

CAEP Allocation Amendment: 2021-22 Produced: Nov 17, 2022, 06:46 PM UTC Chan Meas

## 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	\$73,270	-\$12,810
Gustine Unified	\$77,097	
Le Grand Union High	\$79,591	
Los Banos Unified	\$92,345	
Mariposa County Unified	\$203,064	
Merced CCD	\$603,706	-\$106,696
Merced Co. Office of Education	\$427,151	\$105,851
Merced Union High	\$1,959,735	\$13,655
<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
Delhi Unified	Unified School District	Marisol Zaragoza	(209) 384-6213
Dos Palos Oro Loma Joint Unified	Unified School District	Holly Crivelli Dos Palos High School	(209) 392-0280 ext: 0282
Gustine Unified	Unified School District	Gustine Adult School Denise Rivera-Pantoja	(209) 854-9575 ext: 600
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	Tammy Kudela	
Merced CCD	District	Caroline Dawson	(209) 617-6207
Merced Co. Office of Education	County Office of Education (COE)	Mary Whited	(209) 381-6677
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)(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)).

#### Merced CCD - Member Representative

##### Caroline Dawson

Professor of Mathematics

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##### Kimberly Freitas

Associate Director of Business & Fiscal Services

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Approved by Caroline Dawson

11/15/2022 12:12 PM PST

#### Mariposa County Unified - Member Representative

##### Tammy Kudela

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##### Kierstin Wight

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Approved by Tammy Kudela

11/15/2022 12:19 PM PST

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

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**Holly Newlon**

Director

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Approved by Holly Newlon

11/15/2022 11:39 AM PST

**Le Grand Union High - Member Representative**

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Approved by Donna Alley

11/15/2022 12:44 PM PST

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Approved by Chan Meas Los Banos Adult School

11/17/2022 10:46 AM PST

**Merced Union High - Member Representative**

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**Nina Navarro**  
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Approved by Steven Hobbs

11/15/2022 11:39 AM PST

**Gustine Unified - Member Representative**

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Approved by Gustine Adult School Denise Rivera-Pantoja

11/15/2022 11:52 AM PST

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

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