

CAEP Consortium Fiscal Reporting 48 San Diego Adult Education Regional Consortium

2020-21 Fiscal Year

Certification

Certified By

Kelly Henwood
Special Projects Manager

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
San Diego CCD	Submitted	Submitted	Submitted	Submitted
San Diego Unified	Submitted	Submitted	Submitted	Submitted

San Diego CCD

San Diego 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	\$62,745	\$80,981	77.48%	\$839,381	7.48%	\$776,636
2000 - Non-Instructional Salaries	\$336,115	\$376,554	89.26%	\$3,005,351	11.18%	\$2,669,236
3000 - Employee Benefits	\$188,327	\$154,768	121.68%	\$1,479,229	12.73%	\$1,290,902
4000 - Supplies and Materials	\$0	\$10,945	0%	\$116,448	0%	\$116,448
5000 - Other Operating Expenses and Services	\$331,563	\$72,382	458.07%	\$707,478	46.87%	\$375,915
6000 - Capital Outlay	\$25,096	\$8,750	286.81%	\$1,002,402	2.5%	\$977,306
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$46,278	\$44,887	103.1%	\$359,093	12.89%	\$312,815
Totals	\$990,124	\$749,266	132.15%	\$7,509,382	13.19%	\$6,519,258

Corrective Action Plan

Because SDCE has been behind in expenditure levels since inception, it remains a challenge to catch up. However, with new plans and targets for distance learning we project that we are catching up.

Summary of Activities:

bridge programming. Additional supports for CAEP instructional programs.

Status
Submitted

San Diego 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	\$129,747	\$116,597	111.28%	\$839,381	15.46%	\$709,634
2000 - Non-Instructional Salaries	\$688,320	\$376,554	182.79%	\$3,005,351	22.9%	\$2,317,031
3000 - Employee Benefits	\$385,507	\$154,768	249.09%	\$1,479,229	26.06%	\$1,093,722
4000 - Supplies and Materials	\$785	\$10,945	7.17%	\$116,448	0.67%	\$115,663
5000 - Other Operating Expenses and Services	\$353,759	\$137,049	258.13%	\$707,478	50%	\$353,719
6000 - Capital Outlay	\$60,128	\$8,750	687.18%	\$1,002,402	6%	\$942,274
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$76,276	\$44,887	169.93%	\$359,093	21.24%	\$282,817
Totals	\$1,694,522	\$849,549	199.46%	\$7,509,382	22.57%	\$5,814,860

Corrective Action Plan

Due to COVID and funding with district general funds, SDCCE (SDCCD) District is experiencing a hiring freeze as well as delays with some other costs related to remote instructional programming. However, SDCCE is assigning non classroom assignments assigned to help to achieve the annual and strategic plan as well as well as spent down levels. This Spring, an additional \$233k has been allocated for the ICOM Distance Education initiative and will be spent by Summer 2021.

Summary of Activities:

Implementation and growth of the College and Career Readiness Course. Design and development of new Workforce Preparation CDCP certificates to support the transition of young adult learners to Introductory CTE courses (Career Bridget Pathways Project). New Courses and certificates (Curriculum Analyst) working with faculty. GED Courses are being redesigned as High School Equivalency, including Spanish GED. A series of Outreach and Recruitment efforts through the SDCCE Rising 2 Success Outreach Dept. have taken place including over a 100 presentations at community meetings with schools and CBOs. hiring of temporary outreach employees to assist with these efforts with the schools and CBO's. Pilot of online CASAS testing in HSDP and some ESL courses. Work to assess data merge issues with new attendance reporting for noncredit distance education. Development of a ESL Help Desk in eight different languages. Revamping of onboarding process in a virtual wo

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

Kelly Henwood, Special Projects Manager
Michelle Fischthal, Vice President of Instruction

San Diego 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	\$191,489	\$116,597	164.23%	\$839,381	22.81%	\$647,892
2000 - Non-Instructional Salaries	\$1,054,315	\$376,554	279.99%	\$3,005,351	35.08%	\$1,951,036
3000 - Employee Benefits	\$592,960	\$154,768	383.13%	\$1,479,229	40.09%	\$886,269
4000 - Supplies and Materials	\$920	\$18,095	5.08%	\$116,448	0.79%	\$115,528
5000 - Other Operating Expenses and Services	\$353,759	\$142,924	247.51%	\$707,478	50%	\$353,719
6000 - Capital Outlay	\$81,361	\$208,748	38.98%	\$1,002,402	8.12%	\$921,041
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$108,598	\$44,887	241.94%	\$359,093	30.24%	\$250,495
Totals	\$2,383,402	\$1,062,572	224.3%	\$7,509,382	31.74%	\$5,125,980

