



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

30 Mendocino-Lake

Address

1000 Hensley Creek Rd.

Street Address

Street Address 2

Ukiah CA 95482

City State Zip

Website

www.mendolakeACE.org

Primary Contact

Judy Harwood

First Last

Certifying Official / Coordinator

Eileen Cichocki

First Last

Logo

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

Files must be in .png format.



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Primary Contact Email

jharwood@mendocino.edu

Certifying Official / Coordinator Email

ecichocki@mendocino.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
Ukiah Unified School District	Penny Lauseng	plauseng@uusd.net	(707) 472-5010	
Round Valley Unified School District	Mark Smith	msmith@rcoe.us	(707) 983-6174	
Anderson Valley Unified School District	Hoor Dawood	ndawood@avpanthers.org	(707) 895-5295	05/02/2016
Mendocino County Office of Education	Jesse Damian	jd Damian@rcoe.us	(707) 467-5103	08/11/2016
Kelseyville Unified School District	Joe Del Prete	joed@kvusd.org	(707) 279-4923	
Mendocino-Lake Community College District	Debra Polak	dpolak@mendocino.edu	(707) 468-3605	07/26/2016
Lake County Office of Education	Tammy Serpa	tserpa@lcoe.us	(707) 467-5105	05/02/2016
Ft. Bragg Unified School District	Coni Belli	cbelli@fbusd.us	(707) 961-3610	03/10/2017

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

Mendocino-Lake 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 Consortium chose the Mendocino-Lake Community College District as the fiscal agent for various reasons: 1) The region reaches across to counties, it would be difficult for a local school district or COE to manage that; however, the College District already has those relationships; 2) Mendocino Lake Community College District has been a fiscal agent for multiple agencies and has the fiscal infrastructure to manage that; 3) The community college district can provide neutral leadership among multiple school districts and County Offices of Education.

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?

Our block grant is being distributed through a subgrantee agreement between Mendocino-Lake Community College District and each of the member institutions. The consortium committed at one of its early meetings this fiscal year to fund the districts previously receiving MOE funds at the same rate. The consortium funding is distributed through a proposal process. Only member institutions can submit proposals, but they can be submitted on behalf of partners. Modeled on Brown Act rules, the consortium discusses each proposal at a first meeting and takes action at the next meeting. As the fiscal agent, the District requires each member institution to provide itemized invoicing for all expenditures as they were approved through the consortium process. Additionally, measurable outcomes are required for each proposed activity.

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	\$1,399,563	\$1,422,579	\$1,457,718
Total Allocated to Members	\$1,399,563	\$1,422,579	\$1,457,718
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Ukiah Unified School District	994,365 994,365	532,551.57 532,551.57	\$740,866
Round Valley Unified School District	\$0	\$0	\$0
Anderson Valley Unified School District	84,502.78 84,502.78	89,707 82,721.35	\$97,567
Mendocino County Office of Education	8721.85 8721.85	18,233.95 18,233.95	\$10,600
Kelseyville Unified School District	74,568.53 74,568.53	576,181 62,651.00	589,209 62,651
Mendocino-Lake Community College District	79,213.6 79,213.6	229,287.73 535,520.99	599,000 422,157
Lake County Office of Education	\$0	132,716.98 8,182.60	\$89,538
Ft. Bragg Unified School District	\$0	8,182.60	35,139.00 35,139.00
Total	\$1,399,563	\$1,422,579	\$1,457,718

(See attached spreadsheet)

Allocation Changes

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

There is a significant change to our CFAD from 16-17. First, Mendocino Lake Adult and Career Education (MLACE) added a new member, Ft. Bragg Unified School District. The Mendo Lake and Redwood community college districts redrew district lines. Ft. Bragg is now part of the Mendo Lake district. The funds that were previously allocated to Ft. Bragg from Redwood are now being passed through the Mendo Lake district. Second, MLACE has slowly distributed the funds previously held by the community college through a grant giving process based on need. The 17-18 CFAD levels reflect the funding levels of member agency for on-going projects that were granted through this process.

