



September 13, 2022

To: CAEP Consortium Directors and Members
From: CAEP State Leadership
Subject: CAEP Program Area Reporting for 2021-22

This memorandum is to advise the California Adult Education Program (CAEP) consortia and their members of the CAEP Program Area Reporting requirements for the 2021–22 year. This memorandum can also be found on the CAEP website at <https://caladulthood.org/Administrators/22>.

Reporting Requirements

CAEP members that were active during the 2021-22 program year must submit the required 2021-22 program and expenditure data by program area. The CDE and CCCCO requires all Adult Education Program agencies to use the NOVA system for data submission in the following areas:

- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total hours of instruction for 2021-22 provided to students in the seven CAEP program areas (adult education/noncredit).
- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total operational cost for 2021-22 by fund source in the seven CAEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in 2021-22.

All data must be submitted in NOVA as follows:

- Each consortia member will be asked to **submit estimated amounts by September 30, 2022** into NOVA for the following:
 - Program Year 2021-22 – hours of instruction by program area.
 - Program Year 2021-22 – expenses by program area and by fund source.
- Each consortia member will be asked to **certify actual amounts by December 1, 2022** in NOVA for the following:
 - Program Year 2021-22 – hours of instruction by program area.
 - Program Year 2021-22 – expenses by program area and by fund source.

Due to the nuances of the K12 and the Community College systems, in order to complete these two exercises, CAEP members are expected to enter into NOVA the best estimate given the information/data from local and state level systems. The CAEP Office encourages members to prorate when necessary if funding sources or programs overlap and/or are too difficult to separate.



NOVA Reporting Parameters

The CAEP Office has set up a special reporting section in NOVA for the 2021-22 hours of instruction and operational cost (or labeled leveraged funds) by program area. This is not to be confused with the CAEP quarterly expenditure reporting in NOVA. Please see the enclosed process steps for reporting the required 2021-22 data in NOVA.

Data Accountability Training

The CAEP Office has contracted with the Sacramento County Office of Education (SCOE) to create the Technical Assistance Project (TAP), which offers online and in- person trainings regarding a variety of topics, including meeting these specific CAEP reporting requirements in the NOVA system. Past training sessions are available on the California Adult Education Program website at <https://www.caadulthoodtraining.org/>

Technical Assistance Contact Information

For questions related to the CAEP and/or technical assistance on professional development topics, please contact TAP by phone at 1- 888- 827-2324 or by e-mail at tap@caladulthood.org.

Sincerely,

Gary W. Adams
Dean
Adult Education Program Office
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D.
Director
Adult Education Program Office
California Department of Education



Enclosure: Background information, Step by Step Instructions in NOVA, and FAQs.



CAEP Reporting by Program Area in NOVA

2021-22 Program Area Definitions

Education Code Section 84913 defines the seven Adult Education program areas as follows:

1. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants in citizenship, ESL, and workforce preparation.
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce (recently changed to Workforce Preparation).
4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
5. Programs for adult with disabilities.
6. Programs in career technical education that are short term in nature with high employment potential.
7. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

If you operate non-CAEP programs that overlap with CAEP programs or CAEP courses that are designed for “credit” students, please pro-rate hours to include only courses in the seven CAEP areas offered to adult education/noncredit students.

Hours of Instruction by Program Area

The term ‘hours of instruction’ is defined as any reportable individual that has at least one hour of program related instruction in our systems. The CAEP will be using the federal definition for instructional hours as follows:

Contact hours are hours of instruction or instructional activity that the participant receives from the program. Instructional activity includes any program-sponsored activity designed to promote learning in the program curriculum, such as classroom instruction, assessment, tutoring, or participation in a learning lab. Time spent on assessment can be counted only if the assessment is designed to inform placement decisions, assess progress, or inform instruction. Time used simply to administer tests, such as the GED tests, cannot be counted as instructional activity.

https://www.nrsweb.org/sites/default/files/NRS_TA_Guide.pdf

The CAEP will not track service hours. For NOVA Hours of Instruction by Program Area for 2021-22, you may only report instructional program hours.

