

CAEP Allocation Amendment: 2019-20 Produced: Apr 27, 2021, 06:44 PM UTC Holly Newlon

## 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	
Gustine Unified	\$0	
Le Grand Union High	\$78,573	
Los Banos Unified	\$70,752	\$20,438
Mariposa County Unified	\$162,040	-\$25,000
Merced CCD	\$579,250	-\$15,597
Merced Co. Office of Education	\$462,031	\$20,159
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>	

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Delhi Unified</a>	Unified School District	Marisol Zaragoza	(209) 384-6213
<a href="#">Dos Palos Oro Loma Joint Unified</a>	Unified School District	Frank Lemos	(209) 392-1043
<a href="#">Gustine Unified</a>	Unified School District	Gustine Adult School Denise Rivera-Pantoja	(209) 854-9575 ext: 600
<a href="#">Le Grand Union High</a>	High School District	Donna Alley	(209) 389-9400
<a href="#">Los Banos Unified</a>	Unified School District	Dr. Sean Richey Los Banos USD	(209) 826-3801 ext: 7020
<a href="#">Mariposa County Unified</a>	Unified School District	Tammy Kudela	
<a href="#">Merced CCD</a>	District	Jessica Moran	(209) 381-6477
<a href="#">Merced Co. Office of Education</a>	County Office of Education (COE)	Holly Newlon	(209) 381-6740
<a href="#">Merced Union High</a>	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](mailto:jessica.moran@mccd.edu)  
(209) 381-6477

Approved by Jessica Moran

04/21/2021 08:10 AM PDT

#### Mariposa County Unified - Member Representative

**Tammy Kudela**  
[tmkudela@gmail.com](mailto:tmkudela@gmail.com)

Approved by Tammy Kudela

04/21/2021 06:43 AM PDT

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

**Holly Newlon**  
Director  
[hnewlon@mcoe.org](mailto:hnewlon@mcoe.org)  
(209) 381-6740

Approved by Holly Newlon

04/27/2021 11:44 AM PDT

#### Le Grand Union High - Member Representative

**Donna Alley**

[dalley@lghs.k12.ca.us](mailto:dalley@lghs.k12.ca.us)

(209) 389-9400

**Dan Silveira**

Chief Business Officer

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(209) 389-9403 ext: 1005

Approved by Donna Alley

04/21/2021 08:36 AM PDT

**Los Banos Unified - Member Representative**

**Sean Richey**

Chief Academic Officer

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(209) 826-3801 ext: 7020

**alejandra garibay**

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(209) 826-6810

Approved by Dr. Sean Richey Los Banos USD

04/21/2021 10:46 AM PDT

**Merced Union High - Member Representative**

**Steven Hobbs**

Principal, Merced Adult School

[shobbs@muhsd.org](mailto:shobbs@muhsd.org)

(209) 325-2802

**Jorge Hurtado**

Clerk Typist

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(209) 325-2806 ext: 2806

Approved by Jorge Hurtado

04/21/2021 10:57 AM PDT

**Gustine Unified - Member Representative**

**Denise Rivera-Pantoja**

AE Administrator/Teacher

[drivera@gustineusd.org](mailto:drivera@gustineusd.org)

(209) 854-9575 ext: 600

Approved by Gustine Adult School Denise Rivera-Pantoja

04/23/2021 07:46 AM PDT

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

**Frank Lemos**

[flemos@dpol.net](mailto:flemos@dpol.net)

(209) 392-1043

Approved by Frank Lemos

04/21/2021 06:44 AM PDT



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