



# 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

### 25 Lassen

#### Address

478-200 Hwy 139

Street Address

P.O.Box 3000

Street Address 2

Susanville

CA

96130

City

State

Zip

#### Website

<http://www.lassencollege.edu/academic>

#### Primary Contact

Paige

Broglio-Grant Coordi

First

Last

#### Certifying Official / Coordinator

Dave

Clausen-CFO

First

Last

#### Logo

If your consortium has a logo, please upload it here. Files must be in .png format.

No file chosen

#### Primary Contact Email

[pbroglio@lassencollege.edu](mailto:pbroglio@lassencollege.edu)

#### Certifying Official / Coordinator Email

[dclausen@lassencollege.edu](mailto:dclausen@lassencollege.edu)

# Consortium Membership

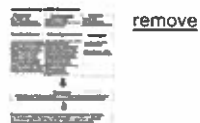
## Member Representation

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	Phone	Email	Approved
Shaffer Elementary School District	Jeff Baker	<u>(530) 254-6577</u>	<u>jbaker@shafferschool.com</u>	08/15/2017
Long Valley Charter School	Sherrie Morgan	<u>(530) 827-2395</u>	<u>smorgan@longvalleycs.org</u>	11/13/2015
Modoc Joint Unified School District	Tom O'Malley	<u>(530) 233-7201</u>	<u>tomalley@modoc.k12.ca.us</u>	10/20/2015
Surprise Valley Joint Unified School District	Janelle Anderson	<u>(530) 279-6141</u>	<u>janderson@svusd.org</u>	09/16/2015
Modoc County Office of Education	Mike Martin	<u>(530) 233-7101</u>	<u>mmartin@modoccoe.org</u>	09/08/2015
Fort Sage Unified School District	Michael Altenburg	<u>(530) 827-2129</u>	<u>maltenburg@fortsage.org</u>	09/06/2016
Westwood Unified School District	Pam Pettengill	<u>(530) 256-3111</u>	<u>ppettengill@westwoodusd.org</u>	09/16/2015
Lassen Union High School District	Bill McCabe	<u>(530) 257-5134</u>	<u>bill.mccabe@lassenhigh.org</u>	11/10/2015
Big Valley Joint Unified School District	Paula Silva	<u>(530) 294-5266</u>	<u>psilva@bigvalleyschool.org</u>	09/08/2015
Lassen County Office of Education	Patricia Gunderson	<u>(530) 257-2196</u>	<u>pgunderson@lcoe.org</u>	10/14/2015
Lassen Community College District	Dr. Marlon Hall	<u>(530) 251-8820</u>	<u>mhall@lassencollege.edu</u>	02/14/2014

## 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.



No file chosen

## 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

Lassen 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?

Lassen Community College has been the Fiscal Agent since the first meeting on January 10, 2014, and adopted it in their bylaws at the February 7, 2014 meeting. This was reaffirmed by consortium vote at the October 21, 2015 meeting to adopt the AEBG Governance Compliance Report after review, and keep Lassen Community College as the Fiscal Agent for our consortium with AEBG going forward. The benefits of using the college as the fiscal agent are that the fiscal policies are in place and align with the state compliance requirements for AEBG. The college business office has the staff and experience in working with grant funds, allocations, distributions, and MOU or service contracts, for compliance reporting.

### 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?

Distribution to consortium member school districts will be by approval of the consortium agreeing on the mini grant applications submitted by each member district to receive funding that aligns with the annual plan and meets the objectives and outcomes as stated by AEBG. The roll up of grant expenditures will be done by the Grant Coordinator obtaining data information and expenses from each member district to work with the college fiscal office in completing state reports. All compliance reports will be shared at the consortium meetings. Certification will be done by the college Fiscal Agent after review of such reports.

