

April 27, 2023

To: Adult Education Consortium Directors and Members

From: California Adult Education Program (CAEP) State Leadership

Subject: **2023-24 CAEP Annual Plan Guidance**

This memorandum is to provide information and guidance for CAEP consortia to complete the 2023-24 Annual Plan process. The 2023-24 CAEP Annual Plan process consists of two phases. The first phase is the submission of the consortium annual plan by August 15, 2023. The Annual Plan references the consortium's key accomplishments, goals, and strategies (based on CAEP objectives) for the 2023-24 program year. In addition, the Annual Plan requires the consortium to address how it will incorporate carryover funds into the plan. The second phase, certification of the consortium budget and work plan, is due by October 30, 2023. 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.

Annual Plan Guidance

The 2022-2025 CAEP Three-Year Plan and the Annual Plan have been aligned to meet the Education Code requirements. 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 Education Code §84906. The document provides the CAEP planning history, relevant definitions, and step-by-step directions to complete in NOVA. Access and review the guidance document by [clicking here](#).

The CAEP Office hosted a webinar to review the 2023-24 Annual Plan process on April 12, 2023. In this webinar, the CAEP Office reviewed the guidance document and provided a live demonstration on how to complete the Annual Plan in NOVA. As a follow up to this webinar, CAEP TAP will be scheduling future events tied to the Annual Plan process and certification. You may access the CAEP events page for future events and [register here](#).

If you have any questions regarding this information or the process, please contact the CAEP TAP at tap@caladulthood.org or by phone at (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 one-on-one training.

Sincerely,

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