



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 —

61 Sonoma

Address

1501 Mendocino Avenue

Street Address

Adult Education Department

Street Address 2

Santa Rosa CA 95404

City State Zip

Logo

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

Files must be in .png format.



[remove](#)

Website

sonomacountyadulthoodeducation.org

Primary Contact

Nancy Miller

First Last

Primary Contact Email

nmiller@santarosa.edu

Certifying Official / Coordinator

Kate Jolley

First Last

Certifying Official / Coordinator Email

kjolley@santarosa.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
Windsor Unified School District	Lisa Saxon	lsaxon@wusd.k12.ca.us	(707) 837-7701	10/22/2015
Sonoma Valley Unified School District	Paul Touhy	ptouhy@sonomaschools.org	(707) 935-6087	10/22/2015
Santa Rosa City Schools	Aracely Romo-Flores	aromoflores@srcs.k12.ca.us	(707) 528-5181	10/22/2015
Petaluma Joint Union High School District	Carol Waxman	cwaxman@petk12.org	(707) 778-4766	05/02/2016
Sonoma County Office of Education	Stephen Jackson	sjackson@scoe.org	(707) 524-2720	05/02/2016
Sonoma County Community College District	Victor Cummings	vcummings@santarosa.edu	(707) 527-4615	10/22/2015

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?

The Direct funding model worked well for the consortium in the second year of the grant, so we will continue with that structure.

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?

In a Direct Funding model, local education agencies and the Sonoma County Office of Education will maintain all of their records relating to the expenditure of funds for the AEBG. Each quarter a record of expenses will be transmitted through the Escape fiscal management system to SRJC to be rolled up into the SCAEC reporting template for submission to the State. Because each agency will be submitting their budget separately, the member and object codes will be easy to track. For the program and objective expenditure reporting, each agency will track allocations and expenditures for the categories separately, then submit to SRJC to report to the State.

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	\$2,360,435	\$2,409,227	\$2,409,227
Total Allocated to Members	\$2,350,435	\$2,409,227	\$2,409,227
Total Remaining	\$10,000	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Windsor Unified School District			
Sonoma Valley Unified School District			
Santa Rosa City Schools			
Petaluma Joint Union High School District	\$1,270,486	\$1,294,850	\$1,294,850
Sonoma County Office of Education	\$200,000	\$200,000	\$200,000
Sonoma County Community College District	\$879,949	\$914,377	\$914,377
Total	\$2,350,435	\$2,409,227	\$2,409,227

Allocation Changes

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

There are no changes to the allocations for each agency providing services through the Sonoma County Adult Education Consortium.

Consensus and Approval

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

Oversight Committee members discussed the budget and program objectives at the regular meeting in April 2017. The Oversight Committee acknowledged the work by the three agencies providing services and agreed that the funding should be allocated to those agencies. The members agreed to have SRJC coordinate the Consortium reports, to hire consortium staff, and to provide multi-media outreach and advertising services for all programs provided by Consortium members. Petaluma Adult School will be the primary provider of new adult basic/secondary education and high school diploma/equivalent programs in the north and east sections of the county. SRJC is the primary provider of ESL and AWD for all parts of the county except south, where services are provided by Petaluma Adult School. The Sonoma County Office of Education is taking the lead in providing Career Technical Education skill training programs. All agencies work in conjunction with one-another in the provision of regional adult programs and services.

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

Windsor Unified School District



Lisa Saxon

Sonoma Valley Unified School District



Paul Touhy

Santa Rosa City Schools



Aracely Romo-Flores

Petaluma Joint Union High School District



Carol Waxman

Sonoma County Office of Education

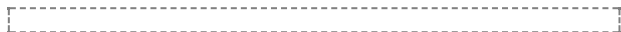


Stephen Jackson

Sonoma County Community College District



Victor Cummings



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

Applicant	Status	Date
Nancy Miller	Attention Needed	04/27/2017 12:39pm

Signature

