



State Budget Update & Allocation Amendment Overview

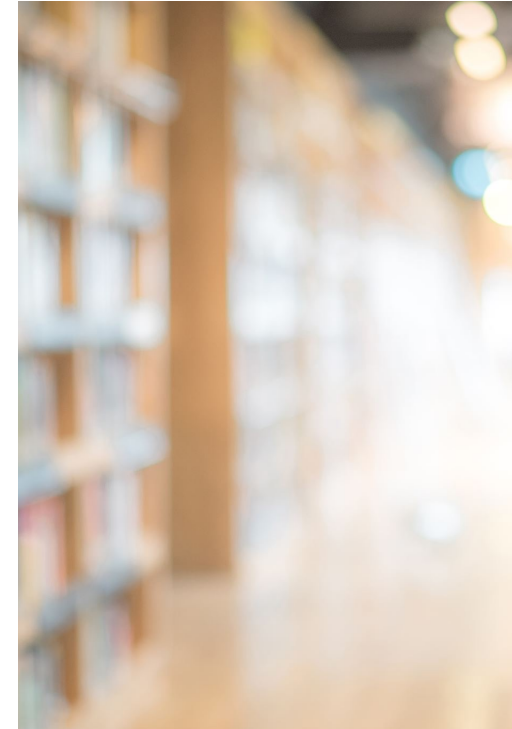


Presenters:

Mayra Diaz
Chancellor's Office

Neil Kelly
California Department of Education

Mandilee Gonzales
CAEP TAP



Agenda

Governor's Budget for 23-24

CAEP Allocation Guidance Memo

CFAD Process

State Allocation Process

Allocation Certification in NOVA

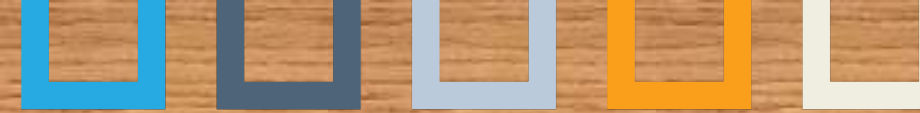
Questions





CAEP Allocations for 23-24

Fiscal Year	Allocations	COLA Increase
2022-23 (CAEP Base Funding)	\$597,137,000	6.56%
2023-24 (January Proposal)	\$645,684,000	8.13%
2023-24 Governor's Budget for CAEP (Final Allocations)	\$646,222,000	8.22%



CAEP Annual Funding Allocations

Year	2017–18	2018–19	2019-20	2020-21	2021-22	2022-23	2023-24
\$	\$500M	\$521M	\$538M	\$538M	\$560M	\$597M	\$646M



July 12, 2023

TO: Adult Education Consortium Directors, Leads, Co-Chairs, Members, and Fiscal Representatives

FROM: California Adult Education Program (CAEP) State Leadership

Gary Adams, Dean
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D, Director
California Department of Education

CC: Sandra Sanchez, Interim Vice Chancellor,
California Community Colleges Chancellor's Office

Pete Callas, Division Director
California Department of Education

RE: CAEP Final Consortium Allocations for 2023-24

This memorandum is to advise local recipients and fiscal agents of adult education funds that the [2023-24 final CAEP allocation amounts](#) have been posted. Earlier this week, the 2023-24 additional CAEP allocations from the May Revise were posted in NOVA as an allocation amendment. Consortium members have until September 1, 2023, to submit and certify their amended allocation amounts in NOVA. The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a CAEP Allocation Amendment webinar on **Wednesday, July 19, 2023, from 12:00 p.m. to 1:30 p.m.** to review the final allocation

CAEP Allocation Memo

CAEP Allocation Memo Cont'd.

Published Memo can be accessed on the CAEP website under:

- Administrators / Funding / Annual CAEP Allocation / 23-24

Memo was also emailed to all CAEP member representatives and published on the weekly CAEP newsletter (July 12, 2023).

Memo provides a link to the 23-24 final allocation amounts displayed by consortia, fiscal agent, and for direct funded members.

Memo also provides NOVA instructions on how to process the final steps of your consortium's allocations, and separate instructions for direct funded members.



CAEP State Allocation Process



Education Code mandates that the Chancellor's Office and CDE provide allocation schedules to the Department of Finance no later than July 15th annually.



By law, the State must disburse CAEP funds within 45 days of the budget enactment. The disbursement comes in 11 installments through June of the program year.

CAEP State Process (Cont'd.)

This means that allocation amounts for fiscal agents and direct funded members must be confirmed shortly after the State Budget is passed on July 1st.

