

CAEP
CFAD

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14 Desert Regional Consortium CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 14 Desert Regional Consortium

Funding Channel: Direct Funded

Narrative: The initial Maintenance of Effort (MOE) funding will flow directly to the relevant members as determined by the state. Consortium allocations are distributed in a manner determined by the Desert Regional Consortium on a year-to-year basis. Before the distribution of funds, the consortium’s governance group will approve an expenditure plan and budget that is aligned with the current Three-year action plan. All decisions of the Desert Regional Consortium are final. Funding for new members will be determined at the time new allocations are released by the State and approved by the Desert Regional Consortium.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Coachella Valley Unified	\$2,042,865	\$2,025,798	\$1,852,024
Desert CCD	\$576,477	\$571,623	\$522,366
Desert Sands Unified	\$430,441	\$426,838	\$390,274
Palm Springs Unified	\$333,501	\$330,710	\$302,205
Riverside Co. Office of Education	\$605,969	\$600,899	\$549,338
Total Allocated to Members	\$3,989,253	\$3,955,868	\$3,616,207
Total CAEP Funds	\$3,989,253	\$3,959,165	\$3,658,438
Total Remaining	\$0	\$3,297	\$42,231

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However,

should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	45%	20%

Consortia Report on Governance Compliance of Rules and Procedures v.2

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *

Yes

3. How will the available funds be reported and evaluated? *

New allocations from CAEP to the DRC are reported at a regularly calendared DRC meeting. Consortium allocations are distributed in a manner determined by the Desert Regional Consortium on a year-to-year basis. Before the distribution of funds, the consortium’s governance group will approve an expenditure plan and budget that is aligned with the three-year action plan. All decisions of the Desert Regional Consortium are final. Funding for new members will be determined at the time new allocations are released by the State and approved by the Desert Regional Consortium.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *

Each respective Agency Governing Board has designated an official to represent the respective districts/LEAs. As proof of Governing Board actions, copies of respective Governing Board minutes will be submitted as supportive evidence of these designations.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

A quorum is required for the consortium to conduct business. A quorum at present is three members present. All decisions are made at regular and/or special meeting of the Consortium. If a member cannot attend a meeting, that member may temporarily appoint his/her designee from their organization with delegated authority. Such delegated authority must be in writing and signed by the member prior to the meeting. The consortium is Ralph M. Brown Act Compliant. All members and their designees will attend Ralph M. Brown Act Training

6. What will be the relative voting power of each member? *

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

8. How did you arrive at that decision-making model? *

Our consortium members and partners reviewed and discussed various governance models and worked together to reach consensus and agree upon the decision-making model that works best for our consortium

9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? *

All agenda items are requested from DRC members eight (8) days prior to DRC regularly calendared meetings by the DRC Secretary. A draft agenda will be provided to all members six (6) days prior to DRC regularly scheduled meetings for final approval and/or additions to the agenda. The final agenda is published by the Webmaster and Secretary, at direction of the Consortium Director four (4) days on the DRC webpage prior to the regularly scheduled DRC calendared meetings.

In addition, DRC encourages all interested persons to attend regularly scheduled DRC Board meetings and to address the DRC Board concerning any item on the agenda or within the Consortium's jurisdiction.

The DRC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the DRC Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the DRC Board on any item of interest to the public that is within the subject matter jurisdiction of the DRC and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, DRC members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the DRC Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the DRC Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the DRC may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the DRC. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the DRC Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the DRC may extend the time limit for individual remarks.

All decisions of the Desert Regional Consortium are final.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

Public notice of proposed consortium decisions will be posted in both an accessible public area as well as on the consortium's website. Each agenda provides for public comment. Comments will be reviewed, assessed, and considered as decisions move forward. If requested, information that is public record shall be made available

11. Describe how comments submitted by members of the public will be distributed publicly. *

A summary of comments submitted by members of the public, as well as all decisions made by the DRC Board, will be recorded in the meeting minutes, and published publicly on the DRC website.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *

The DRC will solicit and consider comments and input regarding a proposed decision from other entities that provide education and workforce services for adults in the region by announcing its tentative decision in its regularly scheduled meeting and soliciting comments from their entities at the time of the meeting. The Chair of the Consortium may limit comment time of each entity to 10 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting and/or defer a decision for further consideration.

In addition, the DRC will consider input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before making decision.

Discussion of agenda items to be considered, at regularly calendared DRC meetings, will be discussed by the representative members of the Desert Regional Consortium (COD, CVUSD, DSUSD, PSUSD, and RCOE), as well as the RCOE – School of Career Education Center representative and the Consortium Director, however voting shall be done only by the five representative members.

13. How will you determine approval of a distribution schedule pursuant to Section 84913? *

Maintenance of Effort (MOE) funding will flow directly to the relevant members as determined by the state. However, consortium allocations will be distributed in a manner determined by the Desert Regional Consortium on a year-to-year basis. Before the distribution of funds, the consortium's governance group will approve an expenditure plan and budget that is aligned with the three-year action plan. All decisions of the Desert Regional Consortium are final.

Funding for new members will be determined at the time new allocations are released by the State and approved by the Desert Regional Consortium.

