



# 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 —

### 49 San Francisco

#### Address

[50 Phelan Avenue](#)

Street Address

Street Address 2

[San Francisco](#)      [CA](#)      [94112](#)

City                                      State                                      Zip

#### Logo

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

Files must be in .png format.

#### Website

[www.sfadulted.org](http://www.sfadulted.org)

#### Primary Contact

[Wendy](#)                                      [Miller](#)

First    Last

#### Primary Contact Email

[wlmiller@ccsf.edu](mailto:wlmiller@ccsf.edu)

#### Certifying Official / Coordinator

[Wendy](#)                                      [Miller](#)

First    Last

#### Certifying Official / Coordinator Email

[wlmiller@ccsf.edu](mailto:wlmiller@ccsf.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
<a href="#">San Francisco Unified School District</a>	Stephen Koffman	<a href="mailto:koffmans@sfusd.edu">koffmans@sfusd.edu</a>	(415) 379-7750	04/27/2016
<a href="#">San Francisco Community College District</a>	David Martin	<a href="mailto:dmartin@ccsf.edu">dmartin@ccsf.edu</a>	(415) 241-2230	04/26/2016

## 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

### Fiscal Agent

[San Francisco 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?

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.

### 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?

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 is hiring a

staff person who is allocated 100% 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.

## 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	\$3,555,935	\$3,665,059	\$3,665,059
Total Allocated to Members	\$3,555,935	\$3,665,059	\$3,665,059
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
San Francisco Unified School District	\$396,950	\$366,500	\$366,500
San Francisco Community College District	\$3,158,985	\$3,298,559	\$3,298,559
<b>Total</b>	<b>\$3,555,935</b>	<b>\$3,665,059</b>	<b>\$3,665,059</b>

### Allocation Changes

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

No changes made.

### Consensus and Approval

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

The consortium has reviewed our workplans to ensure that our goals and objectives align with the program's desired outcomes, populations served, and regulations. Our course of action for 2017-18 is to continue to expand and refine the work that has been done over the past two program years. 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.

## 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 Francisco Unified School District



Stephen Koffman

San Francisco Community College District



David Martin

[201718cfadsigned.pdf](#)

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

Applicant	Status	Date
Wendy Miller	Approved	04/04/2017 2:55pm

Signature

