

CAEP Consortium Fiscal Reporting 43 Rancho Santiago Adult Education Consortium

2020-21 Fiscal Year

Certification

Certified By

Chrissy Gascon

Executive Director, Adult Education Block Grant

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

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Garden Grove Unified	Submitted	Submitted	Submitted	Submitted
Orange Unified	Submitted	Submitted	Submitted	Submitted
Rancho Santiago CCD	Submitted	Submitted	Submitted	Submitted

Garden Grove Unified

Garden Grove Unified 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	\$52,136	\$58,316	89.4%	\$485,967	10.73%	\$433,831
2000 - Non-Instructional Salaries	\$61,635	\$52,206	118.06%	\$652,575	9.44%	\$590,940
3000 - Employee Benefits	\$71,760	\$46,950	152.84%	\$391,251	18.34%	\$319,491
4000 - Supplies and Materials	\$255	\$1,527	16.7%	\$76,367	0.33%	\$76,112
5000 - Other Operating Expenses and Services	\$7,971	\$3,500	227.74%	\$70,000	11.39%	\$62,029
6000 - Capital Outlay	\$0	\$0	100%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,466	\$7,762	109.07%	\$77,618	10.91%	\$69,152
Totals	\$202,223	\$170,261	118.77%	\$1,853,778	10.91%	\$1,651,555

Corrective Action Plan

Due to the summer months in Quarter 1, expenditures are less.

Summary of Activities:

We are working towards supporting the strategies outlined in our annual plan.

Status
Submitted

Garden Grove Unified 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	\$67,447	\$145,790	46.26%	\$485,967	13.88%	\$418,520
2000 - Non-Instructional Salaries	\$224,626	\$208,824	107.57%	\$652,575	34.42%	\$427,949
3000 - Employee Benefits	\$152,934	\$117,375	130.29%	\$391,251	39.09%	\$238,317
4000 - Supplies and Materials	\$3,395	\$6,109	55.57%	\$76,367	4.45%	\$72,972
5000 - Other Operating Expenses and Services	\$28,299	\$17,500	161.71%	\$70,000	40.43%	\$41,701
6000 - Capital Outlay	\$0	\$0	100%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$20,832	\$23,285	89.46%	\$77,618	26.84%	\$56,786
Totals	\$497,533	\$518,884	95.89%	\$1,853,778	26.84%	\$1,356,245

Corrective Action Plan

Expenditures are proceeding as planned. A large expenditure for new technology and related licenses will be completed in Qu3.

Summary of Activities:

Continued to work on the objectives of the 2020-21 annual plan with an additional lens on support for Distance Learning and related instructional support services connected to the impacts of COVID-19.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

M'Liss Patterson, Director

Garden Grove Unified 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	\$171,238	\$160,369	106.78%	\$485,967	35.24%	\$314,729
2000 - Non-Instructional Salaries	\$394,893	\$391,545	100.86%	\$652,575	60.51%	\$257,682
3000 - Employee Benefits	\$246,927	\$215,188	114.75%	\$391,251	63.11%	\$144,324
4000 - Supplies and Materials	\$6,340	\$6,109	103.78%	\$76,367	8.3%	\$70,027
5000 - Other Operating Expenses and Services	\$34,788	\$31,500	110.44%	\$70,000	49.7%	\$35,212
6000 - Capital Outlay	\$0	\$0	100%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$37,328	\$34,928	106.87%	\$77,618	48.09%	\$40,290
Totals	\$891,514	\$839,640	106.18%	\$1,853,778	48.09%	\$962,264

Summary of Activities:

Continued to work on the objectives of the 2020-21 annual plan with an additional lens on support for Distance Learning and related instructional support services connected to the impacts of COVID-19.

**Status
Submitted**

Garden Grove Unified 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	\$246,963	\$218,685	112.93%	\$485,967	50.82%	\$239,004
2000 - Non-Instructional Salaries	\$610,120	\$456,803	133.56%	\$652,575	93.49%	\$42,455
3000 - Employee Benefits	\$342,294	\$273,876	124.98%	\$391,251	87.49%	\$48,957
4000 - Supplies and Materials	\$9,906	\$9,164	108.1%	\$76,367	12.97%	\$66,461
5000 - Other Operating Expenses and Services	\$40,152	\$38,500	104.29%	\$70,000	57.36%	\$29,848
6000 - Capital Outlay	\$83,868	\$65,000	129.03%	\$100,000	83.87%	\$16,132
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$54,600	\$50,452	108.22%	\$77,618	70.34%	\$23,018
Totals	\$1,387,903	\$1,112,479	124.76%	\$1,853,778	74.87%	\$465,875

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

Guidance: Yes

Summary of Activities:

Allocated CAEP funds covered expenses related to administration, clerical, instruction, technology, licenses, materials and supplies, and a new marquee in front of the campus. All expenditures supported the objectives within the Annual Plan which allowed GGAE to work collaboratively with members in the Rancho Consortium to identify gaps in the the region, to create seamless transitions, and to increase student progress.

