



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

52 San Luis Obispo

Address

Po Box 8106

Street Address

Street Address 2

San Luis Obispo Ca 93403

City State Zip

Logo

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

Files must be in .png format.

[remove](#)



Website

<http://www.slocoab86.org/>

Primary Contact

Mia Ruiz

First Last

Primary Contact Email

mruiz@cuesta.edu

Certifying Official / Coordinator

Dan Troy

First Last

Certifying Official / Coordinator Email

daniel_troy1@cuesta.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
Templeton Unified School District	Cheryl London	clondon@templetonusd.org	(805) 434-5827	10/24/2015
San Luis Coastal Unified School District	Sally Ames	sames@slcusd.org	(805) 549-1222	10/06/2015
Lucia Mar Unified School District	Charlissa Boaz-Skinner	charlissa.skinner@lmusd.edu	(805) 474-3000	08/09/2016
San Luis Obispo County Community College District	Mia Ruiz	mruiz@cuesta.edu	(805) 591-6270	04/22/2016

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 Luis Obispo County 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 Luis Obispo County consortium discussed the options for the funding channel and collectively decided it was best to maintain a fiscal agent to maintain the integrity of the consortia work and continue to collaborate to meet the objectives of the three year plan. The choices were discussed and the consortium unanimously voted to maintain a fiscal agent. The benefits of using this structure is that it maintains a collaboration and avoids the possibility of going back to a system operating in silos. The fiscal agent system ensures member collaboration and participation towards successfully achieving the objectives of the three year plan.

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?

MOU's are developed between the fiscal agent and consortium members receiving funding. The MOU requests each member to submit the following to the fiscal agent: 1) documentation of how funds were spent to match program area and objective 2)

submit general ledger report 3) copies of receipts 4) payroll report. These items are certified by each members administration and then submitted to fiscal agent for final certification to 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	\$1,305,705	\$1,329,958	\$1,329,958
Total Allocated to Members	\$1,305,705	\$1,329,958	\$1,329,958
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Templeton Unified School District	\$14,877	\$21,242	\$32,910
San Luis Coastal Unified School District	\$449,770	\$456,135	\$456,135
Lucia Mar Unified School District	\$457,289	\$463,656	\$463,656
San Luis Obispo County Community College District	\$383,769	\$388,925	\$377,257
Total	\$1,305,705	\$1,329,958	\$1,329,958

Allocation Changes

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

n/a

Consensus and Approval

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

The San Luis Obispo County Adult Education Consortium used it's governance plan and policies to determine funding allocations for each member.

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

Templeton Unified School District

Cheryl London

San Luis Coastal Unified School District

Sally Ames

Lucia Mar Unified School District

Charlissa Boaz-Skinner

San Luis Obispo County Community College District

Mia Ruiz

[final20172018cfad.pdf](#)

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

Applicant	Status	Date
Mia Ruiz	Approved	04/28/2017 10:34am

Signature

