



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

58 Shasta-Tehema-Trinity

Address

11555 Old Oregon Trail • P.O. |

Street Address

Street Address 2

Redding CA 96003

City State Zip

Logo

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

Files must be in .png format.



[remove](#)

Website

<http://better.jobs>

Primary Contact

Cherish Padro

First Last

Primary Contact Email

cpadro@shastacollege.edu

Certifying Official / Coordinator

Cherish Padro

First Last

Certifying Official / Coordinator Email

cpadro@shastacollege.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
Trinity Alps Unified School District	Tom Barnett	tbarnett@tausd.org	(530) 623-6104	11/01/2015
Mountain Valley Unified School District	Debbie Miller	dmiller@mvusd.us	(530) 628-5265	04/28/2016
Southern Trinity Joint Unified School District	Peggy Canale	pcanale@stjusd.org	(707) 574-6237	09/15/2015
Trinity County Office of Education	Bettina Blackwell	bblackwell@tcoek12.org	(530) 623-2861	09/17/2015
Red Bluff Joint Union High School District	Todd Brose	tbrose@rbusd.k12.ca.us	(530) 529-8705	09/16/2015
Los Molinos Unified School District	Cliff Curry	ccurry@lmusd.net	(530) 384-7900	10/01/2015
Corning Union High School District	John Burch	jburch@corninghs.org	(530) 824-7400	09/17/2015
Tehama County Office of Education	Rich DuVarney	rduvarney@tehamaschools.org	(530) 527-5811	09/01/2015
Gateway Unified School District	James Harrell	jharrell@gwusd.org	(530) 245-7900	09/16/2015
Anderson Union High School District	Tim Azevedo	tazevedo@auhsd.net	(530) 378-0568	10/20/2015
Shasta County Office of Education	Mary Lord	mlord@shastacoe.org	(530) 225-0244	11/01/2015
Shasta-Tehama-Trinity Joint Community College District	Jill Ault	jault@shastacollege.edu	(530) 242-7689	
Shasta Union High School District	Jim Cloney	jcloney@suhsd.net	(530) 241-3261	10/26/2015

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

Fiscal Agent

Shasta-Tehama-Trinity Joint Community College Distr.

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 Shasta-Tehama-Trinity Consortium rationale for the fiscal structure decision was decided after much talk. A significant number of all participating consortium members (superintendents) walked through all of the requirements of the governing plan template. The determination was a unanimous decision. Consortium members decided to go with Shasta

College as a fiscal agent for the following reasons:

- 1.) Shasta College currently serves all three counties that are represented within the consortium
- 2.) Shasta College has the capacity and means to carry out funding disbursements, fiscal administrative work and county partnership
- 3.) Shasta College did a good job with the AB 86 plan
- 4.) No other entity expressed a desire to be 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?

Within the Shasta-Tehama-Trinity Consortium, each actively participating member and sub-contracting partner presents proposed budgets and service plans to the Governance team at broadly advertised public meetings. All approved budget expenditures and services will receive direct disbursement of consortium money through approved fiscal agent, Shasta College. Each member and sub-contracting partner utilizing funds will be responsible for their own data tracking (adult participation, outcomes, performance, etc.). Data reporting requirements will be spelled out in each "Scope of Work" that accompanies any funding allocations. All expenditures will match services proposed in plan.

All members and sub-contracting partners have requested grant expenditures through direct disbursement from the Fiscal Agent, Shasta College. Fiscal Agent, Shasta College will track all outgoing funds from one account. Project Director, Cherish Padro will inform consortium members and sub-contracting partners when reports will be needed to be able to effectively report back to the state when asked. All sub-contracting partners will go through a member of their choice. Funds requested by the sub-contracting partner will be approved by the member and then presented at a public meeting. All members and sub-contracting partners will be responsible for all data tracking requirements as updated by the state, fiscal agent and scope of work agreement. All members and sub-contracting partners are aware through active participation of needed data to be tracked and will provide effective reports for submission to the state for future funding and Adult Education service continuation. The Shasta-Tehama-Trinity Consortium has begun discussions of having a streamlined and collective data system for all data tracking/case management using an integrated data collection system called Community Pro. This system will allow all members and sub-contracting partners to continue to use their current method/system of tracking data. All AEBG required information will be aggregated into CPS for reporting. All members and sub-contracting partners will enter required quarterly reports.

