



CALIFORNIA  
ADULT EDUCATION  
PROGRAM

## **Annual Plan Guidance**

Funding Source:  
AB104, Section 39, Article 9,  
in accordance to  
§84914(a)(2) and §84906(a)(1)

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## OVERVIEW

The California Adult Education Program (CAEP) annual planning process along with the member work plan and budget, in accordance with §84914(a)(2) and §84906(a)(1), is designed to provide consortia and members an opportunity to review the current Three-Year Plan, consider key accomplishments and challenges from the prior year, and outline goals and activities for the upcoming program year. The CAEP Annual Plan is a condition of receipt of an apportionment from CAEP and is a justification demonstrating how planned allocations are consistent with the adult education plan (as mandated in §84914(a)(2)).

This document provides guidance and establishes procedures to complete and submit the CAEP Annual Plan using the California Community College Chancellor's Office (CCCCO) NOVA online platform. Sections of this document correspond to sections outlined in the Annual Plan as it appears in NOVA and describes the content that must be included in the consortium's response, per California Education Code. This document provides details related to the transition from AB 86 to AB 104 and step-by-step directions to complete in NOVA.

## ANNUAL PLANNING PROCESS

The annual planning process is designed to be inclusive and collaborative among consortium members and entities that provide education and workforce services for adults in the region. [California Education Code \(§84914\(a\)\(2\)\)](#) and [§84906\(a\)\(1\)](#) outlines the requirements of the Annual Plan. To develop the Annual Plan, consortium members will review the current Three-Year Plan, including the identified objectives, the activities/strategies to address the objectives, and the metrics that apply to the activity/strategy. Additionally, consortium members will examine the planned allocations, including carryover, and how the allocations will be consistent with the Annual Plan. The Annual Plan will serve as a guide for the consortium and its members over one program year.

The Annual Plan guidance is organized around the following sections:

Section	Instructions
Section 1: Plans and Goals	Identify an executive summary, a regional planning overview, and how the Annual Plan will meet the identified regional needs.
Section 2: Address Educational Needs	Define the strategies to address the activities, barriers and metrics.
Section 3: Improve Integration of Services & Transitions	Define the strategies to address the activities, barriers and metrics.
Section 4: Improve Effectiveness of Services	Define the strategies to address the activities, barriers and metrics.

Section 5: Fiscal Management	Describe how the consortium’s available funds, including carryover funds, will be leveraged to impact the strategies identified in the plan.
Section 6: NOVA Instructions	Follow the steps provided in this step to complete the Annual Plan in NOVA.
Section 7: Annual Plan Tips	Tips are provided in this section to bring awareness to some of the nuances that could arise and ways in which to mitigate them.
Section 8: Preview & Submit	Review the content of each prior section.

**SUBMISSION FORMAT AND TIMELINE**

The Annual Plan will be submitted in NOVA. The Annual Plan will become available upon submission and approval of the current year’s CFAD. If needed, to request an account or login credentials for the system, please visit the [NOVA login page](#).

Final annual plans must be submitted and approved by **August 15, 2023** for the 2023-24 program year. After submission and approval of the Annual Plan, consortium member agencies will have until October 30, 2022 to submit and certify their member work plan and budget. The member work plan and budget aligns with the consortium Annual Plan and Three-Year Plan as each member tailors their Workplan and Budget to meet their student needs for the upcoming year.

**FROM PLANNING TO ACTIONS: THE TRANSITION FROM AB 86 TO AB 104 TO EDUCATION CODE**

In 2013, AB 86 provided \$25 Million in Planning Grants for Regional Adult Education Consortia. The California Department of Education (CDE) and California Community Colleges (CCC) Chancellor’s Office jointly awarded grants to school districts and community college districts to form regional consortia. Participants could include other providers (such as local libraries and community-based organizations). With input from other providers, consortia used planning monies in 2013-14 and 2014-15 to document existing services, identify unmet needs, and develop regional plans to coordinate and deliver adult education in their regions. AB 86 also required regional consortia to develop plans to include:

- Plans to address **gaps in services**.
- Plans for parties that make up the consortium to integrate their existing programs and create **seamless transitions** into postsecondary education or the workforce.
- Plans to employ approaches proven to **accelerate a student’s progress** toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.

- Plans to collaborate in the provision of ongoing **professional development** opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes.
- Plans to **leverage existing regional structures**, including, but not necessarily limited to, local workforce investment areas.