Corrective Action Plan

Corrective Action Plan Expenditures fall below target. Please provide the action steps that will be taken to address this issue. Due to COVID and funding with district general funds, SDCCE (SDCCD) District is experiencing a hiring freeze as well as delays with some other costs related to remote instructional programming. However, SDCCE is assigning non classroom assignments assigned to help to achieve th

Summary of Activities:

We successfully moved online as an organization. Conversion to online in a week and a half. Various PD through Distance Ed mentors. Adding College to our name is going to be helpful so we are seen as part of the district colleges. ICOM Academy, rebranding our online courses with synchronous and asynchronous. Launching of our first workforce prep CDCP Bridge Programming across program areas of College and Career Readiness (ACE) and Intro to Hospitality. As well as the planning the launch of 2 more Bridge Pathways. The target population for Bridge are young Adult Learners transition. Distance Education mentors Various marketing at the end of year with billboard and bus benches. Online outreach, including with new community partners and County COVID efforts.

Status
Submitted

San Diego 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	\$269,346	\$116,597	231.01%	\$839,381	32.09%	\$570,035
2000 - Non-Instructional Salaries	\$1,434,342	\$376,554	380.91%	\$3,005,351	47.73%	\$1,571,009
3000 - Employee Benefits	\$815,720	\$412,815	197.6%	\$1,479,229	55.14%	\$663,509
4000 - Supplies and Materials	\$5,791	\$18,095	32%	\$116,448	4.97%	\$110,657
5000 - Other Operating Expenses and Services	\$688,524	\$142,924	481.74%	\$707,478	97.32%	\$18,954
6000 - Capital Outlay	\$81,361	\$208,748	38.98%	\$1,002,402	8.12%	\$921,041
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$155,985	\$44,887	347.51%	\$359,093	43.44%	\$203,108
Totals	\$3,451,069	\$1,320,620	261.32%	\$7,509,382	45.96%	\$4,058,313

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

Corrective Action Plan

Expenditures fall below target. Please provide the action steps that will be taken to address this issue: Due to COVID and funding with district general funds, SDCCE (SDCCD) District was but is not longer experiencing a hiring freeze as well as delays with some costs related to remote instructional programming. Actions to increase expenditures SDCCE is making non classroom assignments assigned to help to achieve the annual and strategic plan as well as well as spent down levels. This include additional \$233k that was allocated for the ICOM Distance Education initiative for high quality educational design with subject matter expert faculty and educational designer contracts. This attribute partially for the overages for 5000 Other Operating expenses related to additional costs for converting course for ICOM in partnership with the SDCE Foundation. New Mediums for Marketing campaign for instructional programming DE Mentoring initiative that include faculty mentors

Summary of Activities:

See Summary of all PY 20/21 ACCOMPLISHMENTS. ATTACHED TO ANNUAL PLAN. Moved all CAEP courses online as organizations in a week and a half in Spring of 2020 due to COVID pandemic. DE delivery model shifted and what surfaced were more traditional students willing to study online and more instructors able to deliver DE. Provided access for students to instructional technology supports such as laptops, Wi-Fi hotspots (supported with CARES and other leveraged funding efforts. SDCCE rebranded by adding “College” to its name Launched Interactive Competency Based Micro – Credentialing (ICOM). INCLUDING 13 CDCP Certificate Programs and 32 courses in a wide variety of caep instructional subjects. Launch of the first Workforce Preparation CDCP program. Implemented the Distance Education Mentorship program which included approximately 4-12 faculty mentors each semester with the purpose of supporting both instructional faculty and classified instructional staff to promote online learning.

