



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

19 Glendale

Address

1122 E. Garfield Ave.

Street Address

Street Address 2

Glendale

City

CA

State

91205

Zip

Logo

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

Files must be in .png format.



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Website

<https://www.glendalelearns.org>

Primary Contact

MaryAnn

First

Pranke

Last

Primary Contact Email

mpranke@glendaleca.gov

Certifying Official / Coordinator

Alfred

First

Ramirez

Last

Certifying Official / Coordinator Email

aramirez@glendale.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
Glendale Unified School District	Scott Anderle	sanderle@gusd.net	(818) 241-3111	10/06/2015
Glendale Community College District	Alfred Ramirez	aramirez@glendale.edu	(818) 240-1000	10/06/2015
Verdugo Workforce Development Board*	Judith Velasco	jvelasco@glendaleca.gov	(818) 937-8031	03/17/2016

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.



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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

Glendale 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?

Glendale Community College District (GCCD) was selected as the fiscal agent by unanimous vote of members. Designation of one fiscal agent allows for a streamlined tracking and reporting process for the overall grant. Members report expenditures to the fiscal agent and a single report is submitted to the State, Consortium, and other key stakeholders. This relieves the other

members of the administrative burden, funneling the information to the fiscal agent. This process has been in place since inception and no challenges have been identified with this process. GCCD will continue as 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?

The annual plan serves as a guide for planned expenditures on an annual basis. Allocations are made to members based on the action plans to be accomplished throughout the year. Expenditure reports are submitted to GCCD, as the fiscal agent. Because the Workforce Development Board (WDB) is a JPA, with the City of Glendale as its fiscal agent, the WDB submits invoices to GCCD for reimbursement of costs. GCCD tracks allocations and reimbursements and other expenditures by member. GCCD, as the fiscal agent, has a separate district fund accounting number for the AEBG which allows for organized administration of all expenditures and for all reporting 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	\$985,475	\$1,015,717	\$1,015,717
Total Allocated to Members	\$985,475	\$1,015,717	\$1,015,717
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Glendale Unified School District	\$0	\$0	\$0
Glendale Community College District	\$485,475	\$515,717	\$515,717
Verdugo Workforce Development Board*	\$500,000	\$500,000	\$500,000
Total	\$985,475	\$1,015,717	\$1,015,717

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 2017-2018.

Consensus and Approval

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

Funding allocations are based on the action plans and activities delineated in the annual plans.

Activities are reviewed during monthly meetings along with planned expenditures. Allocations and expenditures are approved by member unanimous vote. Member votes include consideration of all input from meeting participants, faculty, staff, community attendees.

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

Glendale Unified School District



Scott Anderle

Glendale Community College District



Alfred Ramirez

Verdugo Workforce Development Board*



Judith Velasco

[19glendalecfadsignatures.pdf](#)

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

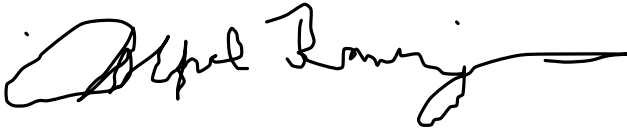
Applicant

Status

Date

MaryAnn Pranke Approved 04/26/2017 1:53pm

Signature

A handwritten signature in black ink, appearing to read "MaryAnn Pranke", with a long horizontal flourish extending to the right.