



# 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 —

### 43 Rancho Santiago

#### Address

2323 N. Broadway

Street Address

Street Address 2

Santa Ana CA 92706

City State Zip

#### Logo

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

Files must be in .png format.

[remove](#)



#### Website

[www.ranchosantiagoadulted.com](http://www.ranchosantiagoadulted.com)

#### Primary Contact

Chrissy Gascon

First Last

#### Primary Contact Email

[gascon\\_christine@sccollege.edu](mailto:gascon_christine@sccollege.edu)

#### Certifying Official / Coordinator

Chrissy Gascon

First Last

#### Certifying Official / Coordinator Email

[gascon\\_christine@sccollege.edu](mailto:gascon_christine@sccollege.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
Santa Ana Unified School District	Ryan Murray	ryan.murray@sausd.us	(714) 571-4401	07/26/2016
Orange Unified School District	Kerrie Torres	ktorres@orangeusd.org	(714) 628-4467	07/21/2016
Garden Grove Unified School District	Connie Van Luit	cvanluit@ggusd.us	(714) 663-6305	08/09/2016
Orange County Department of Education	Mary Lou Vachet	mvachet@ocde.us	(714) 719-0908	06/06/2016
Rancho Santiago Community College District	Lori Fasbinder	fasbinder_lori@sccollege.edu	(714) 628-5971	05/31/2016

## 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

### 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?

In accordance with AB 104 and Education Code section 84913, the Rancho Santiago Adult Education Consortium (RSAEC) has chosen the option of direct funding for the 2017-2018 allocation year. In previous years under AB 86 and AEBG, consortium members had designated the Rancho Santiago Community College District (RSCCD) as fiscal agent. This proved to be complicated and time consuming for some of the RSAEC members. RSCCD does not have a pass-through option, so with consortium approval, funding was allocated using an invoice/reimbursement procedure. With the MOE funding being folded into the AEBG allocation, the reimbursement procedures have become cumbersome for the members. In order to be more efficient, the consortium has opted to change to the direct funding structure. The overwhelming benefit to using the direct funding structure will be that member districts will no longer have to prepare invoices and wait for reimbursement. Under the new structure, each member district will be responsible for keeping records, collecting, compiling and reporting their fiscal information to the RSAEC AEBG Director. The RSAEC AEBG Director will be responsible for reporting consortium-level fiscal information to the AEBG office. On April 17, 2017, RSAEC's officially-designated voting members voted and unanimously approved the change to the direct funding structure.

### 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?

To fiscally manage the Adult Education Block Grant, the RSAEC AEBG Director has provided members with guidance on keeping records, collecting, compiling and reporting of their fiscal information. Budget breakdown and expenditure forms are available to facilitate the process of reporting AEBG expenditures for consortium-level reporting, but fiscal responsibility and AEBG compliance will be the direct responsibility of the member agency/district that receives a direct allocation. Subcontract agreements for member districts that do not receive a direct allocation will continue to be granted through RSCCD. These agreements include detailed Scope of Work and Budget Detail sheets. The Budget Detail sheets include details on object codes and pre-calculated cells to provide members an embedded “checks and balance” system to avoid data entry errors. These cells also calculate the indirect costs for the member agencies and/or districts. The Scope of Work sheets include brief narratives to substantiate the expenditures during the specified reporting period.

## 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	\$4,308,637	\$4,403,130	\$4,403,130
Total Allocated to Members	\$4,308,637	\$4,403,130	\$4,403,130
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Santa Ana Unified School District	\$0	\$0	\$0
Orange Unified School District	\$6,722	\$6,722	\$6,722
Garden Grove Unified School District	\$1,421,453	\$1,455,875	\$1,456,911
Orange County Department of Education	\$0	\$0	\$0
Rancho Santiago Community College District	\$2,880,462	\$2,940,533	\$2,939,497
<b>Total</b>	<b>\$4,308,637</b>	<b>\$4,403,130</b>	<b>\$4,403,130</b>

### Allocation Changes

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

In 2016-2017, there was a miscalculation of indirect costs for Garden Grove Unified School District (GGUSD). This error was corrected and the new allocation was voted on and approved by the voting members. The miscalculation of \$1036 was taken from the Rancho Santiago Community College District (RSCCD) and allocated to GGUSD in the 2016-2017 fiscal year. The corrected allocations did not get inputted into the CFAD in time for them to show on the 2016-2017 report. Notification of the adjustment was sent to the AEBG Office and it was determined to show the change in the 2017-2018 CFAD report. The change in the 2017-2018 allocation reflects the corrected funding allocation.

### Consensus and Approval

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

In July 2015, the Rancho Santiago Adult Education Consortium formed a Strategy Proposal Workgroup to collaborate on ways to meet the AEBG objectives in the seven approved program areas. This workgroup is open to all members and partners and is comprised of RSAEC voting members, K-12 and noncredit teachers, program area coordinators, inmate education and OC Sheriff’s Department representatives, Department of Education representatives, and K-12 and CCD administrators. This workgroup is an extension of the AB86 taskforce groups that were formed to create the AB86

Regional Comprehensive Plan. The Strategy Proposal Workgroup works collectively to create strategies and accompanying budgets to meet the needs of the adult learners in the Rancho Santiago region. These proposals are then sent forth to the RSAEC Executive Committee to be voted on and approved. These proposals and budgets form the basis of how funding is allocated to consortium members. To inform the public, RSAEC members and partners post monthly meeting agendas at their respective local sites and the agenda is available online via the consortium website. The recommendation for the 2017-118 allocation schedule was presented at a public meeting for public comment, questions, and discussion. On April 17, 2017, RSAEC’s officially-designated voting members voted and unanimously approved the 2017-2018 allocation schedule.

## 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

Santa Ana Unified School District

Ryan Murray

Orange Unified School District

Kerrie Torres

Garden Grove Unified School District

Connie Van Luit

Orange County Department of Education

Mary Lou Vachet

Rancho Santiago Community College District



Lori Fasbinder

[ranchosantiagoconsortiumcfad20172018.pdf](#)

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

Applicant	Status	Date
Chrissy Gascon	Approved	03/13/2017 4:30pm

Signature