



CALIFORNIA
ADULT EDUCATION
PROGRAM

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\(a\)\(1\)](#) outline 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 to address the objectives, and the metrics that apply to the activity. 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
Section 1: Plans & Goals	Provide an executive summary, assess previous years goals, and describe your current year goals.
Section 2: Assessment	Identify regional needs, provide descriptions of needs measures, and any additional context around needs assessment.
Section 3: Activities & Outcomes	Describe activities, barriers, and metrics for each objective (Address Educational Needs, Improve Integration of Services & Transitions, and Improve Effectiveness of Services). Metrics are automatically populated from the Three-Year Plan.

Section	Instructions
Section 4: Fiscal Management	Describe how the consortium plans usage of funds, including carryover funds. Describe how usage of funds aligns with the Three-Year Plan.
Section 5: Consortium Objectives & Activities Overview	Review the activities for each objective (Address Educational Needs, Improve Integration of Services & Transitions, and Improve Effectiveness of Services).
Section 6: NOVA Instructions	Follow the steps provided 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 in NOVA by **August 15, 2025** for the FY25-26 program year. After submission and approval of the Annual Plan, consortia member agencies will have until October 30, 2025, to submit and certify their Member Budget & Workplans. The Member Budget & Workplan aligns with the consortium Annual Plan and Three-Year Plan as each member tailors their Member Budget & Workplan 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 includes an executive summary, an assessment of the consortium's progress made towards the previous program year goals, and the consortium's current program year goals.

In the first part of this section, consortia and members will provide an executive summary of their implementation plan for the FY 25-26 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 and list accomplishments made during the prior 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.

In the second part of this section, the consortium will select if this year's program goals are the same or different than the previous year's goals, as well as select how much progress was made toward the previous program year goals. Additionally, there is space for a narrative to provide further context on the progress made towards the previous program year goals, including goals that were accomplished and any success stories.

Using the list provided, the consortium will then select one or more barriers faced toward achieving the previous year's goals. There is also space for a narrative to provide further context on the barriers faced toward achieving the consortium's previous program year goals.

Next, the consortium will select all applicable goals for the current program year's goal(s) from a predetermined list. The consortium can provide further narrative context on the goals for the current program year.

In the last part of this section, the consortium will use a predetermined list to identify how progress will be measured toward the goal(s) for the current program year. The consortium will select all applicable measurements. The consortium can provide further narrative context on how the consortium will measure progress.

Each of the "Plans & Goals" narrative subsections are limited to 5,000 characters and are considered optional.

[Section 2: Assessment](#)

In this section, the consortium will provide an assessment of current program year needs, as well as a plan for fund usage in the next year. The consortia will:

- identify categories of needs in their region by selecting all applicable checkboxes (including an "Other" option), and
- identify resources used to identify those gaps by selecting all applicable checkboxes (including an "Other" option)

The last two parts of this section ask the consortia to describe how they will measure the effectiveness/progress toward meeting the need and provide further context on the need gap(s), the process for collecting data, how needs are being/plan to be met, and the unique needs of adults in the region. The last two subsections are required narratives each limited to 5,000 characters.

Section 3: Activities & Outcomes

In this section, the consortium will identify the activities and metrics to address the educational needs, improve integration of services & transitions, and improve effectiveness of services in accordance with the three objectives outlined in [Education Code §84906](#).

There is a section for each of the three objectives. The consortium will add at least one activity for each objective. An activity may be added (auto-copied) from the Three-Year Plan, or a new activity may be established by the Consortium. If an activity is selected that is derived from the Three-Year Plan, the activity becomes editable in the annual plan allowing for updates/revisions, if desired. Please note that Annual Plan selections do not impact or override the certified Three-Year Plan data.

Each added activity contains three sub-sections: Brief Description of Activity and Significance to Outcome; Adult Education Metrics and Student Barriers; and Responsible Positions, Responsible Consortium Members, and Proposed Completion Date.

For each objective, the consortium will describe the activity and significance of the activity to the outcome. The description will include the following:

- 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

The activity description for each objective in this section is limited to 5,000 characters.

In the next part of this section, the consortium will identify the adult education metrics and student barriers that align with the proposed strategy/activity for each objective. The adult education metrics and student barriers in this section were integrated from the consortium's 2025-2028 Three-Year Plan and are found by accessing the drop-down menu.

In the last part of this section, for each objective, the consortium will identify the responsible position, responsible member agency, and proposed completion date for the strategy's implementation and oversight.

