



June 15, 2020

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: 2020-21 CAEP Annual Plan Instructions and Tips

This memo is to provide instructions for CAEP consortia to complete the 2020-21 Annual Plan process. The 2020-21 CAEP Annual Plan process will consist of two phases. The first phase is submission of the consortium annual plan, by August 15, 2020. The annual plan references the consortium's key accomplishments, goals and strategies (based on CAEP objectives) for the 2020-21 program year. The second phase, certification of the consortium budget and work plan, is due by September 30, 2020. The annual plan and consortium budget and work plan will be submitted directly into NOVA. Consortia are welcome to upload any supporting documents to the 'Supporting Documents' section in NOVA. The sections below in this memo will outline each annual plan section and instructions on how to complete the annual plan. Access the [CAEP Planning Tool](#) for additional resources and guidance.

Executive Summary

The Executive Summary will allow consortia to explain how planned CAEP allocations are consistent with their three-year adult education plan and any deviations due to recent events. Consortia will include a clear and concise description of their consortium vision, list accomplishments made during the prior program year, and list primary goals for the upcoming program year.

Recently our country and state have undergone three seismic events that should impact regional assessments and how students are served. These events include the following:

- COVID-19 epidemic
- Budget reduction, and
- Systemic Racial Injustices.

COVID-19

In response to COVID-19, the Executive Summary should address how the consortium is serving students in a distance learning environment and meeting their learning needs, along with meeting staff, teacher, and faculty needs. Also, the Executive Summary should address how the consortium is responding to student supports (food, employment, clothing, health, shelter, public assistance, etc.). Access the [CAEP COVID-19](#) web page for more information regarding resources.

Budget Reductions

The COVID-19 epidemic has drastically changed California's budget outlook since the release of the Governor's Budget on January 10. At that time, the administration projected a \$5.6 billion surplus for 2020-21 and \$21 billion in reserves, including \$18 billion in the state's Rainy Day Fund. In contrast, the administration's May 7 Revision projected a budget shortfall of \$54 billion. This deficit will bring about budget reductions to CAEP and its partner programs. The Executive Summary must demonstrate that consortia allocations are being strategic and responsive to the changes in the economy and to the impacts on adult education programs & its students.



Systemic Racial Injustices

Adult Education roots lie in a tradition of equity and a history that began with classes to provide English instruction for adults to help immigrants take part in a growing American economy. The murder of George Floyd has reignited the pain and outrage due to the systemic racial injustices that still exist in our country. CAEP has a role and the ability to make a difference as our regional funding formula is based on need – no high school diploma, limited English proficiency, low income, low-literacy, and unemployment. Unfortunately, these need categories impact people of color disproportionately.

Consortia in their executive summaries should describe any plans to examine the issue of their role in addressing systemic racial injustices within their membership and partners. We would encourage consortia and their members to examine the adult education student journeys by demographics. Are some groups progressing and succeeding faster than other groups? If yes, what are the reasons? What strategies and student supports can your consortium and its members use to ensure equitable student progress and success? Utilize available resources such as TOPSPro student reports, LaunchBoard regional and district data sets, and other assessments.

Regional Planning Overview

This 2020-21 annual plan, and the strategies, are based on consortia 2019-2022 three-year plans. In the Regional Planning Overview section, consortia will include a clear and concise description of how their consortium is implementing the new three-year plan. This overview must include any gaps or adjustments discovered when reviewing the three events described above.

Meeting Regional Needs

In this section, consortia will include clear and concise reasons for the gap(s) between the need in the region and the types and levels of adult education services currently being offered. Also include any gaps that have widened due to the events described above. For example, COVID-19 economic impact resulted in the immediate lay-offs in the hospitality and retail industry sectors, which relies upon an immigrant workforce. An alternative approach would be to describe the gaps between the need in your region and the types and levels of adult education services currently being offered. Consortia will support these claims by listing the resources used to identify the gap(s). Lastly, consortia will describe how they will measure effectiveness (or progress) towards meeting this need. One excellent resource for identifying regional need is the Program for the International Assessment of Adult Competencies' (PIAAC) U.S. Skills Map: State and County Indicators of Adult Literacy and Numeracy. <https://nces.ed.gov/surveys/piaac/skillsmap/>

Regional Strategies

For each objective (Gaps in Service, Seamless Transitions, Student Acceleration, Professional Development, and Leveraging Resources), consortia will identify **at least one** strategy they are planning to incrementally increase capacity in, identifying gap areas as well as strategies that help maintain established levels of service. As part of identifying strategies and goal-setting, agencies will want to consider and incorporate distance/remote learning. Moreover, due to budget cuts, please describe how these increases will be achieved, such as an elimination of an existing strategy to implement a new strategy in response to regional needs. The Fiscal Management section will ask consortia to provide a narrative justifying how planned allocations are consistent with the annual adult education plan and the consortium's approach to incorporating remaining carryover funds from prior years into the strategies planned for 2020-21. This response should entail any new strategies to better address regional needs.



NOVA Annual Plan Instructions

The Consortium Primary Contact will log on to NOVA to complete the following steps:

1. Scroll down to the Annual Plan section in NOVA (between the Allocations and Supporting Documents).
2. Click on 'Annual Plan' for Fund Year 2020-21.
3. Click 'Plans & Goals' if the section does not automatically appear.
4. At the bottom of the page, select 'Add Another Regional Need' if there are additional regional needs to cover.
5. Upon completion of this section, select 'Next' to complete the 'Gaps in Service' section.
6. At the bottom of the page, select 'Add Gap in Service' if there are additional gaps to cover.
7. Upon completion of this section, select 'Next' to complete the next section.
8. Follow steps 6 and 7 until you reach the 'Preview' screen.
9. On the 'Preview' screen, the Primary Contact can enter any comments for the Members' Representative(s) to review, then click 'Ok.'
10. The Member Representative(s) will be notified to 'Approve' or 'Reject' the Annual Plan.

Annual Plan Tips

1. Consortia can copy and paste from last year's annual plan or modify existing strategies that are ongoing. The annual plan can have a mixture of new and/or existing strategies. If a consortium's annual plan is similar to the prior year, please do your best to describe what is different from last year to this year (i.e. maybe you have completed some of the strategy action steps, but not all) and how it is responsive to current events described above.
2. The annual plan can consist of implementing existing strategies as the CAEP Office knows some strategies are long term in nature, however, please describe how the Consortia is responding to the events described above.
3. CAEP planning is hierarchical – the three-year plan aligns with the State's CAEP vision and goals. The annual plan contains those strategies that help consortia achieve those goals. The member's budget and expenses support those specific strategies.
4. Annual plans can be amended throughout the program year.
5. Use the 'Send Reminder' feature in NOVA to notify Member Representatives to approve.
6. Consortia work plans and budgets will open after the work plan and budget has been approved by all Member Representatives.
7. The consortium annual plan strategies will be used by consortium members to drive their member work plans and they will be consortium certified by September 30th. Members will select a specific number of strategies from the annual plan to focus on from July 1st to June 30th.
8. The strategies are selected by checking a box (no need to rewrite the strategies or provide additional information).

The CAEP Office and CAEP TAP will host a webinar on the Annual Plan Process in the summer. If you have any questions regarding this information or the process, please contact the CAEP Technical Assistance Project at tap@caladulthood.org. Additionally, if you would like assistance completing the Annual Plan and budget and work plan, please contact CAEP TAP to set up a training.



Sincerely,

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