In the event that CAEP receives an adjustment via the May Revise and/or the Trailer Bill – CAEP consortia and direct funded members will be asked to complete an allocation amendment by September 1st.



REMINDER

The State has updated NOVA to reflect the amended amount **by consortium**.

Each consortium must enter and certify in NOVA the amounts for their member agencies (by September 1st)

For direct funded members, amounts have already been determined (see link in the allocation memo). Must still be manually entered into NOVA.



CAEP Allocation Process

Step 1

Preliminary Allocations released by February 28th



Step 2

Consortia certification via the CFAD by May 2nd



Step 3

May Revise (mid-May) and/or Trailer bill (late June) adjustment



Step 4

State submits CAEP schedules to DOF (July 15th)



Step 5

State begins CAEP fund disbursement (August 15th)



Step 6

Consortium members certify amendments (September 1st)

Question?

How does the State CAEP Office confirm allocation amounts at the local district level while meeting the July 15th deadline imposed by the Department of Finance, if we don't need to certify our allocation amendment until September 1st?



Response:

If there are any technical adjustments via the May Revise or the Trailer bill to the State Budget bill – the State will use the same funding formula to allocate funds to each consortium. This action will satisfy the need to have allocation amounts for consortia with fiscal agents. But.....



Response (cont'd.):

...for direct funded members, the State will use the same proportional share that was approved via the CFAD on May 2nd to adjust the budget upward or downward (see example in the next few slides).



Direct Funded Example (1 of 3)

Consortium	CFAD Allocation - Certified	Percentage Share
Member A	\$100,000	10.00%
Member B	\$100,000	10.00%
Member C	\$100,000	10.00%
Member D	\$700,000	70.00%
Total	\$1,000,000	100.00%



Direct Funded Example (2 of 3)

Consortium	New Increase (May Revise)	Percentage Share
Member A	\$20,000	10.00%
Member B	\$20,000	10.00%
Member C	\$20,000	10.00%
Member D	\$140,000	70.00%
Total	\$200,000	100.00%



Direct Funded Example (3 of 3)

Consortium	Final Allocation	Percentage Share
Member A	\$120,000	10.00%
Member B	\$120,000	10.00%
Member C	\$120,000	10.00%
Member D	\$840,000	70.00%
Total	\$1,200,000	100.00%

Question?

If I'm a direct funded member, why is the State CAEP Office calculating this for me? My consortium wants to do other things with the increase?



Response:

Members receive no less than the prior year's amount (unless it meets one of the three causes for a funding reduction). [EC 84914]

COLA means a cost-of-living increase for all member districts (which means all members in good standing will receive the COLA).

Fiscal agent and direct funded member allocation schedules are due to DOF by July 15th.

CAEP funds must be disbursed 45 days after the State Budget is signed.

Question?

If I'm a direct funded agency, where do I find my predetermined amounts for the allocation amendment?



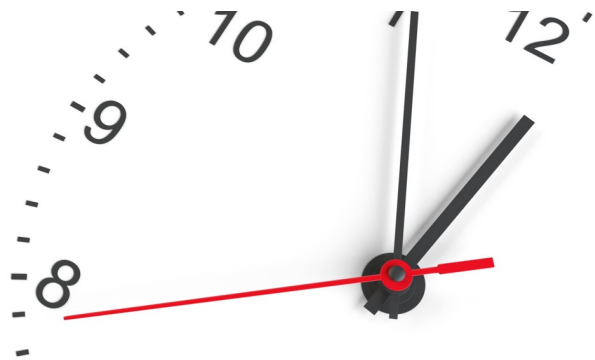
Response:

Direct funded members can find the link to the predetermined amounts in the CAEP allocation memo released July 12, 2023.

Note: If consortia wish to make changes with their 2023-24 allocations, they may do so via the allocation amendment process.

Keep in mind, direct funded members have to follow up locally to physically move/transfer funds among members.

Reminders



- AB 1491 Carryover tracking has officially begun at the start of FY 23-24
- AB 1491 authorizes the consortium to reduce a member's "excessive" carryover funding after two years of consecutive excessive carryover has been determined (EC 84914)
- Member carryover impacts consortia carryover
- Consortia exceeding 20% carryover annually will be monitored by the Chancellor's Office and CDE
- NOVA Enhancements will be released end of July 2023 and a State Webinar will be announced
- CAEP Annual Plans are due August 15, 2023



Allocation Amendment Live Demonstration in NOVA

CFAD Summary



CFAD Summary

Fiscal Declaration - Consortium Approved

Consortium Name: 01 Allan Hancock and Lompoc Unified Adult Education Consortium

Funding Channel: Direct Funded

Narrative: Planned allocations are aligned to the Consortium's approved Three-Year and Annual Plans. Member agencies provide program and fiscal reports to the Consortium in accordance with CAEP requirements.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Allan Hancock Joint CCD	\$850,026	\$777,040	\$737,707
Lompoc Unified	\$1,180,246	\$1,078,906	\$981,139
Total Allocated to Members	\$2,030,272	\$1,855,946	\$1,718,846
Total CAEP Funds	\$2,031,963	\$1,877,621	\$1,762,029
Total Remaining	\$1,691	\$21,675	\$43,183



2023-24 COLA increase after CFAD certification.





