

CAEP Consortium Fiscal Reporting

19 Glendale Community College District Regional Consortium

2019-20 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
<a href="#">Glendale CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Verdugo Workforce Development Board*</a>	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	\$41,239	\$41,239	100%	\$274,924	15%	\$233,685
2000 - Non-Instructional Salaries	\$17,930	\$17,930	100%	\$119,533	15%	\$101,603
3000 - Employee Benefits	\$11,834	\$11,834	100%	\$78,892	15%	\$67,058
4000 - Supplies and Materials	\$750	\$750	100%	\$5,000	15%	\$4,250
5000 - Other Operating Expenses and Services	\$7,673	\$7,673	100.01%	\$51,150	15%	\$43,477
6000 - Capital Outlay	\$1,500	\$1,500	100%	\$10,000	15%	\$8,500
7000 - Other Outgo	\$4,455	\$4,455	99.99%	\$29,703	15%	\$25,248
Indirect Costs	\$4,269	\$4,269	100%	\$28,461	15%	\$24,192
<b>Totals</b>	<b>\$89,650</b>	<b>\$89,649</b>	<b>100%</b>	<b>\$597,663</b>	<b>15%</b>	<b>\$508,013</b>

### Summary of Activities:

This quarter was dedicated to outreach and recruitment of priority populations for ESL and AWD courses and services. Cohort 5 of the Verdugo CNC Machinist Academy for students with intellectual disabilities began on September 4, 2019. Non-credit adult ed courses offered in the Academy include Emotional Intelligence and Work Readiness, funded with CAEP funds. Partners provide leverage resources to fund other non-credit adult courses including: Tech Math Lab, Digital Literacy, Employer Engagement Lab, and Job Club. Implementing the Three-Year Plan and development of the 2019-20 Annual Plan was also accomplished in this first Q1.

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	\$62,046	\$82,477	75.23%	\$274,924	22.57%	\$212,878
2000 - Non-Instructional Salaries	\$28,000	\$35,860	78.08%	\$119,533	23.42%	\$91,533
3000 - Employee Benefits	\$16,112	\$23,668	68.08%	\$78,892	20.42%	\$62,780
4000 - Supplies and Materials	\$750	\$1,500	50%	\$5,000	15%	\$4,250
5000 - Other Operating Expenses and Services	\$7,673	\$15,345	50%	\$51,150	15%	\$43,477
6000 - Capital Outlay	\$1,500	\$3,000	50%	\$10,000	15%	\$8,500
7000 - Other Outgo	\$4,455	\$8,911	49.99%	\$29,703	15%	\$25,248
Indirect Costs	\$4,269	\$8,538	50%	\$28,461	15%	\$24,192
<b>Totals</b>	<b>\$124,805</b>	<b>\$179,299</b>	<b>69.61%</b>	<b>\$597,663</b>	<b>20.88%</b>	<b>\$472,858</b>

### Corrective Action Plan

There are budget adjustments pending internally and an updated request of allocated funds by object will be forthcoming. Assessment of actual expenditures and reconciled transfers will be made to appropriately report on funds expended for the Q3 report.

### Summary of Activities:

This second quarter was dedicated to expanding partnerships to serve ELL. JVS SoCal was secured as a new partner and MOU has been signed to formalize partnership. JVS was recently awarded the contract to provide Resettlement services to refugees and will be looking to co-enroll participants in CAEP programs including ESL. The team also attended and presented at the Annual CAEP Summit and gained new ideas for expanding partnerships and is exploring an apprenticeship partnership for ELL students. GlendaleLEARNS also partnered with GCC to assist in recruiting for the new Medical Assistant program which begins in February 2020. The program infuses ESL in its academy for ELL students. GlendaleLEARNS is an active partner in the Verdugo Workforce Development Board's ELL Navigator Pilot Project.

