



# 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 —

### 66 Victor Valley

#### Address

18422 Bear Valley Rd.

Street Address

Street Address 2

Victor Valley CA 92395

City State Zip

#### Logo

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

Files must be in .png format.

#### Website

[http://www.vvc.edu/academic\\_pr](http://www.vvc.edu/academic_pr)

#### Primary Contact

Martha Mendez

First Last

#### Primary Contact Email

[martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu)

#### Certifying Official / Coordinator

Marie Vidana-Barda

First Last

#### Certifying Official / Coordinator Email

[marie.vidana-barda@vvc.edu](mailto:marie.vidana-barda@vvc.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
Apple Valley Unified School District	Tom Hoegerman	tom_hoegerman@avusd.org	(760) 247-4103	10/01/2015
Lucerne Valley Unified School District	Peter Livingston	suzette_davis@lvusd.k12.ca.us	(760) 248-6106	04/18/2016
Hesperia Unified School District	David McLaughlin	david.mclaughlin@hesperiausd.org	(760) 244-4411	09/14/2015
Snowline Joint Unified School District	Ryan Holman	ryan_holman@snowlineschools.com	(760) 868-5817	09/22/2015
Victor Valley Union High School District	Kevan Loyd	kloyd@vvhdsd.org	(760) 955-3440	09/14/2016
Victor Valley Community College District	Peter Maphumulo	peter.maphumulo@vvc.edu	(760) 245-4271	04/28/2016

## 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

### Fiscal Agent

Victor Valley 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 Victor Valley Adult Education Regional Consortium (VVAERC) has chosen a fiscal agent to manage the fiscal responsibilities of the consortium. The fiscal agent offers a neutral point of contact responsible for distributing the consortium funds in accordance to the VVAERC Governance and Fiscal Allocation Plans, AB 104, and Education Code section 84913. The fiscal agent structure has allowed for trust and collaboration to build among VVAERC members. The members see the benefit that this has brought to the consortium and want to continue with the progress that has been made under this system. The fiscal agent structure is effective and provides a system of checks and balances for managing the consortium funds. Victor Valley Community College District (VVCCD) was chosen as the fiscal agent. On April 25, 2017, VVAERC's officially-designated voting members unanimously decided on approving VVCCD to continue as the fiscal agent.

### 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?

To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with financial agreements/Memorandums of Understanding. The MOUs will include Scope of Work and require Budget Detail sheets. The Budget Detail sheets include details on object codes. The Scope of Work sheets include brief narratives to substantiate the expenditures during the specified reporting period. Each member will be responsible for providing fiscal reports as required by the state by certifying expenditures, and following approved state and federal general accounting practices. Each member is responsible for submitting detailed financial activity reports and Scope of Work Sheets to the VVAERC project manager for consolidation of data and for official submission, bi-annually or as stipulated by state guidance. The officially designated voting members of the consortium will review all consortium reports, prior to submission. The submitted expenditure and progress reports from the members shall be compiled at the consortium level to generate the consortium fiscal report. Finally, the VVAERC's certifying official certifies the expenditures and submits the fiscal report to the state on behalf of the consortium.

## 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	\$2,025,725	\$2,069,315	\$2,069,315
Total Allocated to Members	\$2,025,725	\$2,069,315	\$2,069,315
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Apple Valley Unified School District	\$367,503	\$387,579	\$387,598
Lucerne Valley Unified School District	\$0	\$0	\$60,000
Hesperia Unified School District	\$590,888	\$693,546	\$648,408
Snowline Joint Unified School District	\$188,557	\$238,300	\$238,300
Victor Valley Union High School District	\$383,255	\$418,872	\$403,991
Victor Valley Community College District	\$495,522	\$331,018	\$331,018
<b>Total</b>	<b>\$2,025,725</b>	<b>\$2,069,315</b>	<b>\$2,069,315</b>

### Allocation Changes

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

VVAERC member allocations are based upon consortia member district needs in providing services consistent with the AEBG program areas and objectives. The VVAERC members agreed to continue meeting to develop a funding model for the 2017-2018 allocation based on program area needs, enrollment, and performance outcomes. Lucerne Valley USD opted to become an active member of the Consortium, and funding for the 2017-18 fiscal year has been adjusted to meet the local needs of program implementation. On April 25, 2017, VVAERC's officially-designated voting members voted and unanimously approved this adjustment to the allocation.

### Consensus and Approval

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

The Victor Valley Adult Education Regional Consortium collaborates on ways to meet the AEBG objectives in the seven approved program areas and align to the Regional Comprehensive Plan. In accordance with the VVAERC Governance Guidelines, the Consortium posted the meeting agenda on the fiscal agent building and the agenda was available

online via the consortium website. The recommendation for the 2017-18 allocation schedule was presented at a meeting for public comment, questions, and discussion. On April 25, 2017, VVAERC's officially-designated voting members voted and unanimously approved the allocation schedule.

## 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.

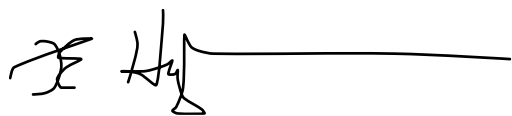
Please select from the following options:

- 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

Apple Valley Unified School District



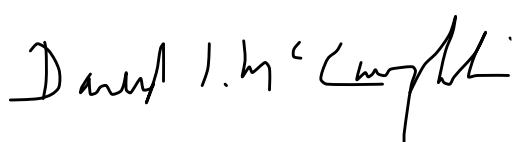
Tom Hoegerman

Lucerne Valley Unified School District



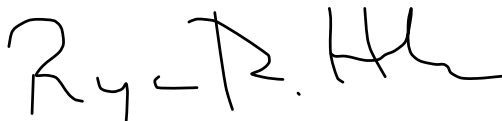
Peter Livingston

Hesperia Unified School District



David McLaughlin

Snowline Joint Unified School District



Ryan Holman

Victor Valley Union High School District



Kevan Loyd

Victor Valley Community College District



Peter Maphumulo

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

Applicant	Status	Date
Martha Mendez	Approved	03/01/2017 12:32pm

Signature

A handwritten signature in black ink, appearing to read "Matthew Mendenhall". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.