Status
Submitted

San Diego Unified

San Diego 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	\$198,120	\$219,171	90.4%	\$876,683	22.6%	\$678,563
2000 - Non-Instructional Salaries	\$31,239	\$48,218	64.79%	\$192,870	16.2%	\$161,631
3000 - Employee Benefits	\$67,622	\$131,725	51.34%	\$526,900	12.83%	\$459,278
4000 - Supplies and Materials	\$361	\$22,176	1.63%	\$88,703	0.41%	\$88,342
5000 - Other Operating Expenses and Services	\$346	\$13,331	2.6%	\$53,325	0.65%	\$52,979
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,514	\$12,430	68.5%	\$49,718	17.12%	\$41,204
Totals	\$306,202	\$447,050	68.49%	\$1,788,199	17.12%	\$1,481,997

Summary of Activities:

We have not spent the expected funds on supplies and other operating expenses due to the closure of our sites. We expect to make up the difference in the Spring as restrictions ease up. Note: There is an accrual in the amount of 567.83 in account 4101 that has not processed.

**Status
Submitted**

San Diego 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	\$391,576	\$219,171	178.66%	\$876,683	44.67%	\$485,107
2000 - Non-Instructional Salaries	\$71,274	\$48,218	147.82%	\$192,870	36.95%	\$121,596
3000 - Employee Benefits	\$172,057	\$131,725	130.62%	\$526,900	32.65%	\$354,843
4000 - Supplies and Materials	\$976	\$22,176	4.4%	\$88,703	1.1%	\$87,727
5000 - Other Operating Expenses and Services	\$4,287	\$13,331	32.16%	\$53,325	8.04%	\$49,038
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,308	\$12,430	147.29%	\$49,718	36.82%	\$31,410
Totals	\$658,478	\$447,050	147.29%	\$1,788,199	36.82%	\$1,129,721

Summary of Activities:

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Student were provided the opportunity to receive life-time job coaching and work-preparedness support through the San Diego Workforce Partnership. San Diego Adult School began CASAS remote testing during Q2. San Diego Adult School is participating in OTAN's DLAC program.

**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

Nate Sachdeva, Program Manager

Sarah Vielma, Director, College, Career and Technical Education

San Diego 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	\$585,916	\$219,171	267.33%	\$876,683	66.83%	\$290,767
2000 - Non-Instructional Salaries	\$116,342	\$48,218	241.29%	\$192,870	60.32%	\$76,528
3000 - Employee Benefits	\$282,290	\$131,725	214.3%	\$526,900	53.58%	\$244,610
4000 - Supplies and Materials	\$1,440	\$22,176	6.49%	\$88,703	1.62%	\$87,263
5000 - Other Operating Expenses and Services	\$11,485	\$13,331	86.15%	\$53,325	21.54%	\$41,840
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$28,527	\$12,430	229.51%	\$49,718	57.38%	\$21,191
Totals	\$1,026,000	\$447,050	229.5%	\$1,788,199	57.38%	\$762,199

Summary of Activities:

Students have been participating remotely for most of the 2020-2021 school year. In April 2021 five of our learning labs opened by appointment only. Students have also participated in Job coaching sessions remotely through San Diego Workforce Partnership. Our team participated in year 1 of OTAN's DLAC program and we are excited to launch our new Orientation and Recruitment strategies during the Summer of 2021.

Status
Submitted

San Diego 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	\$774,362	\$219,171	353.31%	\$876,683	88.33%	\$102,321
2000 - Non-Instructional Salaries	\$134,804	\$48,218	279.57%	\$192,870	69.89%	\$58,066
3000 - Employee Benefits	\$384,506	\$131,725	291.9%	\$526,900	72.98%	\$142,394
4000 - Supplies and Materials	\$5,433	\$22,176	24.5%	\$88,703	6.12%	\$83,270
5000 - Other Operating Expenses and Services	\$34,630	\$13,331	259.77%	\$53,325	64.94%	\$18,695
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$38,144	\$12,430	306.88%	\$49,718	76.72%	\$11,574
Totals	\$1,371,879	\$447,050	306.87%	\$1,788,199	76.72%	\$416,320

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

Guidance: Yes

Summary of Activities:

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Students have been participating remotely for most of the 2020-2021 school year. In April 2021 five of our learning labs opened by appointment only. Students have also participated in Job coaching sessions remotely through San Diego Workforce Partnership. Our team participated in year 1 of OTAN's DLAC program and we are excited to launch our new Orientation and Recruitment strategies during the Summer of 2021. We did not spend the expected amounts for supplies and materials or other operating costs because our sites were closed and our students participated remotely.

Status
Submitted



California
Community
Colleges

