

# AEBG TAP

## CFAD Update Webinar

March 9, 2018 | Chat Transcripts

### General Chat

Lori McGuire - Sierra Sands USD	I'm new at this. What is CFAD?
Response:	The CFAD is the Consortium Fiscal Administration Declaration. The CFAD process is when members agree upon how much funding each member will receive in the upcoming school year and declare their consortium's disbursement method.
Kristen Arps - SVAEC	So there is a new CFAD form in NOVA? (We're not just uploading our own doc?)
Response:	AEBG consortium will no longer be uploading CFAD documents to NOVA. The new CFAD process will be completed online within NOVA.
Heather Stafford	If we want to change our fiscal agent for 18/19, can this be done in NOVA?
Response:	Yes – NOVA will allow you to update your fiscal structure and your fiscal agent.
John C	Do you mean use last year's allocation percentages?
Response:	For 18-19 allocations and the COLA – members receive no less than the prior year. With the COLA increase, you use the same percentage allocation as last year to allocate the funds. The consortium may try other options – but all members would have to be in agreement. The only way you could reduce a member allocation is via the education code 84914 (cannot provide services, no longer wishes to provide services, or has become ineffective).
David L. French - Center Adult School	Does the local school board approve the consortia CFAD, or a member MOU from the CFAD? If there is an existing, board-approved agreement, do we need board approval of new amounts?
Response:	Each member district officially appoints a representative to the consortium. The member may add additional approvers like a CFO or CBO. It is not required to have the local school board approve consortium related documents. AB104 legislation states that all consortium decisions are final. The member district rep needs to keep their local school board informed and follow internally their local processes. It would be good practice to have clarifying language in your by-laws on how the consortium

	makes decision. Refer to education code 84905 for more details on consortium member decision making.
Kristen Arps - SVAEC	Thoughts on how to respond to Members who believed the COLA should go to teachers?
Response:	AEBG funds should be used according to your 3-year plan and your annual plan. The goal of the program is to move adults into the workforce and/or post-secondary education. To do this, you must provide classroom instruction. The consortium must have COLA discussions as part of the CFAD processes. All members will receive the COLA increase and will use their funding to follow their work plan. If the work plan is to hire teachers and expand programming, than they have the right to do so.
Annabelle GOAL Director	If you default to last year's CFAD can it be revised later?
Response:	Allocation changes can occur once the CFAD has been submitted; however, the fiscal structure cannot be changed until next year's CFAD process. Any allocation amount revisions would require all members to certify the change.
Peggy Raun-Linde	When and where does the 100% agreement come from? It contradicts our charter/bi-laws.
Response:	The education code (84914) states you get no less than the prior year. If there is an increase, everyone receive the proportional share increase. If the members wish to not follow this requirement, all members would have to be in agreement (hence the 100%). Your by-laws cannot mandate a vote on allocations – that would violate education code 84914.
Wayne	We have an over allocated member, what stops them from not agreeing so they receive excessive funding?
Response:	I am not sure what an over allocated member means. If there is a mistake in allocating funds, the consortium needs to fix it. If all the members agree that there was a mistake in allocating funds, then they can State AEBG Office can work to correct the error. Once corrected, then you can proceed with completing the CFAD correctly.
John Werner SAEC	If a member has 2 Member Representatives listed in the NOVA CFAD, can either one of them certify on behalf of that member agency?
Response:	Yes, all member representatives will have the ability to approve the CFAD. The NOVA system will accept whomever gets to it first.
Jacques	If a member agrees to take less than their previous year's allocation and there is no written internal agreement that the member can return to the previous/larger allocation in a future year, does the member still have a legal right to return to the larger allocation?
Response:	I would check with your local legal counsel on this issue. I hope that the consortium has built enough trust and transparency that if everyone agreed to it, that they would honor that agreement. However, it is always best to get things in writing and on the record.

