

**MEMO**



July 20, 2022

To: Adult Education Consortium Directors and Members

From: California Adult Education Program (CAEP) State Leadership

Subject: 2022-23 CAEP Annual Plan Instructions and Tips

This memo is to provide information and guidance for CAEP consortia to complete the 2022-23 Annual Plan process. The 2022-23 CAEP Annual Plan process will consist of two phases. The first phase is submission of the consortium annual plan, by September 14, 2022. This year’s 2022-23 Annual Plan and the Budget and Workplan deadlines have been extended to accommodate and allow for additional planning and completion due to the NOVA updates that took place in May. The Annual Plan references the consortium’s key accomplishments, goals and strategies (based on CAEP objectives) for the 2022-23 program year. The second phase, certification of the consortium budget and work plan, is due by October 30, 2022. The annual plan and consortium Budget and Workplan 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.

## **Annual Plan Guidance**

## Commencing in the 2022-23 program year, the CAEP transitioned from AB 86 planning to the education code (§84906) by replacing the existing planning requirements into action steps. The 2022-2025 CAEP Three-Year Plan and the Annual Plan have been aligned to meet the new education code requirements. In support of this transition, the CAEP Annual Plan Guidance was created to guide and establish procedures to complete the CAEP Annual Plan using the California Community College Chancellor’s Office (CCCCO) NOVA online platform. The guidance document will correspond to sections outlined in the Annual Plan as it appears in NOVA, per California Education Code §84906. The document provides details related to the transition from AB 86 to AB 104, relevant definitions, and step-by-step directions to complete in NOVA. Access and review the guidance document by [clicking here.](https://caladulted.org/DownloadFile/1268)

The CAEP Office will host a webinar to review the 2022-23 Annual Plan process on **July 27, 2022** from **12:00 p.m. to 1:30 p.m.** In this webinar, the CAEP Office will review the new guidance document and provide a live demonstration on how to complete the Annual Plan in NOVA. Registration is now open. Please [register here.](https://register.caladulted.org/Home/EventDetail/559)

If you have any questions regarding this information or the process, please contact the CAEP Technical Assistance Project at [tap@caladulted.org](mailto:tap@caladulted.org) (888) 827-2324. Additionally, if you would like assistance completing the Annual Plan and Budget and Workplan, please contact CAEP TAP to set up a training.

Sincerely,

Gary Adams Carolyn Zachry, Ed.D.

California Community Colleges Chancellor's Office California Department of Education

Adult Education Program Office Adult Education Program Office