In 2015-16, Chapter 13 of 2015 (AB 104, Committee on Budget), created the Adult Education Block Grant (AEBG). The 2015-16 Budget Act provided \$500 million in ongoing Proposition 98 funding for the block grant. The \$500 Million was allocated to 71 regional consortia (with boundaries that largely coincide with community college district service areas). As a condition of funding, each consortium must submit to the state a Three-Year Plan for delivering adult education in its region. In the fall of 2015, using the AB 86 planning objectives (noted above), the State released guidance and templates for the 2015-2018 AEBG Three-Year Plan and Annual Plan. In late 2018, the State continued to use the now called California Adult Education Program (CAEP) Three-Year Plan and the Annual Plan templates for the next round covering 2019-2022.






In January of 2019, the California State Legislature added education code to specifically address CAEP Three-Year Planning. Education Code §84906 stated, “Commencing with the 2019–20 fiscal year, as a condition of receipt of an apportionment of funds from this program for a fiscal year, the members of a consortium shall have a consortium-approved Three-Year Adult Education Plan that addresses a three-year fiscal planning cycle. The plan shall be updated at least once each year based on available data pertaining to the requirements of subdivision (b).”

The new education code also included action steps that replaced the existing planning requirements that were part of the 2015-2018 and the 2019-2022 CAEP Three-Year Plan. Those EC §84906 actions were as follows:

- Actions that the members of the consortium will take to address the educational needs.
- Actions that the members of the consortium will take to improve the effectiveness of their services.
- Actions that the members of the consortium will take to improve integration of services and to improve transitions into postsecondary education and the workforce.

Although, the education code change was too late to update the 2019-2022 CAEP Three-Year Plan, the State began gearing up for the transition in 2020 by exploring how these new requirements would look in NOVA. Starting in Spring of 2021, the State began making programming changes in NOVA, and drafting a new template and guidance reflecting the changes to the 2022-2025 CAEP Three-Year Plan (which was released in January 2022). In addition, the State also aligned the Annual Plan to the new 2022-2025 CAEP Three-Year Plan (completed in late Spring of 2022). As such, the AB 86 planning requirements are now the education code §84906 actions in the Annual Plan. Listed below is a crosswalk from AB 86 planning requirements

to CAEP education code §84906 action requirements. As consortia and members draft their Annual Plan, their strategies will address each of the education code §84906 actions.

AB 86 Planning	Transition	Education Code §84906
Plans to address gaps in services.		Actions to address the educational needs.
Plans to integrate & create seamless transitions into postsecondary education or the workforce.		Actions that the members of the consortium will take to improve integration of services and to improve transitions into postsecondary education and the workforce.
Plans to accelerate a student’s progress.		
Plans to collaborate in the provision of ongoing professional development.		Actions to improve the effectiveness of their services.
Plans to leverage existing regional structures.		Actions to address the educational needs.

## DEVELOPING YOUR ANNUAL PLAN CONTENT

This section of the Annual Plan Guidance will provide a step-by-step guide to developing content for the Annual Plan. Use this guide to complete the annual plan and enter the final plan content into NOVA.

### Section 1: Plans & Goals

The plans and goals section will include an executive summary, a regional planning overview, and how the Annual Plan will meet the identified regional needs. In the first part of this section, consortia and members will provide an executive summary of their implementation plan for the 2023-24 program year. The executive summary will include a narrative justifying how the planned allocations are consistent with the consortium’s current three-year adult education plan. Additionally, the executive summary will be a clear and concise description of the consortium’s vision, list accomplishments made during the prior Program Year, and list primary goals for the upcoming Program Year. **The executive summary will be used in the consortium snapshot for the California Legislature.** This section is limited to 5,000 characters.

The regional planning overview is an extension of the executive summary in which consortia and members will provide further detail on the implementation of the 2022-25 Three-Year Plan. This section is limited to 5,000 characters.

In the meeting regional needs section, the consortium will identify and describe the reasons for

the gap(s) between the need in the region and the types and levels of adult education services currently being offered.

Identify and describe the following:

- Gaps in service/regional need
- How did you know? What resources did you use to identify these gaps?
- How will you measure effectiveness/progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress.

Each of the 'Meeting Regional Needs' subsections are limited to 5,000 characters.

