



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

20 San Diego East (Grossmont-Cuyamaca)

Address

8800 Grossmont College Dr.

Street Address

Street Address 2

El Cajon CA 92020

City

State

Zip

Logo

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

Files must be in .png format.

Website

https://adulthoodworks.org/

Primary Contact

Ute Maschke

First

Last

Primary Contact Email

ute.maschke@gcccd.edu

Certifying Official / Coordinator

Sally Cox

First

Last

Certifying Official / Coordinator Email

sally.cox@gcccd.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
Grossmont Union High School District	Tim Glover	tglover@guhsd.net	(619) 644-8083	04/05/2016
Grossmont-Cuyamaca Community College District	Cindy Miles	cindy.miles@gcccd.edu	(619) 644-7569	04/27/2016
Mountain Empire Unified School District	Kathy Granger	kathy.granger@meusd.k12.ca.us	(619) 473-9022	07/07/2016

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

Grossmont-Cuyamaca 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?

Based on best practices and collaborative projects between GCCCD and GUHSD already in place, we designated Grossmont-Cuyamaca Community College Auxiliary as the fiscal agent. The decision was unanimous and enabled the consortium to build capacity efficiently, bypassing lengthy processes. The consortium wanted to initiate change

swiftly; relying on the GCCCD Auxiliary's existing infrastructure and administrative support has allowed us to keep costs low, focus on our vision, and generate quality programs and outcomes. Our close partnership has raised greater awareness of adult education.

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 has a Governing Board that approves budgets and reviews audits. The Board consists of six members and includes a community partner. The Consortium's Co-Directors from member districts develop budgets together. The Auxiliary Organization holds an agreement with GUHSD, MEUSD, and GCCCD to conduct business. GUHSD, MEUSD, and GCCCD report expenses to the Auxiliary Organization, which reports budgets to the state. The Vice Chancellor-Business Services for GCCCD certify the budget.

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	\$7,819,751	\$7,866,672	\$7,866,672
Total Allocated to Members	\$7,819,751	\$7,866,672	\$7,866,672
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Grossmont Union High School District	\$7,182,509	\$7,182,509	\$7,182,509
Grossmont-Cuyamaca Community College District	\$628,975	\$675,896	\$675,896
Mountain Empire Unified School District	\$8,267	\$8,267	\$8,267
Total	\$7,819,751	\$7,866,672	\$7,866,672

Allocation Changes

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

There are no changes.

Consensus and Approval

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

Exercising the collaborative process with the Consortium Steering Committee, consensus was reached based on a needs analysis and after discussion with stakeholders, including consortium instructors and staff, students, and community members. From the onset, we have been motivated to prioritize direct delivery of services to meet the needs of our community. Consortium members collaborated in Program Area Councils (PAC) to identify solutions to institutional barriers that limit access to educational services. The distribution schedule was presented to the consortium's governing board for final approval. Our consortium agreed with Mountain Empire District to contract for the same level of services they provided in the past. All parties are pleased with this agreement.

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

Grossmont Union High School District

 A dashed rectangular box containing a horizontal line for a signature.

Tim Glover

Grossmont-Cuyamaca Community College District

 A dashed rectangular box containing a horizontal line for a signature.

Cindy Miles

Mountain Empire Unified School District

 A dashed rectangular box containing a horizontal line for a signature.

Kathy Granger



[consortiumfiscaladmin.declaration_201718.pdf](#)

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

Applicant	Status	Date
Ute Maschke	Approved	03/03/2017 8:46am

Signature

