



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 —

34 Mt. San Antonio

Address

1100 N. Grand Ave.

Street Address

Logo

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

Files must be in .png format.

[remove](#)



Street Address 2

Walnut CA 91789

City State Zip

Website

<http://www.mtsacregionaladulte>

Primary Contact

Rocky Bettar

First Last

Primary Contact Email

rbettar@rowlandschools.org

Certifying Official / Coordinator

Madelyn Arballo

First Last

Certifying Official / Coordinator Email

marballo@mtsac.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
Rowland Unified School District	Rocky Bettar	rbettar@rowlandschools.org	(626) 965-5975	10/13/2015
Hacienda la Puente Unified School District	Matthew Smith	msmith@hlpusd.k12.ca.us	(626) 933-3915	09/24/2015
Pomona Unified School District	Enrique Medina	enrique.medina@pusd.org	(909) 469-2333	10/14/2015
Covina-Valley Unified School District	Claudia Karnoski	ckarnoski@c-vusd.org	(626) 974-6823	10/15/2015
Charter Oak Unified School District	Debra Black	dblack@cousd.net	(626) 966-8331	09/07/2015
Bassett Unified School District	Albert Michel	amichel@bassett.k12.ca.us	(626) 456-1581	11/10/2015
Baldwin Park Unified School District	John Kerr	jdkerr141@bpusd.net	(626) 856-4116	08/11/2015
Mt. San Antonio Community College District	Madelyn Arballo	marballo@mtsac.edu	(909) 274-5228	10/22/2015
East San Gabriel Valley ROP/TC	Elia Evans	eevans@esgvrop.org	(626) 472-5156	04/19/2016

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.



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

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 Steering Committee voted unanimously to choose a direct funding model. This decision was made due to the size of the allocation and number of members. It was agreed that a direct funding model would allow for members to have easier access to their funds and deliver services to students in a more efficient manner.

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?

Each member district has the capacity to comply with the fiscal regulations of the AEBG grant. Based on the Regional Plan and Steering Committee decisions, consortium members will expend their funds in the eligible funding categories. Members

will identify and break out expenses by object code, program and objective, and upload individual fiscal data through mechanisms provided by the State AEBG structures. The fiscal coordinator will ensure that all amounts are within the criteria and submit the Regional report to the State by the determined timelines.

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	\$33,058,421	\$33,159,800	\$33,159,800
Total Allocated to Members	\$33,058,421	\$33,159,800	\$33,159,800
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Rowland Unified School District	\$1,590,517	\$1,606,321	\$1,608,321
Hacienda la Puente Unified School District	\$15,866,599	\$15,905,729	\$15,905,729
Pomona Unified School District	\$1,869,021	\$1,886,517	\$1,886,517
Covina-Valley Unified School District	\$3,363,100	\$3,387,081	\$3,387,081
Charter Oak Unified School District	\$1,669,261	\$1,673,110	\$1,634,260
Bassett Unified School District	\$2,333,937	\$2,347,702	\$2,347,702
Baldwin Park Unified School District	\$5,508,725	\$5,531,561	\$5,531,561
Mt. San Antonio Community College District	\$857,261	\$720,843	\$757,693
East San Gabriel Valley ROP/TC	\$0	\$100,936	\$100,936
Total	\$33,058,421	\$33,159,800	\$33,159,800

Allocation Changes

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

Most members retained their previous year's allocations with the exception of Charter Oak and Rowland USD. Charter Oak USD was allocated consortia funds in 15-16, and these funds (\$38,500) were then added to their 16-17 total member allocation. Based on limited available student data, little member participation, program development and spending levels for the past two years, the Steering Committee voted to reduce Charter Oak's allocation by \$38,500 and reallocate this amount to the consortium operations budget for increased professional development activities. Charter Oak USD is enhancing their adult education structure and intends to increase services in 2017-18 for adults to fill the regional need.

Rowland Unified SD allocation was increased by \$2,000 to cover travel costs for Consortium Co-Chair Rocky Bettar, who represents the Consortium at a variety of conferences and regional events.

Mt. SAC will continue to serve as fiscal certifier and will oversee the Consortium operations budget of \$319,569 which is included as part of Mt. SAC's allocation. The Consortium operations budget increased by \$36,500 over the previous year.

Consensus and Approval

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

Examination of the 16-17 budget and 17-18 budget allocation, along with review of the progress within each program and objective as well as future plans, impacted the allocation of funds. This was done at a Steering Committee meeting in March 2017. A small budget of less than 10% was reserved for consortium professional development, consortium marketing, and consortium coordination and operations. The Steering Committee members who were present at the meeting voted on the above budget and member allocations that resulted in a unanimous decision to approve the funding as listed above. As stated in the Consortium Governance Plan, all votes are final.

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

Rowland Unified School District

Rocky Bettar

Hacienda la Puente Unified School District

Matthew Smith

Pomona Unified School District

Enrique Medina

Covina-Valley Unified School District

Claudia Karnoski

Charter Oak Unified School District

Debra Black

Bassett Unified School District

Albert Michel

Baldwin Park Unified School District

Mt. San Antonio Community College District



John Kerr



Madelyn Arballo

East San Gabriel Valley ROP/TC



Elia Evans

[cfadmtsacrc4192017.pdf](#)

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

Applicant	Status	Date
Madelyn Arballo	Approved	02/28/2017 12:22pm

Signature