

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

SANTA CRUZ COUNTY ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	05 Santa Cruz
Long Name	Santa Cruz County Adult Education Consortium
Short Name	SANTA CRUZ
Address	6500 Soquel Drive Aptos, CA 95003
Website	http://www.santacruzadulthood.org/

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-05

Consortium Administration

Primary Contact(s)	Mulcaire, Carrie AEBG Program Director (831) 479-4714 camulcai@cabrillo.edu
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Santa Cruz City School District	Munro, Kris (831) 429-3410 kmunro@sccs.santacruz.k12.ca.us	69823
Pajaro Valley Unified School District	Baker, Dorma (831) 786-2135 dorma_baker@pvusd.net	69799
Santa Cruz County Office of Education	Watkins, Michael (831) 466-5900 mwatkins@santacruz.k12.ca.us	10447
Cabrillo Community College District	Jones, Laurel (831) 479-6302 lajones@cabrillo.edu	00410
	Mulcaire, Carrie AEBG Program Director (831) 479-4714 camulcai@cabrillo.edu	
	Amato, Lori Accounting Manager (831) 479-6161 loamato@cabrillo.edu	
	Willett, Terrence Dean of Research, Planning, and Institutional Effectiveness (831) 477-5656	

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

The Santa Cruz Adult Education Consortia has decided to stay with the same fiscal structure based on the decision that the grant is in the first year of its two-year block cycle and to change the fiscal agent at this point would remove the stability set into place and being maintained. Cabrillo has a demonstrated history and has a process in place already for distributing funds to Consortium members on the previous AB86 grant. In addition, Cabrillo has a proven success record of being a responsible fiscal agent on other state grants. Furthermore, the Consortia still needs more information before it feels comfortable changing the fiscal agent or moving to an alternative funding model halfway through its grant cycle. It has been discussed that it would be in the best interest of the Consortia to maintain stability in keeping Cabrillo as the fiscal agent while Watsonville/Aptos Adult Education and Santa Cruz City Schools are in the process of merging and becoming one entity for the Adult School programs. While the two Adult Schools are becoming one LEA and the AEBG grant is in the process of moving from planning to implementation, the board has agreed to continue on with Cabrillo as the fiscal agent for the 2016-2017 fiscal year. A relationship and pattern has already been established within the four consortium entities as they continue to seek to implement AEBG consortium funds and come up to speed on clarification of state requirements, legislative mandates, and reporting. A routine process for receiving and distributing funds is crucial for this Consortia at this point, as it is still adjusting and coming up to speed with other areas of the grant. At the April 25, 2015 Santa Cruz Adult Education Consortium Board Meeting the Board decided on keeping Cabrillo Community College District as the fiscal agent for 2016-2017 with the MOU's turning to a pass thru model contract, and the consortia would look at direct funding for the upcoming year, and have more time to prepare and come to a more conscientious decision as a consortia.

Approach

The fiscal agent for the Consortia will continue to be the Cabrillo Community College District, and the funding mechanism being used to allocate the money to the different educational entities will be done through a "pass-through" contract. As Cabrillo being the fiscal agent the pass through agreement allows for blanket purchase orders to be put into place with the other Consortia members involved who are receiving funds from this grant. Following a similar fiscal agent model being used on another grant at Cabrillo, the funding would be allocated in rounds of payments. To further clarify this model is an allocation model and not a reimbursement model. The schools/programs receiving the allocations can use the money in accordance to the ruling given by the Consortium Board and in compliance and accordance guidelines and regulations pertaining to the AB 104 legislation; along with local, state, and federal laws. In terms of rolling up grant expenditures to certify and report to the State, the Consortium members receiving these funds would need to provide and certify a summary of financial information with detailed backup to the fiscal agent by an established date prior to the bi-annual close out. Each entity would certify their own fiscal information, along with providing a programmatic narrative to the fiscal agent. It should also be noted that the consortium members are responsible for maintaining financial records and backups for possible future audits. The fiscal agent will then roll up member expenditures and certify the report.

Certifying Official / Coordinator

Amato, Lori

**Certifying Official /
Coordinator's Email**

loamato@cabrillo.edu

ALLOCATION SCHEDULE**15-16 AEBG Funds****16-17 AEBG Funds**

15-16 AEBG Entitlements	\$3,218,133	16-17 AEBG Entitlements	\$3,249,166
15 - 16 Member Allocations	\$0	16 - 17 Member Allocations	\$3,249,166

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Santa Cruz City School District	\$720,794	\$736,310
2	Pajaro Valley Unified School District	\$2,119,081	\$2,134,598
3	Santa Cruz County Office of Education	\$0	\$0
4	Cabrillo Community College District	\$378,258	\$378,258
Grand Total		\$3,218,133	\$3,249,166

Funding Changes	<p>There was a one time transfer use of Professional Development funds used in 2015-2016 to PVUSD. These Professional Development funds were not going to be used in the fiscal 2015-2016 fiscal year, and with PVUSD facing a deficit the Consortia agreed to use these funds in a one time use. The Santa Cruz Adult Education Consortium Board in agreement agreed to give these funds to PVUSD with the caveat that in 2016-2017 these funds would revert back to the Professional Development funds in order to meet the annual plan set forth by the SCAEC. In addition, instead of taking the maximum 5% percent fiscal agent fee, Cabrillo Community College District will take a 3% fiscal agent fee off the total grant, and there was as slight increase to the cost of the budget to meet these needs. The fiscal agent had been given prior approval of receiving the full 5% (board decision December 2015), however after looking at costs, the college came down to a 3% fiscal agent fee.</p>
Consensus and Approval Process	<p>The consensus and approval of a distribution of schedule pursuant to Section 84913 came from the formation of the working groups who looked at the performance outcomes along with the allowable uses for the grant, while simultaneously looking at building pathways between the different entities involved to looking at ways to expanding and maintaining a level of capacity. Based on the working plans from the working plans, the Steering Committee would review the work plans and see what was allowable and what needed immediate attention; while still seeing how it fit within the three-year and annual plan.</p>

OTHER RULES AND PROCEDURES

Additional Information

Supplementary Documentation

SIGNATURE BLOCKS

Santa Cruz County Office of Education

Watkins, Michael

Pajaro Valley Unified School District

Baker, Dorma

Santa Cruz City School District

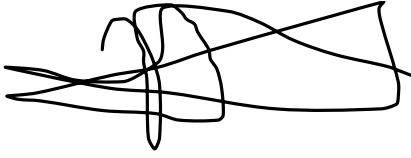
Munro, Kris

Cabrillo Community College District

Jones, Laurel

Cabrillo Community College District

Signature:

A handwritten signature in black ink, appearing to be 'Carrie Mulcaire', written over a light gray rectangular background.

Mulcaire, Carrie