



Barstow Area Consortium for Adult Education
Board Minutes
Barstow Community College, President's Conference Room
Thursday December 13, 2018 (2:00 p.m. – 4:00 p.m.)
(Materials in Board Packet)

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President's Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at BarstowAEGB@gmail.com at least two days before the meeting date.

Call to Order: 2:15 pm

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Elias Valencia
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Carrie O'Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. ¹ Approval of Minutes – October 25, 2018 Motion by RT; 2nd by EB
2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.
3. Closed Session – None Requested
4. Reports/Information Items
 - 4.1 Consultant's Report
 - a. Three-Year Plan Development
 - ¹ Consortium Program Quality Self-Assessment
 - ¹ Consortium Three-Year Planning Guidance 2019-2022
 - ¹ Consortium Three-Year Plan Template
 - M. Rosin to draft invitation to Feb Stakeholder Event
 - b. AEP Deadlines – Completed
 - 2017-18 Q4 Expenses Due in NOVA November 30, 2018 – All Submitted; Certified
 - 2018-19 Budget & Workplan Due in NOVA December 1, 2018 – All Submitted; Certified
 - BCC Allocation is now totaling correctly.
 - c. AEP Deadlines - Upcoming
 - 2018-19 Q1 Expenses – All Submitted; To be Certified by December 31, 2018
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - January 31, 2019 – 2018-19 Q2 Expenses due in NOVA
 - ¹ February 15, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA
 - April 30, 2019 – Q3 DIR Due to aebg@casas.org & copy to M. Rosin
 - April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
 - June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA
 - June 30, 2019 – Data & Accountability Close Out in Chancellor's MIS System (BUSD)
 - July 31, 2019 – Full Year DIR due to aebg@casas.org & new Coordinator
 - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA

- August 15, 2019 – Practice with Promise Report Due
- d. AEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
 - AEP Regional Data Training: MIS (Nov 2, 2018)
 - AEP NOVA Webinar: Program Area Submission For 2017-18 Data (Nov 7, 2018)
 - AEP CCAE Presentation (Nov 16, 2018)
 - Regional Trainings Happening Monthly in the Inland Region
- e. AEP Fiscal Management Guide – Updated Nov 5, 2018
- f. CCAE Palm Springs Regional Readout – Nov 16-17, 2018 (Palm Springs, CA)
 - E. Valencia reported on sessions. State CCAE Conference in San Diego. Also attended by M. Coleoc.
- NCTN Readout – Nov 12-14, 2018 (Cambridge, MA)
 - E. Valencia reported on sessions at the conference. Also attended by M. Coleoc.
- Cerritos College visitation on Dec 10, 2019.
- g. Consultant Days

Jan 15 & 17	Mar 13 & 14	May 14 & 16
Feb 20 & 21	Apr 17 & 18	Jun 5 & 6

- 4.2 Member Program Update: BAS
 - C. O’Neal. BUSD Board has approved GED Testing Service agreement.
 - Enrolling for 2nd Semester; Irregular attendance is being addressed.
 - E. Bagg noted that outreach models at BCC could be shared to assist. To facilitate meeting.
 - S. Godfrey noted that High Desert New Beginnings has expressed concern about the GED testing center. Message to community is the BAS has the GED testing center.
- 4.3 Member Program Update: SVUSD
 - J. Youskievicz: New learning center will be finalized over the holiday break; opens in new year.
- 4.4 Member Program Update: BVUSD
 - R. Tremblay: Cruising along. Working on roof repair, that was delayed due to temperatures. ESL program is growing. Working with business owners; adding cash register skills. Excel 101 class also being offered.
- 4.5 Member Program Update: BCC
 - E. Valencia: Meeting with ESL, CTE and Basic Skills faculty to offer more programs in non-credit.
- 4.6 Consortium Director Hiring Update – E. Bagg
 - Recruitment ongoing. Open Nov 9 – Dec 10, 2018. College needs to float position for 6 weeks. Seven of 13 applicants met minimum qualifications. Will be reopened until Dec 27 to increase applicant pool. On BCC website, ~38K, part time.
 - BCC will follow college procedure for hiring educational administrator. E. Bagg will circulate questions to BACAE Board for Round 1 interview. BACAE Board to be involved in Round 2.
- 4.7 Marketing & Media Manager Report
 - Phoenix Design Contract Extension through June 30, 2019 via BCC
 - Postal Mailer with Printer; Due to be mailed upon receipt of payment
 - Media Manager Report
 - Where is BUSD email??
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
 - 6 invoices with BUSD for Payment: 4 P2C Solutions; 2 Phoenix Design
- 4.9 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - All funds spent; BUSD to close out in Chancellor’s MIS System by June 30, 2019
- 4.10 BCC Fiscal Agent Report: 2018-19 – P. Granados
 - K. Young salary needs to be shifted off BACAE.
 - 1 invoice coming to BCC for Direct Connections

