



# Consortium Fiscal Administration Declaration

## Reporting Template

### 1. Consortium Information

#	Item	Type	Description
1	<b>Organizational Information</b>	Form-Entry (partially pre-filled)	Confirm and update Consortium Organizational Information <ol style="list-style-type: none"> <li>1. Consortium (Long) Name</li> <li>2. Consortium (Short) Name</li> <li>3. Mailing Address</li> <li>4. Website</li> <li>5. Logo</li> </ol>
2	<b>Reporting Period</b>	Form-Entry (pre-filled)	Confirm the program year covered in the report
3	<b>2015 - 16 Grant Number</b>	Form-Entry (pre-filled)	Your consortium's 2015 - 16 grant number
4	<b>Consortium Administration</b>	Form-Entry (pre-filled)	Confirm / update 2016 - 17 consortium administrators <ol style="list-style-type: none"> <li>1. Primary Contact(s)</li> <li>2. Fiscal Contact(s)</li> </ol>
5	<b>Org Chart</b>	File Upload	Provide a current Organizational Chart (.jpg)

### 2. Membership

#	Item	Type	Description
1	<b>Consortium Membership</b>	Table / Form Update (pre-filled)	Review / update membership table to reflect 2016 - 17 grant year. Member reference information may also optionally be updated. Fields include:

			<ul style="list-style-type: none"> <li>• CCD / K-12 District Code (six-digit)</li> <li>• Member Type (i.e., CCD, JPA, K-12, COE)</li> <li>• Member Status: (active, inactive)*</li> </ul> <p><i>*Required. Consortia must indicate for each member whether they intend to participate in 2016 - 17 activities (<b>active</b>), or if they are planning to opt out (<b>inactive</b>)</i></p>
2	<b>Member Contacts</b>	Table / Form Update (pre-filled)	<p>Review / update contacts affiliated with member entities for the 16 - 17 grant year. Contact reference information may be optionally updated. Contact fields:</p> <ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Title</li> <li>• Member</li> <li>• Organization</li> <li>• Type (i.e., Member Representative, alternate, fiscal, administrative)</li> <li>• Phone</li> <li>• Email</li> <li>• Date Approved</li> </ul>

### 3. Fiscal Management

#	Item	Type	Description
1	<b>Funding Channel</b>	Multiple-Choice	<p>Select the option that best describes how funding should be disseminated to the consortium from the state. Options are:</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>Rationale</b>	Paragraph	<p>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?</p>
3	<b>Approach</b>	Paragraph	<p>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?</p>
4	<b>Certifying Official / Coordinator</b>	Text	<p>The name of the consortium's certifying official or coordinator.</p>

<b>5</b>	<b>Certifying Official's / Coordinator's Email</b>	Email	Provide the email address for the consortium's certifying official or coordinator.
<b>6</b>	<b>Allocation Schedule</b>	Table / Form	Enter total allocations by member for the 2015 - 16 grant year, as well as projected allocations for 2016 - 17.
<b>7</b>	<b>Funding Changes</b>	Paragraph	Please describe any significant changes in fund allocations to members for the 16 - 17 reporting year.
<b>8</b>	<b>Consensus and Approval Process</b>	Paragraph	Describe how you arrived at consensus and approval of this allocation schedule.

## 4. Other Rules and Procedures

#	Item	Type	Description
<b>1</b>	<b>Additional Information</b>	Paragraph	Additional information regarding operations or other topics the consortia would like to provide to support or contextualize responses to previous sections.
<b>2</b>	<b>Supplementary Documentation</b>	Files	Additional / Supplementary documentation the consortium would like to provide to support or contextualize responses to previous sections.

## 5. Signature Blocks

*Must be signed by **all** member entities in order to submit.*