The time period to report hours of instruction by program area is the 2021-22 program year beginning July 1, 2021, and ending June 30, 2022. The number of hours would be the total for the program year, by each CAEP area.

To calculate an hour of instruction, please follow your agency accounting and fiscal policies that are used to report hours into your attendance system, and the state approved system. For community colleges, this would include the reporting of contact hours of approved curriculum through the official attendance reporting process.

There are several suggested methods for gathering the total hours of instruction provided to students in the seven CAEP program areas.

1. Use the TOPSpro[®] Enterprise CAEP 2021-22 member reports by program area showing hours of instruction.
2. Use your local attendance system, provided that the system is collecting all student instruction hours, and displays the hours by the seven program areas.
3. Community college districts may wish to use their 2021-22 Apportionment Attendance Reports generated from the CCFS-320 Reporting System for noncredit FTES.

Note: Reports from the CCFS-320 Reporting System generate FTES not instructional hours. You will have to calculate the hours of instruction by multiplying the number of FTES by 525 hours. You will also need to develop a method of dividing the lump sum of hours into the various CAEP program areas, as the CCFS-320 Report does not separate data or FTES by program area. You cannot report non-CAEP program areas into NOVA. Colleges would need to develop a methodology for separating CAEP program data from non-CAEP program data.

Operational Costs

The term “operational costs” is defined as the true cost of running CAEP. This includes space, utilities, custodial, overhead, equipment, as well as the normal day-to-day operational costs (instructional, classified, benefits, supplies, etc.).

Operational costs also include administrative costs, which would include administrators who oversee all areas of adult education/noncredit programs.

In some agencies these costs may be difficult to separate or identify specifically to the adult education/noncredit programs. We encourage agencies to prorate these costs and use an allocation methodology that would estimate the true cost of running the adult education/noncredit program.

Leveraged Funds by Program Area

Agencies will also enter into NOVA the various fund sources that contributed to the operational costs of CAEP.

NOVA lists the six fund sources mandated in Education Code Section 84916(a-g) (see below) along with the CAEP funds. If a district's fund sources are also spent on non-CAEP related program areas, and it is difficult to separate between CAEP related and non-CAEP related funds, districts can prorate contributions for CAEP-related programs. This would also apply if revenue/funds were received for non-CAEP students – such as community services, community education, for-credit students, etc.

List of fund sources (Education Code 84916 (a-f)):

1. CAEP – standard adult education apportionment for K12 districts, county offices of education, Joint Powers Authority, and community college districts.
2. CalWORKs – allocation to adult schools, county offices of education, regional occupational programs, and community colleges to provide education services to CalWORKs recipients.
3. Noncredit apportionment – standard noncredit apportionment to community colleges for serving students in noncredit courses and programs. This would not include noncredit programs outside of the seven CAEP program areas.
4. Perkins – federal grant to adult schools, county offices of education, regional occupational programs, and community colleges to improve career technical education programs, serve special populations, and meet gender equity needs for adult/noncredit students.
5. LCFF – local control funding formula (LCFF) is the process by which K12 school districts receive their allocations. K12 districts can incorporate K12 adult education into their local control and accountability plan, and support that with funding or in-kind resources.
6. Adults in Correctional Facilities – is a K12 adult education program that provides for the education of incarcerated adults at county jails in basic education, high school diploma, and English as a Second Language (ESL).
7. WIOA Title II – the Adult Education and Family Literacy Act under the Workforce Innovation and Opportunity Act, Title II, provides supplemental funds to K12 adult schools, county offices of education, community colleges, community-based organizations, health services, corrections, and libraries to assist adults in literacy, secondary, and post-secondary education and training. The programs also assist immigrants and other individuals who are English language learners.
8. State funds for adult literacy and career online high school programs.

For the 2021-22 program year, CAEP will only track the fund sources listed in Education Code 84916 (a-f) AB104 legislation (see below), fees and in-kind contributions as defined by the WIOA Title II. The reporting of additional fund sources is optional.

Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance). Please see the information below for more details and links regarding in-kind contributions and program income.

