



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

07 Mid Alameda County (Chabot-Las Positas)

Address

7600 Dublin Blvd.

Street Address

c/o Julia Dozier

Street Address 2

Dublin CA 94568

City State Zip

Logo

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

Files must be in .png format.

Website

http://midalamedacountyab86.we

Primary Contact

Jacques LaCour

First Last

Primary Contact Email

jacques@lacourconsulting.com

Certifying Official / Coordinator

Jacques LaCour

First Last

Certifying Official / Coordinator Email

jacques@lacourconsulting.com

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
Pleasanton Unified School District	Glen Sparks	gsparks@pleasantonusd.org	(925) 462-2285	09/22/2015
Dublin Unified School District	Bill Branca	brancabill@dublinusd.org	(925) 833-3300	10/13/2015
San Lorenzo Unified School District	Sara Walke	swalke@slzusd.org	(510) 317-4202	03/22/2016
San Leandro Unified School District	Bradley Frazier	bfrazier@slusd.us	(510) 618-4424	08/25/2015
Livermore Valley Joint Unified School District	Carla Estrada-Hidalgo	cestrada@lvjUSD.k12.ca.us	(925) 606-4722	07/12/2016
Hayward Unified School District	Guy Zakrevsky	gzakrevsky@has.edu	(510) 293-8595	09/16/2015
Castro Valley Unified School District	Susie Passeggi	spasseggi@cv.k12.ca.us	(510) 886-1000	08/20/2015
Eden Area ROP JPA	Stefanie Bradshaw	sbradshaw@edenrop.org	(510) 708-6733	09/30/2015
Chabot-Las Positas Community College District	Matt Kritscher	mkritscher@chabotcollege.edu	(510) 723-6744	09/15/2015
Tri-Valley ROP	Fred Rutledge	frutledge@tvrop.org	(925) 455-4800	08/11/2015
New Haven Unified School District	Jessica Wilder	jwtilder@nhusd.k12.ca.us	(510) 489-2185	09/15/2015

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.

[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

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 consortium arrived at the decision to switch from a 2014-15 fiscal agent structure to a direct funding structure for 2015-16 after a steering committee discussion in which many of the adult school members expressed a very strong preference for direct funding. The prevailing point of view among adult school members was that in the context of post-flexibility stabilization efforts, the most secure and direct funding mechanism available would eliminate any question whatsoever that they could rely on regular receipt of funds from a neutral source. Community college and ROP members expressed understanding of and support for the preference of their adult school colleagues and consensus for direct funding was achieved quickly after the discussion. The consortium continued with the direct funding mechanism in 2016-17 and will do so again in 2017 - 18.

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?

The consortium coordinator facilitates fiscal management of the grant. He communicates AEBG guidance and requirements to members, including but not limited to information on coding, discrete tracking of individual year grants over their 2.5-year expenditure periods, and the need to track expenditures in multiple ways (by object code, program and objective). At meetings of official representatives, budgets are regularly reviewed and monitored. Prior to reporting due dates, the coordinator requests all appropriate and necessary budget data from members, certified by their respective fiscal officers. The coordinator then reviews individual school reports and follows up with schools' fiscal personnel as needed for clarifications and/or additional information, and rolls up the data. Official representatives review the aggregated data for accuracy and for comment prior to submittal.

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	\$8,471,440	\$8,763,923	\$8,763,923
Total Allocated to Members	\$8,697,980	\$8,763,923	\$8,763,923
Total Remaining	\$-226,540	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Pleasanton Unified School District	\$259,845	\$510,119	\$510,119
Dublin Unified School District	\$341,998	\$433,185	\$439,185
San Lorenzo Unified School District	\$635,198	\$641,265	\$686,265
San Leandro Unified School District	\$1,541,215	\$1,517,612	\$1,585,758
Livermore Valley Joint Unified School District	\$469,500	\$459,557	\$465,557
Hayward Unified School District	\$1,859,754	\$1,809,474	\$1,809,474
Castro Valley Unified School District	\$2,676,643	\$2,664,844	\$2,664,844
Eden Area ROP JPA	\$0	\$78,000	\$0
Chabot-Las Positas Community College District	\$684,487	\$410,527	\$320,381
Tri-Valley ROP	\$2,800	\$12,800	\$12,800
New Haven Unified School District	\$226,540	\$226,540	\$269,540
Total	\$8,697,980	\$8,763,923	\$8,763,923

Allocation Changes

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

The consortium agreed to redistribute funding to support growth opportunities primarily for smaller adult schools most affected by flexibility and demonstrating need and readiness to serve more students and/or need to address critical infrastructure issues. Dublin, Livermore, New Haven and San Lorenzo received increased allocations. San Leandro, though not a small adult school within the consortium, also received an increase in acknowledgement of their having requested a relatively modest amount last year and the fact that in 2017 - 18 they will lose some previously leveraged funding sources.

The increases for the above-named agencies were supported by the actions of two members who greatly reduced their allocations:

- a. Chabot-Las Positas Community College District agreed to accept \$90,246 less than its 2016 - 17 allocation after identifying funding sources to leverage and determining ways to continue providing consortium services with lower funding;
- b. Eden Area ROP withdrew their funding request, adding \$78,000 to the amount to be redistributed among the receiving members.

In addition to modifying allocations via the CFAD, the consortium will redistribute \$325,285 in collective carryover held by the Chabot-Las Positas CCD among members supported to provide increased services.

The following describes how additional funds will be used by members receiving increases.

- Dublin USD
- 16-17/17-18 Allocations: \$433,185/\$439,185
- Expand ESL
- Add Citizenship
- Add Cisco Academy
- Plan Pre-apprenticeship Program

Livermore Valley JUSD

16-17/17-18 Allocations: \$459,557/\$465,557

Expand ESL and Citizenship

Start IET Computer Skills Program

Add Customer Service/Soft Skills component to Admin Assistant pathway

Cover administrator costs

New Haven USD

16-17/17-18 Allocations: \$226,540/\$269,540

Increase hours of Transition Specialist and data personnel

Defray significant increases in utility and custodial costs

San Leandro USD

16-17/17-18 Allocations: \$1,517,612/\$1,585,758

Expand CTE

Expand ESL

San Lorenzo USD

16-17/17-18 Allocations: \$641,265/\$686,265

Expand ESL

Expand HSE

Add Citizenship

Consensus and Approval

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

Members drafted initial allocation requests and descriptions of use of funds as aligned to consortium goals and objectives. Several meetings were held to analyze the requests, look for savings and leveraging opportunities, ensure equitable distribution of services and addressing of gaps, and bring the overall request total in line with the actual award amount. Public meetings were held to review the status of the requests. After the proposed allocation schedule had been revised several times to reflect outcomes of discussions at budget and public meetings, and when there seemed to be broad support for the schedule, the consortium facilitator called for a consensus check via an online survey and found unanimous support for the allocation schedule.

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

Pleasanton Unified School District



Glen Sparks

Dublin Unified School District



Bill Branca

San Lorenzo Unified School District



Sara Walke

San Leandro Unified School District



Bradley Frazier

Livermore Valley Joint Unified School District



Carla Estrada-Hidalgo

Hayward Unified School District



Guy Zakrevsky

Castro Valley Unified School District



Susie Passeggi

Eden Area ROP JPA



Stefanie Bradshaw

Chabot-Las Positas Community College District

Tri-Valley ROP



Matt Kritscher



Fred Rutledge

New Haven Unified School District



Jessica Wilder

[07midalamedacfadsignatures.pdf](#)

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

Applicant	Status	Date
Jacques LaCour	Approved	03/02/2017 3:08pm

Signature