

# CAEP Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

Wendy Miller

Associate Dean of Adult Education Programs

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
<a href="#">San Francisco CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">San Francisco Unified</a>	Submitted	Submitted	Submitted	Submitted

## San Francisco CCD

San Francisco 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	\$241,755	\$288,144	83.9%	\$1,920,962	12.59%	\$1,679,207
2000 - Non-Instructional Salaries	\$104,645	\$120,472	86.86%	\$481,887	21.72%	\$377,242
3000 - Employee Benefits	\$124,692	\$126,150	98.84%	\$840,997	14.83%	\$716,305
4000 - Supplies and Materials	\$0	\$25,143	0%	\$167,619	0%	\$167,619
5000 - Other Operating Expenses and Services	\$24,741	\$29,250	84.58%	\$195,000	12.69%	\$170,259
6000 - Capital Outlay	\$0	\$29,250	0%	\$195,000	0%	\$195,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$25,315	\$28,511	88.79%	\$190,073	13.32%	\$164,758
<b>Totals</b>	<b>\$521,148</b>	<b>\$646,919</b>	<b>80.56%</b>	<b>\$3,991,538</b>	<b>13.06%</b>	<b>\$3,470,390</b>

### Corrective Action Plan

Due to continuing local COVID-19 restrictions CCSF was unable to complete some planned activities during the first quarter of FY 20-21, specifically PD (travel), Mission Center computer lab upgrades, and the Mission Family Resource Center. We are currently looking at new projects or initiatives to improve service to our ABE/ASE/ESL students in the coming months, and anticipate spending in most categories will be on track in the next two quarters.

### Summary of Activities:

During Q1 CCSF has used AEP funding to support the training of AE faculty to develop courses for online delivery, and online course development for Transitional Studies and ESL. Most of our expenditures in this quarter were to maintain the level of adult education services in the county by supporting a portion of the the cost of instruction for noncredit ESL and Transitional Studies sections that, were it not for AEP funding, the college would not have been able to offer. Other expenditures include the purchase of various platforms and software licenses to enhance the online learning experience for our AE students, such as Newsela and Pronto, and Certiport testing services for our NC business students. Additionally we have contracted with Language Line Services to provide document translation and on-demand interpretation services for our virtual student service counters.

**Status**  
**Submitted**

### San Francisco 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	\$571,605	\$960,481	59.51%	\$1,920,962	29.76%	\$1,349,357
2000 - Non-Instructional Salaries	\$187,084	\$240,944	77.65%	\$481,887	38.82%	\$294,803
3000 - Employee Benefits	\$245,031	\$420,499	58.27%	\$840,997	29.14%	\$595,966
4000 - Supplies and Materials	\$2,267	\$67,048	3.38%	\$167,619	1.35%	\$165,352
5000 - Other Operating Expenses and Services	\$24,741	\$78,000	31.72%	\$195,000	12.69%	\$170,259
6000 - Capital Outlay	\$0	\$78,000	0%	\$195,000	0%	\$195,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$51,536	\$76,029	67.78%	\$190,073	27.11%	\$138,537
<b>Totals</b>	<b>\$1,082,264</b>	<b>\$1,921,000</b>	<b>56.34%</b>	<b>\$3,991,538</b>	<b>27.11%</b>	<b>\$2,909,274</b>

### Corrective Action Plan

CCSF is underspent in 4000 Supplies and Materials (originally intended for in-person meetings and PD), and 6000 Capital Outlay (originally intended to complete the upgrade of smart classrooms at the Mission Campus, and to fund the Family Resource Center). Both of these are on hold while we are operating remotely. We will re-budget and move some of these funds into personnel expenses, and continue to monitor our ability to complete projects currently on hold due to the pandemic. If there are opportunities to make progress on them, we will do so.

### Summary of Activities:

During Q2 CCSF used AEP funding to support training AE faculty and online course development for TRST and ESL. Most of our expenditures in this quarter were to maintain the level of adult education services in the county by supporting a portion of the the cost of instruction for noncredit ESL and TRST sections that, were it not for AEP funding, the college would not have been able to offer. Expenditures include increased online help desk capabilities, and additional wifi hotspots for students. We continue to fund Language Line Services to provide document translation and on-demand interpretation services for our virtual student service counters and online learning how-to's. This quarter we began our collaborative planning process for 2021-22. We are engaging with departments that serve AE students, and including the noncredit student voice. The dialog is focused on student needs, equitable access to services, evidence-based best practices, and measurable results.

