

# CONSORTIUM FISCAL ADMINISTRATION DECLARATION

## MARIN COUNTY ADULT EDUCATION BLOCK GRANT CONSORTIUM

### CONSORTIUM INFORMATION

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#### Organizational Information

<b>Consortium Name</b>	29 Marin
<b>Long Name</b>	Marin County Adult Education Block Grant Consortium
<b>Short Name</b>	MARIN
<b>Address</b>	835 College Avenue Kentfield, CA. 94939
<b>Website</b>	<a href="http://www.marinadulthoodconsortium.com">http://www.marinadulthoodconsortium.com</a>

#### Reporting Period

<b>Start Date</b>	07/01/2016
<b>End Date</b>	06/30/2017

#### 2015 - 16 Grant Period

<b>2015 - 16 Grant Number</b>	15-328-25
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#### Consortium Administration

<b>Primary Contact(s)</b>	<b>Pratt, Elizabeth</b> <i>Dean of Career and Technical Education</i> (415) 457-8811 <a href="mailto:epratt@marin.edu">epratt@marin.edu</a>
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## MEMBERS

Member Name	Contact(s)	District / LEA Code
Shoreline Unified School District		73361
Tamalpais Union High School District	<b>Elsen, Corbett</b> (415) 945-3751 <a href="mailto:celsen@tamdistrict.org">celsen@tamdistrict.org</a>	65482
San Rafael City High School District	<b>Kerr, Kevin</b> (415) 492-3221 <a href="mailto:kkerr@srcs.org">kkerr@srcs.org</a>	65466
Novato Unified School District		65417
Marin County Office of Education	<b>Lippi, Ken</b> (415) 499-5803 <a href="mailto:klippi@marinschools.org">klippi@marinschools.org</a>	10215
Marin Community College District	<p><b>Isozaki, Peggy</b> Director of Fiscal Services (415) 883-2211 <a href="mailto:peggy.isoizaki@marin.edu">peggy.isoizaki@marin.edu</a></p> <p><b>Nelson, Gregory</b> <a href="mailto:gnelson@marin.edu">gnelson@marin.edu</a></p> <p><b>Pratt, Elizabeth</b> Dean of Career and Technical Education (415) 457-8811 <a href="mailto:epratt@marin.edu">epratt@marin.edu</a></p> <p><b>Pratt, Elizabeth</b> Dean <a href="mailto:epratt@marin.edu">epratt@marin.edu</a></p> <p><b>Horton, Katheryn</b> Director, Career Pathways and Workforce Development (415) 457-8811 <a href="mailto:kahorton@marin.edu">kahorton@marin.edu</a></p>	00330

## FISCAL MANAGEMENT

### Funding Channel

The consortium has designated a fiscal agent

### Rationale

**Rationale:** Members agreed and voted to approve continued use of College of Marin as Fiscal Agent. After many hours of negotiation and collaboration between active consortium members and College of Marin, fiscal subcontracts, MOU's have recently been approved which will allow funding to pass through more seamlessly in 2016-17.

### Approach

**Block Grant Fiscal**

**Management:** As Fiscal Agent, COM designates a portion of all monthly governance meetings to discussing invoice procedures, pass-through process, requirements, state reporting, activities of consortia colleagues specific to funding and related questions. Designated consortium workshops and individual agency meetings with Fiscal Agent accounting representatives are planned and will ensure funding to flow seamlessly between agencies.

Fiscal Agent has created a member template excel spreadsheet which supports accounting by program, object code and objective. MOU's are in place to solidify expectations on fiscal management, reporting, and any member concerns or questions that arise regarding AEBG requirements and guidelines.

**Certifying Official / Coordinator**

Nelson, Gregory

**Certifying Official / Coordinator's Email**

[gnelson@marin.edu](mailto:gnelson@marin.edu)

**ALLOCATION SCHEDULE**

**15-16 AEBG Funds**

<b>15-16 AEBG Entitlements</b>	\$1,374,305
<b>15 - 16 Member Allocations</b>	\$0

**16-17 AEBG Funds**

<b>16-17 AEBG Entitlements</b>	\$1,397,321
<b>16 - 17 Member Allocations</b>	\$1,397,321

**MEMBER ALLOCATIONS**

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Shoreline Unified School District	\$0	\$0
2	Tamalpais Union High School District	\$699,161	\$699,161
3	San Rafael City High School District	\$100,000	\$123,016
4	Novato Unified School District	\$180,144	\$180,144
5	Marin County Office of Education	\$160,000	\$160,000
6	Marin Community College District	\$235,000	\$235,000
<b>Grand Total</b>		<b>\$1,374,305</b>	<b>\$1,397,321</b>

**Funding Changes**

San Rafael City School District will be allocated an additional \$23,016 in 2016-17 to expand programing.

**Consensus and Approval Process**

**Consensus, Approval of Allocation Schedule 16-17:** Marin Consortium members were asked to consider 2016-17 program expansion, development, new partnerships and how these factors effect current and future allocations. At the 4/27/16 governance meeting, members discussed 2016-17 projected allocations. Changes to member allocations were unanimously approved April governance meeting for 15-16, 16-17 and forward. Subcontracting was discussed as a means to program expansion by members for unplanned programming that aligns with AEBG guidelines.

**OTHER RULES AND PROCEDURES**

**Additional Information**

Marin Consortium Member Signature Block

**Supplementary Documentation**

[marinaebgsignatureblock042816.pdf](#)

## SIGNATURE BLOCKS

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**Tamalpais Union High School District**

*Elsen, Corbett*

**Marin County Office of Education**

*Lippi, Ken*

**San Rafael City High School District**

*Kerr, Kevin*

**Marin Community College District**

*Pratt, Elizabeth*