

CAEP Allocation Amendment: 2019-20 Produced: Nov 20, 2019, 10:58 PM UTC Mary Whited

## 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	\$0	-\$187,646
Le Grand Union High	\$78,573	
Los Banos Unified	\$59,155	
Mariposa County Unified	\$197,040	
Merced CCD	\$782,493	\$187,646
Merced Co. Office of Education	\$251,707	
Merced Union High	\$1,930,081	
<b>Total Allocated to Members</b>	<b>\$3,379,105</b>	
<b>Total CAEP Funds</b>	<b>\$3,379,105</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

## Certification

### Gustine Unified - Member Representative

Denise Rivera-Pantoja  
 Teacher  
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Approved by Gustine Adult School Denise Rivera-Pantoja

2019-11-19

### Le Grand Union High - Member Representative

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Dan Silveira  
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Approved by Dan Silveira

2019-11-19

**Merced CCD - Member Representative****Jessica Moran**

Director

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Approved by Jessica Moran

2019-11-19

**Merced Union High - Member Representative****Steven Hobbs**

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2019-11-19

**Mariposa County Unified - Member Representative****Kierstin Wight**

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Approved by Kierstin Wight

2019-11-19

**Los Banos Unified - Member Representative**

**Paul Enos**

Assistant Superintendent

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Approved by Dr. Sean Richey Los Banos USD

2019-11-19

**Dos Palos Oro Loma Joint Unified - Member Representative**

**Frank Lemos**

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Approved by Frank Lemos

2019-11-19

**Merced Co. Office of Education - Member Representative**

**Mary Whited**

Coordinator

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Approved by Mary Whited

2019-11-20



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