



CAEP CFAD & Annual Planning Process



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Agenda

- Introductions
- State Budget Update
- CFAD Overview
- Allocation Amendment process (if needed)
- Annual Plan Overview
- Budget & Work Plan Overview
- Questions / Discussion



State Budget Update

- FY 24-25 Preliminary CAEP Allocations released February 21, 2024
- Legislature continues to monitor State budget deficit (potential fiscal impacts)
- Legislative Analyst’s Office proposes COLA pull back
- Key Dates to Look for:
 - State Revenue Updates in April
 - May Revise (mid-May)
 - June trailer bill

Fiscal Year	Allocations	COLA Increase
2022-23	\$597M	6.56%
2023-24	\$646M	8.22%
2024-25 (Governor’s Proposed Budget)	\$651M	0.76% (\$4.911M)

CFAD Overview

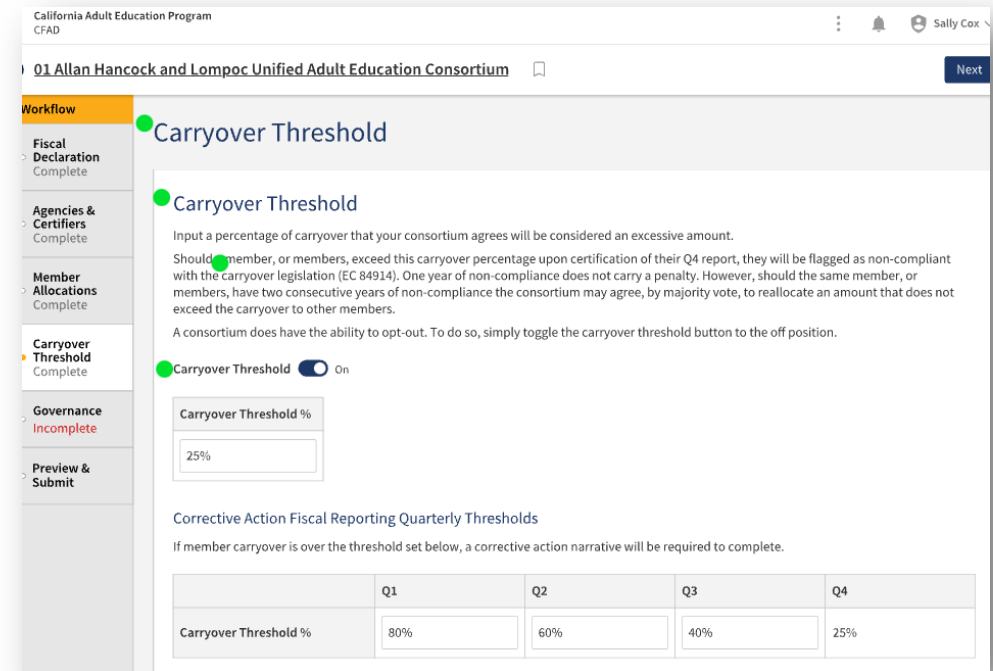


- Consortium Fiscal Administrative Declaration (CFAD) is available annually once the state releases the consortium's preliminary CAEP allocations in NOVA
- FY 24-25 CFAD due May 2, 2024
- All members must certify the consortium's CFAD
- Members receive the no less than the prior year's allocation (EC 84914)
- Once the CFAD is certified by the Consortium, the Annual Plan becomes available in NOVA

REMINDER!

AB 1491 Carryover Compliance CFAD Updates

- ❑ CFAD includes the ability for consortium to establish their carryover compliance threshold to monitor member carryover. A consortium may also opt out. Gets revisited annually.
- ❑ Should a consortium opt in by establishing a carryover compliance threshold, they will also establish a corrective action plan threshold by quarter.
 - Year one (FY 23-24) quarter thresholds were preset in NOVA.
 - FY 24-25 and onward will be managed by consortia, requires all members to agree.
- ❑ Corrective action plan threshold is intended to monitor and encourage members to conform to an acceptable expenditure rate throughout the year.
- ❑ Should a members carryover exceed the corrective action plan threshold, they will be asked to provide an explanation of the reasons during quarterly expenditure reporting.



