

**Contra Costa County Adult Education Consortium (CCCAEC)**  
**AEBG Data & Accountability**  
**Memorandum of Understanding with Contra Costa County Office of Education and**  
**Mt. Diablo USD, Adult Education**  
**for Distribution of Funds and Required Information for State Reporting**

This Memorandum of Understanding (MOU) between Contra Costa County Office of Education, serving as the “Fiscal Agent for the Contra Costa County Adult Education Consortium and Mt. Diablo USD, Adult Education, hereinafter referred to as “Member District” sets forth the terms and understanding between parties herein to provide funding for the explicit purposes of engaging in activities as detailed in the Data & Accountability Annual Workplan. This agreement will commence on June 1, 2016 and conclude on December 31, 2018. The purpose of this agreement is to establish the responsibilities of both parties in serving the Contra Costa County Adult Education Consortium, hereinafter referred to as “Consortium.”

**Grant Background:**

Contra Costa County Adult Education Consortium (CCCAEC) is funded with a California Education Block Grant and funds adult schools and community colleges in Contra Costa County. One portion of the CCCAEC budget is reserved for Data & Accountability activities as detailed by CCCAEC’s Annual Workplan.

**Basis & Terms:** Member District will receive their approved distribution in the amount of \$5,000.00 to be paid by Fiscal Agent. The Member District may continue to expend the funds on program activities through December 31, 2018. Final reporting will be in January 2019 and closeout will occur in February, 2019.

**Member District Responsibilities:** Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the Contra Costa County Adult Education Consortium Data & Accountability Annual Workplan.

**Indirect Rate:** No indirect charges may be taken on this project by the member.

**Monitoring & Reporting Requirements:**

Member District shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent shall require in order to fulfill the responsibilities of State reporting. Member District will designate a person/persons with proper authority to certify all information submitted to the Fiscal Agent. Member District acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Furthermore, Member District accepts all liability for any disallowed costs, should they arise.

Member District shall report expenditures for all allocated funds according to state requirements using Consortium provided templates. A template will be provided to the Member District by the Fiscal Agent, which will include a listing of expenditures by appropriate object code.

**Timeline:**

Member District will provide the Fiscal Agent with reports on Data & Accountability expenditures and progress prior to the State reporting due dates using the following timeline. Additional/other reporting dates may be required by the State and this information will be communicated to Member District. (Dates subject to change):

State Reporting Period	Dates	State Report Due
1	7/1/16 - 12/31/17	1/31/18
2	1/1/18 - 12/31/18	1/31/19

Noted below is the amount allotted to the member district and the intended use of funds

Activity (check box)	Amount	Objective	Member Use of Funds
		1.1	Identify what data is currently being collected by consortium members and compare that with what is required under AB 104
		1.2	Norm student information data collection across adult schools and community colleges and agreement on tools for student enrollment, tracking and reporting
		1.3	Creation of a "Data dictionary" to make sure that we are using the same definitions for the terms - like course completions, etc.
		1.4	Upgrade all licenses for K12 adult schools and community colleges to ensure alignment of systems to latest versions and consistent data storage and reporting for all consortium members
		1.5	Perform local student data analysis by matching students from adult schools and community colleges over 3 years generating a baseline report to inform program design and the allocation of resources
X	INCLUDED W/ Obj. 2.4	1.6	Professional Development for all relevant faculty and staff on new protocols and processes described above
		2.1	Identify and inventory assessments used by K12 Adult Schools and community colleges, including cut scores, and identify appropriate assessments for students within different program areas and for appropriate measurement of student readiness for transition.
		2.2	Develop a common intake form and processes to ensure students are evaluated and referred for appropriate programs and that all relevant data is collected and continuously (monthly) updated on AEBG students.
		2.3	Explore and implement integrated SIS solutions for data sharing across K12 adult schools and community colleges to support better collaborative decision making and guidance for students.
X	\$5,000.00	2.4	Professional Development for any new processes or protocols and systems resulting from activities above
		3.1	Join and participate in the regional BACCC exploration of integrated regional data and evaluation tools for adult education consortia
		3.2	Participate in the creation of a Statewide Student Data Dashboard with WestEd and Ed Results Partnership
		3.3	Investment into shared platforms and tools for labor market analysis and for students to explore pathways that includes access to LMI and employment outcomes
		3.4	Generate a shared regional revised needs and demographic data analysis to inform program development, alignment between training and industry demand, and to inform future funding decisions.

**Notices:** Any notice or demands required by this agreement shall be delivered personally or by United States mail, as follows:

<b>Correspondence to the Member District:</b>	<b>Correspondence to the Fiscal Agent:</b>
Mt. Diablo USD, Adult Education Attn: G. Vittoria Abbate, Director, College & Career and Adult Education Loma Vista Adult Center 1266 San Carlos Concord, CA 94518	Contra Costa County Office of Education Attn: Bill Clark, Associate Superintendent, Business Services 77 Santa Barbara Road Pleasant Hill, CA 94523

**Non-Discrimination:** Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.

**Special Provisions:**

- 1 Member District shall indemnify and hold Contra Costa County Office of Education harmless against any liability whatsoever arising from any act or acts of Member District employees.
- 2 Contra Costa County Office of Education shall indemnify and hold Member District harmless against any liability whatsoever arising from any act or acts of Contra Costa County Office of Education employees.
- 3 This Agreement is not intended to, and shall not; create the relationship of agent, servant, employee, partnership, joint venture, or association between Member District and Contra Costa County Office of Education.

This agreement may be revised by mutual written consent of the agencies involved and may be terminated by either agency upon thirty (30) days advance written notice.

**FISCAL AGENT**

Contra Costa County Office of Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

**MEMBER DISTRICT**

Mt. Diablo USD, Adult Education  
1266 San Carlos Avenue  
Concord, CA 94518

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** Bill Clark

**Name:** \_\_\_\_\_

**Title:** Associate Superintendent, Business Services

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_