



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 —

55 College of the Canyons

Address

26455 Rockwell Canyon Rd.

Street Address

Logo

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

Files must be in .png format.

[remove](#)



Street Address 2

Santa Clarita CA 91355

City

State

Zip

Website

GATEWAYS CV.ORG

Primary Contact

John

Makevich

First

Last

Primary Contact Email

john.makevich@canyons.edu

Certifying Official / Coordinator

Lisa

Nilles

First

Last

Certifying Official / Coordinator Email

lnilles@hartdistrict.org

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
William S. Hart Union High School District	Mariane Doyle	mdoyle@hartdistrict.org	(661) 259-0033	04/18/2016
Santa Clarita Community College District	Jerry Buckley	jerry.buckley@canyons.edu	(661) 362-3410	11/12/2015

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?

As a two member consortium, a collegial coordinated effort is followed in decision of activities and expenditures to reach consensus. It is more efficient to have the funds available for each member without submitting billing to a fiscal agent. In this way funds are spent in a timely manner for state reporting.

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 fiscal and activity reporting is discussed with the consortium governance team and submitted as an informational board report and/ or as an action item. Each member provides the budget and narrative information to the designated certifying official to be rolled into one fiscal report by the designated due dates.

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	\$1,204,170	\$1,227,186	\$1,227,186

Total Allocated to Members	\$1,204,170	\$1,227,186	\$1,227,186
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
William S. Hart Union High School District	\$829,170	\$840,678	\$840,678
Santa Clarita Community College District	\$375,000	\$386,508	\$386,508
Total	\$1,204,170	\$1,227,186	\$1,227,186

Allocation Changes

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

No changes are proposed to the existing allocations.

Consensus and Approval

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

Representatives from the William S. Hart Union High School District and the Santa Clarita Community College District met twice to discuss the annual allocations and arrived at consensus. The proposed CFAD was presented at the April 21, 2017 consortium board meeting and was approved at that meeting.

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:

- Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
- 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:

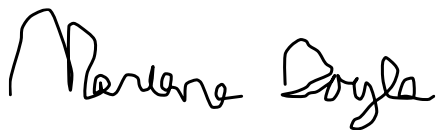
- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

William S. Hart Union High School District

Santa Clarita Community College District



Mariane Doyle



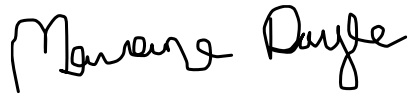
Jerry Buckley

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

Applicant	Status	Date
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John Makevich Approved 03/15/2017 12:10pm

Signature

A handwritten signature in black ink that reads "Marlene Doyle". The signature is written in a cursive style with a large initial 'M' and a distinct 'D'.