



# 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 —

### 67 West Hills

#### Address

9900 Cody St.

Street Address

Street Address 2

Coalinga CA 93210

City State Zip

#### Logo

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

Files must be in .png format.

#### Website

<http://www.westhillscollge.co>

#### Primary Contact

David Castillo

First Last

#### Primary Contact Email

[davidcastillo2@whccd.edu](mailto:davidcastillo2@whccd.edu)

#### Certifying Official / Coordinator

Ken Stoppenbrink

First Last

#### Certifying Official / Coordinator Email

[kenstoppenbrink@whccd.edu](mailto:kenstoppenbrink@whccd.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
Armona Union Elementary School District	Laurie Blue	lblue@armona.k12.ca.us	(559) 583-5060	09/08/2016
Coalinga-Huron Unified School District	Jeff Hardig	jhardig@chusd.k12.ca.us	(559) 935-7565	09/13/2016
Golden Plains Unified School District	Armida Espinoza	aespinoza@gpusd.org	(559) 693-1115	09/13/2016
Mendota Unified School District	Rebecca Gamez	rgamez@mendotaschools.org	(559) 655-4412	10/28/2015
Firebaugh Las Deltas Unified School District	Terry Anderson	tanderson@fldusd.org	(559) 659-3899	06/09/2016
Reef Sunset Unified	Estela Jimenez	ejimenez@rsusd.org	(559) 386-1369	08/18/2016
Lemoore Union High	Victor Rosa	vrosa@luhsd.k12.ca.us	(559) 924-6610	10/22/2015
West Hills Community College District	David Castillo	davidcastillo2@whccd.edu	(559) 934-2166	09/22/2015

## 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.

[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

West Hills 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 West Hills Adult Ed Consortium selected to continue operating with West Hills Community College District as the fiscal agent for the upcoming 2017-18 year.

The decision to continue with this format was unanimous and no members shared any concerns. Members have confidence with West Hills' ability. They have large amounts of staff support that have experience dealing with various reporting formats and successfully administering large grant projects.

The fiscal contact, Maria Battisti and her lead assigned accountant have shared sample binders that include copies of all forms including back up documentation samples to assist each member. In person site visitations with each member assures good quality relations and clearer understanding of timelines and reporting needs.

Members believe the fiscal agent approach allows for much more trust and collaboration between the members; this includes openly sharing program curriculum, reporting assistance and information, and staff time when needed.

## 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?*

The AEBG block grant is being fiscally managed by West Hills Community College District (WHCCD). A supervisor and a lead accountant has been assigned to maintain all fiscal information and track all expenditures and back up documentation. These individuals perform site visits with each member district to ensure communication is clear and concise with regards to documentation.

Members turn in information to the fiscal agency on a schedule with all expenditures separated by expenditure, object code and programs/objectives.

Reporting activities are reported by assigned grant director David Castillo with fiscal reporting entered by fiscal administrator. Reports are reviewed and certified by Deputy Chancellor Ken Stoppenbrink.

## 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	\$1,035,264	\$1,058,280	\$1,058,280
Total Allocated to Members	\$1,035,264	\$1,058,280	\$1,058,280
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Armona Union Elementary School District	\$64,500	\$66,800	\$66,800
Coalinga-Huron Unified School District	\$64,500	\$66,800	\$66,800
Golden Plains Unified School District	\$64,500	\$66,800	\$66,800
Mendota Unified School District	\$97,117	\$99,417	\$99,417
Firebaugh Las Deltas Unified School District	\$66,478	\$68,778	\$68,778
Reef Sunset Unified	\$270,481	\$272,781	\$272,781
Lemoore Union High	\$64,500	\$66,800	\$66,800
West Hills Community College District	\$343,188	\$350,104	\$350,104
<b>Total</b>	<b>\$1,035,264</b>	<b>\$1,058,280</b>	<b>\$1,058,280</b>

### Allocation Changes

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

The only significant fiscal change that has taken place was with the voluntary exiting from the consortium of Riverdale Unified who had been allocated \$64,500 + \$44,688 MOE. Those funds were reallocated to West Hills College to hire two consortium staff to assist all members with various duties including registrations, assisting students,

assisting staff, and following up on completing students to correctly document outcomes of education and/or jobs obtained.

### Consensus and Approval

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

Members agreed to simply deduct all of the consortium level cost first; the cost of items includes fiscal agent indirect, consortium focused staffing wages and benefits, supplies, and travel for consortium related adult ed conferences and travel. The remaining funds are divided by 10 school sites, but only 9 are receiving the funds as the 10th portion (originally allocated to Riverdale) was reallocated to hire additional consortium level staffing. Members receiving MOE keep those amounts on top of the AEBG allocated funds.

## 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

Armona Union Elementary School District

\_\_\_\_\_  
[Signature line for Armona Union Elementary School District]

Laurie Blue

Coalinga-Huron Unified School District

\_\_\_\_\_  
[Signature line for Coalinga-Huron Unified School District]

Jeff Hardig

Golden Plains Unified School District

\_\_\_\_\_  
[Signature line for Golden Plains Unified School District]

Armida Espinoza

Mendota Unified School District

\_\_\_\_\_  
[Signature line for Mendota Unified School District]

Rebecca Gamez

Firebaugh Las Deltas Unified School District

Reef Sunset Unified



Terry Anderson



Estela Jimenez

Lemoore Union High

West Hills Community College District



Victor Rosa



David Castillo

[201718cfadfinal.pdf](#)

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

Applicant	Status	Date
David Castillo	Approved	04/24/2017 3:41pm

Signature