



# Carryover Compliance Tracking and Requirements



## Part I

October 9, 2024



# Presenters:

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California Community Colleges Chancellor's Office

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KAI Partners

# Agenda

- AB 1491 Policy Overview
- Member Carryover
- Consortia Carryover
- Triggered Actions
- Written Expenditure Plan
- Sample Scenarios
- Tools & Resources
- Questions



# AB 1491

## Carryover Compliance Overview

- ✓ Impacts ED Code 84901 & 84914
- ✓ Tracking began at the start of FY 2023-24 (July 1, 2023)
- ✓ Addresses actions related to carryover of funds from a previous FY to the next
- ✓ Has two parts that impact members and consortia differently


### Member Level

- Members vote whether or not to set a carryover % threshold within their consortium (and what the % will be).
- Member funding for one year may be impacted after two years are assessed.

### Consortium Level

- Consortia exceeding 20% carryover annually will be monitored by the Chancellor's Office and CDE.
- Consortia exceeding 20% carryover annually will be required to submit a written expenditure plan and assigned technical assistance by the Chancellor's Office and CDE.

# State Policy Guidance Issued February 27, 2023



**MEMO**  
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February 27, 2023

**To:** Adult Education Consortium Directors and Members

**From:** The California Adult Education Program (CAEP) State Leadership

**Subject:** **AB 1491 Carryover Guidance**

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This memorandum provides guidance to California Adult Education Program (CAEP) consortia and their members on the requirements of **AB 1491** (carryover legislation). These requirements will go into effect during the **2023-2024** program year.

**Carryover Legislation**

**A. MEMBER CARRYOVER**  
This bill authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, as defined, if the consortium makes a finding by a majority vote, based on the member having excessive carryover for **at least two consecutive fiscal years** beginning with the 2023-24 fiscal year, that the member has been consistently ineffective in providing services that address the needs identified in its adult education plan. There is no percentage threshold mandated in AB 1491 that is specific to member carryover, unless it is determined by the individual consortium.

**B. CONSORTIUM CARRYOVER**  
The bill requires a consortium with carryover from **one or more prior fiscal years** exceeding 20% to submit a written expenditure plan, as specified, to the Chancellor and the Superintendent, and would require the Chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure effective use of funds as specified by existing policy, and that the consortium's annual carryover does not continue to exceed 20% to continue providing adequate adult education services to the region.

[AB 1491 Guidance](#)

**AB1491 Timeline FY 2023-2025**

Date	Activity Description	Timing
<b>February 2023</b>	<ul style="list-style-type: none"> <li>Preliminary Allocations are released for FY 2023-24</li> <li><b>AB1491 guidance is released</b></li> </ul>	
<b>March-April 2023</b>	<ul style="list-style-type: none"> <li>Regional Consortia host public meetings to make financial &amp; programmatic decisions</li> <li>FY 2022-23 Q2 expenditure reports are certified (March)</li> <li><b>AB1491 guidance webinar held</b></li> </ul>	
<b>May 2023</b>	<ul style="list-style-type: none"> <li>CFAD is certified by the regional consortia                             <ul style="list-style-type: none"> <li>Excessive member carryover will be defined by individual consortiums and included in the CFAD. CFAD will be revised to capture this information.</li> </ul> </li> <li>May Revise</li> </ul>	
<b>June 2023</b>	<ul style="list-style-type: none"> <li>State budget is approved &amp; signed</li> <li>CAEP funds are scheduled for release</li> <li>FY 2022-23 Q3 expenditure reports are certified</li> </ul>	
<b>August 2023</b>	<ul style="list-style-type: none"> <li>FY 2023-24 Annual Plan Due</li> </ul>	
<b>September 2023</b>	<ul style="list-style-type: none"> <li>FY 2022-23 Q4 expenditure reports are certified</li> <li>FY 2023-24 Budget &amp; work plans are submitted</li> <li><b>Carryover tracking begins as soon as FY 22-23 Q4 expenses are certified (starting for the 2023-2024 program year)</b></li> <li><b>Consortia will be required to determine and implement their definition of the excessive member carryover percentage beginning with the 2023-24 program year</b></li> </ul>	<p><b>AB 1491 effectively begins</b></p> <p>Year 1 Member tracking begins</p> <p>Annual Consortia tracking begins</p>
<b>September 2024</b>	<ul style="list-style-type: none"> <li>FY 2022-23 Q4 expenditure reports are certified</li> <li><b>Any member that exceeds the consortia determined unique excessive carryover percentage for the FY 2023-24 will be documented and tracked in 2024-25 by the consortia towards meeting the "at least 2 consecutive fiscal years" criteria in the AB1491 legislation.</b></li> <li>Any consortia with more than 20% carryover starting with the 2023-24 program year must submit a written expenditure plan, as specified, to the Chancellor and the Superintendent, and will require the Chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the member's available funding.</li> </ul>	<p>Year 1 Member tracking complete:</p> <ul style="list-style-type: none"> <li>For those with carryover in FY 23-24, 2<sup>nd</sup> year Member tracking begins with FY 24-25.</li> <li>For those with no carryover in FY 23-24, then FY 24-25 begins a new 1<sup>st</sup> year of tracking.</li> </ul> <p>Annual Consortia review and action</p>

[AB 1491 Timeline](#)

**AB1491 Frequently Asked Questions (FAQ)**

**1. What is carryover?**

"Carryover" means the amount of unspent CAEP funds from the prior fiscal year, certified in NOVA on or before September 1 of the current fiscal year, expressed as a percentage of the prior fiscal year's allocation.

