



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

09 Citrus

Address

325 East Huntington Acenue

Street Address

Street Address 2

Monrovia

CA

91016

City

State

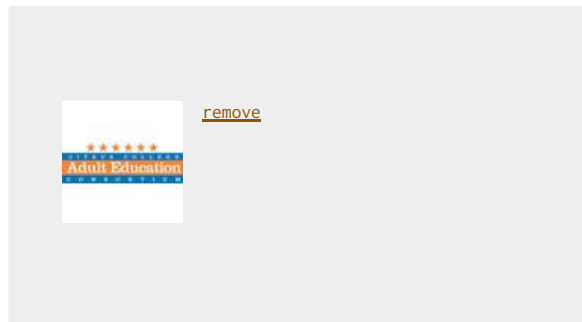
Zip

Website

<http://www.ccadulted.org/>

Logo

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



Primary Contact

John

Russell

First

Last

Primary Contact Email

jrussell@monroviashools.net

Certifying Official / Coordinator

David

Conway

First

Last

Certifying Official / Coordinator Email

dconway2@monroviashools.net

Consortium Membership

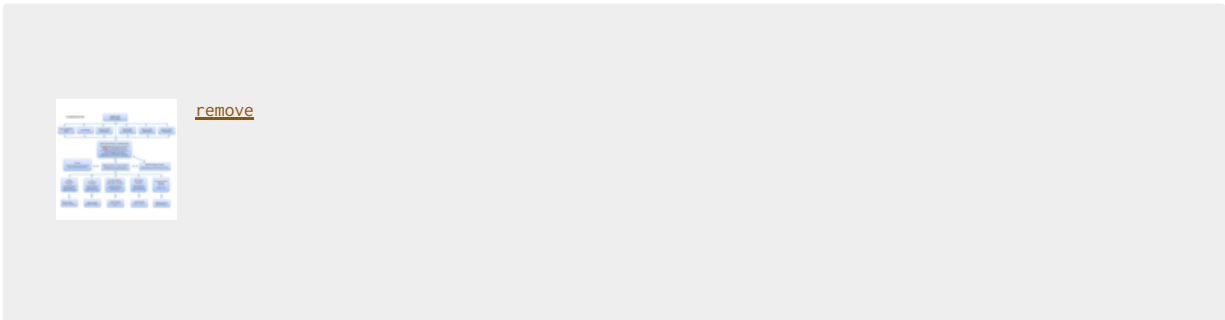
Member Representation

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
Monrovia Unified School District	Flint Fertig	fffertig@monroviaschools.net	(626) 471-3065	05/02/2016
Glendora Unified School District	Ron Letourneau	rletourneau@glendora.k12.ca.us	(626) 852-4550	09/28/2015
Duarte Unified School District	Norman Anderson	nanderson@duarteusd.org	(626) 599-5130	05/18/2017
Claremont Unified School District	Felipe Delvasto	fdelvasto@cusd.claremont.edu	(909) 398-0609	11/19/2015
Azusa Unified School District	Linda McNary	lmcnary@azusa.org	(626) 852-8400	08/15/2017
Citrus Community College District	James Lancaster	jlancaster@citruscollege.edu	(626) 852-6403	10/20/2015

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

Monrovia Unified School 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?

This model has worked for Y1 and Y2, so the consortium will continue it for Y3. In informal board discussions, Representatives noted that the fiscal agent model had worked to date and there was no compelling reason to change to direct funding.

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 CCAEC process of rolling up expenses will change due to the change in state financial reporting requirements. Previously the MUSD fiscal contact, David Conway, would aggregate expenditures and the program director would aggregate program narratives. New requirements mean that each individual business office will log into the state system and provide expenditure and narrative information.

The CCAEC Annual Financial Report will still be approved by the CCAEC Board. The exact process will change from the previous two years again due to new state requirements. Until the consortium gets clear direction in consortium-level reporting requirements articulating the exact process of Annual Financial Report approval by the board is not possible.