For CAEP Program Area Hours & Expenses in 2021-22, zero entries by CAEP members are no longer accepted. This means if the member has expenses but no hours of instruction (or has hours of instruction and no expenses), they are excluded from the reporting process. There should be consistency between hour and expenditure entries at the program level. It should not be possible to certify a report with hours of instruction in a program category but no expenditures, or expenditures but no hours of instruction. If you need assistance in NOVA in making consortium members optional for this exercise, please contact TAP.

CAEP consortia may contact TAP if they have questions regarding the amount of funding members were allocated by the various adult education fund sources (WIOA II, CAEP, Community Colleges Apportionment, CalWORKS, Perkins, and Adults In Correctional Facilities Funding) in 2021-22.

In kind Contributions (aligning with WIOA Title II: AEFLA / federal regulations)

Reporting expenditures of non-federal funds supporting WIOA, Title II: AEFLA programs is a grant requirement under Sections 222 and 241 of Public Law 113-128. Report quarterly the total fiscal funds received from the state and local governments used to support these programs. Under “Other Non-Federal and/or In-kind,” report contributions such as: Cash and designated foundation grants or other non-federal awards used for AEFLA programs; Buildings, land, and donated property—classroom space must be valued at the fair rental rate of the space; Volunteer services valued at rates paid for similar work in the local agency; Donated books and supplies valued at the market rate; Utilities and property maintenance valued at the market rate; Cost sharing of equipment valued at the fair rental rate. All resources must be verifiable from the local agency records. Additional details are provided in The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. (2 CFR 300.306) * State General Funding: This encompasses any funds from the state budget used for Title II programs including funds from LCFF, CAEP, Charter School funds, Prop 98 money, state set aside funds for programs that fall within Title II.

https://www.ecfr.gov/cgi-bin/text-idx?SID=997b9bc1eeb1e71a99a78bd2d3b561b5&mc=true&node=se2.1.200_1306&rgn=div8

Program Income / Fees (aligning with WIOA II / federal regulations)

Program Income/fees reporting is a WIOA Title II: AEFLA grant requirement. Program income is defined in 2 CFR 200.1 as “gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them.”) Fees reported must be reasonable and necessary, equitably administered, and must not reach levels that adversely affect the participation of economically disadvantaged students. California Statutory Requirement (Management Bulletin: July 1, 2016) While federal regulations allow program fees to be collected, the California statute is more restrictive and governs the implementation of the AEFLA grant for local education agencies (LEAs) in California. Under California Education Code Section 52612, school districts may generally charge adult fees for adult classes, with the exception of a “charge of any kind” for classes in English, Citizenship and elementary subjects; and a “fee charge” for high school classes (including high school equivalency classes) taken by an adult without a high school diploma. This exception does not apply to non-LEAs. Note: Agencies must expend all program fees collected prior to encumbering or expending AEFLA grant funds. Funds from program income/fees must be disbursed to the program for which the fees were collected within the program year.

https://www.ecfr.gov/cgi-bin/text-idx?SID=997b9bc1eeb1e71a99a78bd2d3b561b5&mc=true&node=se2.1.200_1307&rgn=div8

Frequently Asked Questions

Q: It will be extremely difficult to separate some of my fund expenses as I receive a grant that combines several programs.

A: CAEP members must enter into NOVA their best estimate given the information/data from their local and state level systems. The CAEP Office encourages members to prorate as necessary when funding sources or programs overlap and are too difficult to separate. You can also use your attendance system or TOPSpro[®] to calculate a percentage model that could also assist in separating the funds.

Q: My college 320 report includes noncredit programs that are not one of the CAEP program areas. I don't know how to separate them out.

A: Feel free to use your attendance system and/or the TOPSpro[®] system that collects program services and instructional hours to prorate the amount that you think reflects the hours for that program area.

Q: I am at the adult school. Should we use ASAP reporting or TOPSpro[®] reporting to complete instructional hours in NOVA?

A: Please use the TOPSpro[®] Enterprise 2021-22 CAEP Program Hours Report to enter information into NOVA.

Q: Per the NOVA webinar, we need to report instructional hours by CAEP program. How are we meant to count this? Total hours of instruction offered (number of weeks * hours per week) or by contact time (number of hours attended)?

