

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

SAN FRANCISCO ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	49 San Francisco
Long Name	San Francisco Adult Education Consortium
Short Name	SAN FRANCISCO
Address	50 Phelan Avenue San Francisco, CA 94112
Website	www.sfadulted.org

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-49

Consortium Administration

Primary Contact(s)	Miller, Wendy <i>Associate Dean of Adult Education Programs</i> (415) 239-3370 wlmiller@ccsf.edu
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MEMBERS

Member Name	Contact(s)	District / LEA Code
San Francisco Unified School District	Koffman, Stephen <i>Executive Director Office of College and Career Readiness</i> (415) 379-7750 koffmans@sfusd.edu	68478
San Francisco Community College District	Miller, Wendy <i>Associate Dean of Adult Education Programs</i> (415) 239-3370 wlmiller@ccsf.edu Santos, Samuel <i>Vice Chancellor of Student Development</i> (415) 452-5100 ssantos@ccsf.edu Davies, Anna <i>Vice Chancellor of Academic Affairs</i> (415) 239-3321 adavies@ccsf.edu Martin, David <i>Associate Vice Chancellor of Finance and Administration</i> (415) 241-2230 dmartin@ccsf.edu	00360

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

The San Francisco Community College District and San Francisco Unified School District agreed by consensus that the college will serve as the Fiscal Agent for our consortium. The vast majority of students enrolled in Adult Education in San Francisco are CCSF students, and the region has no system of Adult Schools or Regional Occupational Program (ROP). San Francisco Unified School District (SFUSD) serves a small number of students who are over 18 and thus eligible for AEBG-funded services, and has worked closely with the college to identify potential areas for partnership and bridge programs to ensure that graduates move smoothly into the college system. Because CCSF is receiving and managing 90% of AEBG funds, the most logical choice was for it to also serve as the Fiscal Agent.

Approach

San Francisco Community College District, as the fiscal agent, has assigned a unique fund number that allows the District Business Office to track all expenses charged to AEBG. A budget detail by category was established, and a grant accountant has been assigned. Member SFUSD also has a budget detail by category for its member allocation, and will report quarterly on expenditures in each budget category. The District's established internal accounting and reporting procedures allow for accurate tracking of all AEBG expenditures within any period of time. Additionally, CCSF has hired a staff person who is allocated 50% to this project, and will be responsible for managing the day to day budget expenses, including personnel assignments and salaries, contracts, purchases, travel expenses, and other expenditures. The Associate Dean for Adult Education Programs monitors the allowability and appropriateness of all expenditures.

Certifying Official / Coordinator

Miller, Wendy

Certifying Official / Coordinator's Email

wlmiller@ccsf.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$3,555,935
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$3,665,059
16 - 17 Member Allocations	\$3,665,059

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	San Francisco Unified School District	\$396,950	\$366,500
2	San Francisco Community College District	\$3,158,985	\$3,298,559
	Grand Total	\$3,555,935	\$3,665,059

Funding Changes

Our fund allocations for the 16-17 year are very similar to those in the previous year, with an incremental adjustment due to decreased start-up costs for SFUSD in Year 2. The allocations reflect the fact that the Community College District serves more than 90% of the Adult Education students in the city, and is thus better positioned to initiate and expand services for the target populations.

Consensus and Approval Process

The consortium has reviewed our workplans to ensure that our goals and objectives align with Section 84913 and the program's desired outcomes, populations served, and regulations. Our course of action for 2016-17 is to continue the work that was begun in the development of the Regional Comprehensive Plan and in the initial implementation process during 2015-16. We are in agreement that the distribution schedule outlined above will allow us to effectively work together to achieve our program goals and make a significant impact on the needs of the populations targeted by these funds.

OTHER RULES AND PROCEDURES

Additional Information

Supplementary Documentation

SIGNATURE BLOCKS

San Francisco Unified School District

Koffman, Stephen

San Francisco Community College District

Santos, Samuel

San Francisco Community College District

Davies, Anna