



# 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 —

### 40 San Diego North (Palomar)

Address

1234 Arcadia

Street Address

Logo

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

Files must be in .png format.

[remove](#)



Street Address 2

Vista CA 92084

City State Zip

Website

<http://educationtocareer.net>

Primary Contact

Kathleen Porter

First Last

Primary Contact Email

[kporter@powayusd.com](mailto:kporter@powayusd.com)

Certifying Official / Coordinator

Donna Caperton

First Last

Certifying Official / Coordinator Email

[donnacaperton@vistausd.org](mailto:donnacaperton@vistausd.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
San Marcos Unified School District	Mary Bunker	mary.bunker@smusd.org	(760) 290-2555	08/12/2016
Vista Unified School District	Elizabeth O'Shea-West	elizabethosheawest@vistausd.org	(760) 758-7122	11/19/2015
Ramona City Unified School District	Dave Lohman	dlohman@ramonausd.net	(760) 787-4301	10/15/2015
Poway Unified School District	Kathleen Porter	kporter@powayusd.com	(858) 668-4016	11/16/2015
Escondido Union High School District	Dominick Gagliardi	dgagliardi@euhsd.org	(760) 739-7300	11/17/2015
Palomar Community College District	Suzanne Sebring	ssebring@palomar.edu	(760) 744-1150	03/08/2016

## 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

### Fiscal Agent

Vista Unified School 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?

This is a consensus decision among the member districts. The overwhelming reason to remain with a fiscal agent is the ease of reporting. We also believe that having a single fiscal agent facilitates cooperation and minimizes error.

### 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?

At our Leadership Council meetings, an ongoing agenda item is fiscal updates. During that portion of our meeting, all members review planned v. actual expenditures. We also discuss upcoming reporting deadlines and agree on actions to adhere to those deadlines. Our fiscal agent provides reporting spreadsheets to each member in order to be able to

aggregate the data and report expenditures for the overall grant to the State.

## 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	\$7,379,071	\$7,455,872	\$7,455,872
Total Allocated to Members	\$7,379,071	\$7,455,872	\$7,455,872
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
San Marcos Unified School District	\$82,256	\$76,474	\$83,186
Vista Unified School District	\$2,808,976	\$3,071,825	\$2,860,350
Ramona City Unified School District	\$50,414	\$43,430	\$26,344
Poway Unified School District	\$1,365,734	\$1,434,567	\$1,423,860
Escondido Union High School District	\$2,587,626	\$2,457,792	\$2,557,548
Palomar Community College District	\$484,065	\$371,784	\$504,584
<b>Total</b>	<b>\$7,379,071</b>	<b>\$7,455,872</b>	<b>\$7,455,872</b>

### Allocation Changes

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

The primary reason for the fluctuation in expenditures to member districts from year to year is the result of one time expenditures. In its budget development process, the ETCN Leadership Council considers requests from member districts for one-time expenses. Upgrading technology and purchasing textbooks are examples of one time expenses that the Leadership Council has been able to fund for members as needed and requested.

Please note that the allocation for Vista Unified School District represents both the allocation to Vista Adult School (\$2,498,729) and to Vista USD as our fiscal agent (\$361,622). In order to avoid confusion, the ETCN Leadership Council elected NOT to distribute the fiscal agent portion across each member district.

### Consensus and Approval

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

When the Leadership Council developed our annual plan for 2015-16 and our three-year plan, we had agreed upon the priorities for funding and a timeline for implementation of activities to support the seven program areas and populations. The distribution schedule follows that initial plan with only minor updates based on real costs and expenditures. Each member reported its expenditures for the prior year and made requests for 2017-18. Those requests were prioritized and funded based on available funding. All members reached consensus for funding the distribution schedule. The distribution schedule was approved at a public meeting on Friday, April 28, 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.

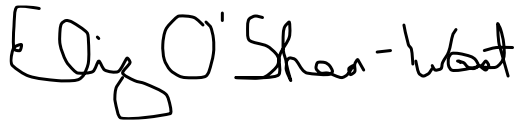
### Signature Block

San Marcos Unified School District



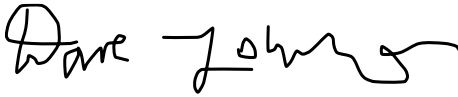
Mary Bunker

Vista Unified School District



Elizabeth O'Shea-West

Ramona City Unified School District



Dave Lohman

Poway Unified School District



Kathleen Porter

Escondido Union High School District



Dominick Gagliardi

Palomar Community College District



Suzanne Sebring

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

Applicant	Status	Date
Kathleen Porter	Approved	04/24/2017 10:13am

Signature