To increase accountability for the fiscal agent, CCAEC members have agreed that a portion of the 4% fiscal fee will be used to buy a to-be-determined percentage of the fiscal contact’s salary and clerical/support salaries.

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	\$4,074,252	\$4,097,268	\$4,097,268
Total Allocated to Members	\$4,074,252	\$4,097,268	\$4,097,268
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Monrovia Unified School District	\$1,300,223	\$1,389,938	\$1,387,713
Glendora Unified School District	\$247,008	\$266,383	\$256,407
Duarte Unified School District	\$34,310	\$32,611	\$31,592
Claremont Unified School District	\$744,154	\$852,671	\$851,371
Azusa Unified School District	\$1,448,557	\$1,555,665	\$1,570,185
Citrus Community College District	\$300,000	\$0	\$0
Total	\$4,074,252	\$4,097,268	\$4,097,268

Allocation Changes

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

Allocation funds have been subcontracted a number of times during the course of the 2016-17 school year. The CCAEC Board approved three different motions that subcontracted funds in five different ways: one way for 2015-16 and three ways for 2016-17 and one way for 2017-18.

With CCAEC Act # 16-19, the CCAEC Board subcontracted 2016-17 Allocation funds from Monrovia to Claremont in the amount of \$39,016. In the initial distribution of Allocation funds, the Board agreed that “overhead” expenditures would go to Monrovia as it was the fiscal agent and the institution with the Program Director. A portion of those funds, \$16,000, were expended for a one-time fee and became available for 2016-17. Also, the 2016-17 Allocation amount increased by \$23,016, which was given to Monrovia as the fiscal agent. Those were the two sources of funds used for the subcontracting to Claremont.

The purpose for this subcontracting was to improve seamless transitions and acceleration (Objective 3) and to leverage partnerships (Objective 7). All CCAEC ESL programs moved to a one semester system in an effort to align curriculum and accelerate outcomes. This had fiscal consequences for Claremont as they had to increase their instructional week. Also, the CCAEC Regional Data Plan calls for all ESL students to be pre- and post-tested. Claremont used these funds to better support those efforts by hiring a part time ESL coordinator. With a part-time ESL coordinator, Claremont could also prepare for WIOA RFA submission and leverage additional WIOA funding.

With CCAEC Act # 17-03, the Board approved for Citrus College to subcontract \$80,000 of its 2015-16 Allocation funds and \$30,000 of its 2016-17 Allocation. With CCAEC Act # 17-06, the Board approved to subcontract \$350,000 of Citrus College's 2016-17 Allocation funds and reallocate \$380,000 of Citrus College's 2017-18 funds.

The Board decided these funds would be better utilized for other consortium members to address gaps in services (Objective 4). All K-12 districts have seen increases in the costs to deliver programs with pay raises, increased benefit contributions for retirement and health, and other payroll issues. To continue deliver services at the current levels for the K-12 institutions requires additional funding that was not available, but is now with the reallocation.

Revisions to 2015-16, 2016-17, and the 2017-18 tables in the above "Member Allocations" section reflect these subcontracting and reallocation efforts.

Consensus and Approval

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

Allocations were deliberated and approved by the CCAEC board. Act # 16-19 passed unanimously on August 9, 2016, Act # 17-03 passed unanimously on January 10, 2017 and Act # 17-06 passes unanimously on April 18, 2017.

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

Monrovia Unified School District

Glendora Unified School District

Flint Fertig

Ron Letourneau

Duarte Unified School District



Norman Anderson

Claremont Unified School District



Felipe Delvasto

Azusa Unified School District



Linda McNary

Citrus Community College District



James Lancaster

[201718ccaeccfadfinalrev.pdf](#)

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

Applicant	Status	Date
Flint Fertig	Submitted	04/04/2017 2:39pm

Signature