For example, if a member's allocation was \$500,000 each year, and they *carried over* \$250,000 into the current year giving them a total budget of \$750,000 then they would have a carryover of \$250,000 or 50% of their fiscal year's allocation. Another example would be if a member has carryover from multiple years: a member's allocation was \$500,000 each year, and they also had \$200,000 from the prior year, and \$50,000 from the year before that, then they would have a carryover of \$250,000 or 50% of their fiscal year's allocation.

Note: The carryover amount that may be reduced is a total amount covering multiple years, not a specific annual amount or percentage. The percentage is used only to determine if the carryover meets or exceeds the consortium determined excessive member carryover threshold.

**2. Is member carryover the same as consortium carryover?**

No. Consortium carryover is **one** or more prior fiscal years exceeding 20% and is assessed and acted upon annually. Consortium carryover includes the carryover of all its members.

For example, a consortium receives \$8M a year with four members each receiving \$2M a year for a total of \$8M. When Q4 was certified in NOVA, the consortium had \$2M in carryover or 25% (2M divided by 8M). The carryover was made up of each member having \$500K in carryover (500K X 4 = 2M). This would exceed the consortium 20% threshold as called out in AB1491 legislation.

**3. What is excessive member carryover?**

Excessive member carryover is not defined in the legislation. Therefore, each individual consortium may uniquely define "excessive member carryover" as a specific percentage of any unspent funds from the prior fiscal year. This percentage becomes that consortium's threshold for determining which members meet or exceed the excessive carryover.

[FAQ](#)





# AB 1491 Carryover Compliance Policy

- Member Carryover
- Consortium Carryover



# Carryover Compliance for **Members**

***AB 1491 legislation authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover***

*If the consortium makes a finding by a **majority vote**, based on the **member** having **excessive carryover** for **at least 2 consecutive fiscal years** beginning with the 2023–24 fiscal year, a consortium is **authorized** to reduce a member's allocation by **no more than** the **percentage of the member's carryover**.*

# Carryover Compliance for **Members**

- ✓ AB1491 *authorizes*, not mandates, carryover reduction (optional)
- ✳️ “Excessive” member carryover is determined by consortia members; threshold set in CFAD
- 🕒 Must be **two** consecutive fiscal years
- 💰 Funds may be reduced by **no more than** the annual carryover %; the amount could be from 0% up to the total amount of carryover
- 🏠 Fund reduction is for that fiscal year only and does not impact the base allocation of future years
- 🏆 Vote may take place once Q4 is certified; must be a majority vote





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 a 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.

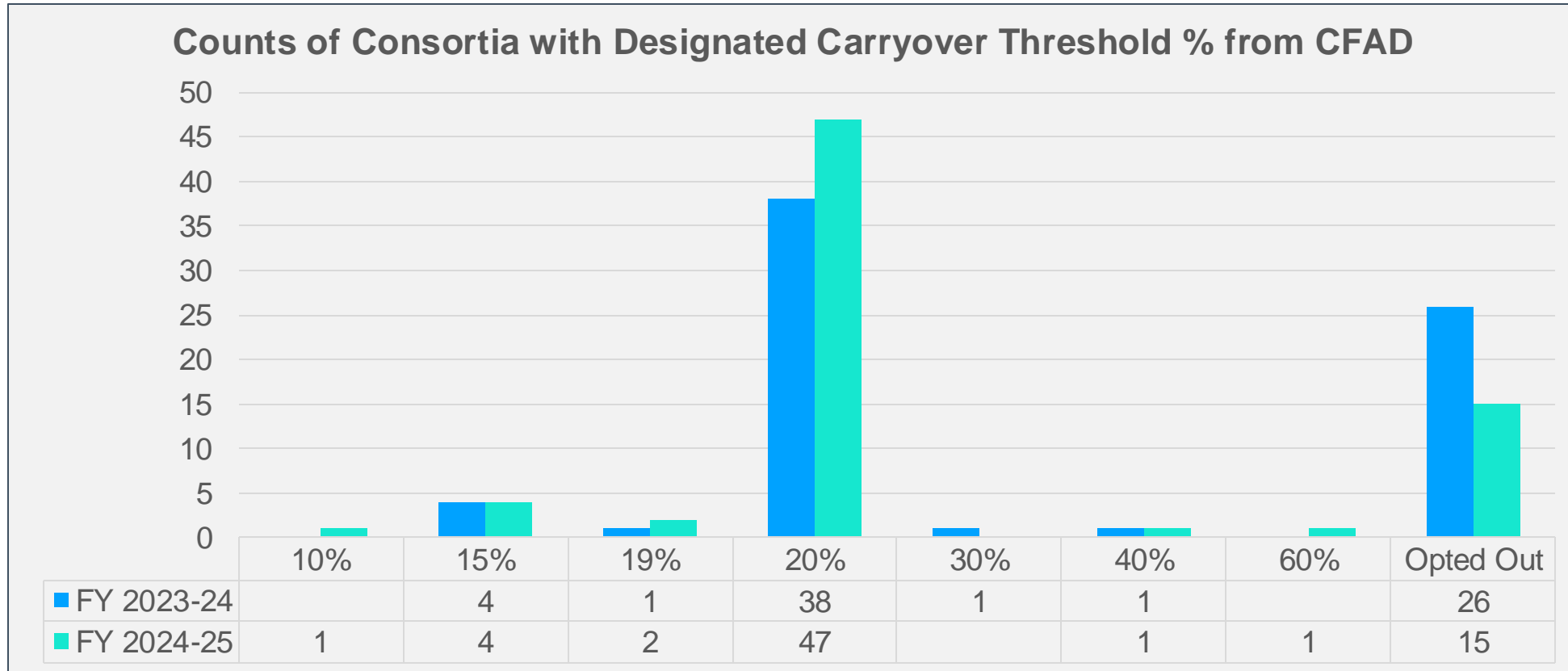
	Q1	Q2	Q3	Q4
Carryover Threshold %	80%	60%	40%	25%

