



July 7, 2021

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: 2021-22 CAEP Annual Plan Instructions and Tips

This memo is to provide instructions for CAEP consortia to complete the 2021-22 Annual Plan process which will consist of two phases. The first phase is submission of the consortium annual plan, by August 15, 2021. The annual plan references the consortium's key accomplishments, goals and strategies (based on CAEP objectives) for the 2021-22 program year. The second phase, certification of the consortium budget and work plan, is due by September 30, 2021. The annual plan, consortium budget and work plan will be submitted directly into NOVA. Consortia are welcome to upload any supporting documents to the NOVA 'Supporting Documents' section. This memo provides a description of each 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 allows consortia to explain how planned CAEP allocations are consistent with the current 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.

Our country and state have undergone three seismic events that should affect regional assessments and how students are served. These events include the COVID-19, budget reductions, and systemic racial injustices. In addition, this is the last annual plan that is connected to the existing 3-year plan. This is a transition period between long-range plans as the next 3-year plan is due June 2022. The executive summary should describe any plan to examine the current issues mentioned and preparations to transition to the new planning process. The State CAEP Office will release three-year planning guidance by late July.

Consortia and their members are encouraged to examine the adult education student journey by demographic data. 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

The 2021-22 annual plan, and 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 existing three-year plan and preparing for the next three-year plan.

Meeting Regional Needs

Consortia will include clear and concise reasons for gap(s) between the need in the region and the types and levels of adult education services currently being offered. Include any gaps that have widened due to recent events. For example, COVID-19 economic impact resulted in the immediate lay-offs in the hospitality and retail industry sectors, which relies heavily upon an immigrant workforce. An alternative approach would be to describe the gaps between the need in the





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, describe how effectiveness (or progress) towards meeting this need is measured. 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 to incrementally increase capacity, identifying gap areas, and strategies that help maintain established levels of service. The Fiscal Management section requires consortia to provide a narrative justifying the consistency of planned allocations with the annual adult education plan and the consortium's approach to incorporating remaining carryover funds from prior years into the strategies planned for 2021-22. 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 2021-22.
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. a strategy has been partially completed) and how it is responsive to current events described above.
2. The annual plan can consist of implementing existing strategies as the CAEP Office understands 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 annual plan has been approved by all Member Representatives.
7. The consortium annual plan strategies will be used by members to drive work plans certified by September 30th. Members select a specific number of strategies from the annual plan to focus on from July 1, 2021 to June 30, 2022.
8. The strategies are selected by checking a box (no need to rewrite the strategies or provide additional information).

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.

The CAEP Office



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