

CAEP Allocation Amendment: 2019-20 Produced: Jun 10, 2019, 3:26 PM UTC Kierstin Wight

31 Gateway Adult Education Network

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 31 Gateway Adult Education Network

Funding Channel: Fiscal Agent

Fiscal Agent: Not Selected

Narrative: Upon receipt of the funds from the state, the Fiscal Agent will provide an upfront allocation of 1/12th every month to each member based on that member's allocation. As a Consortium, we have opted to operate on an upfront disbursement of funds of 1/12th of each member's award, which will be paid each month, upon received from the state. Each member will submit a monthly invoice requesting 1/12th of their funds with backup required for the prior month at the monthly invoice request. The benefits include a more streamlined process, one member having the Consortium information for reporting purposes versus various members having fragmented pieces, and the fiscal agent's ability to have a quick turnaround time in payment. The Fiscal Agent is requesting quarterly Financial Status Reports (FSRs) from its members. The FSRs are reviewed for completeness of appropriate support documentation and ensuring it is consistent with the submitted work plans. Once reviewed by the Accounting Technician, they are routed to the Fiscal Agent's Certifying Official for additional review. The FSRs are routed back to Fiscal for record keeping. The Fiscal Agent then reviews the reported expenditures against the approved member's budgets. The members complete a Budget Modification Request Form that is then routed for approval at the GAEN Board Meeting. The Fiscal Agent receives all approved Budget Modification Request Forms and updates members' budgets as applicable. Each Consortium Member provides expenditure reports by object code to the fiscal agent which is then validated and combined for the Consortia to be reported to the State. Consensus and approval for the programs to be served in our Consortium were agreed upon at the April 12th, 2019 GAEN Board Meeting. All members' work plans include details as to the populations to be served and the work plans were approved at such meeting. As a Consortium, we serve within all seven categories, based on the needs of the region. As it relates to the 5 percent for administrative costs, the Fiscal Agent has agreed to not charge more than 5% of the AB104 funds allocated to the Consortium for administrative responsibilities. The Fiscal Agent will track hours spent for administrative procedures and only true charge expenses, not to exceed 5% of the award amount.

Changes: GAEN Consortium has adopted the Fiscal and Budget Agreement. The members will spend funds within 18 months of the start of the fiscal cycle of the year it was first allocated.

Amended Member Allocations for 2019-20

| Member Agency | Amended Allocation | Adjustment Made |
|--------------------------------------|--------------------|-----------------|
| Dos Palos Oro Loma Joint Unified | \$80,056 | |
| Gustine Unified | \$187,646 | |
| Le Grand Union High | \$78,573 | |
| Los Banos Unified | \$41,769 | -\$81 |
| Mariposa County Unified | \$197,040 | |
| Merced CCD | \$612,233 | -\$2,237 |
| Merced Co. Office of Education | \$251,707 | -\$488 |
| Merced Union High | \$1,930,081 | -\$3,738 |
| Total Allocated to Members | \$3,379,105 | |
| Total CAEP Funds | \$3,379,105 | |
| Total Remaining (Must be \$0) | \$0 | |

Certification

Gustine Unified - Member Representative

Denise Rivera-Pantoja
 Teacher
driverapantoja@outlook.com
 (209) 854-9575

Approved by Gustine Adult School Denise Rivera-Pantoja

2019-06-05

Merced CCD - Member Representative

Jessica Moran
 Director
jessica.moran@mccd.edu
 (209) 381-6477

Approved by Jessica Moran

2019-06-05

2019-06-05

Dos Palos Oro Loma Joint Unified - Member Representative

Frank Lemos
flemos@dpol.net
(209) 392-1043

Approved by Frank Lemos

2019-06-05

Los Banos Unified - Member Representative

Paul Enos
Assistant Superintendent
paulenos@losbanosusd.k12.ca.us
(209) 826-3801

Approved by Los Banos Unified School District Paul Enos

2019-06-05

Le Grand Union High - Member Representative

Donna Alley
dalley@lghs.k12.ca.us
(209) 389-9400

Approved by Donna Alley

2019-06-05

Merced Co. Office of Education - Member Representative

Mary Whited
Coordinator
mwhited@mcoe.org
(209) 381-6677

Approved by Mary Whited

2019-06-06

Merced Union High - Member Representative

Steven Hobbs

Principal, Merced Adult School

shobbs@muhsd.org

(209) 325-2802

Approved by Steven Hobbs

2019-06-10

Mariposa County Unified - Member Representative

Kierstin Wight

Business Services Officer

kwight@mcusd.org

(209) 742-0220

Norma Dwyer

ndwyer@mcusd.org

Approved by Kierstin Wight

2019-06-10



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