



# 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

### 08 West End Corridor

#### Address

Chaffey Adult School

Street Address

Street Address 2

Ontario CA 91764

City

State

Zip

#### Website

www.westendcorridor.org

#### Primary Contact

Todd Haag

First

Last

#### Certifying Official / Coordinator

Carolyn Corvera

First

Last

#### Logo

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

Files must be in .png format.

#### Primary Contact Email

todd\_haag@cjuhsd.net

#### Certifying Official / Coordinator Email

carolyn\_corvera@cjuhsd.net

## 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
Upland Unified School District	Alex Ruvalcaba	alex_ruvalcaba@upland.k12.ca.us	(909) 985-1864	07/14/2015
Fontana Unified School District	Cynthia Gleason	cynthia.gleason@fUSD.net	(909) 357-5490	07/15/2015
Chino Valley Unified School District	Carl Hampton	carl_hampton@chino.k12.ca.us	(909) 627-9613	08/13/2015
Chaffey Joint Union High School District	Todd Haag	todd_haag@cjuhsd.net	(909) 391-5365	07/14/2015
Chaffey Community College District	Eric Bishop	eric.bishop@chaffey.edu	(909) 652-6501	06/25/2015
Baldy View ROP (JPA)	Roseanne Redfearn	roseanne_redfearn@bvrop.org	(909) 947-3400	03/09/2016

### 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

### Fiscal Agent

Chaffey Joint Union High School 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?*

The Executive Board of the West End Corridor consortium voted to approve the Chaffey Joint Union High School District to serve as the consortium's fiscal agent at a meeting of the consortium's executive committee on January 17, 2014 as it applied to the AB86 Planning Grant. This agreement was confirmed by the governing board of the CJUHSD on February 2, 2014. This agreement was re-confirmed by a vote of the consortium membership on June 18, 2015 and April 21, 2016 for the 2015-16 and 2016-17 funding years respectively. At its April 7, 2017 meeting, the Executive Board of the consortium voted to maintain the use of the fiscal agent model and that Chaffey Joint Union High School District continue to serve as the consortium's fiscal agent for the 2017-18 allocation year. The membership felt that the fiscal agent approach provides the flexibility needed to meet plan goals, provides for a shared spirit of collaboration, and is serving the needs of the consortium. While the direct funding model remains an option, the fiscal agency model has allowed the consortium to meet the consortium's goals in a manner that has allowed for both member allocations as well as a reserve of funds for achieving consortium wide goals.

## 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 management of West End Corridor consortium funds will follow all federal, state, county, and district guidelines within standard and acceptable accounting and auditing practices as they pertain to AEBG guidelines. Under the direction of the Assistant Superintendent of Business Services and the Chief Financial Officer, the Chaffey School District will devote a Budget Specialist to manage the AEBG, as well as communicate with the consortium's executive committee, in facilitating and tracking member allocations and expenditures. This budget specialist will also communicate on a regular basis with their counterparts from the member agencies. Expenditures will be reflective of the consortium's regional plan, and as necessary, be approved at formal meetings of the consortium by majority vote of the membership. Meeting minutes will serve as supporting documentation of approved expenditures. The Chaffey Joint Union High School District will certify consortium-related budgets and expenditures.

Based on the approved allocation schedule, the fiscal agent will distribute (pass through) funds to the member agencies in accordance with AEBG guidelines. Member agency allocation expenditures will be processed and follow the procedures of local district's fiscal departments. Member agencies will supply the necessary support documentation and fiscal reports, per program, resource, object codes etc., necessary for adhering to state reporting requirements. Additionally, the West End Corridor consortium has developed a model where the consortium has allocated funding for the support of consortium wide projects and activities. These Consortium-wide expenditures will be invoiced to the consortium/fiscal agent, and/or if appropriate, will be invoiced to the fiscal agent by the member agencies. Agency reimbursement will be processed for payment on a monthly basis. As the fiscal agent, the Chaffey Joint Union High School District will certify consortium-related budgets and expenditures.

