



April 30, 2024

To: Adult Education Consortium Directors and Members

From: California Adult Education Program (CAEP) State Leadership Office

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California Community Colleges Chancellor's Office

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

Subject: 2024-25 CAEP Annual Plan Guidance

This memorandum is to provide information and guidance for CAEP consortia to complete the FY24-25 Annual Plan process. The FY24-25 CAEP Annual Plan process consists of two phases. The first phase is the submission of the consortium Annual Plan by August 15, 2024. The Annual Plan references the consortium's key accomplishments, goals, and strategies (based on CAEP objectives) for the FY24-25 program year. In addition, the Annual Plan requires the consortium to address how carryover funds will be leveraged to impact the strategies identified in the plan. The second phase, certification of the consortium budget and workplan, will be due by October 30, 2024.

Annual Plan Guidance

The FY22-25 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 also provides relevant definitions and step-by-step directions to complete in NOVA. Access and review the guidance document by [clicking here](#).

The CAEP State Office hosted a webinar on March 12, 2024, that provided an overview of the Annual Planning process. To access the recorded webinar, please [click here](#). To access the PowerPoint slides, please [click here](#). As a follow up to this webinar, the CAEP TAP Office 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 Office 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 the CAEP TAP Office to set up a one-on-one training.