

CAEP Consortium Fiscal Reporting

19 Glendale Community College District Regional Consortium

2018-19 Fiscal Year

Certification

Certified By
MaryAnn Pranke
GlendaleLEARNS Coordinator

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Glendale CCD	Submitted	Submitted	Submitted	Submitted
Verdugo Workforce Development Board*	Submitted	Submitted	Submitted	Submitted

Glendale CCD

Glendale CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$60,000	\$60,000	100%	\$240,000	25%	\$180,000
2000 - Non-Instructional Salaries	\$26,888	\$26,888	100%	\$107,550	25%	\$80,662
3000 - Employee Benefits	\$12,720	\$12,720	100%	\$50,879	25%	\$38,159
4000 - Supplies and Materials	\$1,075	\$1,075	100%	\$4,300	25%	\$3,225
5000 - Other Operating Expenses and Services	\$12,500	\$12,500	100%	\$50,000	25%	\$37,500
6000 - Capital Outlay	\$5,000	\$5,000	100%	\$20,000	25%	\$15,000
7000 - Other Outgo	\$6,652	\$6,652	100.01%	\$26,606	25%	\$19,954
Indirect Costs	\$6,200	\$6,200	100%	\$24,800	25%	\$18,600
Totals	\$131,035	\$131,034	100%	\$524,135	25%	\$393,100

Summary of Activities:

A second pilot for our College and Career Pathway program was launched in summer of 2018 and July-August expenditure is reflected in this budget. The curriculum is based on 21st Century skills and is designed for individuals with disabilities, targeting intellectual and developmental disabilities. There were 16 enrollees in the summer program with half of the students entering the Uniquely Abled Academy career pathway in CNC Machinist training following completion of the College and Career Pathway program. ESL courses were also held over the summer at the Verdugo Jobs Center (local AJCC), with July-September expenditures reflected in the Q1 expenditures. The fall semester ESL at the Verdugo Jobs Center began in August 2018 and will continue through December 2018. Work Readiness for the Uniquely Abled Academy is the non-credit co-enrollment in the Academy and funded with AEP, also began with fall semester in August 2018 and will complete in December 2018.

Status
Submitted

Glendale CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$154,259	\$120,000	128.55%	\$240,000	64.27%	\$85,741
2000 - Non-Instructional Salaries	\$26,888	\$53,775	50%	\$107,550	25%	\$80,662
3000 - Employee Benefits	\$36,393	\$25,440	143.06%	\$50,879	71.53%	\$14,486
4000 - Supplies and Materials	\$1,075	\$2,150	50%	\$4,300	25%	\$3,225
5000 - Other Operating Expenses and Services	\$41,696	\$25,000	166.78%	\$50,000	83.39%	\$8,304
6000 - Capital Outlay	\$9,315	\$10,000	93.15%	\$20,000	46.58%	\$10,685
7000 - Other Outgo	\$6,652	\$13,303	50%	\$26,606	25%	\$19,954
Indirect Costs	\$12,400	\$12,400	100%	\$24,800	50%	\$12,400
Totals	\$288,678	\$262,068	110.15%	\$524,135	55.08%	\$235,457

Summary of Activities:

GCC continued expansion of ESL throughout the community to increase access for residents and continued partnership with International Rescue Committee as a portal for immigrants, asylees and refugees to transition to GCC AEP. GCC also continued providing non-credit Work Readiness as an integrated course within the Uniquely Able Academy for students with Autism Spectrum Disorders. WIOA Title I and Title IV partners continue to be co-located on GCC campus to provide services to employment bound students and GCC continues its co-location at the Verdugo Jobs Center (the local AJCC) providing ESL courses. The Center hosts weekly hiring events which provide an opportunity for ESL students to be interviewed by these prospective employers. GlendaleLEARNS continues its local assessment to develop its three-year plan. GlendaleLEARNS was also active in participation with the local workforce development planning occurring throughout the community.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Dr. Alfred Ramirez, Administrative Dean, Continuing and Community Education
Glendale Learn MaryAnn Pranke, GlendaleLEARNS Coordinator