## Section 2: Address Educational Needs

In this section, the consortium will identify the strategies/activities and metrics to address the educational needs in accordance with education code §84906. The consortium will describe how the strategy will achieve the objective, and the educational needs, barriers and gaps in current education and workforce services. The activities identified in this section were integrated from the consortium's CAEP 2022-25 Three-Year Plan and can be found by accessing the drop-down menu. Additionally, the metrics that apply to the activity/strategy were integrated from the consortium's Three-Year Plan and can be found by accessing the drop-down menu. The 'Strategy Description to Address Educational Needs' section is limited to 5,000 characters.

## Section 3: Improve Integration of Services and Transitions

The consortium will identify the strategies/activities and metrics to address improving the integration of services and transitions in accordance with education code §84906 in this section. The consortium will describe how the strategy will achieve the objective, and the educational needs, barriers and gaps in current education and workforce services. The activities identified in this section were integrated from the consortium's CAEP 2022-25 Three-Year Plan and can be found by accessing the drop-down menu. Additionally, the metrics that apply to the activity/strategy were integrated from the consortium's Three-Year Plan and can be found by accessing the drop-down menu. The 'Strategy Description to Improve Integration of Services and Transitions' section is limited to 5,000 characters.

## Section 4: Improve Effectiveness of Services

In this section, the consortium will identify the strategies/activities and metrics to address improving the integration of services and transitions in accordance with education code §84906. The consortium will describe how the strategy will achieve the objective, and the educational needs, barriers and gaps in current education and workforce services. The activities identified in this section were integrated from the consortium's CAEP 2022-25 Three-Year Plan and can be found by accessing the drop-down menu. Additionally, the metrics that apply to the activity/strategy were integrated from the consortium's Three-Year Plan and can be found by

accessing the drop-down menu. The ‘Strategy Description to Improve Effectiveness of Services’ section is limited to 5,000 characters.

## Section 5: Financial Management

The financial management section will address the consortium’s planned allocations and outline how they will be consistent with the Annual Plan. This section will also require the consortium to address how it will incorporate carryover funds into the plan. In the first part of this section, consortia will provide an overview narrative justifying how the planned allocations are consistent with the consortium’s annual adult education plan, which is based on the CAEP Three-Year Plan. Next, the consortium will describe their approach to incorporating remaining carryover funds prior from prior year(s) into strategies planned for the upcoming program year. The ‘Overview’ and ‘Approaches’ sections are limited to 5,000 characters each.

## Section 6: NOVA Instructions

This section will provide step-by-step instructions on how to complete the Annual Plan in NOVA. 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 2023-24.
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 ‘Address Educational Needs’ section.
6. When defining strategies, enter a name and select an activity that applies to the strategy from the drop-down list of activities. These activities were agreed to and included in your Three-Year Plan.
7. Select a metric(s) that applies to the activity/strategy from the list of metrics included in the Three-Year Plan.
8. Describe strategies that the plan will support to address the educational needs. Include how the strategy will achieve the objective, and the educational needs, barriers and gaps in current education and workforce services.
9. At the bottom of the page, select ‘Add Strategy’ if there are additional strategies to cover.
10. Upon completion of this section, select ‘Next’ to complete the next section.
11. Follow steps 6-8 for the following two sections: Improve Integration of Services & Transitions and Improve Effectiveness of Services.
12. The next section, Fiscal Management, fill in narrative in the ‘Overview’ and ‘Approach to Incorporating Remaining Carryover Funds’ sections. Click ‘Next’ to reach ‘Preview’ screen.

13. On the 'Preview' screen, the Primary Contact can enter any comments for the Members' Representative(s) to review, then click 'Ok.'
14. The Member Representative(s) will be notified to 'Approve' or 'Reject' the Annual Plan.

### Section 7: Annual Plan Tips

The last section of the Annual Plan Guidance document will provide consortia and members helpful tips as they navigate completing the Annual Plan.

1. Consortia can refer to prior year's Annual Plan or modify existing strategies that are ongoing as the Annual Plan may include 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.
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 Workplans and Budgets will open after the Workplan 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 workplans and they will be consortium certified by October 30<sup>th</sup>. Members will select a specific number of strategies from the Annual Plan to focus on from July 1<sup>st</sup> to June 30<sup>th</sup>.
8. The strategies are selected by checking a box (no need to rewrite the strategies or provide additional information).

### Section 8: Preview & Submit

Review the content of each prior section. To edit any of the content, click on the section name in the workflow menu to be taken to an editable version of that section. When satisfied with all the content in the Annual Plan, click Submit to submit the plan for review by consortium members



and for completeness by CAEP TAP. Once the plan is submitted, member representatives will be notified via email to review and approve the plan.

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