



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 —

22 Imperial

Address

1398 Sperber Rd.

Street Address

Street Address 2

El Centro CA 92251

City

State

Zip

Website

https://www.icoe.org/adult-edu

Primary Contact

April Mazon

First

Last

Certifying Official / Coordinator

Carlos Zamora


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

april.mazon@icoe.org

Certifying Official / Coordinator Email

czamora@icoe.org

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
San Pasqual Valley Unified School District	Rauna Fox	rfox@spvusd.org	(760) 572-0222	07/12/2016
Imperial Unified School District	Rogelio Ruvalcaba	rruvalcaba@imperialusd.org	(760) 355-3200	10/15/2015
Holtville Unified School District	Celso Ruiz	celso@husd.net	(760) 356-2974	10/15/2015
Central Union High School District	Renato Montano	rmontano@cuhdsd.net	(760) 336-4516	10/13/2015
Calipatria Unified School District	Douglas Kline	dkline@calipat.com	(760) 348-2151	11/09/2015
Calexico Unified School District	Maria Ambriz	mambriz@calexico.k12.ca.us	(760) 768-3800	10/08/2015
Brawley Union High School District	Simon Canalez	scanalez@brawleyhigh.org	(760) 312-6085	10/14/2015
Imperial County Office of Education	Carlos Zamora	czamora@icoe.org	(760) 312-6123	10/06/2015
Imperial Community College District	Victor Jaime	victor.jaime@imperial.edu	(760) 355-6219	10/21/2015

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

Imperial County Office of Education

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?

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.

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?

As the fiscal agent, Imperial County Office of Education has been managing expenditures for 15/16 year funds for each member district on a reimbursement system. Consortium members are asked to submit reimbursement on expenditures on a quarterly basis. For reporting purposes the fiscal manager inputs each budget and rolls it up for the State report. As of 2016/17 and beyond, the member allocations are now disbursed on a monthly basis directly to the districts. Expenditure reports are collected on a six month basis from each member district by the fiscal agent. The fiscal agent submits the online expenditure report on behalf of the Consortium.

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	\$1,815,089	\$1,846,657	\$1,846,657
Total Allocated to Members	\$1,890,089	\$1,846,657	\$1,846,657
Total Remaining	-\$75,000	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
San Pasqual Valley Unified School District	\$31,834	\$36,279	\$36,279
Imperial Unified School District	\$17,759	\$75,720	\$75,720
Holtville Unified School District	\$166,774	\$176,459	\$176,459
Central Union High School District	\$592,905	\$647,700	\$647,700
Calipatria Unified School District	\$27,900	\$28,232	\$28,232
Calexico Unified School District	\$261,128	\$284,943	\$284,943
Brawley Union High School District	\$68,035	\$72,944	\$72,944
Imperial County Office of Education	\$648,754	\$524,380	\$524,380
Imperial Community College District	\$75,000	\$0	\$0
Total	\$1,890,089	\$1,846,657	\$1,846,657

Allocation Changes

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

Member allocations were increased based on updated ADA. All Consortium members voted and agreed to the new allocation amounts for each district as listed above.

Consensus and Approval

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

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

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

San Pasqual Valley Unified School District

Signature line for San Pasqual Valley Unified School District

Rauna Fox

Imperial Unified School District

Signature line for Imperial Unified School District

Rogelio Ruvalcaba

Holtville Unified School District

Signature line for Holtville Unified School District

Celso Ruiz

Central Union High School District

Signature line for Central Union High School District

Renato Montano

Calipatria Unified School District

Douglas Kline

Calexico Unified School District

Maria Ambriz

Brawley Union High School District

Simon Canalez

Imperial County Office of Education

Carlos Zamora

Imperial Community College District

Victor Jaime

[2017cfadreport.pdf](#)

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

Applicant	Status	Date
April Mazon	Approved	03/06/2017 2:46pm

Signature

