

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

IMPERIAL COUNTY ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	22 Imperial
Long Name	Imperial County Adult Education Consortium
Short Name	IMPERIAL
Address	1398 Sperber Rd. El Centro, CA 92251
Website	https://www.icoe.org/adult-education-block-grant

Reporting Period

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

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-18
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Consortium Administration

Primary Contact(s)	Cabanilla, Denise <i>Director, Higher Education and Adult Learning</i> (760) 312-6108 dcabanilla@icoe.org
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MEMBERS

Member Name	Contact(s)	District / LEA Code
San Pasqual Valley Unified School District	Fox, Rauna (760) 572-0222 rfox@spvUSD.org	63214
Imperial Unified School District	Ruvalcaba, Rogelio (760) 355-3200 rruvalcaba@imperialUSD.org	63164
Holtville Unified School District	Ruiz, Celso (760) 356-2974 celso@husd.net	63149
Central Union High School District	Montano, Renato (760) 336-4516 rmontano@cuhSD.net	63115
Calipatria Unified School District	Kline, Douglas (760) 348-2151 dkline@calipat.com	63107
Calexico Unified School District	Ambriz, Maria (760) 768-3800 mambriz@calexico.k12.ca.us	63099
Brawley Union High School District	Canalez, Simon (760) 312-6085 scanalez@brawleyhigh.org	63081
Imperial County Office of Education	Brooke, Amanda <i>Deputy Superintendent</i> (760) 312-6581 amanda.brooke@icoe.org Cabanilla, Denise <i>Director, Higher Education and Adult Learning</i> (760) 312-6108 dcabanilla@icoe.org Beltran, Cynthia Z. <i>Consortium Fiscal Manager</i> (760) 312-6540 cynthiaz@icoe.org Smith, Damon <i>Chief Business Officer</i> (760) 312-6134 damon.smith@icoe.org	10132
Imperial Community College District	Jaime, Victor (760) 355-6219 victor.jaime@imperial.edu	00030

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

In an effort to work collaboratively, all Adult Education Consortium Members made the collective decision to designate Imperial County Office of Education as the Lead Fiscal Agent.

Approach

As the fiscal agent, Imperial County Office of Education is managing grant expenditures for each member district on a reimbursement system. Consortium members are asked to submit for reimbursement on expenditures on a quarterly basis. For reporting purposes, we created an expenditure/reimbursement template and ask each member district to complete it when submitting for reimbursement. Once received, our fiscal manager inputs each budget onto the State required form and rolls up expenditures for the consortium.

Certifying Official / Coordinator

Smith, Damon

**Certifying Official /
Coordinator's Email**

damon.smith@icoe.org

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$1,815,089
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$1,846,657
16 - 17 Member Allocations	\$1,846,657

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	San Pasqual Valley Unified School District	\$31,834	\$31,834
2	Imperial Unified School District	\$17,759	\$17,759
3	Holtville Unified School District	\$166,774	\$166,774
4	Central Union High School District	\$592,905	\$592,905
5	Calipatria Unified School District	\$27,900	\$27,900
6	Calexico Unified School District	\$261,128	\$261,128
7	Brawley Union High School District	\$68,035	\$68,035
8	Imperial County Office of Education	\$648,754	\$680,322
Grand Total		\$1,815,089	\$1,846,657

Funding Changes

No changes to member allocations from the previous year. Our fiscal agent, Imperial County Office of Education (ICOE/Imperial County Jail) is also an individual Consortium Member. ICOE/Imperial County Jail's fund allocation is combined in the amount listed under Imperial County Office of Education. The allocation for ICOE/Imperial County Jail as a member is \$54,740. The remaining \$625,582 includes a contract with the Imperial Community College District for \$150,000 for the cost of two full-time Student Success Specialists and a contract with the Imperial County Library in the amount of \$15,000. This remaining balance also accounts for ICOE's direct costs to manage and provide direct services to the Consortium and the remaining Consortium fund balance.

**Consensus and Approval
Process**

The consortium developed a formula to calculate average daily attendance (ADA) and used this formula to allocate funds to each consortium member.

OTHER RULES AND PROCEDURES

Additional Information

The consortium has established an additional funds request procedure this year. If a member wants to request additional funds from the consortium budget, they are required to submit a budget narrative describing what the one time request of funds will be used for. An MOU is established once the request approved by the executive board of members. The MOU is drafted by the fiscal agent and clearly states that this funding is separate from the member allocation and is in addition to the approved member allocation for that specific year. You will find a sample copy of an additional funds MOU attached in the "Supplementary Documentation" section along with a PDF copy of our Consortium Members' signatures.

Supplementary Documentation

[cfadsignatureadamou201617.pdf](#)

SIGNATURE BLOCKS

San Pasqual Valley Unified School District

Fox, Rauna

Imperial Unified School District

Ruvalcaba, Rogelio

Imperial County Office of Education

Brooke, Amanda

Calipatria Unified School District

Kline, Douglas

Brawley Union High School District

Canalez, Simon

Holtville Unified School District

Ruiz, Celso

Imperial Community College District

Jaime, Victor

Central Union High School District

Montano, Renato

Calexico Unified School District

Ambriz, Maria