Member Carryover  
Threshold is  
Set-up in the CFAD





# Carryover Thresholds by Consortium





# Carryover Compliance Takeaways for Members

Establish clear consortium governance that addresses implementation and accommodations of this legislation. May need to evaluate by-laws.

Track members and assess annually. Offer members locally determined technical assistance interventions.

Consortium needs to fill in the gaps on how much will be reduced, voting process, timetable / check-ins, and how to utilize any reallocated carryover funds.

Consortia and members can use the tools to assist with tracking that are available in NOVA.

There are some risks by doing nothing (see consortium requirement not to exceed 20% carryover).

# Consortium Carryover Compliance

*AB 1491 requires a consortium with carryover from one or more prior fiscal years exceeding 20% to....*

- Submit a written expenditure plan, to the Chancellor and the Superintendent
- Chancellor and Superintendent will:
  - “Prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region's available funding.”



# Consortium Carryover Compliance

Year one (1) of Consortium carryover tracking began at the start of FY 2023-24 and closed once Q4 expenditures were certified, or by September 30, 2024 at 11:59 PM.

This start date included the tracking of both member and consortium level carryover.

Consortium carryover may include **one or more prior fiscal years of funding (due to FIFO) that is in excess of 20%.**

**NOTE:** Consortium carryover includes the carryover of all its members. Hence why tracking member level carryover throughout the year is critical!





# Carryover Compliance Triggered Actions

- Compliance Tracking & Identification
  - Fiscal Reporting Dashboard
- Member Carryover
  - Member Corrective Action Plan
  - Member Allocation
- Consortium Carryover
  - Fiscal Reporting Ribbon
  - Written Expenditure Plan
  - Technical Assistance



# NOVA Compliance Tracking & Identification

## Identifying Carryover Compliance

- Carryover compliance is calculated in NOVA upon annual Q4 certification.
- Carryover compliance calculated on September 30 at 11:59 p.m.
- If a consortium has carryover, in Fiscal Reporting, a tag appears next to the consortium name. **CC | 1 year**
- The tags that will be visible next to the member in fiscal reporting are:

**CC | 1 year**

**CC | 2 years**

# Fiscal Reporting Dashboard

**Filter Plans**  Save Filter Settings

ID	Title	Institution	Reporting Period	Report Status	Exceeds Consortium Carryover	Exceeds Member Carryover	Pending Your Approval
		Select Institution	2024-25 Quarter 1	Select Report Status	Select Consortium Status	Select Member Status	Select Report Status

1 to 22 of 22 Projects

- CC | 1 year: consortia/member exceeds Carryover Compliance (EC 84914)
- CC | 2 year: member exceeds Carryover Compliance (EC 84914)

Consortium Name	Plan ID	Member	Reporting Period	Submission Status	Approval Status
01 Allan Hancock College Consortium	4056	Lompoc Unified	2024-25 Quarter 1	0/1 Submitted	Awaiting Submittal
02 Antelope Valley Regional Adult Education Consortium	4057	Antelope Valley Union High	2024-25 Quarter 1	0/1 Submitted	Awaiting Submittal
07 Chabot-Las Positas/Mid-Alameda County Consortium	4062	Castro Valley Unified Chabot-Las Positas CCD	2024-25 Quarter 1	0/10 Submitted	
13 Morongo Basin AEBG Consortium (Copper Mountain)	4068	Copper Mountain CCD	2024-25 Quarter 1	0/1 Submitted	

Individual Members appear as Member Budgets are completed and approved.





# Member Corrective Action Plan

When a member's quarterly expenditures are entered, NOVA will calculate the carryover percentage for that quarter. Should the quarter's carryover percentage exceed that of the Corrective Action Fiscal Reporting Quarterly Threshold, a corrective action plan will appear as required within the member's Fiscal Reporting area.

The corrective action plan is a single narrative asking for an explanation of the steps taken to become compliant with the Corrective Action Fiscal Reporting Quarterly Threshold the following quarter.