**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**

Wendy Miller, Associate Dean of Adult Education Programs

**San Francisco 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	\$934,346	\$1,440,722	64.85%	\$1,920,962	48.64%	\$986,616
2000 - Non-Instructional Salaries	\$256,514	\$361,415	70.97%	\$481,887	53.23%	\$225,373
3000 - Employee Benefits	\$405,616	\$630,748	64.31%	\$840,997	48.23%	\$435,381
4000 - Supplies and Materials	\$2,267	\$125,714	1.8%	\$167,619	1.35%	\$165,352
5000 - Other Operating Expenses and Services	\$66,167	\$146,250	45.24%	\$195,000	33.93%	\$128,833
6000 - Capital Outlay	\$0	\$146,250	0%	\$195,000	0%	\$195,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$83,246	\$142,555	58.4%	\$190,073	43.8%	\$106,827
<b>Totals</b>	<b>\$1,748,156</b>	<b>\$2,993,654</b>	<b>58.4%</b>	<b>\$3,991,538</b>	<b>43.8%</b>	<b>\$2,243,382</b>

**Corrective Action Plan**

CCSF is underspent in 4000 Supplies and Materials (originally intended for in-person meetings and PD), and 6000 Capital Outlay (originally intended to complete the upgrade of smart classrooms at the Mission Campus, and to fund the Family Resource Center). Both of these are on hold while we are operating remotely. We will re-budget and move some of these funds into personnel expenses, and continue to monitor our ability to complete projects currently on hold due to the pandemic. If there are opportunities to make progress on them, we will do so.

**Summary of Activities:**

During Q3 CCSF used AEP funding to support training AE faculty and online course development for TRST and ESL. Most of our expenditures in this quarter were to maintain the level of adult education services in the county by supporting a portion of the the cost of instruction for noncredit ESL and TRST sections that, were it not for AEP funding, the college would not have been able to offer. Expenditures include increased online help desk capabilities, and additional wifi hotspots for students. We continue to fund Language Line Services to provide document translation and on-demand interpretation services for our virtual student service counters and online learning how-to's. This quarter we continue our collaborative planning process for 2021-22. We are engaging with departments that serve AE students, and including the noncredit student voice. The dialog is focused on student needs, equitable access to services, evidence-based best practices, and measurable results.

**Status**  
**Submitted**

## San Francisco 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	\$1,285,366	\$1,920,962	66.91%	\$1,920,962	66.91%	\$635,596
2000 - Non-Instructional Salaries	\$373,026	\$481,887	77.41%	\$481,887	77.41%	\$108,861
3000 - Employee Benefits	\$581,123	\$840,997	69.1%	\$840,997	69.1%	\$259,874
4000 - Supplies and Materials	\$2,267	\$167,619	1.35%	\$167,619	1.35%	\$165,352
5000 - Other Operating Expenses and Services	\$90,346	\$195,000	46.33%	\$195,000	46.33%	\$104,654
6000 - Capital Outlay	\$0	\$195,000	0%	\$195,000	0%	\$195,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$116,607	\$190,073	61.35%	\$190,073	61.35%	\$73,466
<b>Totals</b>	<b>\$2,448,735</b>	<b>\$3,991,538</b>	<b>61.35%</b>	<b>\$3,991,538</b>	<b>61.35%</b>	<b>\$1,542,803</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:**

During Q4 CCSF used AEP funding to support training AE faculty and online course development for TRST and ESL. Most of our expenditures in this quarter were to maintain the level of adult education services in the county by supporting a portion of the cost of instruction for noncredit ESL and TRST sections that, were it not for AEP funding, the college would not have been able to offer. Expenditures include increased online help desk capabilities and additional WIFI hotspots for students. We continue to fund Language Line Services to provide document translation and on-demand interpretation services for our virtual student service counters and online learning how-to's. This quarter we continued our collaborative planning process for 2021-22. We are engaging with departments that serve AE students and including the noncredit student voice. The dialog is focused on student needs, equitable access to services, evidence-based best practices, and measurable results.