5. Discussion Items – None

6. Action Items – None

7. Announcements

- 7.1 U.S. Department Report on Rural Education
- <https://www.ed.gov/content/ed-publishes-report-rural-education>
- 7.2 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):
January 17, 2019 March 14, 2019 May 16, 2019
February 21, 2019 April 18, 2019 June 6, 2019
- 7.3 2019 Conferences
- 7.4 January 17, 2019: San Bernardino County LMI Report Release Event

8. Adjournment: 3:55 pm

- Motion by J. Youskievicz; 2nd by S. Godfrey



**AEP NOVA Webinar
Program Area Submission
For 17-18 Data
January 11, 2019**

1



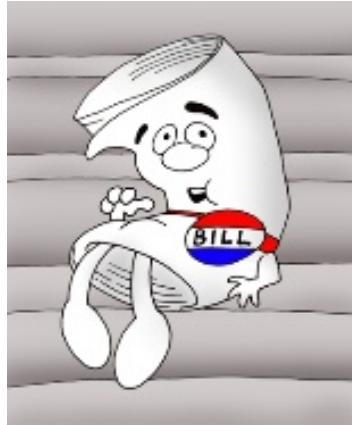
Agenda

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

2



Budgets Bill Requirement



3



17-18 Program Area Reporting (part 1)

Budget Bill requires 17-18 reports:

- Hours of Instruction by Program Area
- ✓ For Hours: we expect AEP members to enter validated data from their local and/or state level systems.

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

4



17-18 Program Area Reporting (part 2)

Budget Bill requires 17-18 reports:

- Operational Costs by Program Area
- ✓ Includes all operating costs – building, in-kind, overhead, etc.
- ✓ Includes all funds sources – fees, donations, grants, contracts, etc.

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

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17-18 Program Area Reporting Instructions

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://cedulieducation.org/administrators/>. 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 CCCC 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

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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>

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Key Facts

- Program Areas = 7 AEBG 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.

8



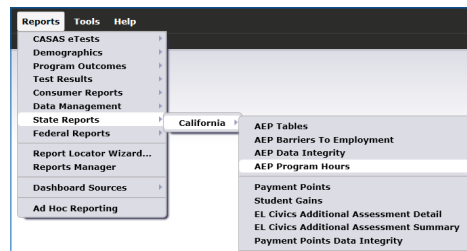
Hours of Instruction Data Sources

- Use TOPSPro 17-18 student data
- or
- Use your local attendance system for 17-18.
- or
- CCDs can use their CCFS-320 Reporting System for noncredit FTES in 17-18.
- Must be a verifiable attendance system or state approved source.

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AEP Program Hours



In TE, go to Reports – State Reports – California – AEP Program Hours to generate a NOVA compatible view of hours of instruction.

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AEP Program Hours

Table Option:

Collapse ABE/HSE/HSD

Expand ABE/HSE/HSD

NOVA Compatible

CASAS

01/29/2019
14:43:46

AEP Program Hours

Expanded ABE/HSE/HSD

Agency: 4908 - Rolling Hills Adult School (RHAS)

Member: N/A

Program Year: 2018-2019

Consortium: 28 -

Program Area* (A)	Enrollees (B)	Total Hours (C)
English Language Learner (ESL/ELL)	495	25,321
Basic Skills (ABK)	104	5,322
High School Diploma (HSD)	469	6,783
High School Equivalency (HSE)	318	8,051
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Programs for Adults with Disabilities	19	3,618
Adults Training for Child School Success	0	0
Workforce (Re)Entry	100	5,101
Pre-Apprenticeship	0	0
Total	1,621	60,767
Students in two or more programs	253	11,557
Total unduplicated	1,314	47,254

*All learners in multiple programs are counted in each program in which they are enrolled.

