



# 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 —

### 62 South Orange

#### Address

28000 Marguerite Parkway

Street Address

Street Address 2

Mission Viejo CA 92692

City State Zip

#### Logo

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

Files must be in .png format.

#### Website

www.socccd.edu; www.ivc.edu

#### Primary Contact

Cathleen Greiner

First Last

#### Primary Contact Email

cgreiner@ivc.edu

#### Certifying Official / Coordinator

Kim McCord

First Last

#### Certifying Official / Coordinator Email

kmccord@socccd.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
Irvine Unified School District	Rebecca Roberts	rebeccaroberts@iusd.org	(949) 936-7405	07/01/2015
Tustin Unified School District	Kathie Nielsen	knielsen@tustin.k12.ca.us	(714) 730-7395	07/01/2015
Saddleback Valley Unified School District	David Gordon	david.gordon@svusd.org	(949) 589-7456	07/01/2015
Laguna Beach Unified School District	Alysia Odipo	aodipo@lbusd.org	(949) 497-7700	01/02/2017
Capistrano Unified School District	Marc Patterson	mbpatterson@capousd.org	(949) 234-5320	07/01/2015
South Orange County Community College District	Kim McCord	kmccord@socccd.edu	(949) 582-4699	05/04/2016
South Coast Regional Occupational Program	Patricia Romo	pjromo@capousd.org	(949) 234-9464	04/28/2016
Coastline ROP	Alita Salazar	alitalazar@coastlinerop.net	(714) 979-1955	05/04/2016
Orange County Department of Education	Mary Lou Vachet	mvachet@ocde.us	(714) 719-0908	04/27/2017
Irvine Valley College	Cathleen Greiner	cgreiner@ivc.edu	(949) 451-5565	04/27/2017
Saddleback College	Estella Garrison-Castillo	egarrison@saddleback.edu	(949) 582-4326	04/27/2017

## 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

South Orange County Community College 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?

The consortium has designated the South Orange County Community College District (SOCCCD) as its Fiscal Agent. The rationale for this fiscal structure and decision is that both participating community colleges are housed within the South Orange County Community College District. The overwhelming benefits to this structure are that all fiscal processes will be consistent & streamlined, providing continuity for the colleges' and unified school districts. The District's existing accounting procedures and fiscal practices, policies, its ability to maintain and provide all reports, management of grant funds, all within an infrastructure to ensure state, federal, and grant compliance and proper accounting practices.

## 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?

Fiscal agent: SOCCCD will continue receive the funds from the state and set up Memorandums of Understanding /Agreements with Member districts and agencies. SOCCCD will continue to manage fiscal reports and certify them for the state. Member districts will receive their funds from the Fiscal Agent through direct allocation. Subsequent direction of funding will be further described in partner MOUs/Agreements as it pertains to the allocation and use of funds in the southern region of the consortium. SOCCCD will contract with a certified compliance officer to ensure that all program expenditures are allowable within program regulations.

SOCCCD will act as the pass through entity to ensure funds are allocated and disbursed per state and consortium guidelines to ensure grant, institutional, and student success. Agreements will be maintained to ensure compliance, transparency, and greater understanding and conformity across agency members. SOCCCD Colleges (Irvine and Saddleback) will receive an allowable indirect fee of 5% to cover all fiscal, reporting, grant related management, and administrative tasks/costs.

The block grant allocation is being fiscally managed in compliance with all OMB and AEBG regulations for allowable and unallowable expenditures. Expenditures from grantees are being accounted for and rolled up through the SOCCCD Office of Business Services. Both the SOCCCD and the individual grantees are using common break out budgets and expenditures by member to keep internal accounting procedures clear. Established object, program and objective codes are also being used.

## 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	\$4,513,271	\$4,579,171	\$4,579,171
Total Allocated to Members	\$4,513,271	\$4,579,171	\$4,579,171
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Irvine Unified School District	\$300,000	\$300,000	\$300,000
Tustin Unified School District	\$822,723	\$822,723	\$822,723
Saddleback Valley Unified School District	\$861,712	\$861,712	\$861,712
Laguna Beach Unified School District	\$91,735	\$91,735	\$91,735
Capistrano Unified School District	\$1,039,691	\$1,039,691	\$1,039,691
South Orange County Community College District	\$1,397,410	\$1,463,310	\$1,463,310
South Coast Regional Occupational Program	\$0	\$0	\$0
Coastline ROP	\$0	\$0	\$0
Orange County Department of Education	\$0	\$0	\$0
Irvine Valley College	\$0	\$0	\$0
Saddleback College	\$0	\$0	\$0
<b>Total</b>	<b>\$4,513,271</b>	<b>\$4,579,171</b>	<b>\$4,579,171</b>

### Allocation Changes

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

2017-2019 Budget

Consortium Allocation \$2,213,310.00  
 Consortium MOE \$2,365,861.00  
 Total Consortium Budget \$4,579,171.00

Beginning FY 2017, ONE (1) funding mechanism and source

Allocation North (40%) \$1,831,668.40  
 Allocation South(60%) \$2,747,502.60  
 Indirect \$0.00  
 Total Consortium Budget \$4,579,171.00

### Consensus and Approval

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

Grantees under this project have ample opportunities to discuss the allocations under this grant. Our meeting minutes of the consortium provide evidence of these opportunities and the approval of funding allocations by the parties involved in the project.

The Consortium Allocations for 2015-2016, 2016-2017, and 2017-2018 were made by the Superintendents from the K-12 Districts and were submitted into the Governance Plan which received consensus at the time of submission to the state. Individual Memorandum of Understanding have been issued by and between SOCCCD and the individual school districts and adult schools involved to ensure fiscal compliance and understanding of CCCC0 regulations.

### 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

Irvine Unified School District

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Rebecca Roberts

Tustin Unified School District

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Kathie Nielsen

Saddleback Valley Unified School District

Laguna Beach Unified School District



David Gordon

Capistrano Unified School District



Marc Patterson

South Coast Regional Occupational Program



Patricia Romo

Orange County Department of Education



Mary Lou Vachet

Saddleback College



Estella Garrison-Castillo



Alysia Odipo

South Orange County Community College District



Kim McCord

Coastline ROP



Alita Salazar

Irvine Valley College



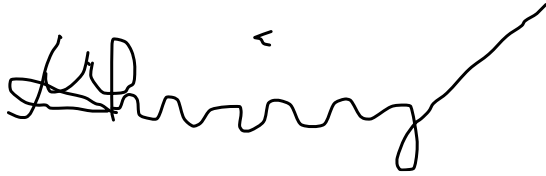
Cathleen Greiner

[cfad20172018socrc.pdf](#)

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

Applicant	Status	Date
Cathleen Greiner	Approved	03/01/2017 3:28pm

Signature

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