## Corrective Action Plan \*

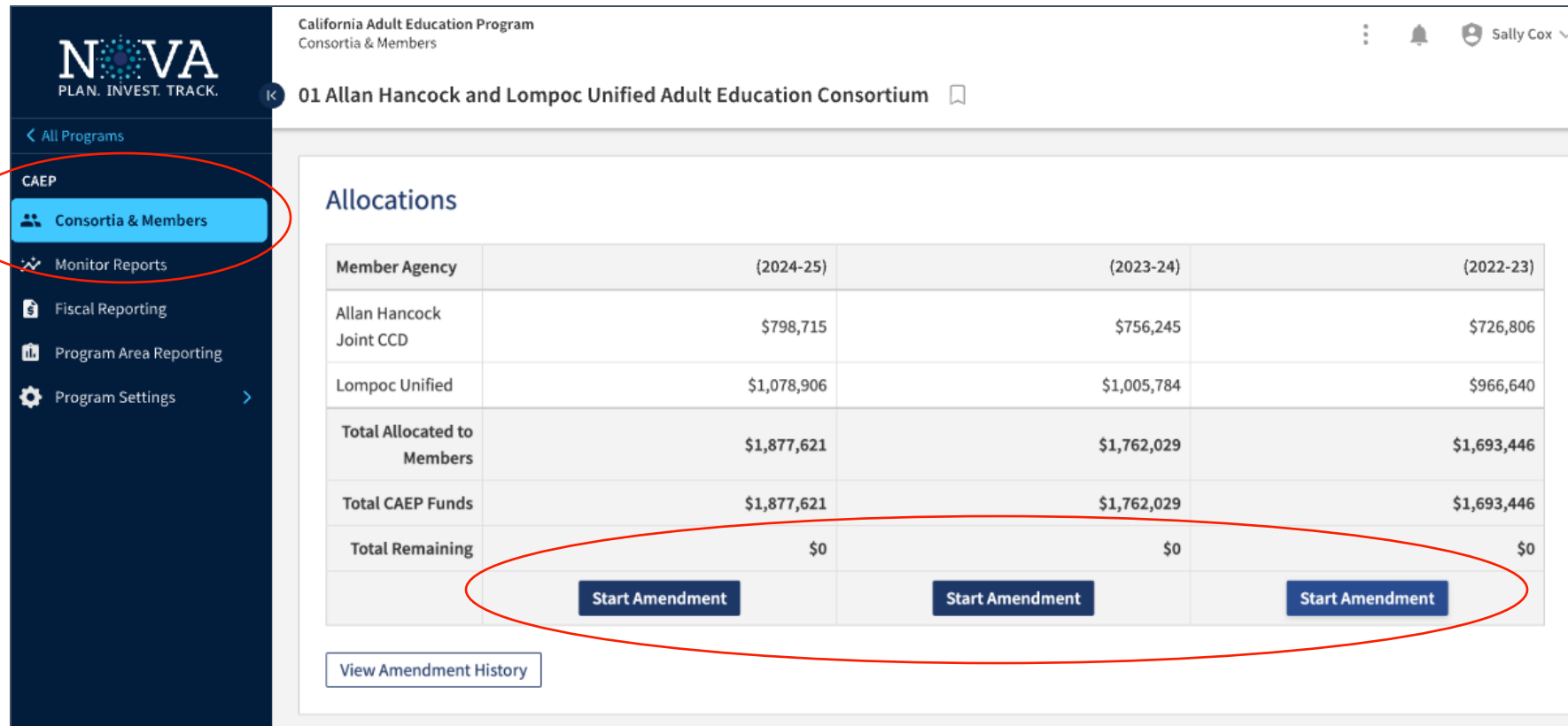
Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

This field is required

# Member Allocation Amendment

After two consecutive years of excess carryover, a member allocation amendments may be made with the new Carryover Compliance (EC84914) selection.

Step 1.



The screenshot shows the NVA CAEP system interface. The left sidebar contains a menu with 'Consortia & Members' highlighted in blue and circled in red. The main content area displays the 'Allocations' table for the '01 Allan Hancock and Lompoc Unified Adult Education Consortium'. The table has columns for Member Agency, (2024-25), (2023-24), and (2022-23). The 'Total Remaining' row shows \$0 for all years, and the 'Start Amendment' buttons for each year are circled in red.

Member Agency	(2024-25)	(2023-24)	(2022-23)
Allan Hancock Joint CCD	\$798,715	\$756,245	\$726,806
Lompoc Unified	\$1,078,906	\$1,005,784	\$966,640
<b>Total Allocated to Members</b>	<b>\$1,877,621</b>	<b>\$1,762,029</b>	<b>\$1,693,446</b>
<b>Total CAEP Funds</b>	<b>\$1,877,621</b>	<b>\$1,762,029</b>	<b>\$1,693,446</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# Member Allocation Amendment

Step 2.

**Workflow**

Agencies & Certifiers Complete

**Member Allocations Complete**

Preview & Submit

## Member Allocations for 2024-25

**Type of allocation amendment**

May revise

Standard member transfer

New member

Carryover Compliance (EC 84914)

**Explanation for amendment**

Please provide a detailed explanation of the events that took place resulting in this allocation amendment.

Characters: 0/3,000

Member Agency	Current Allocation	Carryover	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$798,715	\$705,013 (42%)	\$298,715	-\$500,000
Lompoc Unified	\$1,078,906	\$167,215 (8%)	\$1,578,906	\$500,000
<b>Total Allocated to Members</b>	<b>\$1,877,621</b>		<b>\$1,877,621</b>	
<b>Total CAEP Funds</b>	<b>\$1,877,621</b>		<b>\$1,877,621</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>		<b>\$0</b>	



# Fiscal Reporting Ribbon For Consortium Carryover Tracking

California Adult Education Program  
Fiscal Reporting

01 Allan Hancock College Consortium

Printable View

Consortium Summary | Total Expenditures: \$1,426,992 | Total Allocation: \$1,877,621 | Total Carryover: \$450,629 (24%) | Carryover Compliance

**Fiscal Report Submittal Status**

Institution	Submitted	Submitted	Submitted	Not Submitted
Allan Hancock College				
Lompoc Unified				

Carryover Compliance (EC 84914) authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, as defined, if the consortium makes a finding by a majority vote, based on the member having excessive carryover for at least two consecutive fiscal years beginning with the 2023-24 fiscal year, that the member has been consistently ineffective in providing services that address the needs identified in the adult education plan.



