

**AB 104: Marin County Adult Education Block Grant Consortium
Member Agreement Addendum
Distribution of Funds and Required Information for State Reporting**

This Member Agreement Addendum is entered into between Marin Community College District, hereinafter referred to as “COM” or “Fiscal Agent”, and Tamalpais Union High School District (TUHSD), Novato Unified School District (NUSD), Marin County Office of Education (MCOE), and San Rafael City Schools (SRCS), hereinafter referred to as “Members.” This agreement will commence on July 1, 2016 and conclude on June 30, 2017. The purpose of this agreement is to establish the responsibilities of both parties, Fiscal Agent and Members, in serving the Marin County Adult Education Block Grant Consortium, hereinafter referred to as “Consortium.”

Basis & Terms:

- Fiscal Agent will distribute AB104 funds in the amount of 1/12 of total allocation to Members per month.

Marin Consortium Member	FY	Allocation	Grant Close-Out Schedule
College of Marin	16-17	\$235, 000.00	12/31/2018
Marin County Office of Education	16-17	\$160,000.00	12/31/2018
San Rafael City Schools District	16-17	\$123,016.00	12/31/2018
Novato Unified School District	16-17	\$180,144.00	12/31/2018
Tamalpais Union High School District	16-17	\$699,161.00	12/31/2018

- Following the preliminary disbursement, which consists of funds from July, 2016 to the initial month of disbursement, there will be no more than 1/12 of the total funds disbursed each subsequent month.
- The Marin County Adult Education Block Grant Consortium apportionment funding will be released by the Fiscal Agent over the 12 months during the 2016-17 fiscal year.
- Members must continue to expend remaining **FY 15-16** funds on program activities through **December 31, 2017**. Invoicing and expenditure approval

is required for **FY 15-16**. Members shall use template created by Fiscal Agent for this purpose.

- Final reporting for **FY 15-16** will be in **January 2018** and closeout will occur **March 1, 2018**.
- It is recommended that Members expend **FY 16-17** funds on program activities after **FY 15-16** funding has been exhausted. **FY 16-17** funds and programming expenditures are allowable through **December 31, 2018**.
- **Following the State's apportionment disbursement schedule, Fiscal Agent will release a proportionate amount to Members each month, within 45 days, following College of Marin's initial receipt of funds from the State.**
- In **FY 15-16**, Members TUHSD and NUSD are required to separate expenditures for "Maintenance of Effort (MOE)" and Consortium expenditures by the seven program areas and by objective. A template will be provided to Members by the Fiscal Agent which will include a listing of expenditures by appropriate object code. **FY 15-16, FY 16-17, and FY 17-18** shall not be co-mingled. Performance year funding must be separated by fiscal year.
- Members will designate a fiscal person/persons with proper authority to certify all information submitted to the Fiscal Agent. Members acknowledge and accept all responsibility for program related expenditures and certify that expenditures are in compliance with the approved objectives, rules and regulations that govern the Adult Education Block Grant (AEBG) program. Furthermore, Members accept all liability for any disallowed costs, should they arise.

Fiscal Agent Responsibilities: The Fiscal Agent will establish procedures and work with Members to set up a system for State reporting and distribute funds according to the terms in this agreement. The Fiscal Agent will provide members with templates for narrative and financial reporting, which is due on dates established by the Fiscal Agent (see due dates below).

Member Responsibilities:

Funds allocated pursuant to this agreement shall be used by Members exclusively

for costs associated with the Marin County Adult Education Block Grant Consortium regional and annual plan, as prescribed by AB104 AEBG budget language, AEBG allowable uses document: Allowable Uses of AB104 (AEBG) Funds “Program Guidance Instructions, Terms & Conditions Program Guidance, Instructions, Terms & Conditions for Performance Year 2015-16 and beyond, and AB104 (AEBG) legislation. Members will submit copies of their agency’s fiscal documents to verify expenses used for approved AEBG purposes and will comply with the monitoring and reporting requirements described in the section below. All referenced documents are available for review on the AEBG Website:

<http://aebg.cccco.edu>

Monitoring & Reporting Requirements:

- Members shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent shall require in order to fulfil the responsibilities of State reporting.
- This includes student data, expenditure documentation, and any AB104 required reporting.

Timeline:

Members will provide the Fiscal Agent with reports on AB104 expenditures and progress prior to the State reporting due dates using the following timeline. Additional/other reporting dates may be required by State and this information will be communicated to Members. (Dates subject to change):

Reporting Period	Dates	Report Due from Member District to Fiscal Agent	Report Due from Fiscal Agent to State
1	7/1/16-12/31/16	1/15/17	1/31/17
2	1/1/17-6/30/17	7/15/17	7/31/17
3	7/1/17-12/31/17	1/15/18	1/31/18
4	1/1/18-6/30/18	7/15/18	7/31/18
5	7/1/18-12/31/18	1/15/19	1/31/19
6	1/1/19-6/30/19	7/15/19	7/31/19

Marin AEBG Consortium Member	FY	Consortium Allocation	Activity Must End By
College of Marin	15-16	\$235, 000.00	12/31/17
Marin County Office of Education	15-16	\$160,000.00	12/31/17
Novato Unified School District	15-16	\$85,000.00	12/31/17
San Rafael City Schools District	15-16	\$100,000.00	12/31/17
Tamalpais Union High School District	15-16	\$170,000.00	12/31/17

Member Signature:

Authorized Signature

Date

Printed Name of Authorized Signature

Member Organization

College of Marin Fiscal Agent Signature:

Authorized Signature

Date

Printed Name of Authorized Signature