

Member Agency	Member Representative	Email	Phone	Approved
South San Francisco Unified School District	Mike Coyne	mcoyne@ssfusd.org	(650) 877-8700	10/06/2015
Sequoia Union High School District	Lionel DeMaine	ldemaine@seq.org	(650) 306-8866	10/06/2015
San Mateo Union High School District	Anne Adamson	aadamson@smuhdsd.org	(650) 558-2111	11/30/2016
La Honda-Pescadero Unified School District	Amy Wooliever	amyw@lhpdsd.com	(650) 879-0286	10/13/2015
Jefferson Union High School District	Francisca Wentworth	fwentw@juhsd.net	(650) 550-7874	10/06/2015
Cabrillo Unified School District	Rajan Bechar	becharr@cabrillo.k12.ca.us	(650) 712-7224	10/06/2015
San Mateo County Office of Education	Vera Jacobson-Lundeberg	vjlundeberg@smcoe.org	(650) 598-2007	10/29/2015
San Mateo County Community College District	Gregory Anderson	andersong@smccd.edu	(650) 306-3353	09/30/2015

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.



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?

Direct funding was selected for efficiency and efficacy, to provide timely cash flow to each member, and to demonstrate equality of consortium membership.

Funds will be received based on the current apportionment funding schedule as stated in legislation. Although funds will be received directly, each member agrees to expend such funds in accordance with the AEBG expenditure guidelines and the approved consortium annual 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?

All members are committed to using and reporting all funds available to each member for the purposes of education and workforce services for adults in accordance with the grant objectives and the AB 104 legislation. These funds are considered during the development of the annual plans and associated budgets. The Management Team and Steering Committee will review quarterly the expenditures and balances to date for each fiscal year relative to the stated objectives and activities included in the annual plan to confirm that each member is expending the grant funds in accordance with the plan. Each member provides on a quarterly basis the agreed upon information relative to expenditures and balances by grant program and major budget category along with the budget detail for expenditures and encumbrances. Based on this information, the grant expenditures are rolled up for purposes of State reporting and certification.

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	\$9,044,423	\$9,113,286	\$9,113,286
Total Allocated to Members	\$9,044,423	\$9,113,286	\$9,113,286
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
South San Francisco Unified School District	\$1,003,398	\$1,043,398	\$1,057,817
Sequoia Union High School District	\$1,322,621	\$1,362,621	\$1,496,317
San Mateo Union High School District	\$4,837,160	\$4,626,023	\$4,358,694
La Honda-Pescadero Unified School District			
Jefferson Union High School District	\$1,298,391	\$1,338,391	\$1,390,817
Cabrillo Unified School District	\$219,273	\$259,273	\$326,061
San Mateo County Office of Education			
San Mateo County Community College District	\$363,580	\$483,580	\$483,580
Total	\$9,044,423	\$9,113,286	\$9,113,286

Allocation Changes

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

ACCEL adult schools analyzed cost increases that have occurred in their schools since the MOE allocations were made in 2012-13 and presented their budgets needed to maintain capacity in 2016-17. Upon approval by the Steering Committee, funds were allocated to minimize the impact in service cuts to students as a result of budget deficits in adult schools resulting from increased costs of doing business. The funding allocations will be carried forward into 2017-18 funding. If no additional funding becomes available, future funding amounts will be reviewed in 2017-18.

The San Mateo Union High School District total allocation includes ACCEL general funds. Funds were withdrawn from the ACCEL general fund to subsidize the adult schools' budget deficits. There were no funds deducted from the San Mateo Union High School District 2017-18 allocation.

Consensus and Approval

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

We used the consensus model that was detailed in the previous plan.

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

South San Francisco Unified School District


 A rectangular dashed-line box containing a horizontal line for a signature.

Mike Coyne

Sequoia Union High School District


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Lionel DeMaine

San Mateo Union High School District


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Anne Adamson

La Honda-Pescadero Unified School District


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Amy Wooliever

Jefferson Union High School District


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Francisca Wentworth

Cabrillo Unified School District


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Rajan Bechar

San Mateo County Office of Education

San Mateo County Community College District



Vera Jacobson-Lundeberg



Gregory Anderson

[cfad1718.pdf](#)

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

Applicant	Status	Date
Tim Doyle	Approved	03/31/2017 2:05pm

Signature

A handwritten signature in black ink, appearing to be 'Tim Doyle'.