Status  
Submitted

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 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	\$202,035	\$123,716	163.31%	\$274,924	73.49%	\$72,889
2000 - Non-Instructional Salaries	\$28,000	\$53,790	52.05%	\$119,533	23.42%	\$91,533
3000 - Employee Benefits	\$16,112	\$35,501	45.38%	\$78,892	20.42%	\$62,780
4000 - Supplies and Materials	\$750	\$2,250	33.33%	\$5,000	15%	\$4,250
5000 - Other Operating Expenses and Services	\$51,150	\$23,018	222.22%	\$51,150	100%	\$0
6000 - Capital Outlay	\$10,000	\$4,500	222.22%	\$10,000	100%	\$0
7000 - Other Outgo	\$29,703	\$13,366	222.22%	\$29,703	100%	\$0
Indirect Costs	\$4,269	\$12,807	33.33%	\$28,461	15%	\$24,192
<b>Totals</b>	<b>\$342,019</b>	<b>\$268,948</b>	<b>127.17%</b>	<b>\$597,663</b>	<b>57.23%</b>	<b>\$255,644</b>

### Summary of Activities:

The beginning of the quarter was dedicated to launching spring semester including our Administrative Medical Assistant career pathway which infuses ESL, creating an opportunity for our ELL students. Since mid-March, GCC has been operating under a Shelter in Place Order and the campus has been closed. All faculty and staff entered training on virtual learning and conducting distance learning using multiple platforms. GCC is offering courses using virtual platforms and continues distance learning through the fall semester, including the Medical Assistant career pathway, ESL and ABE/ASE.

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	\$274,924	\$164,954	166.67%	\$274,924	100%	\$0
2000 - Non-Instructional Salaries	\$119,533	\$71,720	166.67%	\$119,533	100%	\$0
3000 - Employee Benefits	\$78,892	\$47,335	166.67%	\$78,892	100%	\$0
4000 - Supplies and Materials	\$5,000	\$3,000	166.67%	\$5,000	100%	\$0
5000 - Other Operating Expenses and Services	\$51,150	\$30,690	166.67%	\$51,150	100%	\$0
6000 - Capital Outlay	\$10,000	\$6,000	166.67%	\$10,000	100%	\$0
7000 - Other Outgo	\$29,703	\$17,822	166.67%	\$29,703	100%	\$0
Indirect Costs	\$28,461	\$17,077	166.67%	\$28,461	100%	\$0
<b>Totals</b>	<b>\$597,663</b>	<b>\$358,598</b>	<b>166.67%</b>	<b>\$597,663</b>	<b>100%</b>	<b>\$0</b>

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 continuing to provide adult education in a virtual format. ESL classes continued as well as all ABE/ASE, career technical education. Virtual career counseling services as well as DSPS services also continued during this quarter. GCC also prepared for virtual summer session and services. While some students could not continue ESL with their children at home causing a slight decline in enrollment, classes continued as planned. The Medical Assistant career pathway continued with full enrollment and is partnering with the VWDB to provide the job development and paid internships. GCC and GlendaleLEARNs plan on continuing to provide all adult services as planned in a virtual format until it is safe to resume on campus courses. At this time, fall semester will also be provided as distance learning.

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	\$45,663	\$30,555	149.44%	\$203,702	22.42%	\$158,039
3000 - Employee Benefits	\$30,442	\$20,370	149.44%	\$135,801	22.42%	\$105,359
4000 - Supplies and Materials	\$491	\$900	54.56%	\$6,000	8.18%	\$5,509
5000 - Other Operating Expenses and Services	\$10,814	\$26,175	41.31%	\$174,497	6.2%	\$163,683
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
<b>Totals</b>	<b>\$87,410</b>	<b>\$78,000</b>	<b>112.06%</b>	<b>\$520,000</b>	<b>16.81%</b>	<b>\$432,590</b>

### Summary of Activities:

This Q1 was dedicated to facilitating and prioritizing goals and tasks from the Three-Year Plan and developing the Annual Plan. Coordination of the Verdugo CNC Academy including all partner services was also accomplished to begin the 5th Cohort of the Academy. Weekly reports are written on every student to ensure all partners are kept apprised of any challenges or barriers identified in the classroom. GlendaleLEARNS Coordinator worked with partners to develop service contracts for 2019-20, as well as MOUs. She presented at the Meeting of the Minds Conference on CAEP. The GlendaleLEARNS Website was updated and refreshed as well in Q1.

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	\$53,123	\$61,111	86.93%	\$203,702	26.08%	\$150,579
3000 - Employee Benefits	\$35,415	\$40,740	86.93%	\$135,801	26.08%	\$100,386
4000 - Supplies and Materials	\$976	\$1,800	54.22%	\$6,000	16.27%	\$5,024
5000 - Other Operating Expenses and Services	\$28,703	\$52,349	54.83%	\$174,497	16.45%	\$145,794
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
<b>Totals</b>	<b>\$118,217</b>	<b>\$156,000</b>	<b>75.78%</b>	<b>\$520,000</b>	<b>22.73%</b>	<b>\$401,783</b>

### Corrective Action Plan

Internal budget transfers at GCC have been taking place and are appropriately reflected current Q2 reporting. Budget transfer in the CAEP plan will be pursued to align internal accounts. Invoices are expected for services provided and will be processed as soon as received which will bring expenditures in closer alignment to goals.

