



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

25 Lassen

Address

478-200 Hwy 139

Street Address

P.O.Box 3000

Street Address 2

Susanville

CA

96130

City

State

Zip

Website

<http://www.lassencollege.edu/a>

Primary Contact

Marlon R.

Hall

First

Last

Certifying Official / Coordinator

Dave

Clausen

First

Last

Logo

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

Files must be in .png format.

Primary Contact Email

mhall@lassencollege.edu

Certifying Official / Coordinator Email

dclausen@lassencollege.edu

Consortium Membership

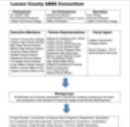
Member Representation

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
Shaffer Elementary School District	Terri Daniels	tdaniels@shafferschool.com	(530) 254-6577	09/08/2015
Long Valley Charter School	Kathi Sherman	ksherman@longvalleycs.org	(530) 257-7300	11/13/2015
Modoc Joint Unified School District	Tom O'Malley	tomalley@modoc.k12.ca.us	(530) 233-7201	10/20/2015
Surprise Valley Joint Unified School District	Janelle Anderson	janderson@svusd.org	(530) 279-6141	09/16/2015
Modoc County Office of Education	Mike Martin	mmartin@modoccoe.org	(530) 233-7101	09/08/2015
Fort Sage Unified School District	Michael Altenburg	maltenburg@fortsage.org	(530) 827-2129	09/08/2015
Westwood Unified School District	Pam Pettengill	ppettengill@westwoodusd.org	(530) 256-3111	09/16/2015
Lassen Union High School District	Bill McCabe	bill.mccabe@lassenhigh.org	(530) 257-5134	11/10/2015
Big Valley Joint Unified School District	Paula Silva	psilva@bigvalleyschool.org	(530) 294-5266	09/08/2015
Lassen County Office of Education	Patricia Gunderson	pgunderson@lcoe.org	(530) 257-2196	10/14/2015
Lassen Community College District	Marlon Hall	mhall@lassencollege.edu	(530) 251-8820	02/14/2014

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.


remove

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

Lassen 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?

Lassen Community College has been the fiscal agent since the first organizational meeting on January 10, 2014, and adopted in the consortium bylaws at the February 7, 2014 meeting. This was reaffirmed by consortium vote at the October 21, 2015 meeting with the adoption of the AEBG Governance Compliance Report. And again reaffirmed at the March 2, 2016 consortium meeting for AEBG consortium governing updates.

The benefits of using the college as the fiscal agent are that the state fiscal policies are in place and align with the state compliance requirements for AEBG, CCCC and CDE. The college administrative services office has an experienced staff to work with state grant funds, allocations, distributions and service contracts for compliance reporting.

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 AEBG grant is fiscally managed through the college administrative services office according to the college fiscal policies for grant funding to be accounted for separately. In grant accounts 12, each year of AEBG funding is in separate accounts; as 716 for 2016 and 717 for 2017.

Each school district funded by a consortium mini grant is in a sub account of the year funding it is received. Each school district member has an approved budget by object code, program and objective; that is continually checked against expenditures. All budgets and expenditures approved align with the programs and objectives of AEBG.

The roll up of all school districts mini grant expenditures is done by the grant coordinator obtaining data and back up invoices from each school district. Then working with the college fiscal office to roll up and certify each cumulative year budget of AEBG for the budget reporting.

Compliance reports are certified by the college fiscal agent after review.

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	\$867,080	\$892,858	\$892,858
Total Allocated to Members	\$867,080	\$892,858	\$892,858
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Shaffer Elementary School District	\$0	\$49,010	\$49,010
Long Valley Charter School	\$70,000	\$30,000	\$30,000
Modoc Joint Unified School District	\$0	\$0	\$0
Surprise Valley Joint Unified School District	\$0	\$50,000	\$100,000
Modoc County Office of Education	\$85,500	\$90,000	\$140,000
Fort Sage Unified School District	\$0	\$15,000	\$15,000
Westwood Unified School District	\$5,000	\$20,000	\$30,264
Lassen Union High School District	\$24,941	\$49,941	\$97,873
Big Valley Joint Unified School District	\$2,139	\$12,139	\$22,139
Lassen County Office of Education	\$0	\$0	\$0
Lassen Community College District	\$679,500	\$576,768	\$408,572
Total	\$867,080	\$892,858	\$892,858

Allocation Changes

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

2015-16

1. Long Valley Charter School was unable to obtain a working agreement with the Lassen County Jail, and their 15-16 allocation of \$12,071. was decreased by consortium approval and awarded to the jail through the Lassen College Steps program for jail education.
2. Modoc County Office of Education was a late RFA 15-16 award with no indirect costs in for the consortium overhead and \$4,000. was used for indirect funding, and \$500. For IT support travel.

2016-17

1. Big Valley District implemented a high school diploma completion program for 16-17 funding.
2. Fort Sage District implemented adult CTE programs in Auto and Welding for 16-17 funding.
3. Lassen High District implemented an adult career program with Computer and Construction classes, and increased the diploma classes for 16-17.
4. Shaffer District implemented an ESL program for 16-17 funding.
5. Surprise Valley implemented a diploma program and CTE classes for 16-17 funding.
6. Lassen College implemented the Steps to Success Program on campus and in the county jail, a CTE Institute for non-credit automotive and fire science preparation, Kinship/Independent Living Programs for parenting and family, a basic skills program for non-credit Hiset testing services.

- 7.A mini grant for \$31,000. awarded to the county probation dept. with the Lassen College Independent Living Program was declined due to lack of staffing at the county.
8. Westwood District was able to increase their CTE classes in computer and welding to increase their funding.

Consensus and Approval

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

Consensus and approval of funding distribution was agreed upon by the consortium at the October 21, 2015 meeting with the mini grant application process for funding to be voted upon by the consortium annually. The annual consortium budget is voted on for approvals to include funding for: mini grant allocations, 5% for the fiscal agent, coordinator's salary, professional development, costs of consortium meetings and supplies, travel for consortium business and training.

Allocations to consortium member school districts are decided by the consortium from the mini grant presentations done annually by each member district. Each mini grant is reviewed thoroughly by the consortium review committee to ensure AEBG funded programs align with the consortium annual plan and meet the objectives and outcomes as stated by AEBG. Allocation recommendations are forwarded to the consortium for the final vote and approvals to fund.

Agreements are drafted between the consortium and each school district member or agency to receive mini grant funding on a payment basis. All disbursement payments require back up expenditure copies to verify approved budget compliance. The grant coordinator maintains files for each mini grant with information to complete roll up of expenditures for grant compliance reporting.

All report updates on mini grants progress and expenditures is shared at the consortium meetings.

Any unused allocations (or decline to accept) for mini grants are held in carryover in the Lassen College AEBG accounts. Carryover funds are then provided for use by the member's mini grant presentation process to the consortium for consideration of funding.

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

Shaffer Elementary School District



Terri Daniels

Long Valley Charter School



Kathi Sherman

Modoc Joint Unified School District



Tom O'Malley

Surprise Valley Joint Unified School District



Janelle Anderson

Modoc County Office of Education



Mike Martin

Fort Sage Unified School District



Michael Altenburg

Westwood Unified School District



Pam Pettengill

Lassen Union High School District



Bill McCabe

Big Valley Joint Unified School District



Paula Silva

Lassen County Office of Education



Patricia Gunderson

Lassen Community College District



Marlon Hall

[25lassencfadsignaturesheet.pdf](#)

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

Applicant	Status	Date
Paige Broglio	Approved	04/24/2017 12:08pm

Signature