



# Consortium Fiscal Administration Declaration

**INSTRUCTIONS:** The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

## Consortium Information —

### 04 Butte-Glenn

#### Address

3536 Butte Campus Dr.

Street Address

Street Address 2

Oroville

CA

95965

City

State

Zip

#### Website

http://butteglennadulthood.org/

#### Primary Contact

Tessa

Miley

First

Last

#### Certifying Official / Coordinator

Tessa

Miley


First

Last

#### Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.


remove

#### Primary Contact Email

mileyte@butte.edu

#### Certifying Official / Coordinator Email

mileyte@butte.edu

## Consortium Membership —


### Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Email	Phone	Approved
Hamilton Unified School District	Charles Tracy	ctracy@hudschools.org	(530) 826-3261	
Glenn County Office of Education	Jhan Dunn	jdunn@glenncoe.org	(530) 934-6320	
Paradise Unified School District	Mike Lerch	m1erch@pusdk12.org	(530) 872-6478	
Oroville Union High School District	Jeff Ochs	jochs@ouhsd.org	(530) 538-5350	
Butte County Office of Education	Susan Steward	ssteward@bcoe.org	(530) 879-7462	
Butte-Glenn Community College District	Teresa Ward	wardte@butte.edu	(530) 895-2543	

### Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.


[remove](#)

## Fiscal Management

### Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

**Please select the option that best describes how funding should be disseminated to your Consortium from the state.**

- The consortium has designated a fiscal agent
- The consortium has chosen direct funding

### Fiscal Agent

Butte-Glenn Community College District

### Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

During the planning grant process the use of a single agent was effective. For the first year of implementation

the fiscal agent was timely and effective in fund disbursement.

### Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

Funds are managed both in the Community Colleges local fiscal program (datatel) and in an excel workbook. The consortium is reporting and certifying expenditures through the Chancellor's Office reporting system.

## Member Allocations

### Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$2,050,119	\$2,077,938	\$2,077,938
Total Allocated to Members	\$2,050,119	\$2,077,938	\$2,077,938
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Hamilton Unified School District	\$193,993	\$194,225	\$194,225
Glenn County Office of Education	\$428,322	\$457,775	\$457,775
Paradise Unified School District	\$75,403	\$103,530	\$103,530
Oroville Union High School District	\$1,009,059	\$1,078,423	\$1,078,423
Butte County Office of Education	\$134,617	\$173,251	\$173,251
Butte-Glenn Community College District	\$208,725	\$70,734	\$70,734
<b>Total</b>	<b>\$2,050,119</b>	<b>\$2,077,938</b>	<b>\$2,077,938</b>

### Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

None

### Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

All members are actively participating in the consortium and meeting the objectives that they set forth with their spending plans. The allocation table will be officially approved during the May 5th consortium meeting.

# Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
2. Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link on the Certification Page.

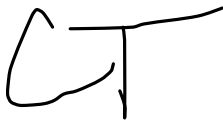
**Please select from the following options:**

- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

## Signature Block

Hamilton Unified School District



Charles Tracy

Glenn County Office of Education



Jhan Dunn

Paradise Unified School District



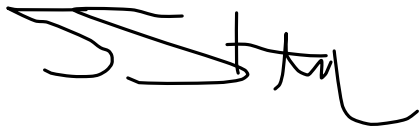
Mike Lerch

Oroville Union High School District




Jeff Ochs

Butte County Office of Education



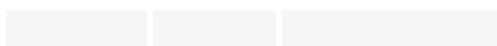
Susan Steward

Butte-Glenn Community College District



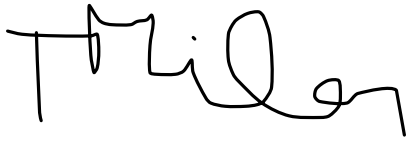
Teresa Ward

Click to indicate you are ready to Submit your 2017-18 CFAD



Applicant	Status	Date
Tessa Miley	Approved	03/01/2017 1:18pm

**Signature**

A handwritten signature in black ink, appearing to read "T Miley". The signature is written in a cursive style with a large initial "T" and "M".