A: Please report the number of hours attended for the program year by CAEP program area. See the federal definition for contact hours in the attached memo.

Q: What are the differences between Short Term CTE, Workforce Reentry and Pre-Apprenticeship?

A: See the program area definitions as described in the AB104 legislation (and are listed in this document). If you are unable to breakout workforce reentry, pre-apprenticeship, or short term CTE, you may report them all under CTE.

Q: I cannot find the fund sources on the NOVA screen for the California Adult Education Program, and In-kind Contributions. Where are they in NOVA?

A: The California Adult Education Program and In-kind Contributions are listed in the Leveraged Funds by Program Area menu, but under the "Add Another Fund" tab. Just click on "Add Another Fund" and select the California Adult Education Program or In-kind Contributions. Press "Add Selected Fund" to add that fund to the Leveraged Fund Section.

The other selections (Contracted Services, WIOA I / ITAs, Donations, Strong Workforce, Community College Supportive Service, Other Federal Grants, Other State Grants) are optional and are not required to be completed for state reporting (but some consortia may wish to continue reporting them for internal purposes).

Q: How do we track hours of instruction for integrated courses (ESL/CTE, ASE/CTE, ABE, CTE, etc.)?

A: For K12/COEs - if a class is identified as integrated, the hours will be divided equally between the programs designated for that record. If not integrated or if the hours are split unevenly – the agency can create two classes, one for each instructional program represented.

For Colleges - additional exploration is required to review how colleges are coding such courses.

Q: I went into NOVA and accessed the Program Area Reporting, but it shows it was already submitted. How can that be?

A: It appears you may have selected 2018-19 as the program year. The Program Area Reporting for 2018-19 was submitted last program year. Please remember to select the **2021-22 year** from the drop-down menu in NOVA.

NOVA Program Area Reporting Guide

Step 1: Once you log into NOVA, click on Funds (located on the blue navigation pane on the left- hand side), next click on CAEP, and then click on Program Area Reporting. This will direct you to the Program Area Reporting Dashboard, as shown in the screenshot below. You can use the filters located at the top of the screen to locate your consortium. Remember to select the appropriate year. For this current exercise, we are reporting on the **2021-22 program year**.

NOVA
PLAN. INVEST. TRACK.

CAEP Program Area Reporting
Program Area Reporting Dashboard

Veronica Parker

All Programs

CAEP

- Consortia & Members
- Monitor Reports
- Fiscal Reporting
- Program Area Reporting**
- Program Settings

Admin

Fiscal Agent Hub

Institutions

Help

Consortia
Use the fields below to filter the list of consortia.

Consortia: Select a Consortium | Year: 2021-22 | Status: All

Consortium	Year	Progress	Certification Status
01 Allan Hancock and Lompoc Unified Adult Education Consortium	2021-22	1/2 Saved 0/2 Submitted	Uncertified
Allan Hancock Joint CCD			
Lompoc Unified			
02 Antelope Valley Regional Adult Education Consortium	2021-22	0/2 Saved 0/2 Submitted	Uncertified
Antelope Valley CCD			
Antelope Valley Union High			
03 Barstow Area Consortium for Adult Education	2021-22	2/4 Saved 0/4 Submitted	Uncertified
Barstow CCD			
Barstow Unified			
Baker Valley Unified			
Silver Valley Unified			
04 Butte-Glenn Adult Education Consortium	2021-22	0/6 Saved 0/6 Submitted	Uncertified
Butte-Glenn CCD			
Butte Co. Office of Education			
Oroville Union High			
Paradise Unified			
Glenn Co. Office of Education			
Hamilton Unified			

Step 2: Click on your consortium, which will direct you to the Member Agency Program Area Reports, as shown in the screenshot below. Be sure that you have selected the correct reporting year in the filter located at the top of the screen.

