

***State Center Adult Education Consortium (SCAEC)***  
***Adult Education Program (AEP) as per AB 104 legislation Consortium***  
***Member Allocation***

***Memorandum of Understanding with State Center CCD and Central Unified School District***  
***for Distribution of Funds and Required Information for State Reporting***

This Memorandum of Understanding is entered into between State Center Community College District, hereinafter referred to as "State Center" or "Fiscal Agent", and Central Unified School District, hereinafter referred to as "Member District". This agreement will commence on July 1, 2018 and conclude on June 30, 2019. The purpose of this agreement is to establish the responsibilities of both parties in serving the Consortium.

**Basis & Terms:** Member District will receive their approved allocation in the sum of no more than \$854,126.00. The Adult Education Program (AEP) funding will be released by State Center over the 12 months during the 2018-19 fiscal year. The Member District must adhere to the timeline and spending targets outlined in the AEP Quarterly Reporting Deadlines and Rules listed below. Following the State's disbursement schedule, State Center will release a proportionate amount to the Member District each month, within 45 days following State Center's receipt of funds from the State.

**Member District Responsibilities:** Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the State Center Adult Education Consortium regional and annual plan, as prescribed by AB104 AEP budget language, AEP allowable uses document: AEBG Fiscal Management Guide "Allowable Uses of Adult Education Block Grant Program Funds", Program Guidance for "Performance Year 2017-18", and AB104 (AEP) legislation. Member District will also comply with the monitoring and reporting requirements described in the section below. All referenced documents are available for review on the AEP website: <https://caladulted.org/>

**Monitoring & Reporting Requirements:**

Member District shall be responsible for monitoring their own activities and providing the Consortium with all information the Consortium shall require in order to fulfill the responsibilities of State reporting. This includes any necessary student participation data, expenditure documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes.

Member District will designate a person(s) with proper authority to certify all information submitted to the Consortium and in NOVA. Member District acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEP program. Furthermore, Member District accepts all liability for any disallowed costs, should they arise.

Member District is required to report year-to-date expenditures by 1000-7000 object code, and indirect costs (which shall be your district's CDE approved indirect rate or 5%, whichever is less) through NOVA located at <https://nova.cccco.edu/>. Member District will provide the Consortium/State Center a copy of the general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a quarterly basis according to the timeline listed in the AEP Quarterly Reporting Deadlines and Rules chart below and AB104 regulations.

**Target Spending (refer to AEP Fiscal Management Guide):**

Targets are based on the current active funding for the 12-month period (July 1st to June 30th), which includes all active carry-over funds and any new funds. The member fiscal year or 12-month budget in NOVA reflects all active funding. Failure to meet targets will result in a corrective action plan. The State AEP Office will review all corrective action plans and schedule targeted technical assistance as necessary via AEP Technical Assistance Project (TAP).

**Timeline:**

Members must adhere to the AEP Quarterly Reporting Deadlines and Rules listed below. Additional/other reporting dates may be required by State and this information will be communicated to Member District. (Dates subject to change):

### AEP Quarterly Reporting Deadlines and Rules

AEP Reporting Quarters	Expense and Progress Report Due Dates in NOVA	Budget Revision Due Date	Spending Targets
First Quarter July 1- September 30	Member Due Date: December 1st	Member Due Date: November 15	15%
Second Quarter October 1- December 31	Member Due Date: March 1	Member Due Date: February 15	30%
Third Quarter January 1- March 31	Member Due Date: June 1	Member Due Date: May 15	45%
Fourth Quarter April 1- June 30	Member Due Date: September 1	Member Due Date: August 15	60%

**Notices:** Any notice or demands required by this agreement shall be delivered personally or by United States mail, as follows:

<b>Correspondence to the Member District:</b>	<b>Correspondence to the Fiscal Agent:</b>
Central Unified School District Attn: Paul Birrell, Director, 7-12 & Adult Education 4605 N Polk Avenue Fresno, CA 93722	State Center Community College District Attn: Cheryl Sullivan, Vice Chancellor Finance and Administration 1525 E. Weldon Avenue Fresno, CA 93704-6398

**Non-Discrimination:** Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.

**Special Provisions:**

- 1 Member District shall indemnify and hold State Center Adult Education Consortium harmless against any liability whatsoever arising from any act or acts of Member District employees.
- 2 State Center Adult Education Consortium shall indemnify and hold Member District harmless against any liability whatsoever arising from any act or acts of State Center Adult Education Consortium employees.
- 3 This Agreement is not intended to, and shall not; create the relationship of agent, servant, employee, partnership, joint venture, or association between State Center Adult Education Consortium and State Center Community College District.

This agreement may be revised by mutual written consent of the agencies involved.

## CONSORTIUM

State Center Adult Education Consortium  
642 Pollasky, Suite 110  
Clovis, CA 93612

Signature: 

Name: Sherri Watkins

Title: Executive Director, SCAEC

Date: 07/26/18

## MEMBER DISTRICT

Central Unified School District  
4605 N. Polk Avenue  
Fresno, CA 93722

Signature: 

Name: Kelly Porterfield

Title: Chief Business Officer

Date: 8-9-18

## FISCAL AGENT

State Center Community College District  
1525 E. Weldon Avenue  
Fresno, CA 93704-6398

Signature: 

Name: Cheryl Sullivan

Title: Vice Chancellor Finance and Admin

Date: 8/1/18