Glendale CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$211,415	\$180,000	117.45%	\$240,000	88.09%	\$28,585
2000 - Non-Instructional Salaries	\$26,888	\$80,663	33.33%	\$107,550	25%	\$80,662
3000 - Employee Benefits	\$36,393	\$38,159	95.37%	\$50,879	71.53%	\$14,486
4000 - Supplies and Materials	\$4,300	\$3,225	133.33%	\$4,300	100%	\$0
5000 - Other Operating Expenses and Services	\$45,000	\$37,500	120%	\$50,000	90%	\$5,000
6000 - Capital Outlay	\$9,315	\$15,000	62.1%	\$20,000	46.58%	\$10,685
7000 - Other Outgo	\$9,300	\$19,955	46.61%	\$26,606	34.95%	\$17,306
Indirect Costs	\$12,400	\$18,600	66.67%	\$24,800	50%	\$12,400
Totals	\$355,011	\$393,101	90.31%	\$524,135	67.73%	\$169,124

Summary of Activities:

Continuous services have been provided to expand programs to the region. Partnerships have continued with local agencies to focus on immigrant English Language Learning with the International Rescue Committee. GCC has continued to comprehensive collaborative projects with credit programs, and community based agencies to continue supporting cohorts for the original Uniquely Abled Program, now known as the Verdugo CNC Machinist Academy. In addition, Vocational English as a Second Language classes are being held in partnership with a local employer at their site to assist with their employee training.

Status
Submitted

Glendale CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$240,000	\$240,000	100%	\$240,000	100%	\$0
2000 - Non-Instructional Salaries	\$107,550	\$107,550	100%	\$107,550	100%	\$0
3000 - Employee Benefits	\$50,879	\$50,879	100%	\$50,879	100%	\$0
4000 - Supplies and Materials	\$4,300	\$4,300	100%	\$4,300	100%	\$0
5000 - Other Operating Expenses and Services	\$50,000	\$50,000	100%	\$50,000	100%	\$0
6000 - Capital Outlay	\$17,000	\$20,000	85%	\$20,000	85%	\$3,000
7000 - Other Outgo	\$26,000	\$26,606	97.72%	\$26,606	97.72%	\$606
Indirect Costs	\$24,800	\$24,800	100%	\$24,800	100%	\$0
Totals	\$520,529	\$524,135	99.31%	\$524,135	99.31%	\$3,606

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

Partnerships have continued with our local Workforce Development Board, Community Agencies, employers, and our credit programs. We continue to look to expand adult education in our region and have recently approved leasing space to provide additional courses in our locally impacted area. We have provided guidance in terms of how to coordinate universal application and enrollment processes working closely and collaboratively with our members and partners.

Status
Submitted

Verdugo Workforce Development Board*

Verdugo Workforce Development Board* Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$61,325	\$61,325	100%	\$245,300	25%	\$183,975
3000 - Employee Benefits	\$28,024	\$28,024	100%	\$112,095	25%	\$84,071
4000 - Supplies and Materials	\$1,036	\$1,372	75.5%	\$5,489	18.87%	\$4,453
5000 - Other Operating Expenses and Services	\$17,076	\$48,700	35.06%	\$194,800	8.77%	\$177,724
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$107,461	\$139,421	77.08%	\$557,684	19.27%	\$450,223

Corrective Action Plan

Object Code 5000 is underexpended in this quarter due to expected invoices not being received for processing in this Q1; however, expenditures will be reflected in Q2 to bring us up to date. Overall, budget shows 77% expenditure to plan for Q1.

Summary of Activities:

Staff outreached to ESL students to connect them with job placement assistance as well as those services available under WIOA Title I. Co-enrollments include 15 students with intellectual disabilities enrolled in CNC Machinist training. Students are co-enrolled with CE, WIOA Title I and IV, Regional Center and AEP. Work Readiness and DSPS counseling provided to these students. Planning activities have begun with GlendaleLEARNs taking a lead role in facilitating community forums in partnership with Verdugo Workforce Development Board and County of Los Angeles Workforce Development Board.

