

November 9, 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, State Director/Education Administrator
California Department of Education

Subject: CAEP Program Area Reporting for 2022-23

This memorandum is to advise the California Adult Education Program (CAEP) consortia and their members about CAEP Program Area Reporting requirements for the Fiscal Year 22–23. This memorandum can also be found on the CAEP website at <https://caladulted.org/Administrators/22>.

Reporting Requirements

CAEP members active during the 2022-23 academic year must submit the required FY22-23 program and expenditure data by program area. The California Department of Education (CDE) and California Community Colleges Chancellor's Office (CCCCO) require 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 FY22-23 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 FY22-23 by fund source in the seven CAEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in FY22- 23.

All data must be submitted in NOVA as follows:

- Each consortia member will be asked to **submit and certify actual amounts by December 1, 2023** in NOVA for the following:
 - Academic Year 2022-23 – hours of instruction by program area.
 - Academic Year 2022-23 – 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 State 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 FY22-23 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.

NOVA enhancements were incorporated beginning in the FY22-23 Program Area Reporting year. The following updates were included:

- Launchboard data is reflected in the Hours of Instruction menu for informational purposes only.
- ABE/ASE and ESL/EL Civics have been split out to separate reporting areas.
 - 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.
- A new checkbox, [] *I am not required to complete Program Area Reporting*, is provided for institutions to check when they will not be reporting hours or leveraged funds. When checked, a narrative is required, and the hours and funds entry fields are disabled.
- For those required to report, a 0 or greater value is required in every enabled field on the form. At least 1 instructional hour must be reported in any of the program areas. Reporting all zeros is not permitted.
- Leveraged Funds may only be reported for program areas with 1 or more hours of instruction

Please refer to the enclosed process steps for required reporting of FY22-23 data in NOVA.

Data Accountability Training

The CAEP State Office will be hosting an office hour Zoom session on Monday, November 13, 2023, at 11:00 am – 12:00 pm to address any questions and provide technical support.

In addition, the CAEP State Leadership contracts with the Sacramento County Office of Education (SCOE) and North Orange Continuing Education (NOCE) to support the Integrated CAEP Technical Assistance Project (TAP), which offers online and in-person trainings, including technical support with NOVA. Past

training sessions are available on the California Adult Education Program website <https://caladulted.org/Administrators/381>.

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@caladulted.org.

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

CAEP Reporting by Program Area in NOVA (2022-23)

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 2022-23, you may

only report instructional program hours.

The time period to report hours of instruction by program area is the 2022-23 program year beginning July 1, 2022, and ending June 30, 2023. 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 2022-23 member reports by program area showing hours of instruction as this platform includes a special ready to go CAEP Program Hours Report for K12 adult 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 2022-23 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 2022-23 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 define 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 2022-23, 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 2022-23.

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 of 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

**California Adult Education Program (CAEP)
Program Area Reporting
Frequently Asked Questions (FAQ)**

1. It will be extremely difficult to separate some of my fund expenses as I receive a grant that combines several programs. What guidance can you provide?

Answer: 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.

2. 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.

Answer: 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.

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

Answer: Please use the TOPSpro[®] Enterprise 2022-23 CAEP Program Hours Report to enter information into NOVA.

4. Instructions require the 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)?

Answer: 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.

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

Answer: 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.

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

Answer: To report In-kind Contributions, you may access the Leveraged Funds by Program Area menu and select the "Add Another Fund" drop down feature. Once you have identified the additional fund to report, select "Add Selected Fund" to include in 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).

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

Answer: 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.

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

Answer: It appears you may have selected a previous program year. Please remember to select the **2022-23 year** from the drop-down menu in NOVA.

NOVA Program Area Reporting Guide

Step 1: Once you log into NOVA, click on the program CAEP (located on the blue navigation pane on the left-hand side). Next, select Program Area Reporting, as this will direct you to the Program Area Reporting Dashboard that is 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 2022-23 program year.

NOVA
PLAN. INVEST. TRACK.

CAEP
Program Area Reporting

All Consortia

Use the fields below to filter the list of consortia.

Consortia	Year	Status
Select a Consortium	2022-23	All

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Organization	2022-23	Certification Status
Allan Hancock Joint CCD	1/2 Saved	Uncertified
Lompoc Unified	1/2 Submitted	Uncertified

02 Antelope Valley Regional Adult Education Consortium

Organization	2022-23	Certification Status
Antelope Valley CCD	0/2 Saved	Uncertified
Antelope Valley Union High	0/2 Submitted	Uncertified

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.