# Consortium Written Expenditure Plan



- Consortium exceeding 20% carryover threshold will be flagged in NOVA and will be required to complete a written expenditure plan, as specified, to the Chancellor and the Superintendent.
- The written expenditure plan becomes available in NOVA after Q4 certification is completed, or once September 30th snapshot has occurred.
- Consortia have 45 days to complete the Written Expenditure Plan (October 1 – November 14)



# Consortium Written Expenditure Plan Process

- Consortium lead receives a notification and alert to complete the Written Expenditure Plan in NOVA after Q4 is certified.
  - *Notification is both at the top of the NOVA dashboard as a new requirement and on the consortium's main screen.*
- Consortium submits the WEP; during this time the members are in a status of “awaiting submittal” where they are waiting for the WEP to be submitted before they can approve.
- Member status changes and plan may be approved by members.
  - *Approval is required by all consortia members.*
- Final Approval is required from the State Office.

# Consortium Written Expenditure Plan

Dashboard My Dashboard Filters

**ACTION ITEMS** Show hidden  On

Open Completed

**Submit CAEP Carryover Compliance Written Expenditure Plan** Due: 9/9/25  
01 Allan Hancock and Lompoc Unified Adult Education Consor...

**Submit SWP-R Q1 Fiscal Report** Due: 9/10/25  
9361: Bay Area Cloud Initiative

**Certify CAEP Written Expenditure Plan** Due: 9/10/25  
01 Allan Hancock and Lompoc Unified Adult Education Consor...

NOVA PLAN. INVEST. TRACK.

California Adult Education Program  
Consortia & Members

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Quarter 1 Fiscal Report Certification 2019-20 11/30/2020, 5:16:28 PM N/A

Show older documents + Add Document

**Budget & Workplan 2024-25**

Member Agency	Available Funds	Budget	Indirect Costs %	Fiscal/Admin Expenses	Status
<a href="#">Allan Hancock Joint CCD</a>	\$1,666,849	\$1,666,849	4.97%	\$0	CERTIFIED
<a href="#">Lompoc Unified</a>	\$1,967,448	\$1,967,448	5.0%	\$0	CERTIFIED

Consortium Roll-up for 2022-23

**Carryover Compliance Written Expenditure Plan**

Name	Year	Status	Completed
<a href="#">Written Expenditure Plan</a>	2024-25	Not Submitted	N/A

# Consortium Written Expenditure Plan

CAEP

**Consortia & Members**

Reports >

Fiscal Reporting

Program Area Reporting

Program Settings >

---

Admin >

Fiscal Agent Hub

Institutions

Help

## 2023-24 Written Expenditure Plan v.1

1. In 2023-24, did your consortium have an optional internal member carryover threshold? \*

Yes

No

A selection is required

2. List all of your consortium's funded members and the percentages of their carryover. \*

List all of your consortium's funded members and the percentages of their carryover.

- Include all funded members whether or not they exceed the annual 20% consortium carryover threshold or the consortium's internal member threshold.

Up to 20 members can be listed. If there are fewer than 20, then enter "n/a" or "0" in all empty cells. If there are more than 20, see question #3.

	Member Name	Final/Adjusted Allocation	% Carryover
1.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
16.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>
17.	<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>





# Technical Assistance



- The State will assign Technical Assistance to consortia exceeding 20% carryover.
- Technical Assistance is to support the effective use of funds as specified by policy to provide adequate adult education services to the region and will strive to prevent the consortium from continuing to exceed 20% carryover in subsequent years.
- Technical Assistance will be provided by CAEP TAP.



# Consortium Carryover Compliance Tracking

As of October 7, 2024, there are **33** consortia that have exceeded the 20% consortium carryover threshold. There are **two** consortia that have not certified their Q4 expenditure report.

## Breakdown by percentage:

- 20-25% = 7
- 26-35% = 10
- 36-50% = 7
- 51% and over = 9



# Questions and Sample Scenarios

- Consortium Written Expenditure Plan
- Local Board Approval
- Certification of Plan



# Consortium Written Expenditure Plan

1. In 2023-24, did your consortium have an optional internal member carryover threshold?
- 2-3. List all of your consortium's funded members, their carryover amount, and the percentages of their carryover.
4. Describe the circumstances that led the consortium to exceed the consortium level 20% carryover threshold. Include information about specific members.
5. Describe the support the consortium has attempted to provide consortium members to reduce the excess carryover.



# Consortium Written Expenditure Plan

6. What is the proposed consortium level corrective action plan and timeline to reduce the excess carryover with members and thus the consortium?
7. What types of processes and protocols will be implemented to ensure that current and future consortium and member level carryover is reduced?
8. What kind of support and technical assistance from the State CAEP Office would be helpful to the consortium to assist with the reduction of excess carryover?
9. Provide Contact Information.



