



## 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

#### 16 Feather River

##### Address

570 Golden Eagle Ave.

Street Address

Street Address 2

Quincy

City

CA

State

95971

Zip

##### Logo

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

Files must be in .png format.

##### Website

http://www.frc.edu/CTE-Adult-E

##### Primary Contact

Pamela

First

Crespin

Last

##### Primary Contact Email

pcrespin@frc.edu

##### Certifying Official / Coordinator

James

First

Scoubes

Last

##### Certifying Official / Coordinator Email

jscoubes@frc.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
Plumas Unified School District	Terry Oestreich	toestreich@pcoe.k12.ca.us	(530) 283-6500	10/23/2015
Plumas County Office of Education	Terry Oestreich	toestreich@pcoe.k12.ca.us	(530) 283-6500	
Feather River Community College District	Derek Lerch	dlerch@frc.edu	(530) 283-0202	10/21/2015

## 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

Feather River 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?

Provide details regarding the rationale for your fiscal structure decision.

The Feather River Consortium's decision to appoint Feather River College (FRC) as fiscal agent was largely based on FRC's existing structure for administering grant-funded programs for its adult students (e.g., Career and Technical Education). This existing FRC structure provided an expedient means for centralizing the AE program's

administrative functions, as well as providing impetus for appointing the College as the Consortium's fiscal agent.

Another aspect of the Consortium's fiscal plan was to disburse the AEBG funding to organizations already serving adult learners in the region. Funds are disbursed through a competitive Request for Applications process, which is overseen by the Feather River Adult Education Consortium. FRC provides the successful grantees with vendor status, and purchase orders are established for each project. If "advance" funding is necessary to launch a project, the grantee can submit a request that includes justification for partial funding in advance of actual expenditures. The balance is paid in response to invoices for reimbursement for actual expenditures.

How did you arrive at the decision?

Initially, the plan to appoint Feather River College (FRC) as the Consortium's fiscal agent was discussed and agreed upon by representatives from each of the Consortium's three Member organizations and members of an Adult Education work group, which was formed in response to the AB86 grant. Subsequently, the plan to appoint FRC as the fiscal agent was presented at a public meeting, which was publicly advertised. All of the discussions and comments favored the appointment of FRC, and the comments were made available to the public.

What were the overwhelming benefits to using this structure?

High on the list of benefits is that centralizing the administrative and fiscal functions established a convenient and efficient "one-stop" center for gathering, analyzing, requesting and disseminating information. Housing the program director position within Feather River College also helped to attract a larger and wider-ranging pool of competent applicants to a position that is located in rural Plumas County. Along with the hiring of a dedicated (1 FTE) program director, the concentration of administrative and fiscal functions has clearly accelerated the Consortium's successful launch of a complex regional plan to create a seamless adult learner pathway among community-based providers that have historically operated as silos.

It is also important to note that Consortium Members have established a highly collaborative and effective relationship, within which they are immediately available for productive discussions and rapid responses to the items that require their attention. One of the benefits of this relationship is that there is no need for Members to exercise constant hands-on management of the program, when many functions can be and are more efficiently performed by the fiscal agent.

## 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?*

Whether using a single fiscal agent or not, describe how you are fiscally managing your block grant?

The Feather River Adult Education (AE) Director, who oversees the financial aspects of the grant, is housed at Feather River College (FRC), the Consortium's fiscal agent. This arrangement enables the AE program to utilize FRC's business and financial systems to process and manage the Consortium's AEBG funding, while also ensuring that all required fiscal checks and balances are in place, including monitoring of all transactions by FRC's Chief Accountant.

How are you rolling up grant expenditures to certify and report to the State?

As the Consortium’s fiscal agent, the Feather River College (FRC) Business Office assists in the fiscal administration of the entire grant. The Adult Education Program is assigned distinct fund accounting numbers (for each year of funding), which enables the program director to process all of the program’s financial projections and expenditures through FRC’s fiscal system. Additionally, this arrangement guarantees that FRC’s CFO certifies all financial reports before they are submitted to the state.

How will you be able to break out budgets and expenditures by member, by object code, by program, and by objective?

The Adult Education Director has developed a separate budget tracking system that balances to the FRC ledgers and also itemizes all of the program’s budget projections and costs by project and object code. Additionally, each project and its budget is linked to the Consortium’s objectives and WIOA’s seven Program Areas and seven Performance Measures.

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	\$750,000	\$773,016	\$773,016
Total Allocated to Members	\$750,000	\$773,016	\$773,016
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Plumas Unified School District	\$0	\$0	\$0
Plumas County Office of Education	\$0	\$0	\$0
Feather River Community College District	\$750,000	\$773,016	\$773,016
Total	\$750,000	\$773,016	\$773,016

Allocation Changes

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

No allocation changes for 2015-16, 2016-17 or 2017-18.

Consensus and Approval

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

The allocation schedule is in sync with the Consortium's larger fiscal plan, which involved appointment of a fiscal agent and collaboration with community-based providers to create a seamless pathway for adult learners in this region. This plan was devised and agreed upon by representatives from each of the Consortium's three Member and members of an Adult Education work group, which was formed in response to the AB86 grant. Subsequently, the plan to appoint FRC as the fiscal agent was presented at a public meeting, which was publicly advertised. All of the discussions and comments favored the appointment of FRC, and the comments were made available to the public.

## 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

Plumas Unified School District



Terry Oestreich

Plumas County Office of Education



Terry Oestreich

Feather River Community College  
District



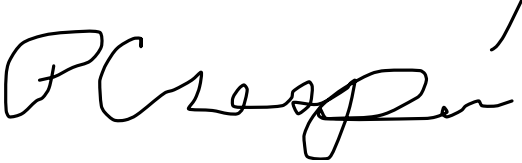
Derek Lerch

[cfadonrampfrcsigned.pdf](#)

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

Applicant	Status	Date
Pamela Crespin	Approved	03/10/2017 2:58pm

Signature

A handwritten signature in black ink, appearing to read "PCrespin", is written over a light gray rectangular background.