



# 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

### 65 Ventura County

#### Address

5200 Valentine Rd.

Street Address

Street Address 2

Ventura CA 93003

City State Zip

#### Website

<http://www.vcaec.org>

#### Primary Contact

Mike Sanders

First Last

#### Certifying Official / Coordinator

Kathy Walker

First Last

#### Logo

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

Files must be in .png format.

[remove](#)



#### Primary Contact Email

[mikesanders@conejoadulted.org](mailto:mikesanders@conejoadulted.org)

#### Certifying Official / Coordinator Email

[kathy.walker@adultedventura.edu](mailto:kathy.walker@adultedventura.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
Santa Paula Unified School District	Frida Friend	ffriend@santapaulaunified.org	(805) 933-8836	10/21/2015
Moorpark Unified School District	Tammy Herzog	therzog@mrpk.org	(805) 378-6300	11/15/2016
Conejo Valley Unified School District	Mike Sanders	mikesanders@conejoadulted.org	(805) 497-2761	10/16/2015
Ventura Unified School District	Carolyn Vang-Walker	carolyn.vang-walker@adultedventura.edu	(805) 289-7925	04/22/2016
Simi Valley Unified School District	Michele Arso	michele.arso@simivalleyusd.org	(805) 579-6200	11/17/2015
Oxnard Union High School District	Kathy Greaves	kathy.greaves@ouhdsd.k12.ca.us	(805) 385-5227	02/03/2017
Ojai Unified School District	Becky Beckett	bbeckett@ojaiusd.org	(805) 640-4300	11/17/2015
Fillmore Unified School District	Stefan Cvijanovich	scvijanovich@fillmoreusd.org	(805) 524-8037	10/20/2015
Ventura County Office of Education	Pamela Castleman	pcastleman@vcoe.org	(805) 437-1421	10/08/2015
Ventura County Community College District	Holly Correa	hcorrea@vcccd.edu	(805) 652-5516	11/17/2016

### 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

### 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 Ventura County Adult Education Consortium determined that direct funding to members is consistent with general operational principles of the consortium, and that doing so would minimize the likelihood of delays in the distribution of funds and reduce the administrative burden on members as well as potential fiscal agents. Ojai USD serves as the Consortium fiscal manager for funds held in reserve for consortium activities.

### 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 responsible for tracking and monitoring allocations, certifying their expenditures, and ultimately for reporting these expenditures to the Consortium. Conversations regarding expenditures occur frequently during monthly Consortium meetings. In the interim, Consortium staff liaise with member finance representatives to ensure reports of expenditures are consistent with state expectations, and alert member representatives / the consortium to any inconsistencies or issues discovered, as well as best practices.

## 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	\$14,300,804	\$14,391,068	\$14,391,068
Total Allocated to Members	\$14,300,804	\$14,391,068	\$14,391,068
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Santa Paula Unified School District	\$294,000	\$335,068	\$335,068
Moorpark Unified School District	\$143,218	\$286,426	\$286,426
Conejo Valley Unified School District	\$1,356,434	\$1,356,434	\$1,356,434
Ventura Unified School District	\$3,976,517	\$3,976,517	\$3,976,517
Simi Valley Unified School District	\$4,732,915	\$4,777,915	\$4,777,915
Oxnard Union High School District	\$2,668,403	\$2,827,147	\$2,669,147
Ojai Unified School District	\$78,000	\$93,000	\$251,000
Fillmore Unified School District	\$529,629	\$529,629	\$529,629
Ventura County Office of Education	\$208,932	\$208,932	\$208,932
Ventura County Community College District	\$312,756	\$0	\$0
<b>Total</b>	<b>\$14,300,804</b>	<b>\$14,391,068</b>	<b>\$14,391,068</b>

### Allocation Changes

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

Consortium members established MOE funding for member agencies based on 2015-16 amounts and allocations to new programs in 2016-17. Funding in the amount of \$158k has been reallocated from Oxnard UHSD to Ojai USD to support Consortium operations and planning activities for the coming year.

### Consensus and Approval

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

Members met during a special session devoted to discussing preliminary goals for the second year of the grant, as well as estimated needs for the coming year. Consensus on the allocation amounts submitted here was reached during this 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

Santa Paula Unified School District



*Frida Friend*

Moorpark Unified School District



*Tammy Herzog*

Conejo Valley Unified School District



*Mike Sanders*

Ventura Unified School District



*Carolyn Vang-Walker*

Simi Valley Unified School District



*Michele Arso*

Oxnard Union High School District



*Kathy Greaves*

Ojai Unified School District



*Becky Beckett*

Fillmore Unified School District



*Stefan Cvijanovich*

Ventura County Office of Education

Ventura County Community College District



Pamela Castleman



Holly Correa

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

Applicant	Status	Date
Kathy Walker	Approved	03/09/2017 9:21am

Signature

A handwritten signature in black ink that reads "Kathy Walker".