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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 describe 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.

Section 1: Plans & Goals

Executive Summary

Provide an Executive Summary of your consortium's implementation of the 2025-28 Three-Year Plan during the current Program Year. The summary will include a narrative describing achievements and progress on initiatives from the previous program year, the consortium's vision and primary goals for the current year, and a clear justification for how the planned allocations align with the current three-year adult education plan. B**e clear and concise as this Executive Summary will be used in the consortium snapshot for the California Legislature.** The description is limited to 5,000 characters.

[Helper Text] Text may be copied and pasted from a Google or Word document. NOVA allows for some special characters such as bold, italics, underline, etc. Note that some special characters, graphics, tables, etc. are not allowed in NOVA.

Plans & Goals

How (if at all) do the consortium's previous program year goals differ from the current year's goals?

Goals remain the same

Goals have changed or new goals have emerged for the upcoming year

How much progress did the consortium make towards its previous program year goals?

☐ No progress at all - no goals were met

☐ Very little progress - few goals were met

☐ Some progress - around half of the goals were met

☐ A good deal of progress - most goals were met

☐ Excellent progress - all goals were met

Please provide further context on the progress made towards previous program year goals including goals that were accomplished and any success stories you would like to highlight. (Optional) This section is limited to 5,000 characters.

What barriers did the consortium face in making progress towards its previous program year goals?

Select all that apply.

☐ Lack of financial resources

☐ Lack of human resources

☐ Lack of time

☐ Other

Please provide further context on the barriers faced towards achieving the consortium's previous program year goals. (Optional) This section is limited to 5,000 characters.

What are the goals for the consortium for the current program year?

Select all that apply

☐ Add new program offerings	☐ Increase awareness of services through marketing and outreach
☐ Add student and staff support	☐ Increase course offerings (new and existing)
☐ Address gaps in services	☐ Increase employer collaboration
☐ Align offering with regional needs	☐ Increase enrollment
☐ Collect and review data	☐ Increase professional development for staff
☐ Develop career pathways	☐ Increase transitions to postsecondary
☐ Develop industry-based programs	☐ Increase transitions to workforce
☐ Diversify program modalities	☐ Increase workforce-specific offerings
☐ Expand program offerings	☐ Provide credentialing opportunities for staff
☐ Hire teachers/teaching assistants/tutors for ESL courses	☐ Restore education plans
☐ Identify community needs	☐ Track transition program for efficiency
☐ Implementing best practices	☐ Update facilities
☐ Improve instruction	☐ Improve support services
☐ Improve the integration of services and transitions	☐ Other

Please provide further context on the consortium's goals for the current program year. (Optional)
This section is limited to 5,000 characters.

How will the consortium measure progress towards the goals set for the current program year?

Select all that apply

☐ Conducting progress review meetings	☐ Student assessment scores
☐ Course completion/graduation	☐ Student enrollment numbers
☐ Gathering feedback from partners/participants	☐ Student retention
☐ Number of courses offered	☐ Students using support services
☐ Participant surveys or interviews	☐ Self-studies
☐ Program assessments	☐ Other

Please provide further context on how the consortium will measure progress towards goals in the current program year. (Optional) This section is limited to 5,000 characters.

Section 2: Assessment

Regional Needs Assessment

Please identify the categories of needs in your region.

☐ Access to technology	☐ Increased awareness of services available to students (incl. educational services, social services, career services, etc.)
☐ Alignment of education and workforce needs (incl. addressing labor shortages)	☐ Literacy programming

☐ Basic/life skills attainment	☐ Living wage job attainment/career attainment
☐ Citizenship support	☐ Rural geographic needs
☐ Digital literacy	☐ Services for adults with disabilities
☐ Educational advancement (degree programs)	☐ Short-term Career Technical Education (CTE) training
☐ English language learner supports (e.g., incl. programming availability)	☐ Strengthening partnerships
☐ High school/equivalency education needs	☐ Student access supports transportation, childcare, etc.
☐ Immigrant/refugee needs	☐ Increased access to, and development of, accelerated learning model programs (e.g., bridge, co-enrollment, dual enrollment, pre-apprenticeship, IET, etc.
☐ Increased awareness of services available to employers	☐ Other

Please identify resources used to identify these gaps.

Select all that apply

☐ CAEP consortium Fact Sheet	☐ Partner meetings
☐ Community stakeholder input	☐ Population demographic data (U.S. Census, etc.)
☐ Data gathering/student needs assessment	☐ Regional plans
☐ DataVista	☐ Student data (TOPSPro, MIS)
☐ Employer input	☐ Survey, interview, and/or focus group data
☐ External consultant/research firm	☐ Labor market data (U.S. Bureau of Labor Statistics, Labor Market Index (LMI), California Employment Development Department (EDD))
☐ Other	

How will you measure effectiveness/progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress. This section is limited to 5,000 characters.

Provide any further context on the need gap(s), your process for collecting data, how needs are being met, how they plan to be met, or how the needs of adults served by your region may be unique. This section is limited to 5,000 characters.

Section 3: Activities & Outcomes

Objective #1: Address Educational Needs

Brief description of activity and significance of activity to outcome. The description is integrated from the CAEP 2025-28 Three-Year Plan.

