



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

71 Siskiyou

Address

800 College Ave

Street Address

Street Address 2

Weed CA 96094

City State Zip

Logo

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

Files must be in .png format.



Website

AdultEducationPathways.org

Primary Contact

Blaine Smith

First Last

Primary Contact Email

bsmith29@siskiyous.edu

Certifying Official / Coordinator

Blaine Smith

First Last

Certifying Official / Coordinator Email

bsmith29@siskiyous.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
Siskiyou Training and Employment Program*	Joanie Zarzynski	jzarzynski@ncen.org	(530) 938-3231	10/08/2015
Scott Valley Unified School District	Regina Hanna	rhanna@svusd.us	(530) 467-3244	07/22/2016
Butte Valley Unified School District	Jason Allen	jallen@bvalusd.org	(530) 397-4000	08/12/2016
Yreka Union High School District	Marie Caldwell	mcaldwell@yuhsd.net	(530) 842-1659	05/02/2017
Siskiyou Union High School District	Jessica Bowman	jbowman@sisuhsd.net	(530) 926-3006	08/01/2016
Siskiyou County Office of Education	Kermith Walters	kwalters@siskiyoucoe.net	(530) 842-8403	10/08/2015
Tulelake Basin Joint Unified School District	Vanessa Jones	vjones@tbjUSD.org	(530) 667-2295	10/08/2015
Siskiyou Joint Community College District	Todd Scott	tscott8@siskiyous.edu	(530) 938-5201	04/01/2017
Dunsmuir High School District	Ray Kellar	rkellar@sisnet.ssku.k12.ca.us	(530) 235-4835	10/08/2015

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.



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

Siskiyou Joint 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?

College of the Siskiyous has experience in administering large scale projects. College of the Siskiyous has been chosen as the designated member to serve as the fund administrator and will deliver funds in accordance with the consortia yearly expenditure plan. This was unanimously voted on by all members for the first & second year of funds, and will extend with the same structure for year three. College of the Siskiyous was able to hire a full time grant manager. The Grant Manager will roll up expenditures using a detailed spread sheet and expenditure report from all individual consortia members.

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?

College of the Siskiyous entered into an MOU with all members of the consortium. The MOU has detailed instructions on what areas the funding can be used for. Site summaries and budgets were submitted to the fiscal agent in order to receive funds. The site administrators, school district CBOs and instructional staff have been apprised to the allowable uses and guidelines distributed by the state. Expenditure reports will be collected from site administrators and submitted to the fiscal agent to roll-up expenditures to certify to the state. The fiscal agent/grant manager will align the budget and expenditures and 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			
Total Allocated to Members			
Total Remaining			
Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Siskiyou Training and Employment Program*	\$17,857	\$17,857	\$17,857
Scott Valley Unified School District	\$102,359	\$102,359	\$102,359
Butte Valley Unified School District	\$76,332	\$76,332	\$76,332
Yreka Union High School District	\$220,114	\$220,114	\$220,114
Siskiyou Union High School District	\$124,150	\$124,150	\$124,150
Siskiyou County Office of Education	\$8,333	\$8,333	\$86,145
Tulelake Basin Joint Unified School District	\$71,980	\$71,980	\$71,980
Siskiyou Joint Community College District	\$182,494	\$207,812	\$130,000
Dunsmuir High School District	\$71,980	\$71,980	\$71,980
Total	\$875,599	\$900,917	\$900,917

Allocation Changes

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

The Grant Manager Position will be moved to the Siskiyous County Office of Education. So \$75,000 was taken from College of the Siskiyous budget (where the position is currently housed) to the County office budget.

Consensus and Approval

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

A detailed budget spreadsheet was designed to breakout expenditures for allowable uses and program development. This budget was brought to the consortium and was voted on by all members. It was unanimously approved and put into action for the 16-17 fiscal year. With the allocation funds approved, an MOU was developed to have funds distributed three times throughout the year.

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

Siskiyou Training and Employment Program*



Joanie Zarzynski

Scott Valley Unified School District



Regina Hanna

Butte Valley Unified School District



Jason Allen

Yreka Union High School District



Marie Caldwell

Siskiyou Union High School District



Jessica Bowman

Siskiyou County Office of Education



Kermith Walters

Tulelake Basin Joint Unified School District

Siskiyou Joint Community College District



Vanessa Jones



Todd Scott

Dunsmuir High School District



Ray Kellar

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

Applicant	Status	Date
Blaine Smith	Approved	04/13/2017 2:54pm

Signature