Allocations

Allocations

Member Agency	(2023-24)	(2022-23)	(2021-22)
Allan Hancock Joint CCD	\$850,026	\$798,715	\$756,245
Lompoc Unified	\$1,180,246	\$1,078,906	\$1,005,784
Total Allocated to Members	\$2,030,272	\$1,877,621	\$1,762,029
Total CAEP Funds	\$2,031,963	\$1,877,621	\$1,762,029
Total Remaining	\$1,691	\$0	\$0
	Start Amendment	Start Amendment	Start Amendment

2023-24 COLA increase after CFAD certification and needs to be allocated to all funded members.

Click "Start Amendment" to start the process.



NOVA Workflow : Agencies and Certifiers



01 Allan Hancock and Lompoc Unified Adult Education Consortium



DRAFT

Next

Allocation Amendment: 2023-24

Workflow



Agencies & Certifiers

• Certifiers
Completed

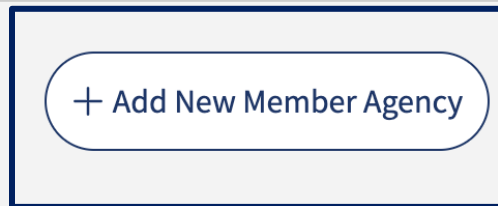
Member Allocations

○ Allocations
Completed

○ Preview

Certifiers	Role	Phone Number
Elaine Webber 	Member Representative	(805) 742-3100
Brian Jaramillo	Member Representative	(805) 742-3310
John Grelck 	Member Representative	(805) 742-3192

Click the “+ Add New Member Agency” to add new agencies and distribute parts of the COLA.





NOVA Workflow : Member Allocations

01 Allan Hancock and Lompoc Unified Adult Education Consortium



DRAFT

Next

Allocation Amendment: 2023-24

Workflow

Agencies &
Certifiers
Completed

Member
Allocations
Incomplete

Preview

Member Allocations for 2023-24

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$850,026	\$850,025	-\$1
Lompoc Unified	\$1,180,246	\$1,180,246	
Total Allocated to Members	\$2,030,272	\$2,030,271	
Total CAEP Funds	\$2,030,272	\$2,030,272	
Total Remaining (Must be \$0)	\$0	\$1	

Additional funding to be redistributed across voting members. Total Remaining must be "0" to continue to the next step.





NOVA Workflow : Re-Allocating funds

01 Allan Hancock and Lompoc Unified Adult Education Consortium



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Allocation Amendment: 2023-24



Next

Workflow

Agencies &
Certifiers
Completed

Member
Allocations
Completed

Preview

Member Allocations for 2023-24

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$850,026	\$850,026	
Lompoc Unified	\$1,180,246	\$1,180,246	
Total Allocated to Members	\$2,030,272	\$2,030,272	
Total CAEP Funds	\$2,030,272	\$2,030,272	
Total Remaining (Must be \$0)	\$0	\$0	

After re-allocating funds and total remaining equals \$0, Click on the 'Next' button



NOVA Workflow : Allocation Summary

01 Allan Hancock and Lompoc Unified Adult Education Consortium



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Allocation Amendment: 2023-24

Share

Cancel Amendment

Submit

Workflow

Agencies & Certifiers

○ Completed

Member Allocations

○ Completed

● Preview

Member Allocations for 2023-24

Preview all changes and click "Cancel Amendment" or "Submit"

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$850,026	\$850,026	
Lompoc Unified	\$1,180,246	\$1,180,246	
Total Allocated to Members	\$2,030,272	\$2,030,272	
Total CAEP Funds	\$2,030,272	\$2,030,272	
Total Remaining (Must be \$0)	\$0	\$0	



Wrap Up and Questions





Request Support from CAEP TAP

Technical Assistance Project (TAP)

The Technical Assistance Project (TAP) is a support service for the AEP consortia members and associates who need assistance related to the Adult Education Block Grant. Members and associates can submit a support request to receive help on AEP funding, governance, planning, policy, reporting and professional development.

Log In required in order to submit a support request.

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