California Adult Education Program
CFAD

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Workflow

- Fiscal Declaration Complete
- Agencies & Certifiers Complete
- Member Allocations Complete
- Carryover Threshold Complete**
- Governance Incomplete
- Preview & Submit

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold On

Carryover Threshold %
25%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
Carryover Threshold %	80%	60%	40%	25%



16. What is the consortium's defined "excessive" member carryover percentage threshold? *

20 errors | 51

AB 1491 authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, if the member has excessive carryover for at least two consecutive fiscal years beginning with the 2023–24 fiscal year. Please note, there is no percentage threshold mandated in AB1491 that is specific to member carryover. As a result, individual consortia are able to define "excessive" as a specific percentage of any unspent funds from the prior fiscal year

Characters : 0/2500

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

If one year of carryover is determined, the consortium must offer members technical assistance to help prevent them from having two consecutive fiscal years of carryover funds.

Characters : 0/2500

Q#16 and Q#17 were added in FY23-24 as part of AB 1491 carryover compliance. These questions ask consortia to define the member carryover percentage threshold and the process to monitor carryover.





CFAD Completion Live NOVA Demo





Allocation Amendment Overview

- **IF/WHEN** there is a change to the January CAEP preliminary allocations after the final state budget is released, the State will be required to revise the initial preliminary CAEP allocations that are currently reflected in NOVA.
- State will conduct an allocation amendment in NOVA for each CAEP regional consortium.
- The CAEP State Office will release the final CAEP allocations memo and schedule in July capturing the final allocations.
- The updated CAEP allocation schedule will include detailed amounts by direct funded member and fiscal agents. (Please Note, Ed Code of no less than the prior year or same % split)



NOVA Sequence of CAEP Deliverable Submission

If an allocation amendment is deemed necessary based on the final state budget revisions, CAEP regional consortia will need to certify the allocation amendment and post the new allocation amounts in NOVA by **August 30th**.

- Once the CFAD is certified, the Annual Plan will be accessible in NOVA.
 - Please Note – Ability to access the Annual Plan will not be impacted by any required pending allocation amendments that may be outstanding in NOVA.
- Member Budget & Workplan will be accessible once the Annual Plan is certified.
 - Please Note - Member Budget & Workplan for any members affected by the pending amendment, will be unable to access this plan until the allocation amendment is completed.
- Once the allocation amendment is certified, those impacted by the movement of funds will need to adjust their Budgets. NOVA will automatically place in Draft status if not already there.





NOVA Allocation Amendment

Live Demo





CAEP Annual Plan Overview

EC 84906 (a) (1) 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)

CAEP Planning Components

- Consortium Three-Year Plan
- Certified CFAD (annually)
- Consortium Annual Plan
- Member Budget
- Member Work Plan





Breaking Down the Annual Plan

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.



Breaking Down the Annual Plan (cont.)

Section	Instructions
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 carry-over funds, will be leveraged to impact the strategies identified in the plan..
Section 6: Preview & Submit	Review the content of each prior section.



CAEP Three-Year Plan & Annual Plan Alignment

- The Annual Plan is a subset of the Three-Year Plan.
- Per Education Code 84906, the Annual Plan is considered the annual update of the Three-Year Plan.
- Annual Plan includes updating your strategies and metrics.
- Annual Plan must be certified by all consortium members.
- Annual Plan in NOVA ties to the FY 2022-25 Three-Year Plan



Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
August 15, 2024	Annual Plan ❖ Must be submitted and approved by all members in NOVA
September 30, 2024	Member Workplan & Budget submission
October 30, 2024	Consortium certification of all Member Workplan & Budgets
December 1, 2024	Member Q1 Expenditure Report





Annual Plan Tips (cont.1)

