



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 —

17 Foothill De Anza

Address

12345 El Monte Road

Street Address

Street Address 2

Los Altos Hills Ca 94022

City

State

Zip

Website

https://sites.google.com/site/

Primary Contact

Keith Moody

First

Last

Certifying Official / Coordinator

Mike Mathiesen


First

Last

Logo

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

Files must be in .png format.


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Primary Contact Email

keith.moody@mvla.net

Certifying Official / Coordinator Email

mike.mathiesen@mvla.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
Palo Alto Unified School District	Katya Villalobos	kvillalobos@pausd.org	(650) 329-3752	10/23/2015
Mountain View-Los Altos Union High School District	Keith Moody	keith.moody@mvla.net	(650) 940-6025	04/26/2016
Foothill-DeAnza Community College District	Paul Starer	starerpaul@fhda.edu	(650) 209-4972	05/02/2017
Fremont Union High School District	Peggy Raun-linde	peggy_raun-linde@fuhsd.org	(408) 522-2717	03/25/2016
Foothill-DeAnza Community College District - De Anza College	Thomas Ray	raythomas@fhda.edu	(408) 864-8546	05/03/2017

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 NSCCSTC Leadership Board chose a direct funding model to expedite funding disbursement and avoid administrative and clerical delays in expenditure reporting. Throughout the AEBG regional planning process, the NSCCSTC Leadership Board used MVLA as their fiscal agent for planning funds. During this period, inconsistency in

how institutions define budget object codes made fund disbursement and reporting difficult and time-consuming. They also found that this role placed a large administrative burden on the fiscal agent. The Board decided that managing funds directly would be a more efficient fiscal structure.

For the past three years, the Board has since opted for a direct funding structure. Members have found that this structure evenly distributes the workload of managing the consortium finances across each member and results in decreased administrative barriers and delays in fund disbursement and expenditure reporting. The Board has also noted that this approach allows each institution greater flexibility in using funds to develop and expand adult education services as well as to respond to the needs of adult learners at their institutions. Given the benefits of this structure, the Board will continue the direct funding structure for FY 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?

Keith Moody, Principal at Mountain View Los Altos Adult School, has served as the AEBG Project Director for the Board since 2014. Mr. Moody is responsible for collating combined expenses that each consortium member sends to him and submitting expenditure reports to the state.

As a direct funding consortium, each member is responsible for managing AEBG funds in compliance with AEBG Guidance and Regulations. Member institutions also must submit their expenditure reports to the Project Director in a timely manner and make corrections or adjustments as needed. At monthly Leadership Board Meetings, members discuss fiscal management issues as they arise and work together to identify potential solutions. The Board has also contracted with a consulting firm, Resource Development Associates, to provide the consortium with implementation services that support fiscal management and expenditure reporting processes.

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	\$8,067,962	\$8,098,529	\$8,098,529
Total Allocated to Members	\$8,067,962	\$8,098,529	\$8,098,529
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Palo Alto Unified School District	\$1,482,247	\$1,488,361	\$1,488,361
Mountain View-Los Altos Union High School District	\$3,399,107	\$3,405,220	\$3,405,220
Foothill-DeAnza Community College District	\$398,424	\$410,650	\$410,650
Fremont Union High School District	\$2,788,184	\$2,794,298	\$2,794,298
Foothill-DeAnza Community College District - De Anza College	\$0	\$0	\$0
Total	\$8,067,962	\$8,098,529	\$8,098,529

Allocation Changes

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

The NSCCSTC Leadership Board does not foresee any changes in allocations to members made for the 2015-16 or 2016-17 program years.

Consensus and Approval

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

The NSCCSTC Leadership Board came to consensus and approval of the allocations provided in the above tables through the Board's formal decision-making process. The Board approved the above amounts at the NSCCSTC Leadership Board Meeting on March 31, 2017.

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

Palo Alto Unified School District



Katya Villalobos

Mountain View-Los Altos Union High School District



Keith Moody

Foothill-DeAnza Community College District - Foothill College

Fremont Union High School District



Paul Starer



Peggy Raun-linde

Foothill-DeAnza Community College
District - De Anza College



Thomas Ray

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

Applicant	Status	Date
Keith Moody	Approved	03/24/2017 2:48pm

Signature