In regards to rolling up grant expenditures to certify and report to the State, Project Director, Cherish Padro will work with state databases and members/sub-contracting partners to identify other Adult Education funds coming to the region through other sources (CalWorks, Perkins, Title 2, etc.). These funding sources will be verified by each member/sub-contracting partner and entered into one document that will be reviewed by the Governing Board in a public meeting to make sure leveraging of resources and funds are being utilized to their full capacity.

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	\$1,035,338	\$1,060,696	\$1,060,696
Total Allocated to Members	\$1,035,338	\$1,060,696	\$1,060,696
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Trinity Alps Unified School District	\$44,000	\$44,000	\$70,000
Mountain Valley Unified School District	\$35,503	\$35,503	\$10,000
Southern Trinity Joint Unified School District	\$40,014	\$40,014	\$35,000
Trinity County Office of Education	\$19,000	\$19,000	\$27,457
Red Bluff Joint Union High School District	\$39,665	\$39,665	\$117,000
Los Molinos Unified School District	\$16,000	\$16,000	\$0
Corning Union High School District	\$44,500	\$44,500	\$57,959
Tehama County Office of Education	\$24,500	\$24,500	\$24,500
Gateway Unified School District	\$16,000	\$16,000	\$0
Anderson Union High School District	\$78,708	\$78,708	\$189,160
Shasta County Office of Education	\$6,780	\$6,780	\$0
Shasta-Tehama-Trinity Joint Community College District	\$544,885	\$570,243	\$331,620
Shasta Union High School District	\$125,783	\$125,783	\$198,000
Total	\$1,035,338	\$1,060,696	\$1,060,696

Allocation Changes

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

Considering that MOE is not allocated directly towards previous members that received MOE allocations in 15/16 and 16/17, the Shasta, Tehama, Trinity Adult Education consortia has agreed to allocating previous MOE amounts to those members that would like to request the same amount including any additional adult education funds needed a part from previous needs. Any other significant fund allocations are in place as members have chosen to partner as sub-contracting partners. With two years of fund allocation and program development, along with member participation and other varying factors determined at public meetings, the overall Governing Board will be decreasing in size. Any larger amounts are tied directly to either expansion of programs and funds needed or funds to serve adults that will be referred by partnering agencies (16/17 members) that will resign from Governing Board.

Consensus and Approval

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

In a region as large as ours, much time was spent determining on how best to allocate AEBG funds while leveraging other resources. Members were also eager to rebuild programs not only at the local level but at the regional level as well. The Governing Team decided to allocate funds for objective areas 1, 2, and 4 at the local level so districts could begin offering direct services to adults as soon as possible. Governing Members/Superintendents worked together by county (with partners) to make action plans in partnership with each other. For the 17-18 year, more districts/(current members) have chosen not to receive direct funds but instead receive shared services from neighboring districts/active members that will continue on the Governing Board for the 17-18 fiscal year. The Governing Team determined that the remaining categories would be better served by creating regional models. For example, adults returning to the workforce would be better served at the county/regional level in partnership with our local WIOA providers like the SMART Center and Job Training Center; both AJCC's. Regional action plans for CTE are being determined through a task force in conjunction with Shasta College and partnership with the Strong Workforce initiative. All members and sub-contracting partners are being vetted and restructured to effectively serve and accommodate adults with disabilities. Funds that have been designated to partners are represented in the budget total for the Shasta-Tehama-Trinity Joint Community College District. All members have identified estimated costs to provide direct services to adults for the 17-18 year based off of what worked in the previous year. The remaining categories have been informed by the estimates provided by the task-forces which will be distributed through the fiscal agent to the member/partner identified in each 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

Trinity Alps Unified School District



Tom Barnett

Mountain Valley Unified School District



Debbie Miller

Southern Trinity Joint Unified School District



Peggy Canale

Trinity County Office of Education



Bettina Blackwell

Red Bluff Joint Union High School District



Todd Brose

Los Molinos Unified School District



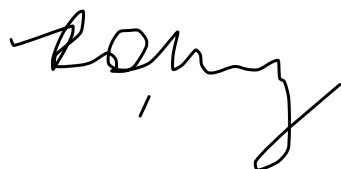
Cliff Curry

Corning Union High School District



John Burch

Tehama County Office of Education



Rich DuVarney

Gateway Unified School District



James Harrell

Anderson Union High School District



Tim Azevedo

Shasta County Office of Education



Mary Lord

Shasta-Tehama-Trinity Joint
Community College District



Jill Ault

Shasta Union High School District



Jim Cloney

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

Applicant	Status	Date
Cherish Padro	Approved	05/01/2017 9:17pm

Signature

