



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

30 Mendocino-Lake

Address

1000 Hensley Creek Rd.

Street Address

Street Address 2

Ukiah CA 95482

City State Zip

Website

www.mendolakeACE.org

Primary Contact

Judy Harwood

First Last

Certifying Official / Coordinator

Eileen Cichocki

First Last

Logo

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

Files must be in .png format.



[remove](#)

Primary Contact Email

jharwood@mendocino.edu

Certifying Official / Coordinator Email

ecichocki@mendocino.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 |
|---|-----------------------|------------------------|----------------|------------|
| Ukiah Unified School District | Penny Lauseng | plauseng@uusd.net | (707) 472-5010 | |
| Round Valley Unified School District | Mark Smith | msmith@mcoe.us | (707) 983-6174 | |
| Anderson Valley Unified School District | Noor Dawood | ndawood@avpanthers.org | (707) 895-5295 | 05/02/2016 |
| Mendocino County Office of Education | Jesse Damian | jd Damian@mcoe.us | (707) 467-5103 | 08/11/2016 |
| Kelseyville Unified School District | Joe Del Prete | joed@kvusd.org | (707) 279-4923 | |
| Mendocino-Lake Community College District | Debra Polak | dpolak@mendocino.edu | (707) 468-3605 | 07/26/2016 |
| Lake County Office of Education | Tammy Serpa | tserpa@mcoe.us | (707) 467-5105 | 05/02/2016 |
| Ft. Bragg Unified School District | Coni Belli | cbelli@fbusd.us | (707) 961-3610 | 03/10/2017 |

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.

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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

Mendocino-Lake 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?

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.

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?

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.

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 | \$1,399,563 | \$1,422,579 | \$1,457,718 |
| Total Allocated to Members | \$1,399,563 | \$1,422,579 | \$1,457,718 |
| Total Remaining | \$0 | \$0 | \$0 |

| Member Agency | 2015-16 Allocation | 2016-17 Allocation | 2017-18 Allocation |
|---|--------------------|--------------------|--------------------|
| Ukiah Unified School District | \$594,365 | \$594,365 | \$740,066 |
| Round Valley Unified School District | \$0 | \$0 | \$0 |
| Anderson Valley Unified School District | \$39,017 | \$39,017 | \$97,567 |
| Mendocino County Office of Education | \$0 | \$0 | \$10,600 |
| Kelseyville Unified School District | \$16,181 | \$16,181 | \$80,209 |
| Mendocino-Lake Community College District | \$750,000 | \$773,016 | \$393,999 |
| Lake County Office of Education | \$0 | \$0 | \$89,538 |
| Ft. Bragg Unified School District | \$0 | \$0 | \$45,739 |
| Total | \$1,399,563 | \$1,422,579 | \$1,457,718 |

Allocation Changes

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

There is a significant change to our CFAD from 16-17. First, Mendocino Lake Adult and Career Education (MLACE) added a new member, Ft. Bragg Unified School District. The Mendo Lake and Redwood community college districts redrew district lines. Ft. Bragg is now part of the Mendo Lake district. The funds that were previously allocated to Ft. Bragg from Redwood are now being passed through the Mendo Lake district. Second, MLACE has slowly distributed the funds previously held by the community college through a grant giving process based on need. The 17-18 CFAD levels reflect the funding levels of member agency for on-going projects that were granted through this process.

Consensus and Approval

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

On 3.10.17, MLACE voted to add Ft. Bragg as a voting member to the consortium. The MLACE discussed options for keeping CFAD levels the same or changing them to reflect approved on-going funding levels at member sites. On 3.10.17 the MLACE voted to accept the new CFAD funding levels above. Subsequently we realized that we are a year behind in distributing our "project" funds that were distributed through a mini-grant giving process. This is an

issue because of the 45 day pass through rule. We spoke to Neil Kelly our grant monitor who said that holding the funds for over 45 days is ok if it is agreed to by each of the members. The MLACE voted through a role call (see our 4.21.17 meeting notes posted on our website) to allow Mendocino College to hold project funds for the 17-18 and 18-19 funding years for more than 45 days. This allows us to keep our new CFAD funding levels above but to distribute funds in the same timeline that we are currently operating (one year behind).

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

Ukiah Unified School District

Penny Lauseng

Round Valley Unified School District

Mark Smith

Anderson Valley Unified School District

Noor Dawood

Mendocino County Office of Education

Jesse Damian

Kelseyville Unified School District

Joe Del Prete

Mendocino-Lake Community College District

Debra Polak

Lake County Office of Education

Ft. Bragg Unified School District



Tammy Serpa



Coni Belli

[signedcfad1718.pdf](#)

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

| Applicant | Status | Date |
|----------------|----------|-------------------|
| Judith Harwood | Approved | 03/08/2017 3:29pm |

Signature

A handwritten signature in black ink that reads "Judith Harwood".