



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 —

36 Napa Valley

Address

[Napa Valley Adult Education Co](#)

Street Address

[1600 Lincoln Ave](#)

Street Address 2

[Napa](#) [CA](#) [94558](#)

City

State

Zip

Website

<http://nvaec.org/>

Primary Contact

[Cathy](#) [Balach](#)

First

Last

Certifying Official / Coordinator

[Cathy](#) [Balach](#)

First

Last

Logo

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

Files must be in .png format.

Primary Contact Email

cathy@nvaec.org

Certifying Official / Coordinator Email

cathy@nvaec.org

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
Napa Valley Unified School District	Wade Roach	wroach@nvusd.org	(707) 253-3533	10/01/2015
Napa County Office of Education	Barbara Nemko	bnemko@napacoe.org	(707) 253-6810	10/15/2015
Napa Valley Community College District	Bob Parker	rparker@napavalley.edu	(707) 256-7175	04/11/2016

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?

Members desire to continue direct funding, as agreed since the inception of AEBG. Members have agreed that distribution of funds should be made on an allocation basis, not on a reimbursement basis and thus fiscal agency is inappropriate. Benefits have included unnecessary disruption, confusion, and potential delays that may occur with a dual delivery system, as well as a sense of equality.

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?

Official-designate members are responsible for submitting their data to NVAEC, and the Consortium staff compile and submit the regional data to the state. Official-designated members Wade Roach (USD/Adult Ed) and Robert Parker (NVC) certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process. The coordinator will compile this data prior for submission.

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	\$2,677,237	\$2,700,253	\$2,700,253
Total Allocated to Members	\$2,677,237	\$2,700,253	\$2,700,253
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Napa Valley Unified School District	\$2,346,594	\$2,444,610	\$2,444,610
Napa County Office of Education			
Napa Valley Community College District	\$330,643	\$255,643	\$255,643
Total	\$2,677,237	\$2,700,253	\$2,700,253

Allocation Changes

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

None.

Consensus and Approval

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

Board reviewed and agreed upon 2017-18 allocation given it is the same as the prior year. Budget included for discussion in a public meeting on April 24, 2017.

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

Napa Valley Unified School District

Napa County Office of Education

Wade Roach

Barbara Nemko

Napa Valley Community College
District



Bob Parker

[finalcfadsubmission201718.pdf](#)

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

Applicant	Status	Date
Cathy Balach	Approved	04/04/2017 2:44pm

Signature