AEP Program Hours includes options to generate a simple view for NOVA, or views with more details about number of enrollees.



Operational Costs

- The term “operational costs” is defined as the true cost of running adult education 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, 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.
- The allocation methodology must aligned with what is used by your district accounting office (or meets their approval).

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Fund Sources

- Not only will districts enter the true cost of running adult education 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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2017-18 Budget Bill Requirement Google Group

The purpose of this group is to provide Consortia an opportunity to engage in peer-to-peer networking on the topic of the 2017-18 Budget Bill Requirement. All members were invited to:

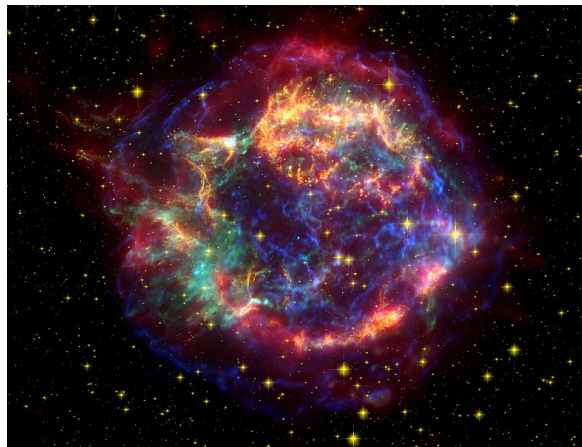
- Share best practices
- Post questions
- Receive feedback from the field
- Communicate with the state office

If you would like to be re-invited or invited, please contact TAP.

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NOVA Input



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Program Area Reporting



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

AEBG Program Area Reporting
Program Area Reporting Dashboard

Consortia

Use the fields below to filter the list of consortia.

Consortia: Year: Status:

01 Allan Hancock Community College Consortium

- Allan Hancock Joint CCD
- Lompoc Unified School District

2018-19
0/2 Saved
0/2 Submitted
Certification Status: Uncertified

02 Antelope Valley Regional Adult Education Consortium

- Antelope Valley CCD
- Antelope Valley Union High School District
- Southern Kern Unified School District

2018-19
0/3 Saved
0/3 Submitted
Certification Status: Uncertified

03 Barstow Area Consortium for Adult Education

- Barstow CCD
- Baker Valley Unified School District
- Barstow Unified School District
- Silver Valley Unified School District

2018-19
0/4 Saved
0/4 Submitted
Certification Status: Uncertified


04 Butte-Glenn Adult Education Consortium

- Butte-Glenn CCD
- Hamilton Unified School District
- Glenn County Office of Education
- Paradise Unified School District
- Oroville Union High School District
- Butte County Office of Education

2018-19
0/6 Saved
0/6 Submitted
Certification Status: Uncertified

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Program Area Reporting



Safe Environment: Sandbox

- Nicole Alexander
- Notifications
- Bookmarks
- Funds
 - SWP - Local
 - SWP - Regional
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 - Consortia & Members
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 - Fiscal Reporting
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- Guided Pathways
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- Help

AEBG Program Area Reporting
01 Allan Hancock Community College Consortium

Member Agency Program Area Reports

Reporting Year

Year:

2017-18 Program Reporting Status

Uncertified

Certifying Authority

Dr. Sofia Ramirez Gelpi Ph.D.
AEBG Primary Contact 01 Allan Hancock

Member Agency	Total Program Area Hours	Total Leveraged Funds	2017-18 Status
Allan Hancock Joint CCD	0	\$0	Draft
Lompoc Unified School District	0	\$0	Draft
Totals	0	0	0/2 Submitted

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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
Castro Valley Unified School District	0	\$0	Draft
Chabot-Las Positas CCD	0	\$0	Draft
Dublin Unified School District	0	\$0	Draft
Eden Area ROP JPA (Optional)	0	\$0	Draft
Hayward Unified School District	0	\$0	Draft
Livermore Valley Joint Unified School District	0	\$0	Draft
New Haven Unified School District	0	\$0	Draft
Pleasanton Unified School District	0	\$0	Draft
San Leandro Unified School District	0	\$0	Draft
San Lorenzo Unified School District	0	\$0	Draft
Tri-Valley ROP	0	\$0	Draft