Consensus and Approval

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

On 3.10.17, MLACE voted to add Ft. Bragg as a voting member to the consortium. The MLACE discussed options for keeping CFAD levels the same or changing them to reflect approved on-going funding levels at member sites. On 3.10.17 the MLACE voted to accept the new CFAD funding levels above. Subsequently we realized that we are a year behind in distributing our "project" funds that were distributed through a mini-grant giving process. This is an

issue because of the 45 day pass through rule. We spoke to Neil Kelly our grant monitor who said that holding the funds for over 45 days is ok if it is agreed to by each of the members. The MLACE voted through a role call (see our 4.21.17 meeting notes posted on our website) to allow Mendocino College to hold project funds for the 17-18 and 18-19 funding years for more than 45 days. This allows us to keep our new CFAD funding levels above but to distribute funds in the same timeline that we are currently operating (one year behind).

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.

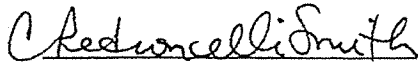
Please select from the following options:

- Print and Sign
- Digital Signature

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

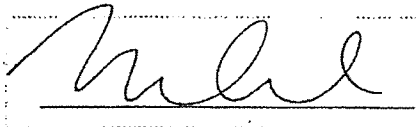
Signature Block

Ukiah Unified School District



Penny Lauseng or designee ^{Christy Pedroncelli-Smith}

Anderson Valley Unified School District



Noor Dawood

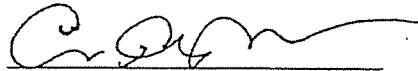
Kelseyville Unified School District



Joe Del Prete or designee Tim Gill

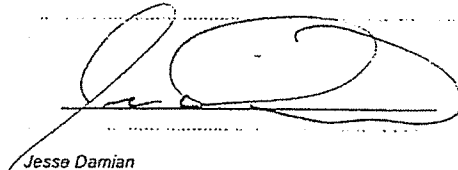
Lake County Office of Education

Round Valley Unified School District



Mark Smith or Emily Ellickson Brown

Mendocino County Office of Education



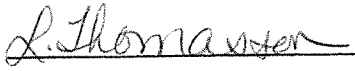
Jesse Damian

Mendocino-Lake Community College District



Debra Polak

Ft. Bragg Unified School District



Tammy Serpa or alternate
Lynn Thomasson



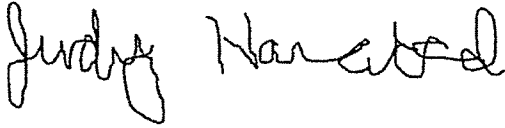
Coni Belli or Miranda Ramos

[signedcfad1718.pdf](#)

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

Applicant	Status	Date
Judith Harwood	Approved	03/08/2017 3:29pm

Signature



CONSORTIUM FISCAL ADMINISTRATION DECLARATION

MENDOCINO-LAKE CCD

CONSORTIUM INFORMATION

Organizational Information

Consortium Name 30 Mendocino-Lake
Long Name Mendocino-Lake CCD
Short Name MENDOCINO-LAKE
Address 1000 Hensley Creek Road
Ukiah, CA 95482
Website www.mendocino.edu

Reporting Period

Start Date 07/01/2016
End Date 06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number 15-328-26

Consortium Administration

Primary Contact(s) Harwood , Judy
AEBG Program Manager
(707) 467-1015
jharwood@mendocino.edu

ML ACE CFAD REVISIONS 15-16, 16-17 and 17-18

	15-16 CFAD	16-17 CFAD	17-18 CFAD	Total
AVUSD	84502.78	\$132,721.35	\$97,567.00	314791.13
UUSD	994646.73	\$532,551.87	\$740,066.00	2267264.6
KVUSD	74560.53	\$62,651.00	\$62,651.00	199862.53
LCOE	7921.38	\$132,716.98	\$89,538.00	230176.36
MCOE	8721.85	\$18,233.95	\$10,600.00	37555.8
FBUSD	0	\$8,182.60	\$35,139.00	43321.6
MC	229209.73	535,520.89	\$422,157.00	1186887.616
WUSD	0	0	0	0
RVUSD	0	0	0	0
	0			0
Total	1399563	\$1,422,578.64	\$1,457,718.00	4279859.636