



# 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

### Address

458 Moss St.

Street Address

Street Address 2

Chula Vista

CA

91911

City

State

Zip

### Logo

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

Files must be in .png format.

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Choose File

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### Website

[www.southbayadulted.org](http://www.southbayadulted.org)

### Primary Contact

Crystal

Robinson

First

Last

### Primary Contact Email

[crystal.robinson@sweetwaterschools.or](mailto:crystal.robinson@sweetwaterschools.or)

### Certifying Official / Coordinator

Crystal

Robinson

First

Last

### Certifying Official / Coordinator Email

[crystal.robinson@sweetwaterschools.or](mailto:crystal.robinson@sweetwaterschools.or)

## 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
Sweetwater Union High School District	Kevin McClelland	(619) 600-3800	<a href="mailto:kevin.mcclelland@sweetwaterschools.org">kevin.mcclelland@sweetwaterschools.org</a>	10/12/2015
Coronado Unified School District	Claudia Gallant	(619) 522-8900	<a href="mailto:claudia.gallant@coronadousd.net">claudia.gallant@coronadousd.net</a>	10/15/2015
Southwestern Community College District	Kathy Tyner	(619) 482-6338	<a href="mailto:kytyner@swccd.edu">kytyner@swccd.edu</a>	10/13/2015

## 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.

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## 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

Sweetwater Union High 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?

The South Bay Adult Education Consortium/Southwestern chose to designate a fiscal agent rather than using direct funding for its fiscal operations for two key reasons. First, several project activities are conducted at a consortium-wide level, such as marketing to new students. Designating a fiscal agent will allow the Consortium to continue to conduct these consortium-wide activities in a collaborative manner. Second, the three consortium Members have developed a strong working relationship that is supported in part by the collaborative work done through the fiscal agency structure. The CFOs of the three agencies agreed that Sweetwater Union High School District should remain fiscal agent for the 2017-2018 school 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 Project Director will work closely with Fiscal Agent staff to set up the budget for the AEBG, based on the expectation that funds will be paid from the State in equal monthly installments. Following the State's apportionment disbursement schedule, the Fiscal Agent will release a proportionate amount to each Member each month, within 45 days of receipt of funds from the State. Member Districts will be responsible for monitoring their own activities and providing the Fiscal Agent with all information needed for State reporting. This includes any necessary student participation data, expenditure documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes. Each Member District will designate a person with proper authority to certify all information submitted to the Fiscal Agent. The Member Districts will be responsible for program-related expenditures and will certify that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Each Member District will separate expenditures by objective, as required by the AEBG Office. Members will provide a listing and narrative of expenditures (by appropriate object code) as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis. Each Member District will provide the Fiscal Agent with reports on AB104 expenditures and progress at least 10 days prior to the State reporting due dates. The Project Director will review each semi-annual expenditure report to ensure that expenditures are in keeping with the expectations of the AEBG Annual Plan and budget, and will follow-up with the Project Coordinators with any questions. Once all issues are resolved the Project Director will approve the semiannual expenditure report and send it to the Fiscal Agent for review and payment. The Fiscal Agent will notify the Member and the Project Director if they have any additional issues to resolve as a result of their invoice review. The Project Director will develop a revised program/Member budget based on the budget changes requested, and will review it with the Project Coordinators before approving it and passing it along to the Fiscal Agent to enter the change into the grant system. Budget changes that change the program plan will be referred to the CDC for approval. The Project Director will request State approval of the change if required. The Fiscal Agent will roll up all expenditures into a single report and provide semiannual budget updates to the Project Director. Each quarter, Project Coordinators will report on their AEBG activities to the Project Director, who will use these reports as the foundation of the required semi-annual reports to the State. The Fiscal Agent will prepare the semi-annual budget reports and submit all required budget reports 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			
<b>Total Remaining</b>			
Member Agency	2015-16	2016-17	2017-18
Sweetwater Union High School District	\$12,824,882	\$13,072,630	\$13,072,630
Coronado Unified School District	\$218,660	\$216,001	\$216,001
Southwestern Community College District	\$626,760	\$440,305	\$440,305
<b>Total</b>	<b>\$13,670,302</b>	<b>\$13,728,936</b>	<b>\$13,728,936</b>

## Allocation Changes

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

No changes

## Consensus and Approval

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

The South Bay Adult Education Consortium/Southwestern chose to designate Sweetwater Union High School District as the fiscal agent for the 2017-18 school year. The three Chief Financial Officers reached consensus on a recommendation that the consortium remain with Sweetwater Union High School District as fiscal agent. This recommendation was then returned to the advisory committee, which discussed it further and achieved consensus to forward this recommendation and distribution schedule to the Consortium Directors Council. As in the 2016-17 school year, the Sweetwater Union High School District allocation includes consortium level funding in the amount of \$411,536. Consortium level funding includes shared expenses such as salaries/benefits of the Project Director and Consortium Administrative Assistant, consortium marketing costs, and admin costs for the fiscal agent. The Consortium Directors Council members reviewed the recommendations from the Chief Financial Officers and Advisory Committee, and approved the fiscal agency structure and distribution schedule.

## 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 below.

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

Sweetwater Union High School  
District

Coronado Unified School District

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Kevin McClelland

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Claudia Gallant

Southwestern Community College  
District

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Kathy Tyner

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