## Local Board Approval

**Question:** Does my written expenditure plan need to have local board approval?

**Answer:** It depends, if your members' budget and work plan align with your proposed consortium level corrective action plan and timeline to reduce the excess carryover, then there would be no need to obtain additional local board approval. But please check your bylaws as this may vary by consortium.

The written expenditure plan should be developed with member input.



## Certification of Plan

**Question:** Do all members have to approve the written expenditure plan?

**Answer:** Yes.

**Question:** If I can't make the November 15, can I ask for an extension?

**Answer:** Yes, if you require an extension, please contact CAEP TAP.

**Question:** Who will review my plan?

**Answer:** Plans will be reviewed & approved by CDE and the Chancellor's Office.

# Tools & Resources

## NOVA

- Forecasting tool
- Expenditure threshold percentage tool (state level setting)
- Member Corrective Action Plan
- CFAD governance section on carryover (Q#16 & Q#17)
- Annual Plan question on carryover (Fiscal Management section)
- Reports and dashboards for carryover at the member level

## CAEP Technical Assistance Providers (TAP)

- Consortium on-boarding (governance, administrative functions)
- Targeted technical assistance
- NOVA workshops and technical assistance
- Professional Learning Communities



# Carryover Reports and Dashboards

**NVA**  
PLAN. INVEST. TRACK.

Carryover Compliance

Carryover Compliance Dashboard

### Carryover Compliance Monitoring

Allocation Year is 2023-24

**Data Definitions**

**Carryover Amount** = current year allocations - (current year expenditures - unspent allocations from the previous 2 years)

**Carryover Percentage** = carryover amount/current year allocations

**Carryover Compliance** refers to the carryover values and statuses calculated on September 30 per Education Code 84914.

**True Carryover** refers to carryover calculated from expenditures and allocations reported to date.

**Consortia Carryover Threshold** is determined by legislation, in alignment with Education Code 84914, and may vary from year to year. Currently set at 20%.

**Member Carryover Threshold** is determined by the consortia in the CFAD. Should a 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). Consortia have the option to opt-out of setting this value.

**Consortia Carryover Compliance Status**

Click chart for drill down of status by consortium. Expand...

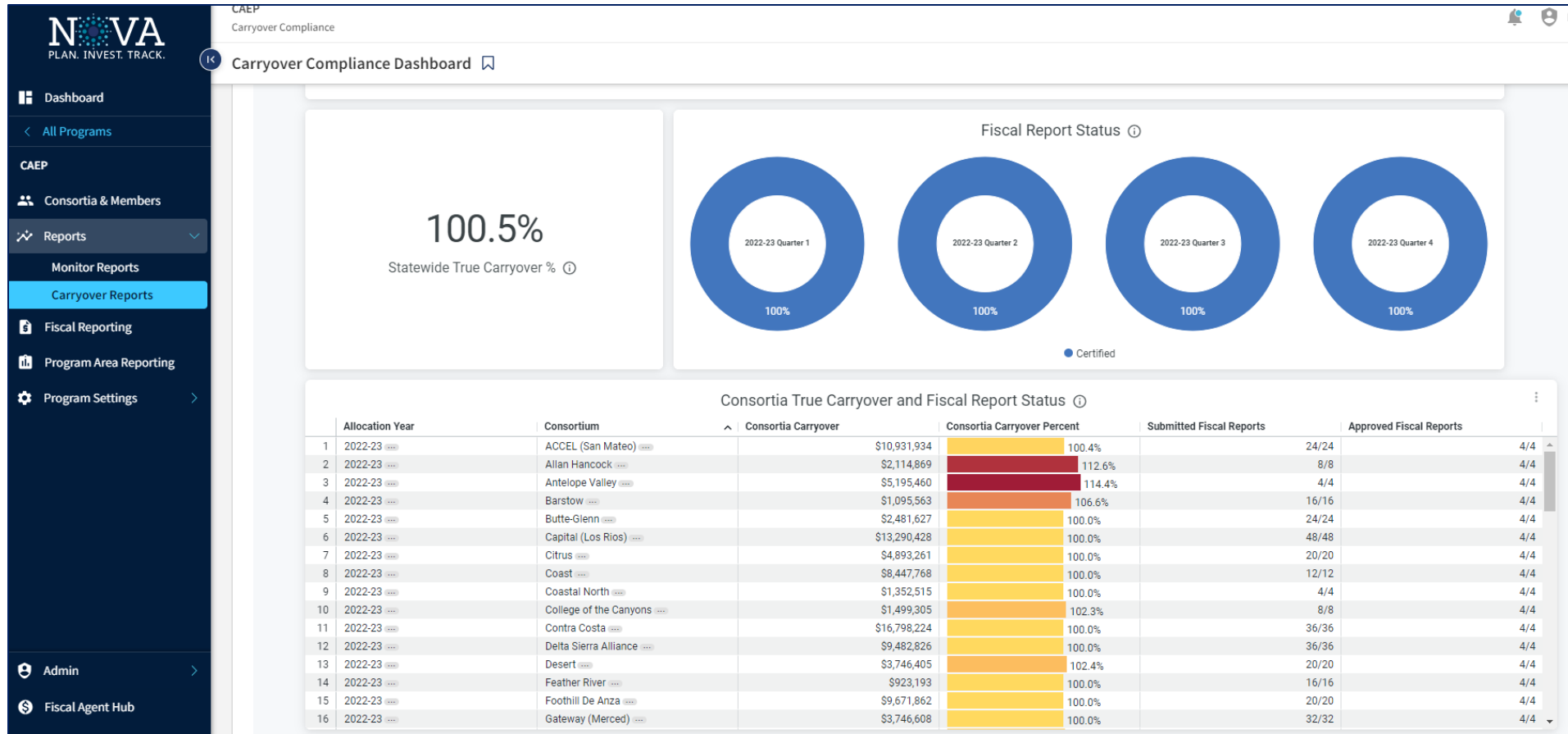
No Status - 71

**Member Carryover Compliance Status**

Click chart for drill down of status by member. Expand note for Stat...

