



# Consortium Fiscal Administration Declaration

**INSTRUCTIONS:** The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

## Consortium Information —

### 31 Gateway (Merced)

#### Address

[50 E. 20th Street](#)

Street Address

Street Address 2

<a href="#">Merced</a>	<a href="#">CA</a>	<a href="#">95340</a>
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City	State	Zip
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#### Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

[remove](#)



#### Website

[mygaen.org](#)

#### Primary Contact

<a href="#">Vilma</a>	<a href="#">Reynoso</a>
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First	Last
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#### Primary Contact Email

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

#### Certifying Official / Coordinator

<a href="#">Andre</a>	<a href="#">Urquidez</a>
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First	Last
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#### Certifying Official / Coordinator Email

[andre.urquidez@mccd.edu](mailto:andre.urquidez@mccd.edu)

## Consortium Membership —

### Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Email	Phone	Approved
Delhi Unified School District	Adolfo Melara	amelara@delhiusd.org	(209) 656-2000	10/13/2015
Dos Palos Oro Loma Jt. Unified School District	Frank Lemos	flemos@dpol.net	(209) 392-1043	08/26/2015
Gustine Unified School District	Denise Rivera-Pantoja	driverapantoja@outlook.com	(209) 854-2664	11/12/2015
Merced Union High School District	Steven Hobbs	shobbs@muhsd.org	(209) 385-6430	09/14/2016
Los Banos Unified School District	Paul Enos	paulenos@losbanusd.k12.ca.us	(209) 826-3801	11/12/2015
Le Grand Union High School District	Donna Alley	dalley@lghs.k12.ca.us	(209) 389-9400	10/14/2015
Merced County Office of Education	Mary Whited	mwhited@mcoe.org	(209) 381-6677	10/19/2015
Mariposa County Unified School District	Celeste Azevedo	cazevedo@mcusd.org	(209) 742-0241	01/12/2017
Merced Community College District	Shelly Conner, EdE	shelly.conner@mccd.edu	(209) 381-6585	09/15/2015

## Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.

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## Fiscal Management

### Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- The consortium has designated a fiscal agent
- The consortium has chosen direct funding

### Fiscal Agent

Merced Community College District

### Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

Most K-12 districts in our GAEN Consortium do not have the staff/infrastructure to maintain all the documentation needed at the Consortium level. Each member feels comfortable keeping their individual records and reporting bi-annually to the Fiscal Agent. The decision was voted unanimously at our April 13, 2017, GAEN Board Meeting to continue the same practice into FY16-17 with one minor change. 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. Each member will submit a monthly invoice requesting 1/12th of their funds with backup required of 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.

## Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

The Fiscal Agent is requesting bi-annual 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.

## Member Allocations

### Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$3,087,817	\$3,137,143	\$3,137,143
Total Allocated to Members	\$3,087,817	\$3,137,143	\$3,137,143
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Delhi Unified School District	\$139,401	\$164,943	\$0
Dos Palos Oro Loma Jt. Unified School District	\$65,205	\$76,903	\$76,903
Gustine Unified School District	\$164,075	\$180,256	\$180,256
Merced Union High School District	\$1,772,833	\$1,795,806	\$1,795,806
Los Banos Unified School District	\$0	\$0	\$0
Le Grand Union High School District	\$64,091	\$75,478	\$75,478
Merced County Office of Education	\$132,625	\$153,037	\$153,037
Mariposa County Unified School District	\$175,000	\$189,280	\$189,280
Merced Community College District	\$574,587	\$501,440	\$666,383
<b>Total</b>	<b>\$3,087,817</b>	<b>\$3,137,143</b>	<b>\$3,137,143</b>

### Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

Delhi USD will not be part of the Gateway Adult Education Network consortium for the fiscal year 2017-2018. Another member of the consortium will continue providing Adult Education services to the Delhi area.

### Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

Consensus and approval for the programs to be served in our Consortium were agreed upon at the \_\_April 13th, 2017\_\_

GAEN Board Meeting. All members' work plans included 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 charge true expenses, not to exceed 5% of the award amount.

## Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
2. Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link on the Certification Page.

Please select from the following options:

- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

### Signature Block

Delhi Unified School District

Adolfo Melara

Dos Palos Oro Loma Jt. Unified School District

Frank Lemos

Gustine Unified School District

Denise Rivera-Pantoja

Merced Union High School District

Steven Hobbs

Los Banos Unified School District

Paul Enos

Le Grand Union High School District

Donna Alley

Merced County Office of Education

Mariposa County Unified School District



Mary Whited



Celeste Azevedo

Merced Community College District



Shelly Conner, EdE

[31gatewaymercedcfadsignaturescombined.pdf](#)

Click to indicate you are ready to Submit your 2017-18 CFAD

Applicant	Status	Date
Vilma Reynoso	Approved	03/01/2017 4:04pm

Signature