NVA
PLAN. INVEST. TRACK.

CAEP
Program Area Consortium Reporting

03 Barstow Area Consortium for Adult Education

Member Agency Program Area Reports

Reporting Year
Year *
2022-23

Certification
2022-23 Program Reporting Status
Uncertified

Certifying Authority
Eva Bagg
Elena Rivera
Jennifer Rodden Ph.D.

Certify

Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2022-23 Status
Baker Valley Unified	240	\$0	Draft
Barstow CCD	0	\$0	Draft
Barstow Unified	50797	\$570,241	Estimates Saved
Silver Valley Unified	0	\$0	Draft
Totals	51037	\$570,241	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. **Please Note** – Launchboard data is displayed for informational purposes only.

CAEP
Program Area Reporting: 2022-23

Baker Valley Unified DRAFT
03 Barstow Area Consortium for Adult Education

Workflow 1 error | Show

Program Area Hours

Hours of Instruction

LaunchBoard Data Reported By Baker Valley Unified School District
58% of 19 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
*ABE	*	*
*ASE	*	*
AWD	0%	0 / 11
*ESL	*	*
*EI Civics	*	*
K12 Success	0%	0 / 11
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

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.

I am not required to complete Program Area Reporting.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
*ABE	×	✓	96
*ASE	×	×	0
AWD	✓	×	0
*ESL	×	✓	144
*EI Civics	×	×	0
K12 Success	✓	×	0
*Pre-Apprenticeship	×	×	0
*Short Term CTE	×	×	0
*Workforce Reentry	×	×	0
Total			240 Hour(s)

*No LaunchBoard data.

Please explain any Hours of Instruction entered for Program Areas with no Launchboard data available, i.e., why there are enrollments. *

Step 4: Next click on the Leveraged Funds section and enter expense totals for each fund broken up by program area.
 Note: Funding streams will open for all program areas that have reportable hours

CAEP
 Program Area Reporting: 2022-23

Baker Valley Unified DRAFT Next
 03 Barstow Area Consortium for Adult Education

Workflow 19 errors Show

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

Leveraged Funds

Leveraged Funds by Program Area

Enter expense totals for each Fund broken up by Program Area. You may only report non-zero expenditures for Program Area(s) where you've logged 1 or more hours of instruction on the previous tab. A sum of \$0 for a Program Area will not be accepted.

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

A sum of \$0 for a Program Area will not be accepted.

Add Another Fund
 Select additional fund to display above and report against.

Select new fund

Add Selected Fund Help

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: 2022-23

Veronica Parker

Baker Valley Unified DRAFT Next

03 Barstow Area Consortium for Adult Education

Workflow	K12 Adult Ed Jait Funds	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	19 errors Show
Program Area	WIOA II	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
Hours Incomplete	Contracted Services	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
Leveraged Funds Incomplete	Totals	\$0	N/A	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0

A sum of \$0 for a Program Area will not be accepted.

Add Another Fund
Select additional fund to display above and report against.

Select new fund

Add Selected Fund

Step 5: Once you have completed the Program Area Hours and Leveraged Funds sections, click on the Preview section. Consortia may click on the 'Save Estimates' option to save work in progress. Once you are ready to submit, click on the 'Submit Actuals' button for certification. Submission and certification of Actual amounts are due by December 1, 2023. A reminder that the estimate submission deadline has been eliminated as the State CAEP Office is only requiring the December 1st submission deadline.

The screenshot shows the CAEP Program Area Reporting interface for Baker Valley Unified. The top navigation bar includes the CAEP logo, the reporting period (2022-23), and the user's name (Veronica Parker). The main header identifies the organization as Baker Valley Unified (03 Barstow Area Consortium for Adult Education) and indicates the report is a DRAFT. A 'Share' button is visible in the top right. A 'Workflow' sidebar on the left lists 'Program Area' (Hours: Incomplete), 'Leveraged Funds' (Funds: Incomplete), and 'Preview' (selected). The main content area is titled 'Preview & Submittal' and features a '20 errors | Show' notification. The 'Submittal' section displays '2022-23 Program Area & Leveraged Funds' as a Draft, with 'Member Representatives' listed as Cecil Edwards. Two buttons, 'Save Estimates' and 'Submit Actuals', are provided for action. The 'Hours of Instruction' section is partially visible below.

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.