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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	0
ESL/EI Civics	0
AWD	0
K12 Success	0
Short Term CTE	0
Workforce Reentry	0
Pre-Apprenticeship	0
Total	0 Hours

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Program Area Reporting

Status: Draft Next

AEBG Program Area Reporting: 2017-18
 Allan Hancock Joint CCD
[01 Allan Hancock Community College Consortium](#)

Workflow

- Program Area
- Hours Not started
- Leveraged 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
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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Program Area Reporting

Status: Draft Next

AEBG Program Area Reporting: 2017-18
 Allan Hancock Joint CCD
[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
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$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)

2018 © California Community Colleges
 NOVA Site Version: 4.0.12

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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/EI Civics	Not Entered
AWD	Not Entered
K12 Success	3
Short Term CTE	Not Entered

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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/EI Civics	Not Entered
AWD	Not Entered
K12 Success	3
Short Term CTE	Not Entered

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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/EI Civics	Not Entered
AWD	Not Entered
K12 Success	3

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Program Area Reporting

AEBG Program Area Reporting
[01 Allan Hancock Community College Consortium](#)

Member Agency Program Area Reports

Reporting Year

Year *

2017-18

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
Allan Hancock Joint CCD	7	\$10,500	Submitted
Lompoc Unified School District	2	\$500	Submitted
Totals	9	\$11000	2/2 Submitted

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FAQS



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FAQs

Q: What if a student received 30 minutes of counseling? Does that mean that the service for that student should not be reported?

A: If you are a college, you can use the CCFS-320 Reporting System or TOPSPro or your local attendance system. (K12 & COEs can use TOPSPro or their attendance system). If these systems do not report minor increments (like 30 minutes) or did not track services, then you would not report these in NOVA as you have no system verification. Please remember that all hours must be verifiable.

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FAQs

Q: Just to clarify, for instructional hours, we should report only for noncredit classes not for any credit classes that would fall under the seven program areas. Correct?

A: Yes, please only report hours for noncredit classes in the seven adult education program areas.

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FAQs

Q: Our system tracks hours if they are enrolled in a course so job development services would be in other programs which tracks dates but not hours.

A: Then you would not be able to report any hours for those services. Keep in mind, your hours reported in NOVA must reflect verifiable data. Since this will become an annual process, we hope that next year's report will capture all of these services and reflect a truer picture.

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FAQs

Q: What are service hours?

A: Services can be any assessment, counseling, intake, placement, orientation, support service, transition services, etc. a student may receive at the agency school site. Students can receive services outside of the classroom instructional hours. However, this will vary by how each agency sets up their program and tracks hours in their systems. Not all agencies track services in their attendance systems.

Please do not make them up if you cannot verify them via your local attendance system.

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FAQs

Q: We reported students receiving counseling under support services, are we only reporting instruction? Not support services? In TOPS there is no place to put hrs. for support services.

A: We are tracking all reportable individuals one or more hour of services and/or instruction. If you entered the student record and hours in TOPSPro, then you can report that in NOVA for this exercise.

Q: Do you know where you report hours for support services in TOPS?

A: Use the student update record to report service hours in TE just like you would for class hours. It would be helpful to identify a program area by creating a class.

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FAQs

Q: As we only marked that they received services in Tops, we did not report the hours.

A: This is Year 1 of tracking this information. We will continue to provide technical assistance on student data reporting. If you did not report the hours, you will not be penalized.

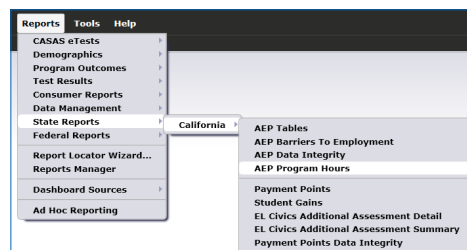
Q: What specific report do we run in TopsPro to get instructional hours based on program?

A: CASAS has provided a separate report for “hours of instruction” in TOPSPro.

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AEP Program Hours



In TE, go to Reports – State Reports – California – AEP Program Hours to generate a NOVA compatible view of hours of instruction.

