



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 —

60 Solano

Address

[401 Nut Tree Road](#)

Street Address

Street Address 2

[Vacaville](#) [CA](#) [95687](#)

City State Zip

Logo

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

Files must be in .png format.

Website

[SolanoAdultEd.org](#)

Primary Contact

[Christine](#) [Hess](#)

First Last

Primary Contact Email

christineh@vacavilleusd.org

Certifying Official / Coordinator

[Mark](#) [Frazier](#)

First Last

Certifying Official / Coordinator Email

markf@vacavilleusd.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
Vallejo City Unified School District	Laura Dutch	ldutch@vallejo.k12.ca.us	(707) 556-1700	04/20/2016
Vacaville Unified School District	Mark Frazier	markf@vacavilleusd.org	(707) 453-6111	03/20/2015
Travis Unified School District				
Fairfield-Suisun Unified School District	James Woods	jamesw@fsusd.org	(707) 421-4155	09/23/2015
Dixon Unified School District				
Benicia Unified School District	June Regis	jregis@beniciaunified.org	(707) 747-8300	07/17/2015
Solano County Office of Education				
Solano County Community College District	Kelly Penwell	kelly.penwell@solano.edu	(707) 864-7000	05/10/2016

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.

[remove](#)

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?

Superintendents and Solano Adult Education Consortium (SAEC) member representatives voted to have direct funding starting with the 2016/2017 year. All consortia members believe that during the 2015/2016 school year when we had a designated fiscal agent, it was cumbersome for both the consortia members and the fiscal agent. As staffing changed with the fiscal agent, the process became more ineffective. All consortia members believe that the overwhelming benefits are efficiency, accuracy, and timeliness. The consortia members agree that having the consortium manager present at all monthly meetings and also being the "person" in charge of uploading all expense reports and other necessary data to the AEBG Office, that the process will be much more efficient and "in context." The consortia will continue to meet monthly to work together in their regional efforts to serve students in Solano County.

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?

SAEC is using a direct funding model. The Consortia will continue to meet monthly. Consortia members will submit spreadsheets of all expenditures and other related necessary data to the consortium manager electronically, who will then

follow the state process for reporting and uploading all grant expenditures and other necessary reports.

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	\$3,695,250	\$3,734,212	\$3,734,212
Total Allocated to Members	\$3,695,250	\$3,734,212	\$3,734,212
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Vallejo City Unified School District	\$1,546,174	\$1,563,779	\$1,563,779
Vacaville Unified School District	\$614,050	\$647,377	\$647,377
Travis Unified School District	\$0	\$0	\$0
Fairfield-Suisun Unified School District	\$1,372,263	\$1,337,408	\$1,337,408
Dixon Unified School District	\$0	\$0	\$0
Benicia Unified School District	\$133,976	\$147,638	\$147,638
Solano County Office of Education	\$0	\$0	\$0
Solano County Community College District	\$28,787	\$38,010	\$38,010
Total	\$3,695,250	\$3,734,212	\$3,734,212

Allocation Changes

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

No changes at this time.

Consensus and Approval

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

SAEC members met on March 17, 2017 to discuss the 2017-18 allocations. As member's services and student populations were expanding, it was decided that there would be no changes to the allocations until 2018-19 school year, when WIOA allocations would be known, and to give Vacaville and Benicia one more year to rebuild their programs.

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

Vallejo City Unified School District

Laura Dutch

Vacaville Unified School District

Mark Frazier

Travis Unified School District

Fairfield-Suisun Unified School District

James Woods

Dixon Unified School District

Benicia Unified School District

June Regis

Solano County Office of Education

Solano County Community College District

Kelly Penwell

[1718cfad.pdf](#)

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

Applicant	Status	Date
Christine Hess	Approved	03/16/2017 11:55am

Signature

A handwritten signature in black ink, appearing to read "Chris Buffon". The signature is written in a cursive style with a prominent loop at the end.