



## 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

#### 05 Santa Cruz

##### Address

6500 Soquel Ave.

Street Address

Street Address 2

Aptos

CA

95003

City

State

Zip

##### Website

http://www.santacruzadulthood.org

##### Primary Contact

Carrie

Mulcaire

First

Last

##### Certifying Official / Coordinator

Lori

Amato

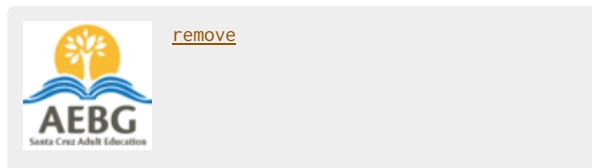
First

Last

##### Logo

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

Files must be in .png format.



##### Primary Contact Email

camulcai@cabrillo.edu

##### Certifying Official / Coordinator Email

loamato@cabrillo.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
Santa Cruz City School District	Kris Munro	kmunro@sccs.santacruz.k12.ca.us	(831) 429-3410	10/20/2015
Pajaro Valley Unified School District	Michelle Rodriguez	michelle_rodriguez@pvusd.net	(831) 786-2135	10/01/2016
Santa Cruz County Office of Education	Michael Watkins	mwatkins@santacruz.k12.ca.us	(831) 466-5900	10/22/2015
Cabrillo Community College District	Laurel Jones	lajones@cabrillo.edu	(831) 479-6302	10/27/2015

### 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.


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## 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

### 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?

The SCAEC Consortium arrived at the decision to switch from a fiscal agent structure to a direct funded model for FY 2017-18 after significant discussions at the board and steering committee meetings. At the March 13th meeting, the SCAEC Board reviewed information on the pros and cons of both models that was developed after interviewing nine (9) other consortia. The April 10th meeting continued the discussion of the benefits and challenges of both models and settled on the direct funded model. Some of the benefits of the direct funded model

are: 1) avoiding delays for consortium members to receive their allocation of funding and 2) providing an assurance to school administrative offices of ongoing funding. The direct funded model must also enable our consortium to focus more on programming and supporting students.

## 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?

All members have committed to using and reporting all funds available for the purposes of education and workforce services in accordance with the grant objectives and the AB 104 legislation. Additionally, each member has agreed to designate an official representative for their institution, responsible for meeting compliance requirements and for certifying their respective fiscal reports. The AEBG Director will work with consortium members to facilitate fiscal management of the grant. The AEBG Director communicates AEBG guidance and requirements to consortium members and coordinates the efforts by members to track expenditures in multiple ways (by object code, program, and objective). Prior to reporting due dates, the AEBG Director collects certified, detailed expense reports as appropriate and necessary from each member. The AEBG Director reviews the fiscal information and follows up with clarifications or additional information as needed. Each consortium member will be responsible for proper expenditure of allocated funds while following their own district policies and procedures. The Finance/Business Office Directors from each member will review the aggregated fiscal data for accuracy and for comment prior to submittal by the member to the state. Any inaccuracies will be the responsibility of the consortium member committing the error.

## 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	\$3,218,133	\$3,249,166	\$3,249,166
Total Allocated to Members	\$3,218,133	\$3,249,166	\$3,249,166
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Santa Cruz City School District	\$720,794	\$736,310	\$0
Pajaro Valley Unified School District	\$2,119,081	\$2,134,598	\$2,870,908
Santa Cruz County Office of Education	\$0	\$0	\$0
Cabrillo Community College District	\$378,258	\$378,258	\$378,258
<b>Total</b>	<b>\$3,218,133</b>	<b>\$3,249,166</b>	<b>\$3,249,166</b>

### Allocation Changes

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

Changing to direct funding will not change allocations to Cabrillo College. The portion of Cabrillo College's allocation that was the fiscal agent fee will become a consortium reserve to be allocated at the SCAEC Board's discretion. The portion of Santa Cruz City School District of \$736,310 has been transferred to Pajaro Valley Unified School District under an MOU agreement for their adult school, Watsonville Aptos Santa Cruz Adult Education (WASCAE) to expand services to include the north section of the county in terms of adult education so that the entire county is served.

### Consensus and Approval

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

The consensus and approval of a distribution schedule pursuant to Section 84913 came from the formation of 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. This included looking at ways to expand and maintain a level of capacity and provide sufficient operational support.

## 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

Santa Cruz City School District

Kris Munro

Pajaro Valley Unified School District

Michelle Rodriguez

Santa Cruz County Office of Education

Cabrillo Community College District



Michael Watkins



Laurel Jones

[aebgcfad050217.pdf](#)

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

Applicant	Status	Date
Carrie Mulcaire	Approved	04/05/2017 12:06am

**Signature**

A handwritten signature in black ink that reads "Carrie Mulcaire".