



# Consortium Fiscal Administration Declaration

## Reporting Template and Instructions

The reporting template provides guidance for how to complete the 2017-18 Consortium Fiscal Administration Declaration (CFAD). The CFAD is the process whereby the AEBG consortia members agree upon their allocations for the 2017-18 fiscal year and can make any adjustments from prior years (2015-16 and 2016-17). **The CFAD is due on May 2, 2017 and no extensions will be granted.** Please note that the CFAD will be pre-populated with existing data and information that the AEBG Office has on file. If this information is accurate, you will only need to update the allocations and have all members certify and sign.

A reminder that the AB104 legislation states the members of the consortium may decide to designate a member to serve as the fund administrator to receive and distribute funds from the program. If a member 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.

Additionally, the AB104 legislation states that consortia members shall receive no less than they did in the prior year. However, a member’s allocation can be adjusted or reduced if any of the following occur: (A) The member no longer wishes to provide services consistent with the adult education plan. (B) The member cannot provide services that address the needs identified in the adult education plan. (C) The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. This legislation allows consortia to adjust member allocations based on these three factors.

All members of a consortium must certify that the CFAD is accurate and they agree that the information and documentation on the form is correct.

### 1. Consortium Information

#	Item	Type	Description
1	<b>Address</b>	Form-Entry (pre-filled)	Confirm and update Consortium Organizational Information <ol style="list-style-type: none"> <li>1. Mailing Address</li> <li>2. Website</li> <li>3. Logo</li> </ol>
2	<b>Consortium Administration</b>	Form-Entry (pre-filled)	Confirm / update 2017 - 18 consortium administrators <ol style="list-style-type: none"> <li>1. Primary Contact(s)</li> </ol>

			2. Certifying Official/Coordinator
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## 2. Consortium Membership

#	Item	Type	Description
1	<b>Member Representation</b>	Table / Form Update (pre-filled)	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.
2	<b>Org Chart</b>	File Upload	Provide a current Organizational Chart (.jpg)

## 3. Fiscal Management

#	Item	Type	Description
1	<b>Funding Channel</b>	Multiple-Choice	<p>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.</p> <p><i>Please select the option that best describes how funding should be disseminated to your Consortium from the state.</i></p> <ul style="list-style-type: none"> <li>• The consortium has designated a fiscal agent</li> <li>• The consortium has chosen direct funding</li> </ul>
2	<b>Fiscal Agent</b>	Form Update	Provide the name of member that will serve as the fiscal agent if the consortium has designated a fiscal agent.
3	<b>Rationale</b>	Paragraph	Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to

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			using this structure?
<b>4</b>	<b>Fiscal Management Approach</b>	Paragraph	Whether using a single fiscal agent or not, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to certify and report to the State? How will you be able to break out budgets and expenditures by member, by object code, by program, and by objective?

## 4. Member Allocations

#	Item	Type	Description
<b>1</b>	<b>Member Allocations</b>	Table / Form Update (pre-filled)	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.
<b>2</b>	<b>Allocation Changes</b>	Paragraph	Describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years
<b>3</b>	<b>Consensus and Approval Process</b>	Paragraph	Describe how you arrived at consensus and approval of this allocation schedule.

## 5. Certification and Submission

#	Item	Type	Description
<b>1</b>	<b>Select Signature Method</b>	Multiple-Choice	<p>Choose to either print and sign and add as a PDF file or submit a digital signature.</p> <p><i>Please select from the following options:</i></p> <ul style="list-style-type: none"> <li>• Print and Sign</li> <li>• Digital Signature</li> </ul> <ol style="list-style-type: none"> <li>1. <i>Digital signatures may be submitted directly by clicking on the signature blocks in the form, and signing using a stylus or mouse; or</i></li> <li>2. <i>Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link in the form.</i></li> </ol>



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