The consortium has the opportunity to add additional activities for each objective. The consortium will complete each part of the section (activity description, identify metrics and barriers, and responsible entity for the strategy's implementation and oversight) for each new activity.

Section 4: Fiscal Management

The fiscal management section will address the consortium's planned allocations and outline how they will be aligned with the Three-Year 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, the consortium will provide a narrative justifying how the planned allocations for the current program year, as outlined in this annual plan, are aligned with the consortium's Three-Year Plan. Next, the consortium will describe its approach to incorporating remaining carryover funds from the prior year(s) into activities planned for the upcoming program year. The "Alignment" and "Approach" narratives are required, and each allows entry of 5,000 characters.

Last, the consortium will make one or more selections from a predetermined list about how the allocated funds will be used in the upcoming year. They also have the opportunity to provide further narrative context on the goals for the current program year. The narrative is optional and allows 5,000 characters.

Section 5: Consortium Objectives & Activities Overview

This section provides an overview of the objectives and activities entered in the previous section. The overview includes a table identifying the activity, origin of the activity (Three-Year Plan 2025-28), and whether or not an activity is included in the Annual Plan. No actions are needed for this section; it is for informational purposes only.

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. Navigate to the CAEP Program. Click on Consortia & Members. Find your Consortium and click on it.
2. Scroll down to the Annual Plan section (between the Allocations and Supporting Documents sections).
3. Click on 'Annual Plan' for FY25-26.
4. Click 'Plans & Goals' if the section does not automatically appear.
5. Upon completion of this section, select 'Next' to complete the 'Assessment' section.
6. Upon completion of the 'Assessment' section, select 'Next' to complete the 'Activities & Outcomes' section. This section will include activities and outcomes for each objective

(Address Educational Needs, Improve Integration of Services and Transitions, and Improve Effectiveness of Services).

7. Click on Add Activity. The activity description, metrics, and responsible entity information are integrated from the CAEP 2025-28 Three-Year Plan. The activity can be added/copied from either the Three-year Plan, or as a completely new activity.
8. When reviewing activities for each objective, be sure the response includes each part of the bulleted list provided. Make edits as necessary.
9. Select a metric(s) that applies to the activity from the list of metrics included in the Three-Year Plan.
10. Review the responsible entity information. Make edits as needed.
11. At the bottom of the section, select 'Add Activity' if there are additional activities to cover.
12. Follow steps 7-9 for the following two objectives: Improve Integration of Services & Transitions and Improve Effectiveness of Services.
13. Upon completion of this section, select 'Next' to progress to the next section, Fiscal Management.
14. Fill in the narratives in the 'Alignment' and 'Approach' to Incorporating Remaining Carryover Funds' subsections.
15. Select from the options provided on how the allocated funds will be used. Complete the optional narrative if desired.
16. Click 'Next' to reach the 'Consortium Objectives & Activities Overview' screen.
17. This screen shows activities available from an Annual Plan in the current three-year plan time period (including the current Annual Plan) as well as what was available for activities from the current Three-Year Plan. A checkmark indicates if the activity was included in the current Annual Plan, while an 'X' indicates it was not included. This can help the consortium to review activities selected vs. available, as well as ensure that there is at least one activity for each objective.
18. Click 'Next' to progress to the 'Preview' screen.
19. Preview each section and verify that it is correct.
20. Click the 'Submit' button in the upper right-hand corner. At this time, the person completing the Annual Plan may enter a comment which will be included for the Member Representative(s) to review. Click 'Ok.'
21. 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. A consortium can refer to the prior year's Annual Plan. 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 goals or activities, but not all) and how it is responsive to current events described in this Annual Plan.
2. The Annual Plan can consist of implementing existing activities from the Three-Year Plan as the CAEP State Leadership Office knows some activities are long-term in nature.
3. CAEP planning is hierarchical: The Three-Year Plan aligns with the State's CAEP vision and goals. It must be completed before the Annual Plan will become available. The Annual plan contains those activities that help consortia achieve those goals. It must be completed before the Member Budget & Workplan will become available. The Member Budget & Workplan supports one or more specific activities.
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. The consortium Annual Plan activities will be used by consortium members to drive their Member Budget & Workplans, which will be consortium certified by October 30th. Members will select a specific number of activities from the Annual Plan to focus on from July 1st to June 30th.
7. The activities are selected by checking a box (no need to rewrite the activities 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. 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, the process, or would like assistance completing the Annual Plan, please contact the CAEP Technical Assistance Project (TAP) at tap@caladulthood.org (888) 827-2324.