## 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	\$867,080	\$892,858	\$892,858
Total Allocated to Members	\$867,080	\$892,858	\$892,858
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16	2016-17	2017-18
Shaffer Elementary School District	\$49,010	\$0	\$0
Long Valley Charter School	\$70,000	\$30,000	\$30,000
Modoc Joint Unified School District	\$0	\$0	\$30,000
Surprise Valley Joint Unified School District	\$50,000	\$0	\$50,000
Modoc County Office of Education	\$85,500	\$90,000	\$110,000
Fort Sage Unified School District	\$7,500	\$7,500	\$26,583
Westwood Unified School District	\$5,000	\$20,000	\$30,265
Lassen Union High School District	\$24,941	\$49,941	\$97,873
Big Valley Joint Unified School District	\$7,139	\$7,139	\$22,139
Lassen County Office of Education	\$50,000	\$50,000	\$0
Lassen Community College District	\$517,990	\$638,278	\$495,998
<b>Total</b>	<b>\$867,080</b>	<b>\$892,858</b>	<b>\$892,858</b>

## Allocation Changes

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

Using the carryover in 2015-16, the late awards allocated with new mini grants to the consortium for adult education and approved by consortium on Oct. 13, 2016 were:

Shaffer School \$ 49,010. for an ESL program  
 Surprise Valley \$ 50,000. for a diploma program and AG welding program  
 Fort Sage \$ 7,500. for a CTE Auto program  
 Lassen Jail \$143,051. for a partnership program with the LCC Steps program for diploma completion and jail education  
 Big Valley \$ 7,139. for MOE of \$2,139 plus \$5,000. for a diploma completion program

Lassen College programs presented using mini grants to the consortium for 2015-16 funds were for:

LCC Steps to Success, a diploma completion and job skills program \$150,000.  
 LCC Kinship Parenting for young adults with lifeskills \$ 6,730.  
 LCC partnered Literacy Program with Lassen Library \$ 30,000.

Due to the fact that Long Valley Charter School had a 2015-16 carryover of \$40,000, their 2016-17 allocation was declined to \$30,000.

Due to the late awards for Shaffer and Surprise Valley with 2015-16 funds, they had not used their funds and so no allocation was needed for 2016-17.

Due to the change in staff and delayed start to the Shaffer ESL program, with the continued carryover, no allocation was needed for 2017-18.

Using the carryover in 2016-17, the late award allocated with a new mini grant to the consortium and approved at the January 12, 2017 meeting was for:

LCC CTE institute \$ 65,500. to develop and conduct non-credit classes for CTE job skills training.

Lassen college programs presented to consortium and approved using 2016-17 funds were for:

LCC Steps to Success and AEBG Counselor	\$150,000.
LCC partnered Literacy program with Lassen Library	\$ 72,500.
LCC ILP partnered with Probation for job skills	\$ 31,000.
LCC Kinship Parenting and life skills	\$ 27,900.
LCC Automotive technology with CTE non credit job skills	\$ 27,250.

Using the 2017-18 funding, the Lassen College mini grant presentations to consortium and approved programs were:

LCC Career Development Pathway program	\$ 64,000.
LCC Behavioral Health services for transitions	\$ 40,000.
LCC ILP partner with Probation for job skills and re-entry	\$ 27,500.
LCC Automotive technology for CTE non-credit job skills	\$ 16,000.
LCC partnering with Lassen Library for Literacy program	\$ 72,500.
LCC AEBG Counselor for consortium	\$150,000.

For the 2017-18 allocation changes to increase funding:

Big Valley increased their programs with a parenting Education program along with their diploma program.

Fort Sage increased their CTE offerings to adults with Welding and Automotive classes.

Lassen College increased their AEBG programs to include a consortium AEBG Counselor and Career Pathways programs with Behavioral services programs.

Lassen High added more computer classes, construction trades class, and professional development.

Modoc County Office of Education added a professional development program to train instructional specialists to work in schools.

Modoc High School added a welding and fabrication class for job skills.