**Status
Submitted**

Orange Unified

Orange Unified 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	\$291	\$931	31.27%	\$6,205	4.69%	\$5,914
2000 - Non-Instructional Salaries	\$0	\$31	0%	\$206	0%	\$206
3000 - Employee Benefits	\$62	\$246	25.19%	\$1,641	3.78%	\$1,579
4000 - Supplies and Materials	\$0	\$129	0%	\$858	0%	\$858
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14	\$53	26.37%	\$354	3.95%	\$340
Totals	\$367	\$1,390	26.41%	\$9,264	3.96%	\$8,897

Corrective Action Plan

Part of quarter 1 was the summer months. Now that the school year is underway, the expenditures will increase towards the target.

Summary of Activities:

Teacher salary, benefits, and indirect costs.

Status
Submitted

Orange Unified 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	\$1,748	\$1,862	93.9%	\$6,205	28.17%	\$4,457
2000 - Non-Instructional Salaries	\$19	\$62	30.74%	\$206	9.22%	\$187
3000 - Employee Benefits	\$384	\$492	78%	\$1,641	23.4%	\$1,257
4000 - Supplies and Materials	\$0	\$257	0%	\$858	0%	\$858
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$86	\$106	80.98%	\$354	24.29%	\$268
Totals	\$2,237	\$2,779	80.49%	\$9,264	24.15%	\$7,027

Corrective Action Plan

Adult Ed classes did not occur during summer months which is the reason for being slightly below target.

Summary of Activities:

Salaries and benefits.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Lisa Green Orange Unified School District, Interim Executive Director Curriculum, Instruction, Secondary School Support

Orange Unified 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	\$3,676	\$2,792	131.65%	\$6,205	59.24%	\$2,529
2000 - Non-Instructional Salaries	\$135	\$93	145.63%	\$206	65.53%	\$71
3000 - Employee Benefits	\$853	\$738	115.51%	\$1,641	51.98%	\$788
4000 - Supplies and Materials	\$0	\$386	0%	\$858	0%	\$858
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$186	\$159	116.76%	\$354	52.54%	\$168
Totals	\$4,850	\$4,169	116.34%	\$9,264	52.35%	\$4,414

**Status
Submitted**

Orange Unified 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	\$5,233	\$3,723	140.56%	\$6,205	84.34%	\$972
2000 - Non-Instructional Salaries	\$310	\$124	250.81%	\$206	150.49%	-\$104
3000 - Employee Benefits	\$1,263	\$985	128.28%	\$1,641	76.97%	\$378
4000 - Supplies and Materials	\$0	\$515	0%	\$858	0%	\$858
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$271	\$212	127.59%	\$354	76.55%	\$83
Totals	\$7,077	\$5,558	127.32%	\$9,264	76.39%	\$2,187

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

Guidance: Yes

Summary of Activities:

The funds were used to pay for the instructor salary and benefits and some classified support.

**Status
Submitted**

Rancho Santiago CCD

Rancho Santiago 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	\$275,679	\$215,599	127.87%	\$1,437,325	19.18%	\$1,161,646
2000 - Non-Instructional Salaries	\$94,304	\$81,745	115.36%	\$544,967	17.3%	\$450,663
3000 - Employee Benefits	\$152,668	\$140,761	108.46%	\$938,405	16.27%	\$785,737
4000 - Supplies and Materials	\$183	\$3,802	4.81%	\$25,346	0.72%	\$25,163
5000 - Other Operating Expenses and Services	\$169,825	\$178,637	95.07%	\$1,190,914	14.26%	\$1,021,089
6000 - Capital Outlay	\$44,112	\$53,686	82.17%	\$357,909	12.32%	\$313,797
7000 - Other Outgo	\$0	\$34,134	0%	\$227,560	0%	\$227,560
Indirect Costs	\$36,839	\$35,418	104.01%	\$236,120	15.6%	\$199,281
Totals	\$773,610	\$743,782	104.01%	\$4,958,546	15.6%	\$4,184,936

Summary of Activities:

Chrissy Gascon, Interim Executive Daeen, continued to serve as the Rancho Santiago Adult Education Consortium's (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in the areas of transitioning adult students to college and the workforce. Additionally, the CAEP coordinators worked on developing new, innovative curriculum, which will lead to the acceleration of students' progress toward their academic goals. This curriculum includes new noncredit online classes. The RSAEC Executive Committee voted and approved multiple strategies including the funding of a regional marketing campaign that will allow us to leverage the campaign work that is already in progress by the Strong Workforce Program.

