



Annual Plan Guidance

Funding Source:
AB104, Section 39, Article 9,
in accordance to
California Education Code §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 Education Code §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 Education Code §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 requisite Education Code. This document also provides 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. 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 |
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| 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. |

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| 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, 2024** for the FY24-25 program year. After submission and approval of the Annual Plan, consortium member agencies will have until October 30, 2024 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.

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 FY24-25 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 in the Annual Final Report.** 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 FY22-25 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 FY22-25 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 FY22-25 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 FY22-25 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 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 FY24-25.
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 State Leadership 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 30th. Members will select a specific number of strategies from the Annual Plan to focus on from July 1st to June 30th.
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 the CAEP TAP Office. 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 (888) 827-2324. Additionally, if you would like assistance completing the Annual Plan, please contact the CAEP TAP Office to set up a training.