



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

51 South Bay (San Jose Evergreen)

Address

600 S. Bascom Ave., Suite T100

Street Address

Street Address 2

San Jose CALIF 95128

City

State

Zip

Logo

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

Files must be in .png format.

[remove](#)



Website

<http://sbcae.org/>

Primary Contact

Kishan Vujjeni

First

Last

Primary Contact Email

kishan.vujjeni@sjeccd.edu

Certifying Official / Coordinator

Jonathan Camacho

First

Last

Certifying Official / Coordinator Email

jonathan.camacho@sjeccd.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
Milpitas Unified School District	Cheryl Jordan	cjordan@musd.org	(408) 635-2600	08/25/2015
Santa Clara Unified School District	Kathy Martarano	kmartarano@scusd.net	(408) 423-3503	09/10/2015
East Side Union High School District	Richard Uribe	uriber@esuhsd.org	(408) 928-9310	10/15/2015
Campbell Union High School District	Bob Harper	bharper@cuhsd.org	(408) 626-6402	09/08/2015
West Valley-Mission Community College District	Mae Conroy	mae.conroy@wvm.edu	(408) 378-0841	08/30/2016
San Jose-Evergreen Community College District	William Watson	william.watson@sjeccd.edu	(408) 918-5105	08/30/2016
Metropolitan Education District	Gloria Curd	gcurd@metroed.net	(408) 723-6450	08/19/2015

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.

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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?

Our consortium unanimously consented to direct funding for efficiency and efficacy.

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?

As a direct funded consortium with all decisions made by consent, each institution has a primary and alternate Steering Committee member. The SBCAE is Co-Chaired by one Adult Education and one Community College representative and as such the representatives work together to manage our AEBG and roll up grant expenditures to certify and report to the State.

The Fiscal Coordinator works with the SBCAE members to collect each member's certified expenditure report and combines all into a single SBCAE expenditure report for the State.

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	\$16,417,846	\$16,558,269	\$16,558,269
Total Allocated to Members	\$16,417,846	\$16,558,269	\$16,558,269
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Milpitas Unified School District	\$715,157	\$768,242	\$768,242
Santa Clara Unified School District	\$1,731,399	\$1,859,484	\$1,859,484
East Side Union High School District	\$6,245,614	\$6,298,697	\$6,298,697
Campbell Union High School District	\$3,130,433	\$3,183,518	\$3,183,518
West Valley-Mission Community College District	\$508,745	\$458,745	\$458,745
San Jose-Evergreen Community College District	\$1,640,633	\$1,490,633	\$1,490,633
Metropolitan Education District	\$2,445,865	\$2,498,950	\$2,498,950
Total	\$16,417,846	\$16,558,269	\$16,558,269

Allocation Changes

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

No changes.

Consensus and Approval

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

The 2016-17 SBCAE Steering Committee Charter and Allocation Schedule defined the consensus and approval process as well as the commitment to fund only AEBG defined program areas. An updated Governance Charter will be provided with the 2017-18 Annual Plan and 3-Year Plan Amendments or Revisions.

The SBCAE Steering Committee unanimously approved the 2017-18 AEBG Allocation Schedule at its meeting April 21, 2017. July 14, 2017 is the tentative date for the Constituency Council Meeting to review and approve the 2017-18 Allocation Schedule and Draft 2017-18 Annual Plan. July 31, 2017 is the tentative date for the Formal Public Governance Meeting to review and approve: 1) 2017-18 Allocation Schedule, 2) 2017-18 Annual Plan, 3) revised SBCAE Governance Charter, and 4) the 3-Year Regional Plan Amendments or Revisions.

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

Milpitas Unified School District

Cheryl Jordan

Santa Clara Unified School District

Kathy Martarano

East Side Union High School District

Richard Uribe

Campbell Union High School District

Bob Harper

West Valley-Mission Community College District

Mae Conroy

San Jose-Evergreen Community College District

William Watson

Metropolitan Education District

Gloria Curd

[cfad042817completesignatures.pdf](#)

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

Applicant	Status	Date
Lynette Gray	Approved	04/26/2017 11:25am

Signature

