

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

MENDOCINO-LAKE CCD

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	30 Mendocino-Lake
Long Name	Mendocino-Lake CCD
Short Name	MENDOCINO-LAKE
Address	1000 Hensley Creek Road Ukiah, CA 95482
Website	www.mendocino.edu

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-26
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Consortium Administration

Primary Contact(s)	Harwood , Judy AEBG Program Manager (707) 467-1015 jharwood@mendocino.edu
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Ukiah Unified School District	Lauseng, Penny (707) 472-5010 plauseng@uusd.net	65615
Round Valley Unified School District	Smith, Mark (707) 983-6174 msmith@mcoe.us	65607
Anderson Valley Unified School District	Dawood, Noor (707) 895-5295 ndawood@avpanthers.org	65540
Mendocino County Office of Education	Lopez, Antonio (707) 467-5155 alopez@mendocino.edu Damian, Jesse MCOE (707) 467-5103 jdamian@mcoe.us	10231
Kelseyville Unified School District	Del Prete, Joe (707) 279-4923 joed@kvusd.org	64014
Mendocino-Lake Community College District	Cichocki, Eileen VP of Administrative Services ecichocki@mendocino.edu Harwood, Judy AEBG Program Manager (707) 467-1015 jharwood@mendocino.edu Polak, Debra (707) 468-3605 dpolak@mendocino.edu	00140
Lake County Office of Education		10173

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

The Consortium chose the Mendocino-Lake Community College District as the fiscal agent for various reasons: 1) The region reaches across to counties, it would be difficult for a local school district or COE to manage that; however, the College District already has those relationships; 2) Mendocino Lake Community College District has been a fiscal agent for multiple agencies and has the fiscal infrastructure to manage that; 3) The community college district can provide neutral leadership among multiple school districts and County Offices of Education.

Approach

Our block grant is being distributed through a subgrantee agreement between Mendocino-Lake Community College District and each of the member institutions. The consortium committed at one of its early meetings this fiscal year to fund the districts previously receiving MOE funds at the same rate. The consortium funding is distributed through a proposal process. Only member institutions can submit proposals, but they can be submitted on behalf of partners. Modeled on Brown Act rules, the consortium discusses each proposal at a first meeting and takes action at the next meeting. As the fiscal agent, the District requires each member institution to provide itemized invoicing for all expenditures as they were approved through the consortium process. Additionally, measurable outcomes are required for each proposed activity.

Certifying Official / Coordinator

Cichocki, Eileen

**Certifying Official /
Coordinator's Email**

ecichocki@mendocino.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$1,399,563
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$1,422,579
16 - 17 Member Allocations	\$1,422,579

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Ukiah Unified School District	\$594,365	\$594,365
2	Round Valley Unified School District	\$0	\$0
3	Anderson Valley Unified School District	\$39,017	\$39,017
4	Mendocino County Office of Education	\$0	\$0
5	Kelseyville Unified School District	\$16,181	\$16,181
6	Mendocino-Lake Community College District	\$750,000	\$773,016
7	Lake County Office of Education	\$0	\$0
Grand Total		\$1,399,563	\$1,422,579

Funding Changes

There are no significant changes shown on the table; however, with our newly established proposal and fund allocation processes, the amount listed under Mendocino-Lake Community College District will be distributed among all of the member institutions.

**Consensus and Approval
Process**

Over the course of the last year, the consortium has worked together to develop a fund allocation process and agreed to, a) fund districts receiving MOE funds at the same level; b) distribute the consortium funding based on a proposal process which must be followed by all consortium members; c) use a formally approved subgrantee agreement form for distribution of all funds.

OTHER RULES AND PROCEDURES

Additional Information

Attached are documents which help to describe the work of the Mendo-Lake Adult Education Consortium:

- 1) AB 104 Agreement 461--Template: this is the form that is used to distribute funds to consortium members
- 2) AB104 proposal form -- This is the form that is used for a member to request funding. There is a "time sensitive" form which is used for small requests that require quicker response from the consortium (for conference travel, etc); The longer form is used for most request.
- 3) Agendas from 15-16 fiscal year to document the decision making process for allocation of funds.

Supplementary Documentation

[mendocinolake.zip](#)

SIGNATURE BLOCKS

Mendocino-Lake Community College District

Cichocki, Eileen

Anderson Valley Unified School District

Dawood, Noor

Ukiah Unified School District

Lauseng, Penny

Lake County Office of Education

Serpa, Tammy

Round Valley Unified School District

Smith, Mark

Kelseyville Unified School District

Del Prete, Joe

Mendocino County Office of Education

Signature:

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Lopez, Antonio

Mendocino-Lake Community College District

Harwood, Judy