14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

Members who shall join in accordance with the California Legislature (Article 9. CAEP Program [84916] will be allowed to join automatically. It is the intent and expectation of the California Legislature that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be a member of a consortium pursuant to this article if it receives funds from any of the following programs or allocations:

- (a) The Adults in Correctional Facilities program.
- (b) The federal Adult Education and Family Literacy Act (Title II of the federal Workforce Innovation and Opportunity Act).
- (c) The federal Carl D. Perkins Career and Technical Education Act (Public Law 109-270).
- (d) Local control funding formula apportionments received for students who are 19 years of age or older.
- (e) Community college apportionments received for providing instruction in courses in the areas listed in subdivision (a) of Section 84913.
- (f) State funds for remedial education and job training services for participants in the CalWORKs program.

Members may partner with other organizations; however, such partnerships are voluntary on the part of each member.

A Local Education Agency (LEA) representative may not be dismissed from the Consortium unless they voluntarily choose to do so. However, in the event the LEA designated representative fails to participate in meeting and/or meet its other obligations as a representative (more than three times), the Consortium may deem this representative as non-compliant and may request a newly appointed designee from the governing body of that member. If a representative of a member needs to leave the Consortium, the governing body of that member must officially designate a new representative. If a member decides to leave the Consortium, a letter of resignation, approved by their governing body, must be submitted giving the Consortium 60 days' notice. A permissive member may be dismissed for nonperformance or noncompliance by a majority vote of the members.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

AB 1491 would authorize a consortium to reduce a member's allocation by no more than the amount of the member's carryover, as defined, if the consortium makes a finding by a majority vote, based on the member having excessive carryover for at least 2 consecutive fiscal years beginning with the 2022–23 fiscal year, that the member has been consistently ineffective in providing services that address the needs identified in the adult education plan.

AB 1491 would require a consortium with carryover from one or more prior fiscal years exceeding 20% to submit a written expenditure plan, as specified, to the chancellor and the Superintendent, and would require the chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region's available funding.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

Following the CAEP recommendation of First in First Out (FIFO), the DRC Consortium Director, in conjunction with the member business departments, monitor the rate of expenditures to determine the first allocated budget is spent in a timely basis and adequate carryover funds are available for subsequent years. The CAEP Adult Education Program Fiscal Program Guide recommends spending targets of 15% Quarter 1, 30% Quarter 2, 45% Quarter 3 and 60% Quarter 4, targets based on the current active funding for the 12-month period (July 1st to June 30th), which includes all active carry-over funds and any new funds. The member fiscal year or 12-month budget in NOVA reflects all active funding. Failure to meet targets will result in a corrective action plan. In the event a member is unable to spend its allocated budget, the funds may be allocated after an agreed upon majority vote by the DRC. Via MOU unspent funds will then be allocated to other DRC member(s) with the proviso that the funds will be fully spent, and invoices fully paid by the end of the Quarter 4. All funds must be spent as per the CAEP Adult Education Program Fiscal Program Guide.

18. How does your consortium define member effectiveness? *

The CAEP assurances are part of the CFAD certification process in NOVA (in order to receive state CAEP funding).

NOVA Certification:

Each CAEP consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD). By clicking "Approve" in the NOVA system, the member is confirming that they agree to all the CAEP assurances listed under sections labeled: Membership & Decision-Making, Public Meetings, and Reporting Requirements.

This also includes members certifying to any additional consortium rules and procedures and, as agreed upon by the consortium members (such as any additional by-laws, charters, etc.).

DRC Consortium Member Responsibilities:

Consortium lead/director must monitor member performance related to the CAEP assurances and identify members for non-compliance.

Consortium lead/director must provide members technical assistance and/or reach out to the CAEP Technical Assistance Project (TAP) as part of the reasonable intervention to help their members.

Once a reasonable intervention has been attempted without success, the consortium may deem that member as ineffective, and their funding may be reduced.

If a consortium chooses to decrease the member’s funding, the consortium must document the reason, the technical assistance/reasonable intervention provided, and the public meeting minutes of how/when the decision was made this documentation must be posted to the consortium’s Supporting Documentation section in NOVA.

19. What bylaws does your consortium have addressing member effectiveness? *

Desert Regional Consortium Governance Compliance of Rules and Procedures

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

The Three-Year Plan, Annual Plans, Consortium Fiscal Administration Declaration (CFAD), Expenditures and Allocations Schedule documents will serve to detail working beyond this questionnaire. Currently, the Desert Regional Consortium CFAD submitted May 2024 serves as the frame of reference for developing further implementation plans and schedules. The 2022-25 Three-Year Plan is posted in the CAEP and DRC Websites. As plans and schedules are finalized and updated, the consortium’s work is based on the most current workplan with timelines.

Member Agencies

Member Agency	Member Type	Contact	Phone
Coachella Valley Unified	Unified School District	Jereme Weischedel	(760) 398-6302
Desert CCD	District	Dean Papas	(760) 776-7371
Desert Sands Unified	Unified School District	Larry Bellanich	(760) 771-8612
Palm Springs Unified	Unified School District	Dr. Deanna Keuilian	(760) 883-2703 ext: 4805006
Riverside Co. Office of Education	County Office of Education (COE)	Ms. Lucie Gonzalez	(951) 922-7362

Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).

- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Coachella Valley Unified - Member Representative

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Approved by Jereme Weischedel

04/09/2024 08:55 AM PDT

Desert CCD - Member Representative

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Approved by Dean Papas

04/24/2024 01:43 PM PDT

Desert Sands Unified - Member Representative

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04/09/2024 04:55 PM PDT

Palm Springs Unified - Member Representative

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Approved by Dr. Deanna Keuilian

04/16/2024 04:02 PM PDT

Riverside Co. Office of Education - Member Representative

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Approved by Ms. Lucie Gonzalez

04/15/2024 09:33 AM PDT



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