

CAEP Allocation Amendment: 2019-20 Produced: Sep 1, 2020, 04:01 AM UTC Tammy Kudela

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 | \$96,378 | \$2,507 |
| Gustine Unified | \$0 | |
| Le Grand Union High | \$78,573 | |
| Los Banos Unified | \$50,314 | |
| Mariposa County Unified | \$187,040 | |
| Merced CCD | \$594,847 | -\$94,404 |
| Merced Co. Office of Education | \$441,872 | \$91,897 |
| Merced Union High | \$1,930,081 | |
| Total Allocated to Members | \$3,379,105 | |
| Total CAEP Funds | \$3,379,105 | |
| Total Remaining (Must be \$0) | \$0 | |

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|--|----------------------------------|--|--------------------------|
| Delhi Unified | Unified School District | Marisol Zaragoza | (209) 384-6213 |
| Dos Palos Oro Loma Joint Unified | Unified School District | Frank Lemos | (209) 392-1043 |
| Gustine Unified | Unified School District | Gustine Adult School Denise Rivera-Pantoja | (209) 854-9575 |
| Le Grand Union High | High School District | Donna Alley | (209) 389-9400 |
| Los Banos Unified | Unified School District | Dr. Sean Richey Los Banos USD | (209) 826-3801 ext: 7020 |
| Mariposa County Unified | Unified School District | Kierstin Wight | (209) 742-0220 |
| Merced CCD | District | Jessica Moran | (209) 381-6477 |
| Merced Co. Office of Education | County Office of Education (COE) | Holly Newlon | (209) 381-6740 |
| Merced Union High | High School District | Steven Hobbs | (209) 325-2802 |

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)(ii)).
- 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)).

Merced CCD - Member Representative

Jessica Moran

Director

jessica.moran@mccd.edu

(209) 381-6477

Approved by Jessica Moran

08/31/2020 01:35 PM PDT

Mariposa County Unified - Member Representative

Kierstin Wight

Business Services Officer

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(209) 742-0220

Tammy Kudela

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Approved by Tammy Kudela

08/31/2020 09:01 PM PDT

Merced Co. Office of Education - Member Representative

Holly Newlon

Director

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Approved by Holly Newlon

08/31/2020 03:59 PM PDT

Le Grand Union High - Member Representative**Donna Alley**dalley@lghs.k12.ca.us

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Dan Silveira

Chief Business Officer

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Approved by Donna Alley

08/31/2020 02:35 PM PDT

Los Banos Unified - Member Representative**Sean Richey**

Chief Academic Officer

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Approved by Dr. Sean Richey Los Banos USD

08/31/2020 03:09 PM PDT

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

Principal, Merced Adult School

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Tina Valadeztvaladez@muhsd.org

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Approved by Steven Hobbs

08/31/2020 01:39 PM PDT

Gustine Unified - Member Representative

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Teacher
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Approved by Gustine Adult School Denise Rivera-Pantoja

08/31/2020 01:42 PM PDT

Dos Palos Oro Loma Joint Unified - Member Representative

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Approved by Frank Lemos

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