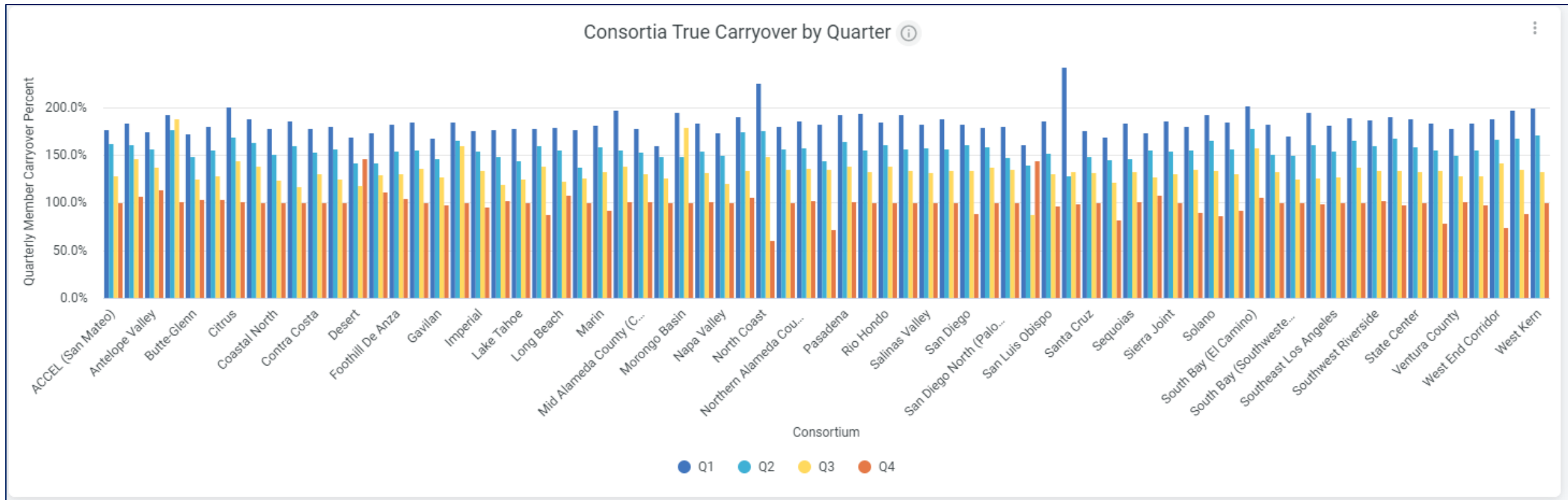
No Status - 466

# Carryover Reports and Dashboards





# Carryover Reports and Dashboards



# NOVA Terms & Definitions for CAEP

## FIFO:

- First In First Out - When an allocation has a multi-year spending duration, expenditures are earmarked against the oldest allocation year first. Once a year's allocation is exhausted, expenditures are earmarked against the next allocated funding year.

## Allocation:

- The amount of funding distributed from the state to the consortium and distributed completely among the active member institutions each funding year.
- CAEP allocated funds have a three-year spending duration.

## Available Funds:

- The current allocation plus any true carryover funds from the prior fiscal year. The available funds are required to be 100% utilized for the member budget and workplan.
- Allocation + True Carryover = Available funds

## Budget:

- Budget and Available Funds are always equal dollar amounts. A member's annual budget is the available funds. Or, the sum of the current year allocation amount + any actual carryover.
- Allocation + True Carryover = Available Funds

# NOVA Terms & Definitions for CAEP

## True Carryover:

- A member's unspent available funds calculated when Q4's fiscal report is certified. This is the dollar amount that will be added to the next year's allocation to equal the available funds.
- $\text{Budget} - \text{Expenditures} = \text{True Carryover}$

## AB 1491 Carryover:

- The amount of funds that remain unspent on midnight September 30th of each fiscal year. In instances where Q4 reports have been certified, these numbers will be equal. When Q4 reports have not been certified by Sept. 30th, this definition of carryover will be different from the actual carryover. This is the number used to determine Consortia Carryover Compliance.
- $\text{Allocation} - \text{Certified Expenditures as of 9/30} = \text{AB 1491 Carryover}$

## AB 1491 Carryover Percentage:

- The percentage of the allocation remaining at the close of the fiscal year. Note, this is not based on the remaining budget.
- $(\text{Allocation} - \text{Certified Expenditures as of 9/30}) / \text{Allocation} = \text{Carryover Percentage}$