### Summary of Activities:

This quarter was dedicated in assisting the expansion of outreach to English Language Learners (ELL) for adult education. Courses were established at International Rescue Committee and City of Glendale Library Arts & Culture in English as a Second Language and Digital Literacy. GlendaleLEARNs Coordinator is working with the two community organizations to transition students to other adult ed courses and co-enrollment with WIOA I. Coordinator also began working with certified apprenticeship partnership to provide opportunities for ELL. Two retreat are scheduled in January to customize the current apprenticeship for ELL students.

Status  
Submitted

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 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	\$101,968	\$91,666	111.24%	\$203,702	50.06%	\$101,734
3000 - Employee Benefits	\$67,979	\$61,110	111.24%	\$135,801	50.06%	\$67,822
4000 - Supplies and Materials	\$1,329	\$2,700	49.22%	\$6,000	22.15%	\$4,671
5000 - Other Operating Expenses and Services	\$59,493	\$78,524	75.76%	\$174,497	34.09%	\$115,004
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
<b>Totals</b>	<b>\$230,769</b>	<b>\$234,000</b>	<b>98.62%</b>	<b>\$520,000</b>	<b>44.38%</b>	<b>\$289,231</b>

**Corrective Action Plan**

Object Codes 4000 and 5000 are falling below target due to outstanding invoices. The Shelter in Place Order as a result of the Pandemic, caused several partners to shut down and convert to providing services virtually. This has caused delays in invoice submission. Coordinator will follow up to encourage invoice submission. We expect invoices to be back on track in the fourth quarter.

**Summary of Activities:**

This quarter was dedicated to launching the Spring courses in the Medical Assistant training designed to include English Language Learners and infuses ESL in the program. We also launched the Spring ESL courses at the Verdugo Jobs Center, the local AJCC, and at International Rescue Committee. Seven of WIOA II ESL students were co-enrolled in CAEP, WIOA I, and the ELL Navigator Pilot. ESL instructor and GlendaleLEARNs Coordinator participated in a half-day retreat with RxResearch to design an apprenticeship for ELL participants in the BioScience Manufacturing sector. On March 13th the City of Glendale, in partnership with GCC, Glendale Unified School District, and the Verdugo Workforce Development Board, reduced staffing and cancelled all meetings and classes as a result of the COVID-19 pandemic. On March 19th, the Executive Order was issued, resulting in full shut down of campuses, centers and offices. Staff and faculty are now working remotely providing virtual classes.

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	\$203,702	\$122,221	166.67%	\$203,702	100%	\$0
3000 - Employee Benefits	\$135,801	\$81,481	166.67%	\$135,801	100%	\$0
4000 - Supplies and Materials	\$6,000	\$3,600	166.67%	\$6,000	100%	\$0
5000 - Other Operating Expenses and Services	\$118,122	\$104,698	112.82%	\$174,497	67.69%	\$56,375
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
<b>Totals</b>	<b>\$463,625</b>	<b>\$312,000</b>	<b>148.6%</b>	<b>\$520,000</b>	<b>89.16%</b>	<b>\$56,375</b>

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

Guidance: Yes

### Summary of Activities:

Quarter 4 was dedicated to completing the last quarter of the semester through a distant learning platform and virtual career and support services. ESL courses offered by International Rescue Committee completed at the end of the quarter, June 30, 2020. The Verdugo Jobs Center continued to co-enroll students in WIOA I, providing career counseling, planning and job development services in a virtual platform. The VWDB also provided comprehensive presentations on labor market information, layoffs and closures, unemployment rates, unemployment insurance claims to keep the GlendaleLEARNs partners informed of the impact of the COVID-19 pandemic on the local economy and community. Monthly meetings continued virtually during this quarter with the exception of the month of June. Annual planning activities began in May by identifying community needs and gaps based on the initial environmental scan presentations provided by the VWDB on labor market and unemployment data.

Status  
Submitted



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