34



AEP Program Hours

01/29/2019
14:43:46

Agency: 4908 - Rolling Hills Adult School (RHAS)
Member: N/A

CASAS

AEP Program Hours
Expanded ABE/HSE/HSD

Program Year: 2018-2019
Consortium: 28 -

Table Option:

Collapse ABE/HSE/HSD
 Expand ABE/HSE/HSD
 NOVA Compatible

Program Area* (A)	Enrollees (B)	Total Hours (C)
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Pre-Apprenticeship	0	0
Total	1,621	60,767
Students in two or more programs	253	11,557
Total unduplicated	1,314	47,254

*All learners in multiple programs are counted in each program in which they are enrolled.

AEP Program Hours includes options to generate a simple view for NOVA, or views with more details about number of enrollees.



FAQs

Q: Does that mean we include \$ even if we did not claim them via AEBG?

A: Yes – we are tracking all operational costs regardless of fund source. Therefore, this goes beyond AEBG. This would include any student fees, apportionment, LCFF, grants, donations, etc.

Q: Re; operational costs: if ours exceed the amount of AEP funding do we include the portion not covered by these funds?

A: Yes – please include all revenue sources even if they exceed AEBG funding.



FAQs

Q: So it is okay not to match the 17/18 budget?

A: Correct. This is what was expensed in 17-18. Meaning the cost of running your programs in 17-18. Sometimes you do not spend all of your annual allocation.

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FAQs

Q: How we will we report the indirect, should we split it by program area?

A: Indirect can be prorated among your program areas.

Q: Should we estimate in-kind services? Like if the libraries let us use their space? Or just actual costs?

A: We have a line item in NOVA to report in-kind contributions.

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FAQs

Q: Is there a formula or process for estimating the cost of in-kind services?

A: Because in-kind is determined by the MOU or local agreement, the estimating process may vary. You can check what you reported in your WIOA II financials (if you are a grantee), or check with your business/accounting office on a basic calculation to estimate in-kind services. Just be sure the in-kind is related to the AEP program areas and its operation. According to federal guidelines: for in-kind, you should generally determine the cost using the fair market value and it should be based on standard objective sources rather than best guesses. You should document the basis for determining value of personal services, material, equipment, building, and land.

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FAQs

Q: Will you give us a tool or recommendation for what allocation methodology we should use?

A: You can prorate your allocation by enrollment percentages or any other methodology recommended by your accounting/business office.

Q: Please define "in-kind".

A: An in-kind contribution is a non-monetary contribution. Goods or services offered free or at less than the usual charge result in an in-kind contribution.

Q: In-kind would include building, utilities, etc. or only volunteers?

A: It includes any non-monetary contribution – goods or services.

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2017-18 Budget Bill Requirement Google Group

The purpose of this group is to provide Consortia an opportunity to engage in peer-to-peer networking on the topic of the 2017-18 Budget Bill Requirement. All members were invited to:

- Share best practices
- Post questions
- Receive feedback from the field
- Communicate with the state office

If you would like to be re-invited or invited, please contact TAP.

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Deadline Reminder

All hours and expenses must be certified by the consortium by February 15, 2019.

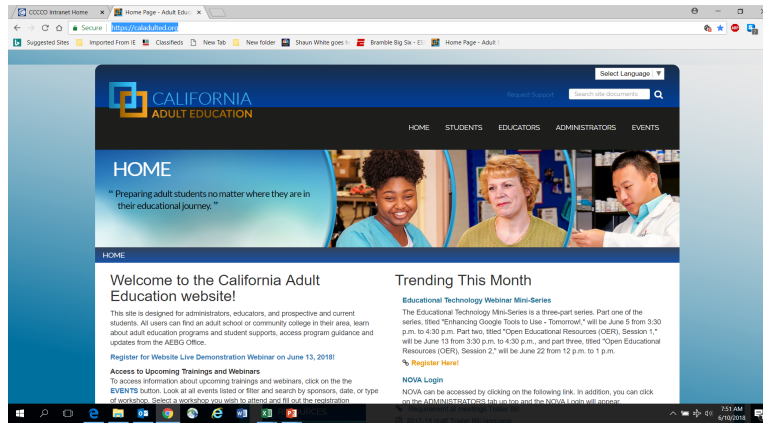
This means members should be entering this information now in order for the consortium to review/certify.

The State is generating a report for the legislature using the certified NOVA data. Timing of this report will be critical. Please do not delay in member input and certification.

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AEBG Web Site



<https://caladulded.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

OTAN Resources for Adult Education