

November 8, 2024

**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 2023-24**

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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 23–24. This memorandum can also be found on the CAEP website at <https://caladulthood.org/Administrators/22>.

### Reporting Requirements

CAEP members active during the 2023-24 academic year must submit the required FY23-24 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 authorities, and community college districts) must submit in NOVA the total hours of instruction for FY23-24 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 FY23-24 by fund source in the seven CAEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in FY23 24.

### All data must be submitted in NOVA as follows:

- Each consortia member will be asked to **submit and certify actual amounts by December 2,**

**2024** in NOVA for the following:

- Academic Year 2023-24 – hours of instruction by program area.
- Academic Year 2023-24 – 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 FY23-24 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. Please refer to the enclosed process steps for required reporting of FY23-24 data in NOVA.

### **Data Accountability Training**

The CAEP State Office will be hosting an office hour Zoom session on **Wednesday November 13, 2024, from 12:00 – 1:00 p.m.**, to address questions and provide technical support. Follow the link to register: <https://register.caladulted.org/Home/EventDetail/721>

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](mailto:tap@caladulted.org).

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

## CAEP Reporting by Program Area in NOVA (2023-24)

### 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 adults 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 prorate 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. 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](https://www.nrsweb.org/sites/default/files/NRS_TA_Guide.pdf)

CAEP will not track service hours. For NOVA Hours of Instruction by Program Area for 2023-24, you may only report instructional program hours.

The time period to report hours of instruction by program area is the 2023-24 program year beginning July 1, 2023, and ending June 30, 2024. 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 will 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 2023-24 member reports by program area showing hours of instruction as this platform includes a special ready-to-go Program Area Report for K12 adult hours of instruction. In TE, use the *CAEP Hours by Program* Report. This report lists the CAEP reporting programs and provides the overall number of student hours for each. In TE, go to *Reports – State Reports – CAEP Tables*; and then in Report Selection select *CAEP Program Hours*.
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 2023-24 Apportionment Attendance Reports generated from the CCFS-320 Reporting System for noncredit FTES.

Note: Reports from the CCFS-320 Reporting System generate FTES, rather than instructional hours. You may 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. In this situation, 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 of 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 – 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 2023-24 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 defined 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 2023-24, 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 2023-24.

### 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 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](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](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 an adult school. Should we use ASAP reporting or TOPSpro® reporting to complete instructional hours in NOVA?**

Answer: Please use the TOPSpro® Enterprise 2023-24 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? By 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 listed in this document). If you are unable to break out workforce reentry, pre-apprenticeship, or short term CTE separately, 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 **2023-24 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 (shown 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 2023-24 program year.

CAEP  
Program Area Reporting

All Consortia

Use the fields below to filter the list of consortia.

Consortia: Select a Consortium  
Year: 2021-22, 2022-23, **2023-24**, 2024-25  
Status: All

Consortium	Submitted	Certification Status
<a href="#">01 Allan Hancock and Lompoc Unified Adult Consortium</a>	0/2 Submitted	Decertified
<a href="#">Allan Hancock Joint CCD</a>		
<a href="#">Lompoc Unified</a>		
<a href="#">... Regional Adult Education Consortium</a>	0/2 Saved 2/2 Submitted	2023-24 Decertified

Step 2: Click on your consortium, which will direct you to the Member Agency Program Area Reports (shown below). Be sure that you have selected the correct reporting year in the filter located at the top of the screen.

CAEP  
Program Area Consortium Reporting

01 Allan Hancock and Lompoc Unified Adult Education Consortium

### Member Agency Program Area Reports

Reporting Year  
Year \*  
2023-24

**Certification**

**2023-24 Program Reporting Status**  
Decertified

**Certifying Authority**  
Lompoc Adult School and Career Center Elaine Webber  
Alicia Paniagua

**Active Member Agencies**

Member Agency	Total Program Area Hours	Total Leveraged Funds	2023-24 Status
<a href="#">Allan Hancock Joint CCD</a>	0	\$0	Draft
<a href="#">Lompoc Unified</a>	0	\$0	Draft
<b>Totals</b>	<b>0</b>	<b>\$0</b>	<b>0/2 Submitted</b>

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 (shown below), enter the hours of instruction totals for the year for each program area.

CAEP  
Program Area Reporting: 2023-24

Allan Hancock Joint CCD DRAFT  
01 Allan Hancock and Lompoc Unified Adult Education Consortium

**Workflow** 1 error | Show

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

### Program Area Hours

#### Hours of Instruction

LaunchBoard Data Reported By Allan Hancock District  
98% of 5,479 adults served has 12+ contact hours (participants) in 2021-22.

Program Area	% of Adults Served	# of Adults Served
ABE	1%	68 / 5,391
ASE	49%	2,628 / 5,391
AWD	2%	126 / 5,391
ESL	35%	1,907 / 5,391
*El Civics	-	-
K12 Success	0%	0 / 5,391
Pre-Apprenticeship	0%	0 / 1,108
Short Term CTE	90%	995 / 1,108
Workforce Reentry	10%	113 / 1,108

\*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	✓	✓	<input type="text" value="0"/>
ASE	✓	✓	<input type="text" value="0"/>
AWD	✓	✗	<input type="text" value="0"/>
ESL	✓	✓	<input type="text" value="0"/>
*El Civics	✗	✓	<input type="text" value="0"/>
K12 Success	✓	✗	<input type="text" value="0"/>
Pre-Apprenticeship	✓	✗	<input type="text" value="0"/>
Short Term CTE	✓	✓	<input type="text" value="0"/>
Workforce Reentry	✓	✓	<input type="text" value="0"/>
<b>Total</b>			<b>0 Hour(s)</b>

**Please Note** – [DataVista](#) data is displayed for informational purposes only.

ABE/ASE and ESL/EL Civics have been broken out into separate reporting areas.

A 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.

Step 4: Next, click on the Leveraged Funds section (shown below) and enter expense totals for each fund broken up by program area. Note: Funding stream fields will open for all program areas that have reportable hours. Please note, Leveraged Funds may only be reported for program areas with 1 or more hours of instruction

CAEP  
Program Area Reporting: 2023-24

Allan Hancock Joint CCD DRAFT  
01 Allan Hancock and Lompoc Unified Adult Education Consortium

Workflow

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

10 errors | Show

### 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
<b>Totals</b>	\$0	N/A	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

- WIOA I / ITAs
- Donations
- In-kind Contributions
- Strong Workforce Program (K12 or College)



Step 5: Once you have completed the Program Area Hours and Leveraged Funds sections, click on the Preview section (shown below). 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, 2024. A reminder that the estimate submission deadline has been eliminated as the State CAEP Office is only requiring the December 1<sup>st</sup> submission deadline.

The screenshot displays the CAEP Program Area Reporting interface for the 2023-24 reporting period. The user is logged in as 'Allan Hancock Joint CCD' (DRAFT) for the '01 Allan Hancock and Lompoc Unified Adult Education Consortium'. The interface features a 'Workflow' sidebar on the left with three main sections: 'Program Area Hours' (Completed), 'Leveraged Funds' (Incomplete), and 'Preview' (selected). The main content area is titled 'Preview & Submittal' and contains a 'Submittal' section. This section shows the '2023-24 Program Area & Leveraged Funds' as a 'Draft' with two buttons: 'Save Estimates' and 'Submit Actuals'. To the right, under 'Member Representatives', the names Thomas Lamica, Dana Avila, and Alicia Paniagua are listed. A notification in the top right corner indicates '10 errors | Show'. A 'Share' button is located in the top right corner of the page header.

### 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.