

CAEP Allocation Amendment: 2021-22 Produced: Aug 30, 2021, 08:44 PM UTC Donna Alley

## 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 State's funds, the Fiscal Agent will provide an upfront allocation of 1/12th every month to each member based on that member's allocation and compliance with the GAEN bylaws. As a Consortium, we have opted to operate on an upfront disbursement of 1/12th of each member's award, which will pay each month upon receipt of funds from the State. Each member will submit a monthly invoice requesting 1/12th of their funds. 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 turn around time in payment quickly. The Fiscal Agent is requesting quarterly Financial Status Reports (FSRs) from its members. The FSRs are reviewed for completeness of appropriate support documentation, and the reported expenditures are verified 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 15th, 2021 GAEN Board Meeting. All members' work plans include details about the populations to be served, and the work plans were approved at such a meeting. As a Consortium, we serve within all seven categories based on the needs of the region. The Fiscal Agent agrees to charge no 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 actual charge expenses, not to exceed 5% of the award amount.

**Changes:** No Changes

### Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Dos Palos Oro Loma Joint Unified	\$86,080	\$6,024
Gustine Unified	\$187,646	
Le Grand Union High	\$78,573	
Los Banos Unified	\$92,345	\$50,576
Mariposa County Unified	\$203,064	\$6,024
Merced CCD	\$600,871	\$1,524
Merced Co. Office of Education	\$321,300	\$6,024
Merced Union High	\$1,946,080	\$15,999
<b>Total Allocated to Members</b>	<b>\$3,515,959</b>	
<b>Total CAEP Funds</b>	<b>\$3,515,959</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	Holly Crivelli Dos Palos High School	(209) 392-0300 ext: 0302
<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	Marisol Zaragoza	(209) 384-6213
<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

##### Marisol Zaragoza

Accountant

[marisol.zaragoza@mccd.edu](mailto:marisol.zaragoza@mccd.edu)

(209) 384-6213

##### Caroline Dawson

Professor of Mathematics

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(209) 617-6207

Approved by Caroline Dawson

08/29/2021 01:16 PM PDT

#### Mariposa County Unified - Member Representative

##### Tammy Kudela

[tmkudela@gmail.com](mailto:tmkudela@gmail.com)

Approved by Tammy Kudela

08/27/2021 01:41 PM PDT

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

##### Holly Newlon

Director

[hnewlon@mcoe.org](mailto:hnewlon@mcoe.org)

(209) 381-6740

##### Annie Arounsack

Business Manager

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Approved by Holly Newlon

08/27/2021 11:40 AM PDT

**Le Grand Union High - Member Representative**

**Donna Alley**

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**Dan Silveira**

Chief Business Officer

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Approved by Donna Alley

08/30/2021 01:44 PM PDT

**Los Banos Unified - Member Representative**

**Sean Richey**

Chief Academic Officer

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**alejandra garibay**

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Approved by Dr. Sean Richey Los Banos USD

08/27/2021 11:41 AM PDT

**Merced Union High - Member Representative**

**Steven Hobbs**

Principal, Merced Adult School

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(209) 325-2802

**Jorge Hurtado**

Clerk Typist

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Approved by Steven Hobbs

08/27/2021 11:30 AM PDT

**Gustine Unified - Member Representative**

**Denise Rivera-Pantoja**  
AE Administrator  
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Approved by Gustine Adult School Denise Rivera-Pantoja

08/27/2021 11:47 AM PDT

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

**Holly Crivelli**  
Principal  
[hcrivelli@dpol.net](mailto:hcrivelli@dpol.net)  
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**Desiree Bryant**  
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(209) 392-0209

**Melissa Kielpinski**  
Assistant Superintendent of Business Services  
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Approved by Desiree Bryant 6175538

08/30/2021 09:17 AM PDT



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