



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 —

18 Gavilan

Address

5055 Santa Teresa Blvd.

Street Address

Street Address 2

Gilroy CA 95020

City

State

Zip

Website

aces.gavilan.edu

Primary Contact

Mary Ann Sanidad

First

Last

Certifying Official / Coordinator

Mary Ann Sanidad


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

msanidad@gavilan.edu

Certifying Official / Coordinator Email

msanidad@gavilan.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
Morgan Hill Unified School District	Dennis Browne	browned@mhusd.org	(408) 201-6520	08/04/2015
Gilroy Unified School District	Greg Camacho-Light	gregory.camacholight@gilroyunified.org	(408) 337-3785	10/06/2016
San Benito High School District	Cindi Krokower	ckrokower@sbhsd.k12.ca.us	(831) 637-5840	09/15/2015
Gavilan Joint Community College District	Randy Brown	rbrown@gavilan.edu	(408) 848-4847	09/08/2015

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

Fiscal Agent

Gavilan Joint Community College 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 governing board has determined that the fiscal agent model of distributing funds has proved effective.

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?

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MOUs are jointly created and signed by each partner district. Districts are sent their monthly apportionment as it arrives from the State. Districts will submit their expenditure reports by object code and will also record and submit costs by program and objective to the Project Director to be rolled up into the annual report.

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	\$1,345,497	\$1,368,513	\$1,368,513
Total Allocated to Members	\$1,345,497	\$1,368,513	\$1,368,513
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Morgan Hill Unified School District	\$626,785	\$589,030	\$595,630
Gilroy Unified School District	\$264,668	\$245,199	\$226,229
San Benito High School District	\$29,920	\$30,633	\$46,525
Gavilan Joint Community College District	\$424,124	\$503,651	\$500,129
Total	\$1,345,497	\$1,368,513	\$1,368,513

Allocation Changes

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

Due to the drafting of several budgets, incorrect amounts were input into the CFAD in 2015-16 and have been changed; changes are not the result of a change in direction or allocation of funds. Generally speaking, however, allocations can and do change slightly from year to year according to individual district capability to implement the goal activities of the current year.

Consensus and Approval

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

Discussion and vote of the governing board.

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

Morgan Hill Unified School District



Dennis Browne

Gilroy Unified School District



Greg Camacho-Light

San Benito High School District



Cindi Krokower

Gavilan Joint Community College District



Randy Brown

[18gavilancfadsignatures.pdf](#)

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

Applicant	Status	Date
Mary Ann Sanidad	Approved	03/01/2017 2:03pm

Signature

