



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

24 Lake Tahoe

Address

One College Way

Street Address

Street Address 2

South Lake Tahoe

CA

96150

City

State

Zip

Website

http://www.ltcc.edu/web/about/

Primary Contact

Frank

Gerdeman

First

Last

Certifying Official / Coordinator

Andrea

Salazar


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

fgerdeman@ltcc.edu

Certifying Official / Coordinator Email

salazar@ltcc.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
Lake Tahoe Unified School District	Bob Grant	bgrant@ltusd.org	(530) 541-2850	10/27/2015
Lake Tahoe Community College District	Brad Deeds	deeds@ltcc.edu	(530) 541-4660	10/01/2016
El Dorado County Office of Education	Robbie Montalbano			10/27/2015
Alpine County Unified School District	Patrick Traynor	ptraynor@alpinecoe.k12.ca.us		06/09/2016

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

Lake Tahoe 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 members determined that the use of a fiscal agent allows for more flexibility in responding to changing needs within the community and fosters a more collaborative approach to the overall work of the consortium.

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?

Funds and expenditures will be reported quarterly and evaluated by members for alignment with the consortium plans. The fiscal agent will review to ensure expenditures are captured and reported by objective and program area.

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	\$825,000	\$850,318	\$850,318
Total Allocated to Members	\$825,000	\$850,318	\$850,318
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Lake Tahoe Unified School District	\$100,000	\$100,000	\$90,000
Lake Tahoe Community College District	\$622,571	\$644,318	\$650,318
El Dorado County Office of Education	\$31,000	\$31,000	\$50,000
Alpine County Unified School District	\$71,429	\$75,000	\$60,000
Total	\$825,000	\$850,318	\$850,318

Allocation Changes

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

The members revisited initial allocations based on actual program implementation and growth, especially in terms of the numbers served by EDCOE and the slightly slower start-up process with other members.

Consensus and Approval

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

As described in the Consortia Report on Governance Compliance, the distribution schedule for funds was done in accordance with the LTAEC plan for each of the 7 program areas.

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

Lake Tahoe Unified School District

Bob Grant

Lake Tahoe Community College District

Brad Deeds

El Dorado County Office of Education

Robbie Montalbano

Alpine County Unified School District

Patrick Traynor

[ltaeccfadsignaturepage.pdf](#)

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

Applicant	Status	Date
Frank Gerdeman	Approved	02/28/2017 10:38am

Signature