**Status  
Submitted**

**San Francisco Unified**

**San Francisco 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	\$47,460	\$52,180	90.95%	\$217,418	21.83%	\$169,958
2000 - Non-Instructional Salaries	\$4,312	\$6,237	69.13%	\$25,989	16.59%	\$21,677
3000 - Employee Benefits	\$18,894	\$20,433	92.47%	\$85,138	22.19%	\$66,244
4000 - Supplies and Materials	\$163	\$6,744	2.42%	\$67,444	0.24%	\$67,281
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	\$0	\$0	100%	\$12,857	0%	\$12,857
<b>Totals</b>	<b>\$70,829</b>	<b>\$85,595</b>	<b>82.75%</b>	<b>\$408,846</b>	<b>17.32%</b>	<b>\$338,017</b>

**Summary of Activities:**

Determined how to provide support services to students in the COVID environment, including access to a Chromebook and internet to be able to attend online courses. Provided SFUSD students ages 18+ with expanded college transition counseling, "on-ramp" college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations.

**Status  
Submitted**

**San Francisco 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	\$96,702	\$52,180	185.32%	\$217,418	44.48%	\$120,716
2000 - Non-Instructional Salaries	\$8,293	\$6,237	132.96%	\$25,989	31.91%	\$17,696
3000 - Employee Benefits	\$38,231	\$20,433	187.1%	\$85,138	44.9%	\$46,907
4000 - Supplies and Materials	\$393	\$6,744	5.83%	\$67,444	0.58%	\$67,051
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	\$4,567	\$0	100%	\$12,857	35.52%	\$8,290
<b>Totals</b>	<b>\$148,186</b>	<b>\$85,595</b>	<b>173.12%</b>	<b>\$408,846</b>	<b>36.24%</b>	<b>\$260,660</b>

### Summary of Activities:

Providing support services to students in the COVID environment, including access to a Chromebook and internet to be able to attend online courses. Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations.

**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

Dr. Jen Fong Ed.D., Director, College & Career Readiness  
Gwen Lin, Supervisor

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$139,062	\$52,180	266.5%	\$217,418	63.96%	\$78,356
2000 - Non-Instructional Salaries	\$8,293	\$6,237	132.96%	\$25,989	31.91%	\$17,696
3000 - Employee Benefits	\$53,197	\$20,433	260.35%	\$85,138	62.48%	\$31,941
4000 - Supplies and Materials	\$393	\$26,978	1.46%	\$67,444	0.58%	\$67,051
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	\$6,390	\$0	100%	\$12,857	49.7%	\$6,467
<b>Totals</b>	<b>\$207,335</b>	<b>\$105,828</b>	<b>195.92%</b>	<b>\$408,846</b>	<b>50.71%</b>	<b>\$201,511</b>

### Summary of Activities:

Providing support services to students in the COVID environment, including access to a Chromebook and internet to be able to attend online courses. Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations.

**Status  
Submitted**

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### San Francisco 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	\$195,737	\$58,703	333.44%	\$217,418	90.03%	\$21,681
2000 - Non-Instructional Salaries	\$17,017	\$7,017	242.51%	\$25,989	65.48%	\$8,972
3000 - Employee Benefits	\$73,204	\$22,987	318.45%	\$85,138	85.98%	\$11,934
4000 - Supplies and Materials	\$9,338	\$26,978	34.61%	\$67,444	13.85%	\$58,106
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	\$8,987	\$12,857	69.9%	\$12,857	69.9%	\$3,870
<b>Totals</b>	<b>\$304,283</b>	<b>\$128,542</b>	<b>236.72%</b>	<b>\$408,846</b>	<b>74.42%</b>	<b>\$104,563</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:

Providing support services to students in the COVID environment, including access to a Chromebook and internet to be able to attend online courses. Provided SFUSD students ages 18+ with expanded college transition counseling, "on-ramp" college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations. Fewer materials were purchased, and staffing for support services changed, due to virtual learning. This will be spent in as we re-open for in-person learning.

Status  
Submitted



California  
Community  
Colleges

NOVA  
PLAN. INVEST. TRACK.

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NOVA Site Version: [4.37.1](#)