## Consensus and Approval

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

For the 2015-16 original allocations: Consensus and approval of funding distribution was agreed on by the consortium at the January 14, 2016 meeting with the mini grant application process for funding voted upon and passed by the consortium. The consortium budget was presented and approved by the consortium at the December 10, 2015 meeting. The annual budget included the costs of the mini grant allocations, 5% for the fiscal agent, the consortium coordinators salary, professional development for consortium members, and costs of the consortium meetings and supplies.

At the June 16, 2016 consortium meeting it was recognized that Long Valley Charter School could not come to agreement with the Lassen County Jail for an education program and the consortium approved to decrease the amount of \$12,071. from their original 2015-16 allocation that was to be used for jail education. That \$12,071. was used to pay for jail tablets and educational supplies from that mini grant.

At the January 14, 2016 consortium meeting the 2015-16 awards to school districts were approved.

At the October 13, 2016 consortium meeting the 2016-17 awards were approved and the 2015-16 carryover late awards were approved above.

At the January 12, 2017 consortium meeting the 2016-17 carryover award to the LCC CTE Institute was approved above.

At the October 26, 2017 consortium meeting the 2017-18 awards were approved to fund, and the modification to the original Jail mini grant using 2015-16 and 2016-17 carryover funds never used were approved to award to Lassen County Office of Education to start a new jail diploma completion and education program.

## 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

Shaffer Elementary School District

A rectangular dashed box containing a solid horizontal line for a signature.

Jeff Baker

Long Valley Charter School

A rectangular dashed box containing a solid horizontal line for a signature.

Sherrie Morgan

Modoc Joint Unified School District

A rectangular dashed box containing a solid horizontal line for a signature.

Tom O'Malley

Surprise Valley Joint Unified School District

A rectangular dashed box containing a solid horizontal line for a signature.

Janelle Anderson

Modoc County Office of Education

Fort Sage Unified School District

\_\_\_\_\_

*Mike Martin*

**Westwood Unified School District**

\_\_\_\_\_

*Michael Altenburg*

**Lassen Union High School District**

\_\_\_\_\_

*Pam Pettengill*

**Big Valley Joint Unified School District**

\_\_\_\_\_

*Bill McCabe*

**Lassen County Office of Education**

\_\_\_\_\_

*Paula Silva*


**Lassen Community College District**

\_\_\_\_\_

*Patricia Gunderson*

\_\_\_\_\_

*Dr. Marlon Hall*

 Print

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



# Consortium Fiscal Administration Declaration

Please note your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

## Signature Block for Updated 2015-18 CFAD for Lassen AB86 Consortium

Lassen Community College District

Dr. Marion R. Hill  
Dr. Marion Hill 1-12-18

Long Valley Charter School

Sherrin Morgan 1/11/2018  
Sherrin Morgan or Kathi Sherman

Modoc Joint Unified School District

Tom O'Malley

Digitally signed by Tom O'Malley  
DN: cn=Tom O'Malley, o=Modoc Joint  
Unified School District, ou,  
email=tomalley@modoc.k12.ca.us, c=US  
Date: 2018.01.11 14:51:21 -0800

Tom O'Malley

Surprise Valley Joint Unified School District

Janelle Anderson  
1-12-18  
Janelle Anderson

Modoc County Office of Education

Mike Martin  
1-11-18

Mike Martin

Shaffer School District

Jeff Baker  
1-12-18  
Jeff Baker

Westwood Unified School District

Randy Bobby  
1-12-18  
Randy Bobby

Fort Sage Unified School District

Michael Altenburg 1-12-18

Michael Altenburg

Big Valley Joint Unified School District

Paula A. Silva  
1-11-18  
Paula Silva

Lassen Union High School District

Bill McCabe  
1-11-18

Bill McCabe

Lassen County Office of Education

Patricia A. Gunderson  
1-11-18  
Patricia Gunderson