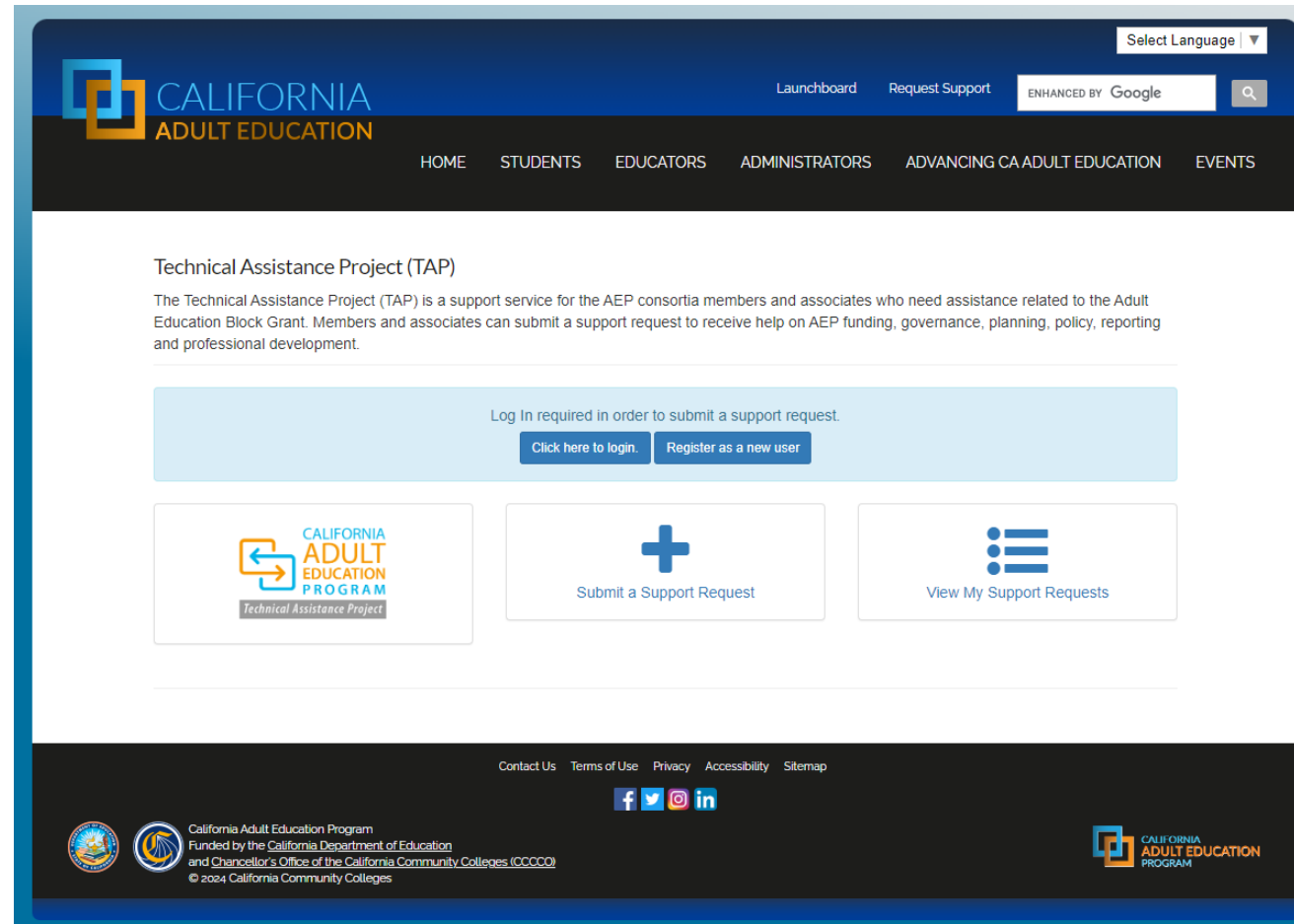
## Remaining Allocation:

- The amount of a funding year allocation that remains after expenditures are earmarked against it. This is not the same as carryover.

## Earmarking:

- The process of appropriating expenditures against an allocation based on the FIFO principle. At Q4 certification, expenditures for the year are appropriated against the oldest remaining allocated funds. This process decrements the oldest remaining allocation to \$0 before appropriating expenditures to the next allocation.

# Request Support from CAEP TAP



The screenshot shows the CAEP TAP website interface. At the top, there is a navigation bar with the CAEP logo, a search bar, and a language selection dropdown. The main content area features a heading for 'Technical Assistance Project (TAP)' followed by a descriptive paragraph. Below this, a light blue box contains a message: 'Log In required in order to submit a support request.' with two buttons: 'Click here to login.' and 'Register as a new user'. Underneath, there are three main action buttons: 'Submit a Support Request' (with a plus icon), 'View My Support Requests' (with a list icon), and a button with the CAEP TAP logo. The footer includes contact information, social media icons, and the CAEP logo.

# Additional Resources

Available on the [www.caladulthood.org](http://www.caladulthood.org) Website:

- [AB 1491 Guidance](#)
- [AB 1491 Timeline](#)
- [AB 1491 FAQ](#)
- [Updated Program Guidance w/ AB1491 FAQ](#)
- [Webinar Chat Q&A](#) (March 23, 2023)
- [Carryover Compliance Previous Webinars & PPT Slides](#)



## Professional Development

- Follow-up Carryover Compliance Part 2 Webinar on October 16<sup>th</sup>



# Questions

