



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

45 Rio Hondo

Address

10807 Ramona Blvd

Street Address

Street Address 2

El Monte CA 91731

City State Zip

Logo

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

Files must be in .png format.

[remove](#)



Website

<http://www.rhradulted.org/>

Primary Contact

Eileen Stear

First Last

Primary Contact Email

efsrocks2002@yahoo.com

Certifying Official / Coordinator

Eileen Stear

First Last

Certifying Official / Coordinator Email

efsrocks2002@yahoo.com

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
Whittier Union High School District	Debbie Roberts	debbie.roberts@wuhsd.org	(562) 698-8121	07/30/2015
El Rancho Unified School District	Chuck Collings	ccollings@erUSD.org	(562) 801-5009	08/19/2015
El Monte Union High School District	Deborah Kerr	deborah.kerr@emuhsd.org	(626) 258-5800	08/05/2015
Tri-Cities ROP	Tracie Zerpoli	tzerpoli@tricitierop.org	(562) 698-9571	08/13/2015
Rio Hondo Community College District	Yolanda Emerson	yemerson@riohondo.edu	(562) 692-0921	04/20/2016

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?

The Fiscal Agent used a reimbursement model which hindered fluid movement. The requirements of the Fiscal Agent were difficult to achieve as agency Business Department were placed under much pressure.

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?

Each Agency will certify their budget/financial reports through their Business Services. Each Agency will send certified reports to the Program Director (Eileen Stear) who will in turn roll up consortium information.

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			
Total Allocated to Members			
Total Remaining			
Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Whittier Union High School District	\$2,961,851	\$2,999,462	\$2,999,462
El Rancho Unified School District	\$558,567	\$578,135	\$578,135
El Monte Union High School District	\$9,518,638	\$9,597,717	\$9,597,717
Tri-Cities ROP	\$35,000	\$64,205	\$64,205
Rio Hondo Community College District	\$528,102	\$424,911	\$424,911
Total	\$13,602,158	\$13,664,430	\$13,664,430

Allocation Changes

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

The RHRAC Executive Board voted to reallocate the 16/17 additional funds of \$62,272.00 that were held by Tri-Cities. The Executive Board voted to use the same scheduling percent. The vote held that all members are to receive their reallocation except for Whittier who gave their portion of the \$62,272.00 (\$13,077.00) to El Rancho Adult Education Center. The amounts were voted to continue for the 17/18 fiscal year. All other funding has no budget change.

Consensus and Approval

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

The Consortium Work Group met several times to determine appropriate allocations. Starting with the 15/16 allocations, we then re-allocated to member agencies monies that had been allocated to the fiscal agent in order to fiscally administer the grant during 15-16. We then determined the costs for the Program Director, consortium-wide activities such as maintaining a website, marketing, program area activities, staff development, etc. Additional amounts for the consortium-wide activities were allocated to specific member agencies who will be fiscally responsible for these activities. All members understand AEBG’s focus on the seven program areas and have agreed to report regularly during 2016-2017 on their expenditures and how they are addressing the program areas. All members and partners participated in the work group meetings and mutually agreed on the outcome. Work Group recommendations were presented to all members, partners, and stakeholders through emails and at public Coordinating Council meetings, and were approved by the RHRAC Executive Board.

The reallocation of the \$62,272.00 was presented by the Program Director to the Executive Board. The RHRAC Executive Board agreed with the reallocation of funds and voted in the Coordinating Council, a public held meeting, to reallocate the \$62,272.00 for both 16/17 and 17/18 Fiscal years.

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

Whittier Union High School District



Debbie Roberts

El Rancho Unified School District




Chuck Collings

El Monte Union High School District



Deborah Kerr

Tri-Cities ROP



Tracie Zerpoli

Rio Hondo Community College District



Yolanda Emerson

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

Applicant	Status	Date
Eileen Stear	Approved	03/07/2017 11:42am

Signature

