

# **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**

32 Coastal North

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Address			LUYU				
Oceanside Campus, 1 Barnard Dr			If your consortium has a logo, please upload it here.				
Street Address			Files must be in .png format.				
Street Address 2							
Oceanside	CA	92056					
City	State	Zip					
Website							
http://www.miraco	sta.edu/i	nstr					
Primary Contact			Primary Contact Email				
Nikki	Schape	r	nschaper@miracosta.edu				
First	Last						
Certifying Official / Coordinator			Certifying Official / Coordinator Email				
Charlie	Ng		cng@miracosta.edu				
First	Last						

### 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	
Oceanside Unified School District					
Carlsbad Unified School District					
San Dieguito Union High School District	Manuel Zapata	<pre>manuel.zapata@sduhsd.net</pre>	(760) 753- 6491	10/01/2015	
MiraCosta Community College District	Nikki Schaper	nschaper@miracosta.edu	(760) 795- 8701	04/26/2016	

### 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.

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### **Fiscal Management**

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### **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**

MiraCosta 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 decision to designate MiraCosta College as the fiscal agent was a unanimous one. The rationale for our fiscal agent decision was derived from the fact that MiraCosta College is the adult education provider for two of three of the member K-12 school districts and has been for many years. With the implementation of AEBG, MiraCosta College will be the adult education provider for all three K-12 school districts.

### 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?

The leadership team votes on all budget expenditures. The Adult Education Block (AEBG) Supervisor manages the budget, with direction from the MiraCosta College Adult Education dean. The Adult Education Block (AEBG) Supervisor works with the fiscal agent's (MiraCosta College) business services office to balance and report the budget to the California Community College Chancellor's Office and to the California Department of Education, in accordance with their statewide deadlines.

### **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 Total Allocated to Members		\$1,101,772	\$1,132,500	\$1,132,500	
				\$1,101,772	\$1,132,500	\$1,132,500	
	Total Remaining		aining	\$0	\$0	\$0	
Member Agency	2015-	16 Allocation	2016-17	Allocation	2017-18	17-18 Allocation	
Oceanside Unified School District		\$0		\$0	\$	50	
Carlsbad Unified School District		\$0	\$0		\$0		
San Dieguito Union High School District		\$0 \$0		\$0	\$0		
MiraCosta Community College District	\$1	\$1,101,772 \$1,1		32,500	\$1,13	32,500	
Total	\$1	\$1,101,772 \$1,		32,500	\$1,132,500		

#### Allocation Changes

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

There are no changes to report.

### Consensus and Approval

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

The Coastal North County Adult Education Consortium CNCAEC arrived at consensus and approval of the distribution schedule in accordance to Section 84913 by determining which consortium members offer support for the above programs. As such, MiraCosta College Continuing Education and its fellow consortium members offers programs in all of the above areas, with the exception of number 7 (preapprenticeship training).

### 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;
- 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
```

or

Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

### Oceanside Unified School District

### Carlsbad Unified School District

# San Dieguito Union High School District

### MiraCosta Community College District

Manuel Zapata

Nikki Schaper

## aebg cfad 1718signature.pdf

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

ApplicantStatusDateBeatriz AguilarApproved03/10/2017 4:04pm

Death2 Aguile

Signature

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