

**Contra Costa County Adult Education Consortium (CCCAEC)**  
**AB 104 Adult Education Block Grant (AEBG) Consortium Member Allocations**  
**Memorandum of Understanding with Contra Costa County Office of Education and**  
**Mt. Diablo USD, Adult Education**  
**for Distribution of Funds and Required Information for State Reporting**

This Memorandum of Understanding is entered into between Contra Costa County Office of Education, hereinafter referred to as “Fiscal Agent”, and Mt. Diablo USD, Adult Education, hereinafter referred to as “Member District”. This agreement will commence on July 1, 2015 and conclude on June 30, 2017. The purpose of this agreement is to establish the responsibilities of both parties in serving the Contra Costa County Adult Education Consortium, hereinafter referred to as “Consortium.”

Basis & Terms: Member District will receive their approved allocation in the sum of no more than \$150,984, to be paid by the Fiscal Agent. Following the preliminary disbursement, which consists of funds from July, 2015 to the present, funds will be disbursed twice annually. The Fiscal Agent will release funds to Member District based on the agreed upon allocation. The Adult Education Consortium apportionment funding will be released by the Fiscal Agent during 2015-16 fiscal year. The Member District may continue to expend the FY 15-16 funds on program activities through December 31, 2017. Final reporting will be in January 2018 and closeout will occur in February, 2018.

Fiscal Agent Responsibilities: The Fiscal Agent will establish procedures and work with the Member District to set up a system for State reporting and distribute funds according to the terms in this agreement. The fiscal agent will receive 5% of the consortium expenditures for administration of this fund.

Member District Responsibilities: Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the Contra Costa County Adult Education 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 AB104 (AEBG) 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 AEBG Website: <http://aebg.cccco.edu>

Monitoring & Reporting Requirements:

Member District shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent 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/persons with proper authority to certify all information submitted to the Fiscal Agent. 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 AEBG program. Furthermore, Member District accepts all liability for any disallowed costs, should they arise.

Member District is 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 the Member District by the Fiscal Agent which will include a listing of expenditures by appropriate object code. A narrative of expenditures will also be provided to the Fiscal Agent as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis according to the timeline in this agreement.

Timeline:

Member District 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 the State and this information will be communicated to Member District. (Dates subject to change):

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

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

Correspondence to the Member District:	Correspondence to the Fiscal Agent:
Mt. Diablo USD, Adult Education Attn: G. Vittoria Abbate, Director, College & Career and Adult Education Loma Vista Adult Center 1266 San Carlos Ave. Concord, CA 94518	Contra Costa County Office of Education Attn: Bill Clark, Associate Superintendent, Business Services 77 Santa Barbara Road Pleasant Hill, CA 94523

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 Contra Costa County Office of Education harmless against any liability whatsoever arising from any act or acts of Member District employees.
- 2 Contra Costa County Office of Education shall indemnify and hold Member District harmless against any liability whatsoever arising from any act or acts of Contra Costa County Office of Education employees.
- 3 This Agreement is not intended to, and shall not; create the relationship of agent, servant, employee, partnership, joint venture, or association between Member District and Contra Costa County Office of Education.

This agreement may be revised by mutual written consent of the agencies involved and may be terminated by either agency upon thirty (30) days advance written notice.

**FISCAL AGENT**

Contra Costa County Office of Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

**MEMBER DISTRICT**

Mt. Diablo USD, Adult Education  
Loma Vista Adult Center  
1266 San Carlos Ave.  
Concord, CA 94518

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Bill Clark

Name: \_\_\_\_\_

Title: Associate Superintendent, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_