



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 —

29 Marin

Address

[835 College Ave.](#)

Street Address

Street Address 2

[Kentfield](#) [CA](#) [94904](#)

City

State

Zip

Logo

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

Files must be in .png format.

Website

<http://www.marinadulthoodconsort>

Primary Contact

[Elizabeth](#) [Pratt](#)

First

Last

Primary Contact Email

epratt@marin.edu

Certifying Official / Coordinator

[Gregory](#) [Nelson](#)

First

Last

Certifying Official / Coordinator Email

gnelson@marin.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 |
|--------------------------------------|-----------------------|---------------------------------|----------------|------------|
| Shoreline Unified School District | Bob Raines | bob.raines@shorelineunified.org | (707) 878-2286 | 04/20/2017 |
| Tamalpais Union High School District | Corbett Elsen | celsen@tamdistrict.org | (415) 945-3751 | 09/29/2015 |
| San Rafael City High School District | Kevin Kerr | kkerr@srcs.org | (415) 492-3221 | 06/29/2016 |
| Novato Unified School District | Mary Pritchard | mpritchard@nUSD.org | (415) 493-4288 | 04/25/2017 |
| Marin County Office of Education | Ken Lippi | klippi@marinschools.org | (415) 499-5803 | 09/29/2015 |
| Marin Community College District | Elizabeth Pratt | epratt@marin.edu | (415) 457-8811 | 04/28/2016 |

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.

[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

Marin 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?

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 were approved which have allowed funding to pass through more seamlessly in 2016-17 and 2017-18.

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 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 spreadsheets which support 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.

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 | \$1,374,305 | \$1,397,321 | \$1,397,321 |
| Total Allocated to Members | \$1,374,305 | \$1,397,321 | \$1,397,321 |
| Total Remaining | \$0 | \$0 | \$0 |

| Member Agency | 2015-16 Allocation | 2016-17 Allocation | 2017-18 Allocation |
|--------------------------------------|--------------------|--------------------|--------------------|
| Shoreline Unified School District | \$26,000 | \$26,000 | \$26,000 |
| Tamalpais Union High School District | \$699,161 | \$699,161 | \$689,161 |
| San Rafael City High School District | \$100,000 | \$123,016 | \$123,016 |
| Novato Unified School District | \$180,144 | \$180,144 | \$190,144 |
| Marin County Office of Education | \$147,000 | \$147,000 | \$147,000 |
| Marin Community College District | \$222,000 | \$222,000 | \$222,000 |
| Total | \$1,374,305 | \$1,397,321 | \$1,397,321 |

Allocation Changes

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

The Marin AEBG Consortium added a new Member, Shoreline Unified School District, to provide services to rural areas of Marin County that have not had adequate Adult Education Programs. The Marin County Office of Education reduced their allocation by \$13,000 and the College of Marin reduced their allocation by \$13,000 to provide the \$26,000 that Shoreline has budgeted to increase ESL courses in their district. For the 2017-2018 program year, the Marin AEBG Consortium voted to reallocate \$10,000 from Tamalpais Adult School to Novato Unified School District because currently Tamalpais Adult School is managing a GED program at Lynwood Family Literacy in Novato, but it makes more sense for NUSD to take over this program going forward with proper funding.

Consensus and Approval

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

Marin Consortium members were asked to consider 2016-17 and 2017-18 program expansion, development, new partnerships, and how these factors effect current and future allocations. At the 4/27/16 governance and again at the 4/05/17 governance meetings, members discussed 2016-17 and 2017-18 projected allocations. Changes to member allocations, including the addition of a new Member, Shoreline Unified School District, with an allocation of \$26,000 taken from Marin County Office of Education (\$13,000) and College of Marin (\$13,000) were unanimously approved for 15-16, 16-17 and

forward, and for reallocation of \$10,000 from Tamalpais Adult School to Novato Unified School District as they take over the previously TAS managing of a GED Program at Lynwood Family Literacy in Novato. Subcontracting was discussed as a means to program expansion by members for unplanned programming that aligns with AEBG guidelines.

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

Shoreline Unified School District

Bob Raines

Tamalpais Union High School District

Corbett Elsen

San Rafael City High School District

Kevin Kerr

Novato Unified School District

Mary Pritchard

Marin County Office of Education

Ken Lippi

Marin Community College District

Elizabeth Pratt

[29marincfadsignaturepagecombined.pdf](#)

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

| Applicant | Status | Date |
|-----------------|----------|--------------------|
| Elizabeth Pratt | Approved | 04/03/2017 12:57pm |

Signature

A handwritten signature in black ink, appearing to read "Elizabeth Pratt". The signature is fluid and cursive, with the first name "Elizabeth" written in a larger, more prominent script than the last name "Pratt".