



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

59 Sierra Joint

Address

[1919 Grass Valley Highway #100](#)

Street Address

Street Address 2

[Auburn](#) [CA](#) [95603](#)

City State Zip

Website

[sierraassets.org](#)

Primary Contact

[Bill](#) [Bettencourt](#)

First Last

Certifying Official / Coordinator

[Jeana](#) [Kenyon](#)

First Last

Logo

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

Files must be in .png format.

[remove](#)



Primary Contact Email

bbettencourt@puhsd.k12.ca.us

Certifying Official / Coordinator Email

jkenyon@rjuhsd.us

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
Roseville Joint Union High School District	Joyce Lude	jlude@rjuhsd.us	(916) 782-3952	08/25/2015
Placer Union High School District	Bill Bettencourt	bbettencourt@puhsd.k12.ca.us	(530) 885-8585	04/12/2016
Nevada Joint Union High School District	Michael Hughes	mhughes@njuhsd.com	(530) 477-1225	11/17/2016
Sierra Joint Community College District	Stephanie Ortiz	sortiz@sierracollege.edu	(530) 274-5301	09/08/2015
Tahoe Truckee Unified School District	Fal Asrani	fasrani@ttusd.org	(530) 582-2531	03/02/2016

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

Roseville Joint Union High School 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?

Reasons for the current fiscal structure are several:

Roseville successfully managed the planning grant. By consensus agreement Roseville was chosen to continue to manage the block grant.

Roseville has a modicum of processes and procedures thus the grant is managed with high member and client satisfaction and low administration costs.

Among members there is, currently, a sense that using a fiscal agent promotes regional collaboration and shared decision-making.

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?

Each member is receiving monthly "pass-through" allocations. For reporting purposes "Consortium funds" are included in funds allocated to the member who is also the fiscal administrator; in this case Roseville Joint Union High School District. Internally, the fiscal agent manages Consortium funds as a discreet "goal" with separate accounting strings.

For budget change and expenditures reporting a shared Google Drive workbook was created. Each member and the "Consortium" prepare budgets by object code on individual worksheets that are linked to a master worksheet. The fiscal agent transfers information from this workbook to the reporting system.

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	\$3,151,672	\$3,186,735	\$3,186,735
Total Allocated to Members	\$3,151,672	\$3,186,735	\$3,186,735
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Roseville Joint Union High School District	\$1,065,939	\$1,037,202	\$1,087,202
Placer Union High School District	\$1,693,493	\$1,693,493	\$1,593,493
Nevada Joint Union High School District	\$295,506	\$295,506	\$335,506
Sierra Joint Community College District	\$30,534	\$25,534	\$25,534
Tahoe Truckee Unified School District	\$66,200	\$135,000	\$145,000
Total	\$3,151,672	\$3,186,735	\$3,186,735

Allocation Changes

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

By consensus agreement \$100,000 of funds are to be re-allocated in 17-18 to meet needs described by individual members:

- + \$ 40,000 Nevada Union Adult School
- \$100,000 Placer School for Adults
- + \$ 50,000 Roseville Adult School
- + \$ 10,000 Tahoe Truckee Unified Adult Programs

Consensus and Approval

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

Members met on March 21 & 31, 2017 and engaged in a facilitated Interest-Based-Process (IBP) discussion. Members considered interests, criteria, and options. Consensus agreement on this allocation schedule was reached during the March 31 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:

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

Roseville Joint Union High School District


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Joyce Lude

Placer Union High School District


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

Bill Bettencourt

Nevada Joint Union High School District


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

Michael Hughes

Sierra Joint Community College District


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

Stephanie Ortiz

Tahoe Truckee Unified School District


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Fal Asrani

[cfad2017signatures.jpg](#)

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

Applicant	Status	Date
Diane McKnight	Approved	03/06/2017 1:36pm

Signature

Diame Meknief