



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 —

48 San Diego

Address

4100 Normal St.

Street Address

Street Address 2

San Diego CA 92103

City State Zip

Logo

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

Files must be in .png format.

Website

n/a

Primary Contact

Susan Yamate

First Last

Primary Contact Email

syamate@sdccd.edu

Certifying Official / Coordinator

Susan Yamate

First Last

Certifying Official / Coordinator Email

syamate@sdccd.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
San Diego Unified School District	Marc Gottuso	mgottuso@sandi.net	(619) 293-4430	07/14/2015
San Diego Community College District	Kate Alder	kalder@sdccd.edu	(619) 388-4850	10/28/2015

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

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?

For AB86, SDCCD was designated the 'fiscal agent.' SDUSD and SDCCD fiscal timelines and deadlines were different, making it difficult for SDUSD to 'invoice' SDCCD in a timely manner (to meet SDCCD deadlines). When AB86 ended and discussion was held with the AB104 leadership, it was decided that it would be easier for each member to be funded directly. The overwhelming benefit is that now both districts can meet their district deadlines and not risk missing a 'cut off' date (which would mean risking being fully funded for an expenditure in the correct fiscal year, etc.)

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?

The Certifying Official will oversee the plan both for fiscal and programmatic accountability. Both members will report their progress to the Certifying Official and the CO will 'roll up' both reports into the Consortium report. We will be breaking out budgets and expenditures and activity by member, object code, program and objective.

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	\$4,332,988	\$4,445,071	\$4,445,071
Total Allocated to Members	\$4,332,988	\$4,445,071	\$4,445,071
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
San Diego Unified School District	\$1,580,628	\$1,621,739	\$1,621,739
San Diego Community College District	\$2,752,360	\$2,823,332	\$2,823,332
Total	\$4,332,988	\$4,445,071	\$4,445,071

Allocation Changes

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

no changes in allocations to members made for 15/16 or 16/17. The funding formula remains SDCE (SDCCD) 75% and SDUSD 25%

Consensus and Approval

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

The members agreed to a 25/75 % split for funding purposes at the first 'public' meeting held in late 2015. (25% - San Diego Unified School District and 75% -San Diego Continuing Education-SDCCD)

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 Diego Unified School District

San Diego Community College District

Marc Gottuso

Kate Alder

[48sandiegocfadsignatures.pdf](#)

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

Applicant	Status	Date
Susan Yamate	Approved	04/04/2017 2:54pm

Signature

