



## 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 —

#### 12 Contra Costa

##### Address

c/o Mt. Diablo Adult Ed.

Street Address

1266 San Carlos Avenue

Street Address 2

Concord	CA	94518
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City	State	Zip
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##### Website

ccaec.org

##### Primary Contact

Vittoria	Abbate
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First	Last
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##### Certifying Official / Coordinator

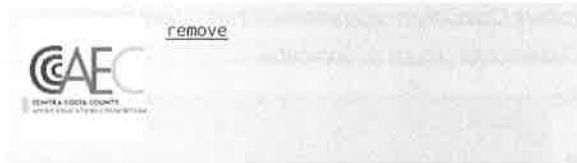
Bill	Clark
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First	Last
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##### Logo

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

Files must be in .png format.



##### Primary Contact Email

abbategv@mdusd.org

##### Certifying Official / Coordinator Email

bc1ark@cccoc.k12.ca.us

### 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
West Contra Costa Unified School District	Paul Shatswell	pshatswell@wccusd.net	(510) 531-1453	10/05/2016
Pittsburg Unified School District	Lynne Nicodemus	lnicodemus@pittsburg.k12.ca.us	(925) 473-4460	12/10/2015
Mt. Diablo Unified School District	Vittoria Abbate	abbategv@mdusd.org	(925) 685-7340	11/16/2015
Martinez Unified School District	Kathy Farwell	kfarwell@martinezusd.net	(925) 228-3276	08/10/2015
Liberty Union High School District	Debbie Norgaard	norgaard@luhsd.net	(925) 634-2589	09/09/2015
Antioch Unified School District	Michael Santos	mikesantos@antioch.k12.ca.us	(925) 779-7500	10/14/2015
Acalanes Union High School District	Steven France	sfrance@acalanes.k12.ca.us	(925) 280-3945	08/12/2015
Contra Costa Community College District	Mojdeh Mehdizadeh	mojdeh@4cd.edu	(510) 215-3801	12/10/2015
Contra Costa County Office of Education	Lindy Khan	lkahn@cccocoe.k12.ca.us	(925) 942-3343	01/15/2016

### 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.



## 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

Contra Costa County Office of Education

### 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?

A workgroup was formed to review and discuss the budgets and fiscal structure and to make a recommendation to the steering committee. After discussion around the work involved to maintain separate records for funding years, develop common budget codes and reporting, and manage the common cost funds, the majority agreed it best to maintain the fiscal agent for another year and revisit the option of direct funding for the following year.

### 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 Consortium Manager, working in tandem with the Consortium Accountant, gathers budget information and expenditures from each member organization to be analyzed and reconciled and submitted 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	\$13,968,021	\$14,065,636	\$14,065,636
Total Allocated to Members	\$13,968,021	\$14,065,636	\$14,065,636
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
West Contra Costa Unified School District	\$2,457,146	\$2,457,146	\$2,457,146
Pittsburg Unified School District	\$2,476,127	\$2,487,992	\$2,487,992
Mt. Diablo Unified School District	\$3,350,868	\$3,439,884	<del>\$3,439,884</del> 3,471,132
Martinez Unified School District	\$1,421,961	\$1,426,676	\$1,426,676
Liberty Union High School District	\$869,282	\$906,459	\$906,459
Antioch Unified School District	\$937,866	\$937,866	\$937,866
Acalanes Union High School District	\$537,296	\$537,296	\$537,296
Contra Costa Community College District	\$614,198	\$239,421	<del>\$239,421</del> 457,670
Contra Costa County Office of Education	\$1,303,277	\$1,632,896	<del>\$1,632,896</del> 1,383,399
<b>Total</b>	<b>\$13,968,021</b>	<b>\$14,065,636</b>	<b>\$14,065,636</b>

### Allocation Changes

## Additional One Time Distributions from Common Costs:

Los Medanos (15-16 Funds \$5447.50), Contra Costa Adult School (16-17 Funds \$22,209), Liberty (16-17 Funds \$214,350), Mt. Diablo (16-17 Funds \$167,510), Martinez (16-17 Funds \$179,392), W. Contra Costa (16-17 Funds \$309,024)

Mt Diablo returned \$4159.80 of 15-16 Funds



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

years. Mt. Diablo (17-18 Funds \$31,248), Contra Costa Community Colleges (17-18 Funds \$218,249)

The allocation amount for the Contra Costa County Office of Education, of \$1,632,896 includes: \$490,700 for Contra Costa Adult School, and funds held for consortium-wide common costs of \$1,142,196. Out of consortium-wide common costs, the following one-time distributions were made to: West Contra Costa (16-17 funds of \$114,718), Liberty (15-16 funds of \$84,090), Martinez (15-16 funds of \$8,222), and Mt. Diablo (15-16 funds of \$73,000), as well as one-time reductions to Contra Costa Community College District (reduction of 16-17 funds of \$374,777).

## Consensus and Approval

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

The Budget work group, along with the Governance work group, are establishing a process to determine future allocation amounts determined by student needs throughout the consortium, as well as member effectiveness. They will not have received the results of a pending gap analysis related to our original plan, at the time of this filing, and therefore, are carrying the numbers over from the prior year "as is" with the expectation that a process will be developed to distribute funds to members as needed.

## 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

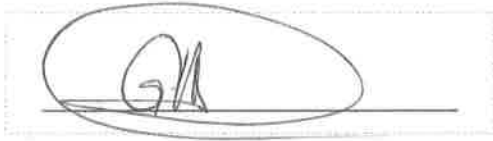
West Contra Costa Unified School District

~~Paul Shatswell~~ Connie Pekeedis

Pittsburg Unified School District

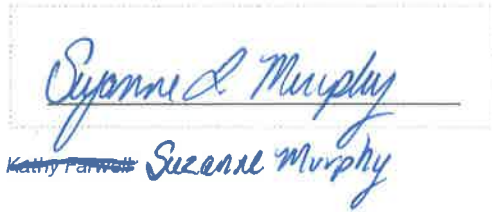
Lynne Nicodemus

Mt. Diablo Unified School District



Vittoria Abbate

Martinez Unified School District



~~Kathy Parrott~~ Suzanne Murphy

Liberty Union High School District



Debbie Norgaard

Antioch Unified School District



Michael Santos

Acalanes Union High School District



Steven France

Contra Costa Community College District



Mojdeh Mehdizadeh

Contra Costa County Office of Education



Lindy Khan

[cccaeccfad2017final.pdf](#)

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

Applicant	Status	Date
Trudie Giordano	Approved	03/31/2017 6:34pm

Signature

A handwritten signature in black ink, appearing to read "Tracy V. Brown". The signature is written in a cursive style with a horizontal line above the first name.