## 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	\$6,733,277	\$6,833,501	\$6,833,501
Total Allocated to Members	\$6,733,277	\$6,833,501	\$6,833,501
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Upland Unified School District	\$427,050	\$427,050	\$427,050
Fontana Unified School District	\$1,015,000	\$1,015,000	\$1,065,000
Chino Valley Unified School District	\$1,081,052	\$1,081,052	\$1,131,052
Chaffey Joint Union High School District	\$4,010,175	\$4,110,399	\$3,860,399
Chaffey Community College District	\$200,000	\$200,000	\$200,000
Baldy View ROP (JPA)	\$0	\$0	\$150,000
<b>Total</b>	<b>\$6,733,277</b>	<b>\$6,833,501</b>	<b>\$6,833,501</b>

### Allocation Changes

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

In 2015-16 and 2016-17, the consortium budgeted \$500,921 and \$601,145 (including the additional \$100,224 in 16-17), respectively, of the consortium's allocation to consortium-wide activities such as data collection, professional development, and stakeholder events, etc. For 2017-18, as a result of a reallocation of funds per the description below, the consortium is budgeting \$351,145 for consortium-wide projects and activities. For the limitations of the spreadsheet above, this amount is reflected under the Chaffey Joint Union High School District allocation as the fiscal agent, but is devoted to consortium-wide goals and expenditures.

A one-time allocation of funding from the consortium-wide account was approved on February 22, 2017 for several member agencies as follows:

Baldy View ROP-	\$150,000
Chino Adult School-	\$50,000
Fontana Adult School-	\$50,000

A reallocation of funding in the amounts describe was also approved to be added to existing funding of these same agencies as ongoing for 2017-18 and as indicated in the 2017-18 CFAD allocation schedule.

### Consensus and Approval

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

After significant discussion/research associated with the letter and spirit of both AB86 and AB104, the West End Consortium voted to move forward with an allocation schedule based on a combination of

quantitative (formula) and qualitative (evaluation of proposed projects) approach to the distribution and allowable use of consortium funds for the first year.

In association with consortium's consultants, AES and West Ed, an algorithm was developed that focused on "needs and gaps" as reported in initial AB86 reports. The allocation strategy stressed the need to determine allocations to the community college district, individual member districts, and the consortium itself. That exercise was completed, and at a January, 2016 meeting, the consortium reached consensus on the process and agreed to participate in a vote that would approve the allocation schedule and move to phase 2 of the exercise - consortium approval of member proposed projects. The final allocation schedule was approved on February 10, 2016 by a vote of the membership. No project will move forward without consortium approval. The plan, the law, and adopted guiding principles will help ensure the quality of proposed projects and activities. For planning for 2016-17, the consortium reviewed progress toward program goals, member capacity for growth and change, consortium-wide projects and activities and they reflected upon any necessary adaptations required for the coming year, including the potential opportunities provided by the newest addition to consortium membership, Baldy View ROP. In the spring of 2016, members approved an allocation for the 2016-17 school year.

In the fall of 2016, a sub-committee of representative members was formed and charged with developing a recommendation for the allocation of funds to the newest member of the consortium, Baldy View ROP. In February 2017, the executive committee approved one time funding for Baldy View ROP, Chino Adult and Fontana Adult in the amount of \$150,000, \$50,000 and \$50,000 respectively and further approved that these amounts be added to the previous allocations of these agencies for a new ongoing total allocation for 2017-18. This change is reflected in the 2017-18 CFAD allocation schedule. The 2017-18 allocation schedule will be tracked, evaluated and modified as necessary, with consortium approval.

## 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

Upland Unified School District

Fontana Unified School District

\_\_\_\_\_

*Alex Ruvalcaba*

Chino Valley Unified School District

\_\_\_\_\_

*Carl Hampton*

Chaffey Community College District

\_\_\_\_\_

*Eric Bishop*

\_\_\_\_\_

*Cynthia Gleason*

Chaffey Joint Union High School District

\_\_\_\_\_

*Todd Haag*

Baldy View ROP (JPA)

\_\_\_\_\_

*Roseanne Redfearn*

[08westendcorridorcfadsignatures.pdf](#)

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

Applicant	Status	Date
Todd Haag	Approved	04/26/2017 5:15pm

**Signature**

