (4) data collection, tracking, and reporting processes for student enrollment and progress, and
 - (5) any consortium based tools to monitor plan effectiveness and performance outcomes.

Regional Training

- Webinars every Friday
- Regional Workshops
 - October 29 – Vista Adult School
 - November 3 – Sacramento COE
 - And other conferences - TBA

Next Steps / Deliverables

- Finish up on your Governance Plan – look at the ones already approved.
- Review revisions to the toolkit
- Access tools on the website & dive in!
- Attend training & webinars
- Ask for technical assistance

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