

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

FEATHER RIVER ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	16 Feather River
Long Name	Feather River Adult Education Consortium
Short Name	FEATHER RIVER
Address	570 Golden Eagle Ave. Quincy, CA 95971
Website	http://www.frc.edu/CTE-Adult-Education/

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-014
-------------------------------	------------

Consortium Administration

Primary Contact(s)	Crespin, Pamela <i>Director, Adult Education</i> (530) 283-0202 pcrespin@frc.edu
---------------------------	--

MEMBERS

Member Name	Contact(s)	District / LEA Code
Plumas Unified School District	Oestreich, Terry <i>Superintendent</i> (530) 283-6500 toestreich@pcoe.k12.ca.us	66969
Plumas County Office of Education	Oestreich, Terry (530) 283-6500 toestreich@pcoe.k12.ca.us	10322
Feather River Community College District	Crespin, Pamela <i>Director, Adult Education</i> (530) 283-0202 pcrespin@frc.edu Scoubes, James <i>Chief Financial Officer</i> (530) 283-0202 jscoubes@frc.edu Lerch, Derek (530) 283-0202 dlersch@frc.edu	00120

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

Provide details regarding the rationale for your fiscal structure decision. The Feather River Consortium's decision to appoint Feather River College (FRC) as fiscal agent was largely based on FRC's existing structure for administering grant-funded programs for its adult students (e.g., Career and Technical Education). This existing FRC structure provided an expedient means for centralizing the AE program's administrative functions, as well as providing impetus for appointing the College as the Consortium's fiscal agent. Another aspect of the Consortium's fiscal plan was to disburse the AEBG funding to organizations already serving adult learners in the region. Funds are disbursed through a competitive Request for Applications process, which is overseen by the Feather River Adult Education Consortium. FRC provides the successful grantees with vendor status, and purchase orders are established for each project. If "advance" funding is necessary to launch a project, the grantee can submit a request that includes justification for partial funding in advance of actual expenditures. The balance is paid in response to invoices for reimbursement for actual expenditures. How did you arrive at the decision? Initially, the plan to appoint Feather River College (FRC) as the Consortium's fiscal agent was discussed and agreed upon by representatives from each of the Consortium's three Member organizations and members of an Adult Education work group, which was formed in response to the AB86 grant. Subsequently, the plan to appoint FRC as the fiscal agent was presented at a public meeting, which was publicly advertised. All of the discussions and comments favored the appointment of FRC, and the comments were made available to the public. What were the overwhelming benefits to using this structure? High on the list of benefits is that centralizing the administrative and fiscal functions established a convenient and efficient "one-stop" center for gathering, analyzing, requesting and disseminating information. Housing the program director position within Feather River College also helped to attract a larger and wider-ranging pool of competent applicants to a position that is located in rural Plumas County. Along with the hiring of a dedicated (1 FTE) program director, the concentration of administrative and fiscal functions has clearly accelerated the Consortium's successful launch of a complex regional plan to create a seamless adult learner pathway among community-based providers that have historically operated as silos. It is also important to note that Consortium Members have established a highly collaborative and effective relationship, within which they are immediately available for productive discussions and rapid responses to the items that require their attention. One of the benefits of this relationship is that there is no need for Members to exercise constant hands-on management of the program, when many functions can be and are more efficiently performed by the fiscal agent.

Approach

Whether using a single fiscal agent or not, describe how you are fiscally managing your block grant?

The Feather River Adult Education (AE) Director, who oversees the financial aspects of the grant, is housed at Feather River College (FRC), the Consortium's fiscal agent. This arrangement enables the AE program to utilize FRC's business and financial systems to process and manage the Consortium's AEBG funding, while also ensuring that all required fiscal checks and balances are in place, including monitoring of all transactions by FRC's Chief Accountant.

How are you rolling up grant expenditures to certify and report to the State?

As the Consortium's fiscal agent, the Feather River College (FRC) Business Office assists in the fiscal administration of the entire grant. The Adult Education Program is assigned distinct fund accounting numbers (for each year of funding), which enables the program director to process all of the program's financial projections and expenditures through FRC's fiscal system. Additionally, this arrangement guarantees that FRC's CFO certifies all financial reports before they are submitted to the state.

How will you be able to break out budgets and expenditures by member, by object code, by program, and by objective?

The Adult Education Director has developed a separate budget tracking system that balances to the FRC ledgers and also itemizes all of the program's budget projections and costs by project and object code. Additionally, each project and its budget is linked to the Consortium's objectives and WIOA's seven Program Areas and seven Performance Measures.

Certifying Official / Coordinator

Scoubes, James

Certifying Official / Coordinator's Email

jscoubes@frc.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$750,000
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$773,016
16 - 17 Member Allocations	\$773,016

MEMBER ALLOCATIONS

#	Member Name	Consortium	Consortium
		Allocations (15-16)	Allocations (16-17)
1	Plumas Unified School District	\$0	\$0
2	Plumas County Office of Education	\$0	\$0
3	Feather River Community College District	\$750,000	\$773,016
Grand Total		\$750,000	\$773,016

Funding Changes

As was the case in 2015-16, the full award for 2016-17 will be disbursed to and administered by the Consortium's fiscal agent, Feather River College. The Feather River Consortium recently issued a competitive Request for Applications for the 2016-17 funding. Agencies serving regional clients in adult education and workforce development are eligible to apply. Grant awards will be decided upon by the Consortium Members, and in August 2016, the Consortium's fiscal agent will begin the distribution of funds for implementation of the successful projects. As the 2016-17 funding becomes available, the multiple projects that were funded in 2015-16 and are currently underway across the region, will continue to operate (under a different FRC fund account number.)

Consensus and Approval Process

The allocation schedule is in sync with the Consortium's larger fiscal plan, which involved appointment of a fiscal agent and collaboration with community-based providers to create a seamless pathway for adult learners in this region. This plan was devised and agreed upon by representatives from each of the Consortium's three Member and members of an Adult Education work group, which was formed in response to the AB86 grant. Subsequently, the plan to appoint FRC as the fiscal agent was presented at a public meeting, which was publicly advertised. All of the discussions and comments favored the appointment of FRC, and the comments were made available to the public.

OTHER RULES AND PROCEDURES

Additional Information

Supplementary Documentation

SIGNATURE BLOCKS

Feather River Community College District

Crespin, Pamela

Feather River Community College District

Lerch, Derek

Plumas County Office of Education

Oestreich, Terry