For each activity listed, provide a description that includes:
- The activity that will be carried out
- What agencies or individuals will carry out the activity
- Key deliverables
- How the activity will contribute to achieving one or more of the three CAEP objectives
- How the activity will contribute to achieving short-term, intermediate, and (optional) long-term outcomes
- How the activity will contribute to addressing and achieving targets related to the selected Student Barriers and adult education Metrics

This section is limited to 5,000 characters.

Adult Education Metrics and Student Barriers

Select from the drop-down menu one or more Adult Education Metrics and Student Barriers that align with the proposed Strategy. The drop-down menu will include only the Adult Education Metrics and Student Barriers that were selected in the Metrics section of this workflow.

Example
All: Reportable Individuals (200AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date

Provide the name(s) of the position(s) holding primary responsibility for the strategy's implementation and oversight. Use the **+ Add Responsible Position** button to add as many positions as needed. The data is integrated from the CAEP 2025-28 Three-Year Plan.

Responsible Position	Responsible Member	Proposed Completion Date

+   Add Responsible Position

+   Add Activity (Address Educational Needs)

Objective #2: Improve Integration of Services & Transitions

Brief description of activity and significance of activity to outcome. The description is integrated from the CAEP 2025-28 Three-Year Plan.

For each activity listed, provide a description that includes:
- The activity that will be carried out
- What agencies or individuals will carry out the activity
- Key deliverables
- How the activity will contribute to achieving one or more of the three CAEP objectives
- How the activity will contribute to achieving short-term, intermediate, and (optional) long-term outcomes
- How the activity will contribute to addressing and achieving targets related to the selected Student Barriers and adult education Metrics

This section is limited to 5,000 characters.

Adult Education Metrics and Student Barriers

Select from the drop-down menu one or more Adult Education Metrics and Student Barriers that align with the proposed Strategy. The drop-down menu will include only the Adult Education Metrics and Student Barriers that were selected in the Metrics section of this workflow.

Example
All: Reportable Individuals (200AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date

Provide the name(s) of the position(s) holding primary responsibility for the strategy's implementation and oversight. Use the **+ Add Responsible Position** button to add as many positions as needed. The data is integrated from the CAEP 2025-28 Three-Year Plan.

Responsible Position	Responsible Member	Proposed Completion Date

+   Add Responsible Position

+   Add Activity (Improve Integration of Services & Transitions)

Objective #3: Improve Effectiveness of Services

Brief description of activity and significance of activity to outcome. The description is integrated from the CAEP 2025-28 Three-Year Plan.

For each activity listed, provide a description that includes:
- The activity that will be carried out
- What agencies or individuals will carry out the activity
- Key deliverables
- How the activity will contribute to achieving one or more of the three CAEP objectives
- How the activity will contribute to achieving short-term, intermediate, and (optional) long-term outcomes
- How the activity will contribute to addressing and achieving targets related to the selected Student Barriers and adult education Metrics

This section is limited to 5,000 characters.

Adult Education Metrics and Student Barriers

Select from the drop-down menu one or more Adult Education Metrics and Student Barriers that align with the proposed Strategy. The drop-down menu will include only the Adult Education Metrics and Student Barriers that were selected in the Metrics section of this workflow.

Example
All: Reportable Individuals (200AE)

Responsible Positions, Responsible Consortium Members, and Proposed Completion Date

Provide the name(s) of the position(s) holding primary responsibility for the strategy's implementation and oversight. Use the **+ Add Responsible Position** button to add as many positions as needed. The data is integrated from the CAEP 2025-28 Three-Year Plan.

Responsible Position	Responsible Member	Proposed Completion Date

+   Add Responsible Position

+   Add Activity (Improve Effectiveness of Services)

Section 4: Fiscal Management

Alignment & Carryover

Alignment with Three-Year Plan

Please provide a narrative justifying how the planned usage of allocations for the current program year, as outlined in this annual plan, are aligned with the Consortium's Three-Year Plan. This section is limited to 5,000 characters.

Describe the consortium's approach to incorporate carryover funds from prior year(s) into planned activities.

Education code §84914 emphasizes the importance of ensuring consortia do not have carryover greater than 20% from one year to another. This section provides the opportunity for the consortium to plan with members how carryover funds will be used with regard to planned activities that support the three legislative objectives of addressing educational needs, improving integration of services and transitions, and improving effectiveness of services. This section is limited to 5,000 characters.

Usage

How does the consortium plan to use allocated funds in the upcoming year?

Select all that apply

☐ Acquire new facilities	☐ Provide staff professional development and resources
☐ Fund new adult education programs	☐ Purchase equipment
☐ Fund staff salaries	☐ Purchase program materials
☐ Fund teaching salaries	☐ Purchase software
☐ Improve student learning	☐ Strengthen existing activities
☐ Improve technology	☐ Support existing adult education programs
☐ Increase marketing and outreach	☐ Maintain/improve facilities
☐ Provide new/additional wraparound services	☐ Other

Please provide further context on how funds will be used in the upcoming year. (Optional) This section is limited to 5,000 characters.