Status
Submitted

Verdugo Workforce Development Board* Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$122,650	\$122,650	100%	\$245,300	50%	\$122,650
3000 - Employee Benefits	\$56,048	\$56,048	100%	\$112,095	50%	\$56,047
4000 - Supplies and Materials	\$2,286	\$2,745	83.29%	\$5,489	41.65%	\$3,203
5000 - Other Operating Expenses and Services	\$17,076	\$97,400	17.53%	\$194,800	8.77%	\$177,724
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$198,060	\$278,842	71.03%	\$557,684	35.51%	\$359,624

Corrective Action Plan

Code 5000 is underspent in Q2 due to delay in invoices being submitted from service providers. We expect these invoices to be processed and reported for Q3. We will continue to monitor to ensure that all invoices are submitted timely and processed. With this better understanding of invoicing/payment processing, the workplan will be adjusted in future to set more realistic plan for this expenditure Code.

Summary of Activities:

The VWDB continued to focus on co-enrollment of students with WIOA partners and community based organizations such as International Rescue Committees. The cumulative number of co-enrollments as of Q2 is 165. VWDB also continued coordination of non-credit AEP programs with credit programs for the Uniquely Abled Academy which completed in December 2018. with 15 graduates. The 15 graduates have intellectual disabilities and are co-enrolled with WIOA Title I, Title IV, AEP, DSPS, Lanterman Regional Center and SWP. VWDB will continue to focus on job placement for AEP students and co-enrollment with multiple partners and funding sources to assist in transitioning students to their career and educational goals.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Judith Velasco

Glendale Learn MaryAnn Pranke, GlendaleLEARNs Coordinator

Verdugo Workforce Development Board* Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$183,975	\$183,975	100%	\$245,300	75%	\$61,325
3000 - Employee Benefits	\$84,071	\$84,071	100%	\$112,095	75%	\$28,024
4000 - Supplies and Materials	\$2,434	\$4,117	59.12%	\$5,489	44.34%	\$3,055
5000 - Other Operating Expenses and Services	\$101,427	\$146,100	69.42%	\$194,800	52.07%	\$93,373
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$371,907	\$418,263	88.92%	\$557,684	66.69%	\$185,777

Corrective Action Plan

Two line items fell below plan due to the length of time it takes to receive and process invoices. Based on projections for Q4 Expenditures, goals should be met by Q4 report.

Summary of Activities:

Q3 was focused on writing external grants to support adult ed in serving individuals with disabilities and English Language Learners. GlendaleLEARNs partnered with its member, VWDB to write grants and one ELL grant for \$100,000 was awarded to provide technical assistance in strategic co-enrollment. Other activities this quarter focused on preparing the Three-Year Plan. Analysis of the environmental scan was conducted as well as the self-assessment. Monthly meetings were used to conduct the assessments and prepare for the plan. Q4 activities will include completing the community needs assessment, asset map, logic models and developing goals and strategies.

Status
Submitted

Verdugo Workforce Development Board* Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$245,300	\$245,300	100%	\$245,300	100%	\$0
3000 - Employee Benefits	\$112,095	\$112,095	100%	\$112,095	100%	\$0
4000 - Supplies and Materials	\$5,489	\$5,489	100%	\$5,489	100%	\$0
5000 - Other Operating Expenses and Services	\$174,800	\$194,800	89.73%	\$194,800	89.73%	\$20,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$537,684	\$557,684	96.41%	\$557,684	96.41%	\$20,000

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

This quarter was dedicated to finalizing three year planning and sharing results with our partners and preparing for the next program year to continue expanding programs and services to target populations such as ELL and adults with disabilities. GlendaleLEARNs redesigned the Verdugo CNC Machinist Academy to infuse work experience prior to completion of the Academy and better prepare students for entering the workforce upon graduation.

Status
Submitted



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