



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 —

28 Capital (Los Rios)

Address

[P.O. Box 269003](#)

Street Address

Street Address 2

[Sacramento](#) [CA](#) [95826](#)

City State Zip

Logo

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

Files must be in .png format.

[remove](#)



Website

www.caerc.org

Primary Contact

[Connie](#) [Lee](#)

First Last

Primary Contact Email

clee@scoe.net

Certifying Official / Coordinator

[Tamara](#) [Sanchez](#)

First Last

Certifying Official / Coordinator Email

tsanchez@scoe.net

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
Davis Joint Unified School District	Grace Sauser	gsauser@djud.net	(530) 757-5380	08/27/2015
Twin Rivers Unified School District	Jacqueline White	jackie.white@twinriversusd.org	(916) 566-2785	09/01/2015
Natomas Unified School District	Keven MacDonald	kmacdonald@natomas.k12.ca.us	(916) 567-5400	11/16/2016
Center Joint Unified School District	Alyson Collier	acollier@centerusd.org	(916) 339-4632	08/19/2015
San Juan Unified School District	Lynn Bartlett	lbartlett@sanjuan.edu	(916) 971-7967	08/16/2015
Sacramento City Unified School District	Sue Lytle Gilmore	gilmores@scusd.edu	(916) 277-6533	08/20/2015
Galt Joint Union High School District	Lisa Pettis	lpettis@ghsd.k12.ca.us	(209) 745-3081	09/13/2016
Folsom-Cordova Unified School District	Charlie Linebarger	clinebar@fcusd.org	(916) 635-6810	09/03/2015
Elk Grove Unified School District	Karen Malkiewicz	kmalkiew@egusd.net	(916) 686-7717	09/15/2015
Sacramento County Office of Education	Joyce Hinkson	jhinkson@scoe.net	(916) 228-2597	10/06/2015
Washington Unified School District	Alejandro Ramos	aramos@wusd.k12.ca.us	(916) 375-7740	08/27/2015
El Dorado County Office of Education	Gary Sutherland	gsutherland@edcoe.org	(530) 622-7130	09/01/2015
Amador County Unified School District	Butch Wagner	bwagner@acusd.org	(209) 257-5100	09/09/2015
Los Rios Community College District	Sue Lorimer	lorimes@losrios.edu	(916) 568-3031	09/09/2015

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.



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

Sacramento 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?

Selecting a fiscal agent is especially advantageous for a consortium with a large membership like CAERC. The fiscal agent offers a neutral point of contact responsible for distributing the consortium funds in accordance to the CAERC Governance and Fiscal Allocation Plans, AB 104, and Education Code section 84913. The fiscal agent is also responsible for collecting, compiling, and reporting consortium-level fiscal information to the AEBG office. With 14 members, the fiscal agent structure is efficient and provides a system of checks and balances for managing the consortium funds.

In April 2015, members interested in serving as the consortium fiscal agent had to submit a Letter of Interest and present a proposal to the consortium. Sacramento County Office of Education (SCOE) was the only member to submit a Letter of Interest. The members reviewed a draft proposal template which included what the potential fiscal agents should include in their proposals. Members voted unanimously in favor of the proposal criteria. SCOE's proposal was emailed to the members in advance of the May 2015 meeting. On May 6, 2015, members voted unanimously by written ballot for SCOE to be the new fiscal agent. Members reaffirmed SCOE as fiscal agent in February 2017.

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?

To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with expenditure and progress report templates. Each template is customized for each funding stream (MOE, consortium allocation, and rural county) and includes details on object codes with brief descriptions, AEBG seven program areas, and objectives. The templates also include pre-formulated cells to provide members an embedded “checks and balance” system to avoid data entry errors. In addition, members submit brief narratives to substantiate the expenditures during the specified reporting period. The submitted expenditure and progress reports from the members are then compiled at the consortium level to generate the consortium fiscal report. Finally, the fiscal agent’s certifying official certifies the expenditures and submits the report to the state on the 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	\$10,946,728	\$11,128,458	\$11,128,458
Total Allocated to Members	\$10,946,727	\$11,128,458	\$11,128,458
Total Remaining	\$1	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Davis Joint Unified School District	\$304,333	\$308,833	\$309,333
Twin Rivers Unified School District	\$2,653,394	\$2,690,794	\$2,691,294
Natomas Unified School District	\$252,262	\$256,762	\$257,262
Center Joint Unified School District	\$185,012	\$222,412	\$222,912
San Juan Unified School District	\$1,502,789	\$1,540,189	\$1,540,689
Sacramento City Unified School District	\$1,079,980	\$1,086,481	\$1,084,981
Galt Joint Union High School District	\$301,621	\$306,121	\$306,621
Folsom-Cordova Unified School District	\$602,568	\$608,068	\$607,568
Elk Grove Unified School District	\$1,838,942	\$1,846,442	\$1,843,942
Sacramento County Office of Education	\$1,134,448	\$1,156,978	\$1,157,478
Washington Unified School District	\$328,596	\$333,596	\$333,596

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
El Dorado County Office of Education	\$170,071	\$174,571	\$175,071
Amador County Unified School District	\$592,711	\$597,211	\$597,711
Los Rios Community College District	\$0	\$0	\$0
Total	\$10,946,727	\$11,128,458	\$11,128,458

Allocation Changes

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

The 2016-17 member allocations include additional funds for professional development, hosting of consortium meetings and events, and regional transition specialists.

Consensus and Approval

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

The consortium formed a Fiscal Allocation (Budget) Workgroup in Fall 2015 which reconvened in February 2016 and again in February 2017. The purpose of the workgroup was to develop recommendations to revise the CAERC 2016-17 budget and to allocate funds for the 2017-18 budget. All members were invited to attend the workgroup meetings and participate in the decision-making process. The workgroup developed and agreed upon the recommendations through a consensus model.

Then, public notification was provided as members and the fiscal agent posted the meeting agenda at their respective local sites and the agenda was available online via the consortium website. The workgroup recommendations for the 2017-18 allocation schedule was presented at a public meeting for public comment, questions, and discussion. The officially-designated members reached consensus and voted unanimously to approve the allocation schedule.

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

Davis Joint Unified School District

Twin Rivers Unified School District



Grace Sauser

Natomas Unified School District



Keven MacDonald

San Juan Unified School District



Lynn Bartlett

Galt Joint Union High School District



Lisa Pettis

Elk Grove Unified School District



Karen Malkiewicz

Washington Unified School District



Alejandro Ramos



Jacqueline White

Center Joint Unified School District



Alyson Collier

Sacramento City Unified School District



Sue Lytle Gilmore

Folsom-Cordova Unified School District



Charlie Linebarger

Sacramento County Office of Education



Joyce Hinkson

El Dorado County Office of Education



Gary Sutherland

Amador County Unified School District



Butch Wagner

Los Rios Community College District



Sue Lorimer

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

Applicant	Status	Date
Connie Lee	Approved	04/27/2017 3:59pm

Signature

A handwritten signature in black ink, consisting of a large initial 'C' followed by a stylized name and a long horizontal line extending to the right.