Kristen Arps - SVAEC	What does that mean - the allocations are consistent with the 3-year plan? I'm trying to remember if there was anything in the 3-year plan about fiscal administration or allocations.
Response:	The 3-year plan drives your annual plan. Your annual plan has key strategies that drive your member work plan. Your member work plan should align with their budget & expenses.
Brenda Harris	Does each member certify in NOVA if the consortium have direct funding?
Response:	Yes – all members regardless of funding structure – fiscal agent or direct funding – must submit & approve a work plan, a budget, and on a quarterly basis – expenses. All consortium – direct funded or fiscal agent – must provide consortium level oversight to review all members work plans, budgets & expenses. See previous webinars on consortium level oversight and use of the 5% administrative funds.
JULIO C SEGURA	How do you change the member representative who certified?
Response:	The consortium Primary Contact can update the member representatives for each member agency in the Agencies and Certifiers section of the CFAD in NOVA.
Susan Moylan	Where can you change who the fiscal agent is?
Response:	Once the CFAD process opens, NOVA will allow you to change or update your fiscal structure and/or your fiscal agent. This can be done in the Fiscal Declaration section.
Parul Parikh	Can we also add disclaimer for members to certify that they agree especially when they enter the expenses in NOVA
Response:	Expenses are not programmed yet - but we will have that disclaimer in the system.
JoDee Slyter	Last year, we had an issue with members certifying who were not receiving an allocation. Has that been fixed?
Response:	All members of the consortium must approve the CFAD regardless of whether or not they receive funding. If your member list shows agencies that are no longer participating in the consortium, you can designate them as in-active by deleting them from the Agencies and Certifiers section. In-active members will not be required to approve the CFAD.
Bill with Sierra Consortium	So does this mean the fiscal agent could get indirect and then a district could also take indirect?
Response:	Yes. See the fiscal guidance for more details.
John Russell	Neil, I just heard 5% limit for administration. Is that oversight or director compensation/travel/etc.?
Response:	The 5% for admin is fiscal oversight only. Assuming that the director's salaries cover admin oversight - but it might not be 100% of the salaries. Some of the director's time will be programmatic too. But there is no cap on program admin.
Cynthia Z Beltran	Is the 5% cap on indirect new as of 18-19? As on CDE website, the SAC query still shows AEBG (Resource 6391) allowable indirect cost rate as LEA approved rate.
Response:	Yes - DOF added it as a trailer bill to the Gov's budget. If signed - it will go in effect July 1, 2018.

Guillermo Mendoza	When you send the member invite, should you wait to delete the prior member?
Response:	You do not have to wait.
Kelsey Harrison	Who enters the allocations? when I logged in I did not have access to edit this screen
Response:	Only the Primary lead at the consortium has access to edit allocations and submit CFAD.
Sherri Watkins	I noticed that the COLA is pre-populated. Does that mean we plan ahead as if the COLA has been approved?
Response:	Yes, you should plan ahead and enter your allocations with the COLA amount.
John Werner SAEC	I think you said this, but....Can those member reps change the amounts in the CFAD table or just the consortium primary contact
Response:	Only the primary can change allocations.
Melissa	Once the allocation is submitted by the consortium lead, is it instantaneous that it will reach each member for approval? I envision doing all of this in real time at a public meeting
Response:	Yes Melissa, it could all happen within minutes at a meeting while everyone is present.
Tracy Chau	Should we input the allocation from Apportionment schedule?
Response:	The allocation for the consortium will be posted in NOVA.
Sypher	So once the CFAD has been approved by the members and submitted by the consortium, only the AEBG office is able to make changes afterwards?
Response:	The consortium can change the allocations - but you need all members to certify. All over again.
Sherri Watkins	How do we correct a mistake from our 17/18 entry?
Response:	Later this month, NOVA will allow you to correct 17/18 entries.
Sonya Smith	When is the earliest date the CFAD can be submitted?
Response:	CFAD will be open by the end of this month.
David Raygoza	Is the 60% at the consortium level or member level?
Response:	It will be at the member level.
Kristen Arps - SVAEC	Where is the narrative section?
Response:	Kristen, it is not there currently. It is will be added in this coming week.
John Russell	Last I remember, tools to assist with oversight were going to be provided by the state. Is that no longer happening?
Response:	Yes – that’s coming. Part of the 3-year plan process.
Kristen Arps - SVAEC	We don't have to identify our oversight activities in the CFAD, do we?
Response:	No

Paul Rosenbloom, DSAEA	How does the 8/15 annual plan vary from the 9/30 workplan. Is it correct to say the 8/15 annual plan is consortium-wide while the 9/30 is member specific?
Response:	Yes. Annual plan -= consortium level. Work plans = member level.
Heather Maloy, DSAE	We noticed there were a few errors in our NOVA carryover, what do we need to do to reconcile these errors?
Response:	Yes – you will be able to change those in NOVA when the expenditure reporting and budget revision process is released.
JoDee Slyter	Are the due dates listed on the slide on AEBG website due date list?
Response:	Yes.