Status
Submitted

Rancho Santiago 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	\$704,655	\$431,198	163.42%	\$1,437,325	49.03%	\$732,670
2000 - Non-Instructional Salaries	\$214,051	\$163,490	130.93%	\$544,967	39.28%	\$330,916
3000 - Employee Benefits	\$376,734	\$281,522	133.82%	\$938,405	40.15%	\$561,671
4000 - Supplies and Materials	\$621	\$7,604	8.17%	\$25,346	2.45%	\$24,725
5000 - Other Operating Expenses and Services	\$234,506	\$357,274	65.64%	\$1,190,914	19.69%	\$956,408
6000 - Capital Outlay	\$102,928	\$107,373	95.86%	\$357,909	28.76%	\$254,981
7000 - Other Outgo	\$0	\$68,268	0%	\$227,560	0%	\$227,560
Indirect Costs	\$84,279	\$70,836	118.98%	\$236,120	35.69%	\$151,841
Totals	\$1,717,774	\$1,487,564	115.48%	\$4,958,546	34.64%	\$3,240,772

Summary of Activities:

Chrissy Gascon, Interim Executive Dean, continued to serve as the Rancho Santiago Adult Education Consortium’s (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in the areas of transitioning adult students to college and the workforce. Additionally, the CAEP coordinators worked on developing new, innovative curriculum, which will lead to the acceleration of students’ progress toward their academic goals. This curriculum includes new noncredit online classes. In addition, the colleges have been focusing on professional development to assist instructors as they continue to teach remotely during the pandemic to ensure that students have continuous access to learning .

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Chrissy Gascon, Executive Director, Adult Education Block Grant
Eden Quimzon, Interim Executive Director

Rancho Santiago 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	\$1,117,278	\$646,796	172.74%	\$1,437,325	77.73%	\$320,047
2000 - Non-Instructional Salaries	\$354,341	\$245,235	144.49%	\$544,967	65.02%	\$190,626
3000 - Employee Benefits	\$617,037	\$422,282	146.12%	\$938,405	65.75%	\$321,368
4000 - Supplies and Materials	\$847	\$11,406	7.43%	\$25,346	3.34%	\$24,499
5000 - Other Operating Expenses and Services	\$449,919	\$535,911	83.95%	\$1,190,914	37.78%	\$740,995
6000 - Capital Outlay	\$148,451	\$161,059	92.17%	\$357,909	41.48%	\$209,458
7000 - Other Outgo	\$0	\$102,402	0%	\$227,560	0%	\$227,560
Indirect Costs	\$147,463	\$106,254	138.78%	\$236,120	62.45%	\$88,657
Totals	\$2,835,336	\$2,231,346	127.07%	\$4,958,546	57.18%	\$2,123,210

Summary of Activities:

Chrissy Gascon, Interim Executive Dean, continued to serve as the Rancho Santiago Adult Education Consortium's (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in the areas of transitioning adult students to college and the workforce. Additionally, the CAEP coordinators worked on developing new, innovative curriculum, which will lead to the acceleration of students' progress toward their academic goals. This curriculum includes new noncredit online classes. In addition, the colleges have been focusing on professional development to assist instructors as they continue to teach remotely during the pandemic to ensure that students have continuous access to learning .

Status
Submitted

Rancho Santiago 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	\$1,304,961	\$862,395	151.32%	\$1,437,325	90.79%	\$132,364
2000 - Non-Instructional Salaries	\$474,285	\$326,980	145.05%	\$544,967	87.03%	\$70,682
3000 - Employee Benefits	\$750,140	\$563,043	133.23%	\$938,405	79.94%	\$188,265
4000 - Supplies and Materials	\$3,887	\$15,208	25.56%	\$25,346	15.34%	\$21,459
5000 - Other Operating Expenses and Services	\$560,049	\$714,548	78.38%	\$1,190,914	47.03%	\$630,865
6000 - Capital Outlay	\$177,859	\$214,745	82.82%	\$357,909	49.69%	\$180,050
7000 - Other Outgo	\$0	\$136,536	0%	\$227,560	0%	\$227,560
Indirect Costs	\$163,559	\$141,672	115.45%	\$236,120	69.27%	\$72,561
Totals	\$3,434,740	\$2,975,128	115.45%	\$4,958,546	69.27%	\$1,523,806

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

Guidance: Yes

Summary of Activities:

Chrissy Gascon, Interim Executive Dean, continued to serve as the Rancho Santiago Adult Education Consortium’s (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in the areas of transitioning adult students to college and the workforce. Additionally, the CAEP coordinators worked on developing new, innovative curriculum, which will lead to the acceleration of students’ progress toward their academic goals. This curriculum includes new noncredit online classes. The RSAEC Executive Committee voted and approved multiple strategies including the funding of a regional marketing campaign that will allow us to leverage the campaign work that is already in progress by the Strong Workforce Program.

Status
Submitted



California
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