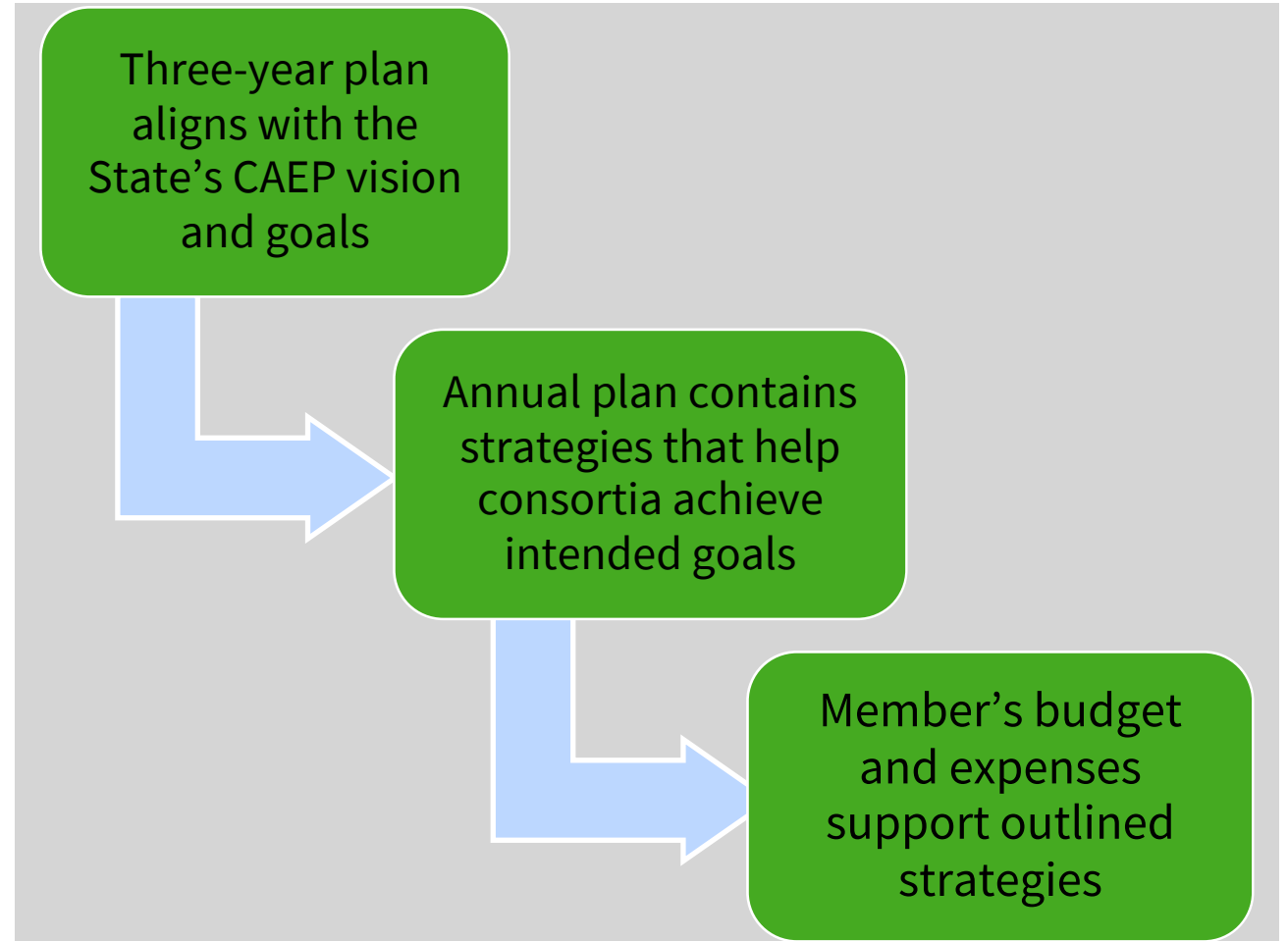


The annual plan can have a mixture of new and/or existing strategies.

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.

Annual Plan Tips (cont. 2)

- ❑ CAEP Consortium planning is hierarchical
- ❑ Annual plans can be amended throughout the program year.





Annual Plan Tips (cont. 3)



Use the 'Send Reminder' feature in NOVA to notify Member Representatives to approve.

Consortia workplans and budgets will open after the Annual Plan has been approved by all Member Representatives.

The strategies are selected by checking a box (no need to rewrite the strategies or provide additional information).



Annual Plan Tips (cont. 4)

- The consortium Annual Plan strategies will drive consortium member workplans.
- Must be consortium certified by **October 30th**.
- Members will get to select strategies from the Annual Plan that they would like to focus on between July 1st - **June 30th**



Budget & Workplan Overview

- Member Budget & Workplan will open once the Annual Plan is certified.
- The Member Budget & Workplan can be worked on, but not submitted and certified until the prior year's Q4 fiscal reporting is certified.
(Note - 2024-25 available funds cannot be calculated until Q4 is certified and final)
- If you have an allocation amendment, failure to certify the allocation amendment will hold up the Member Budget & Workplan.
- Once an allocation amendment is certified, members will need to adjust their Budget & Workplan.



NOVA

Live Demo





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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