



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 —

41 Pasadena

Address

1570 E. Colorado Blvd.

Street Address

Street Address 2

Pasadena CA 91106

City State Zip

Website

www.pasadena.edu

Primary Contact

Robert Bell

First Last

Logo

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

Files must be in .png format.

Primary Contact Email

rhbell@pasadena.edu

Certifying Official / Coordinator

Robert Bell

First Last

Certifying Official / Coordinator Email

rhbell@pasadena.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
Temple City Unified School District	Chris Sewell	csewell@tucusd.net	(626) 548-5101	10/14/2015
Pasadena Unified School District	Jack Loos	loos.jack@pusd.us	(626) 396-5883	10/08/2015
Pasadena Area Community College District	Robert Bell	rhbell@pasadena.edu	(626) 585-7205	05/02/2016

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

Pasadena Area 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 members of the consortium actively engaged in discussions of how best to facilitate the distribution of funds under the

grant to best meet the goal of providing expanded adult education programs to a greater number of adult learners in the consortium

service area. Members met consistently during the year of planning to plan, develop trust, share information, review data and identify needs and gaps. These discussions led to the decision to have Pasadena City College (PCC) serve as the consortium fiscal agent. The key benefit which served as a determinant for the decision was consideration of the size and comprehensive organization of the organization of the PCC Business Services Offices to provide the necessary support for the grant's activities.

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?

Expenditure invoices from the members are forwarded to the fiscal agent on a monthly basis. These invoices are reviewed by the Project Director and grant consultant by individual consortium member, object code(s), program and objective for

completeness, accuracy. Upon completion of this review, invoices are forwarded to the college's Business Services Office for processing for payment and allocation of funds to consortium members.

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	\$1,725,148	\$1,772,131	\$1,772,131
Total Allocated to Members	\$1,725,148	\$1,772,131	\$1,772,131
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Temple City Unified School District	\$170,979	\$170,979	\$170,979
Pasadena Unified School District	\$423,175	\$525,300	\$525,300
Pasadena Area Community College District	\$1,130,994	\$1,075,852	\$1,075,852
Total	\$1,725,148	\$1,772,131	\$1,772,131

Allocation Changes

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

Across the 2016-2017 program year, consortium members came to realized that greater service capacity to adult learners is needed. The members are working in collaboration with community, advisory groups to develop expanded course and programmatic offerings in areas such as Health Care, Culinary Arts/Hospitality, Cyber Security Training and Industry-Based Certification. In addition, the consortium is working in collaboration with the Foothill Workforce Development Board and other advisory partners to establish a community based "One Stop" Career Center to offer adult learners class instruction, intern/apprenticeship opportunities and jobs placement assistance. To realize these expanded goals, the consortium is requesting \$610,000 increased funding for the 2017-2018 program year.

Consensus and Approval

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

The Consortium members are well informed on the requirements pertaining to allocation Section 844913 and have established an agreed upon schedule and process for the distribution of funds.

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.

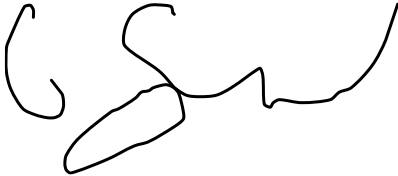
Please select from the following options:

- 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

Temple City Unified School District



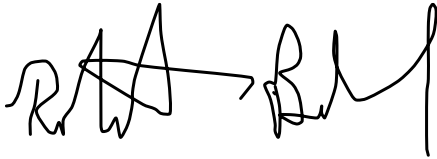
Chris Sewell

Pasadena Unified School District



Jack Loos

Pasadena Area Community College District



Robert Bell

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

Applicant	Status	Date
Robert Bell	Approved	05/01/2017 12:14pm

Signature