CAEP Program Area Consortium Reporting
03 Barstow Area Consortium for Adult Education

Member Agency Program Area Reports

Reporting Year
 Year *
 2021-22

Certification

2021-22 Program Reporting Status
 Uncertified

Certifying Authority
 Eva Bagg
 Elena Rivera

Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2021-22 Status
Baker Valley Unified	0	\$0	Draft
Barstow CCD	0	\$0	Draft
Barstow Unified	0	\$0	Estimates Saved
Silver Valley Unified	1531	\$345,082	Estimates Saved
Totals	1531	\$345,082	0/4 Submitted

Step 3: Find your member agency and click on the link. This will direct you to the workflow steps to complete this report, which includes the Program Area Hours, Leveraged Funds, and Preview section. In the Program Area Hours section, enter the hours of instruction totals for the year for each program area.

CAEP Program Area Reporting: 2021-22
 Baker Valley Unified
[03 Barstow Area Consortium for Adult Education](#)

Status: Draft



Workflow

- Program Area
- Hours
Completed
- Leveraged Funds
Incomplete
- Preview

Program Area Hours

Hours of Instruction

Enter Hour of Instruction totals for the year broken up for each Program Area. Enter whole hours of 0 or greater in each field. Partial hours will be rounded.

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	<input type="text" value="1000"/>
AWD	<input type="text" value="1000"/>
ESL/El Civics	<input type="text" value="1000"/>
K12 Success	<input type="text" value="1000"/>
Pre-Apprenticeship	<input type="text" value="1000"/>
Short Term CTE	<input type="text" value="1500"/>
Workforce Reentry	<input type="text" value="5000"/>
Total	11500 Hours

Step 4: Next click on the Leveraged Funds section and enter expense totals for each fund broken up by program area.

CAEP Program Area Reporting: 2021-22
 Baker Valley Unified
[03 Barstow Area Consortium for Adult Education](#)

Status: Draft
 [Bookmark] [Next]

Workflow 56 errors | Show

- Program Area
- Hours Completed
- Leveraged Funds** Incomplete
- Preview

Leveraged Funds

Leveraged Funds by Program Area

Enter expense totals for each Fund broken up by Program Area. A \$0 or greater entry is required for each field.

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000
CalWORKs	\$	\$	\$	\$	\$	\$	\$	\$0
NonCredit	\$	\$	\$	\$	\$	\$	\$	\$0
Perkins	\$	\$	\$	\$	\$	\$	\$	\$0
LCFF	\$	\$	\$	\$	\$	\$	\$	\$0
Fees	\$	\$	\$	\$	\$	\$	\$	\$0
K12 Adult Ed Jail Funds	\$	\$	\$	\$	\$	\$	\$	\$0
WIOA II	\$	\$	\$	\$	\$	\$	\$	\$0
Contracted Services	\$	\$	\$	\$	\$	\$	\$	\$0
Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000

To add an additional fund not shown on this list, select a new fund from the drop-down list under the 'Add Another Fund' section.

CAEP Program Area Reporting: 2021-22

Baker Valley Unified

[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

 [Next](#)

Workflow	Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Area	LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
○ Hours	Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Completed	K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leveraged	WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
● Funds	Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Completed	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000
○ Preview									

Add Another Fund

Select additional fund to display above and report against.

Select new fund ▼

- WIOA I / ITAs
- Donations
- In-kind Contributions
- Strong Workforce Program (K12 or College)

Step 5: Once you have completed the Program Area Hours and Leveraged Funds sections, click on the Preview section. Review your submission and click on the 'Save Estimates' button when you are ready to submit*.

**When you are ready to submit your district's actual totals, follow the same process as outlined in the steps above, and click on the 'Submit Actuals' button. Actuals are due by December 1.*

CAEP Program Area Reporting: 2021-22

Baker Valley Unified

[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

Share

Workflow

Program Area

Hours
Completed

Leveraged

Funds
Completed

Preview

Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds

Draft

Save Estimates
Submit Actuals

Member Representatives

Cecil Edwards

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	1000
AWD	1000
ESL/El Civics	1000
K12 Success	1000
Pre-Apprenticeship	1000
Short Term CTE	1500
Workforce Reentry	5000

Step 6: Consortium Lead Certification

Once all members have submitted their 'Actuals' reports, the consortium primary contact should navigate to the Member Agency Program Area Reports section and click on the Certify button.