



# 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 —

### 44 North Coast

#### Address

[7351 Tompkins Hill Rd.](#)

Street Address

Street Address 2

<a href="#">Eureka</a>	<a href="#">CA</a>	<a href="#">95501</a>
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City	State	Zip
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#### Logo

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

Files must be in .png format.

#### Website

<http://www.redwoods.edu/adulte>

#### Primary Contact

<a href="#">Rick</a>	<a href="#">Jordan</a>
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First	Last
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#### Primary Contact Email

[rick-jordan@redwoods.edu](mailto:rick-jordan@redwoods.edu)

#### Certifying Official / Coordinator

<a href="#">Doug</a>	<a href="#">Edgmon</a>
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First	Last
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#### Certifying Official / Coordinator Email

[doug-edgmon@redwoods.edu](mailto:doug-edgmon@redwoods.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
Redwoods Community College District	Ahn Fielding	ahn-fielding@redwoods.edu	(707) 798-6200	07/29/2015
Northern Humboldt Unified High School District	Jack Bareilles	jbareilles@nohum.k12.ca.us	(707) 825-2199	04/27/2015
Humboldt County Sheriff's Office	Ed Wilkinson	edwilkinson@co.humboldt.ca.us	(707) 441-5121	04/27/2015
Del Norte County Unified School District	Coleen Parker	cparker@delnorte.k12.ca.us	(707) 464-0242	04/27/2015
Eureka City School	Vacant		(707) 441-2400	05/02/2017
Humboldt County Probation Department	Bill Damiano	bdamiano@co.humboldt.ca.us	(707) 445-7401	04/27/2015
College of the Redwoods Adult Education	Rick Jordan	rick-jordan@redwoods.edu	(707) 476-4520	04/27/2015

## 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.

[remove](#)

## 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

Redwoods 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?

College of the Redwoods Adult Education's service area covers two geographically large yet rural counties.

Membership/Partnership

includes the eight school districts with secondary programs. Two of those districts received MOE funding: Del Norte Unified and Eureka City Schools.

Early in the planning process, the Executive Committee reached consensus to have CR serve as the Fiscal Agent given the lack of

remaining Adult Education programs running in the CR service area at the onset of AB86 planning. For our region, the overwhelming benefit has been the consortium's ability to create unified and geographically balanced programs in ABE, HSE, and ESL. With the grant truly being managed by the college, having the college maintain the fiscal responsibilities was a

logical decision. Being a small community, a great deal of trust already existed among the membership, built on a long history of working together on various other projects.

## 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?*

All grant expenditures are first approved by the Executive Committee. Since College of the Redwoods is the Fiscal Agent, all expenditures, including salaries and benefits, are managed by the CR Business Office, following all the established laws and protocols. The CR Business Office maintains the ongoing costs associated with our grant and is responsible for populating the quarterly and annual report spreadsheets, which are reviewed by the Assistant Director of Adult Education prior to 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	\$1,072,429	\$1,095,445	\$1,060,306
Total Allocated to Members	\$1,037,290	\$1,060,306	\$1,060,306
<b>Total Remaining</b>	<b>\$35,139</b>	<b>\$35,139</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Redwoods Community College District	\$750,000	\$773,016	\$773,016
Northern Humboldt Unified High School District	\$0	\$0	\$0
Humboldt County Sheriff's Office	\$0	\$0	\$0
Del Norte County Unified School District	\$34,711	\$34,711	\$34,711
Eureka City School	\$252,579	\$252,579	\$252,579
Humboldt County Probation Department	\$0	\$0	\$0
College of the Redwoods Adult Education	\$0	\$0	\$0
<b>Total</b>	<b>\$1,037,290</b>	<b>\$1,060,306</b>	<b>\$1,060,306</b>

### Allocation Changes

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

There are no significant changes.

### Consensus and Approval

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

Since there were no changes to how our Consortium's grant funds were to be distributed in 17/18 compared to 15/16 and 16/17, the Executive Committee agreed to review and ultimately approve our CFAD via email. This approval occurred between April 27, 2017 and May 2, 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.

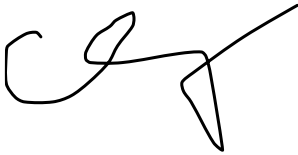
Please select from the following options:

- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

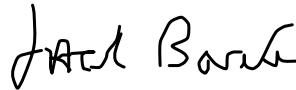
### Signature Block

Redwoods Community College  
District



Ahn Fielding

Northern Humboldt Unified High  
School District



Jack Bareilles

Humboldt County Sheriff's Office



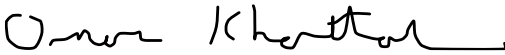
Ed Wilkinson

Del Norte County Unified School  
District



Coleen Parker

Eureka City School



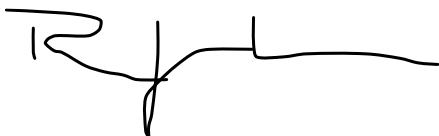
Vacant

Humboldt County Probation  
Department



Bill Damiano

College of the Redwoods Adult  
Education

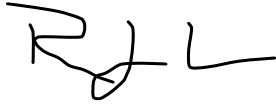


Rick Jordan

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

Applicant	Status	Date
Rick Jordan	Approved	03/27/2017 11:25am

Signature

A handwritten signature in black ink, appearing to be 'RJL', written over a horizontal line.