

**SOUTH BAY CONSORTIUM FOR ADULT EDUCATION**  
(SBCAE Partners in WIOA Coalition)

**2017-2018 FISCAL DELIVERABLES and IMPLEMENTATION PLAN**

**A: FISCAL DELIVERABLES**

The following entities of the South Bay Consortium for Adult Education, community college and school districts, who are co-applicants in the Workforce Investment and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Application for Funding in the Program Year 2017-2018,

San Jose Evergreen Community College District

West Valley Mission Community College District

Campbell Union High School District

Milpitas Unified School District

Santa Clara Unified School District

will be funded as per the allocation schedule in Table I.

Campbell Union High School District (CUHSD), as the fiscal agent for the WIOA partnership, will be compensated 5% of the total grant.

Campbell Adult and Community Education (CACE), CUHSD will create a timeline of budget and expenditure reports to be submitted by the entities listed above in order to meet the reporting requirements outlined by the California Department of Education (CDE). Quarterly workbook submissions to CUHSD will suffice as invoice for reimbursements. All quarterly workbooks must have accompanying certifications and financial systems reports before payment will be processed. Entities reporting after the due date will be reported on the next quarter's submission to the CDE.

The timeline below is for the financial reports from partner agencies so that CUHSD can meet the reporting requirements of the Adult Education Office of the California Department of Education.

December 22, 2017	Final Allocation and Grant Awards Notification received from the CDE
January 31	Budget due to the CDE
February 15	SBCAE reported budget after the CDE granted an extension

February 16	First and Second Quarter Expenditure Claim Reports (ECR) due to the CDE
	<p>First Quarter ECR*: Expenditures accrued from 7/1/2017-9/30/2017 *Usually, this is due on October 31</p> <p>Second Quarter ECR*: Expenditures accrued from 10/1/2017-12/31/2017 or 7/1/2017-12/31/2017 if the First ECR was not submitted. *Usually this is due on January 31</p>
April 15	Budget and 1st and 2nd quarter certifications due to CUHSD. If you did not report, just scan and email the budget certification. Colleges also need accompanying reports from their respective financial institutions.
April 15	<p>3rd quarter reporting/ invoicing workbook for the period 1/31/2018 to 3/31/2018 to Categorical Budget Analyst - Fiscal Services and Usha.</p> <p>3rd quarter certifications signatures with accompanying reports from your financial system scanned to Categorical Budget Analyst - Fiscal Services (CUHSD).</p>
June 30	All 17/18 grant expenditures must be expended or encumbered. Please use only valid encumbrances for purchases that will be received by 9/30/2018. Any items received or paid for after this date must be considered as 18/19 expenditures. If you have any questions regarding this, please call the Director of CACE or Categorical Budget Analyst – Fiscal Services (CUHSD).
July 15	<p>4th quarter reporting and invoice workbook due for the period 4/1/2018 to 6/30/2018. Email to Categorical Budget Analyst - Fiscal Services (CUHSD) and the Director of CACE.</p> <p>4th quarter certification signature with accompanying reports from your financial system scanned to Categorical Budget Analyst - Fiscal Services (CUHSD).</p>

## **B: Implementation Plan**

### **1. Section 225**

Milpitas Adult Education will continue to fulfill the 225 WIOA requirements for adult learners in the county jails through the ESL/ABE/ASE programs

### **2. Section 231**

All Adult Schools (Campbell, Santa Clara and Milpitas) will fulfill the 231 areas by Pre and post testing learners in ESL/ABE/Citizenship programs

Pre and post testing learners in the ASE program and documenting attainment of secondary credentials

Pre and posting learners in the EL Civics program and administering Additional Assessments on Civic Objective Additional Assessment Plans (COAAPs) identified under this section.

### **3. Section 243**

Community Colleges (SJECC and WVMCCD) will develop and offer bridge courses that integrate literacy skills in targeted career pathways to meet the 243 requirements of the grant.

In these classes, the colleges will

Pre and post-test learners and administer COAAPs that are developed for each course.

### **4. Data Reporting**

Data requirements for WIOA will be met by individual organizations by uploading data through TOPSpro Enterprise (TE). Data reporting due dates are attached.

### **5. WIOA Tech Plan**

WIOA Tech Plan

CACE will work with partner agencies to develop the plan (submitted in February)

### **6. WIOA Professional Development Plan**

CACE will work with partner agencies to develop the plan (submitted in October and received approval)

### **7. WIOA Integrated EL Civics Program and Development Plan**

CACE will work with partner agencies to develop the plan (DUE on April 30)

### **8. AEFLA Implementation Survey**

CACE will work with partner agencies to develop the plan (DUE on April 30)

Representatives of all the above listed partner agencies agree to this Fiscal Deliverables and Implementation Plan.

Signature	Date	Signature	Date
Doug Smith, Vice Chancellor San Jose City & Evergreen Valley Community College District 40 S. Market Street San Jose, Calif. 95113		Mae Conroy West Valley Mission Community College District 14000 Fruitvale Ave, Saratoga, CA 95070	

Signature	Date	Signature	Date
Usha Narayanan, Director Campbell Adult and Community Education Campbell Union High School District 3235 Union Ave San Jose, CA 95125		Brenda Carrillo Santa Clara Adult Education Santa Clara Unified School District 1840 Benton St. Santa Clara, CA 95050	

Signature	Date	Signature	Date
Giuliana Brahim, Principal Milpitas Adult Education Milpitas Unified School District 1331 E. Calaveras Blvd Milpitas, Calif. 95035		Windy Zheng, Assistant Superintendent, Bus. Serv. Milpitas Unified School District 1331 E. Calaveras Blvd Milpitas, Calif. 95035	