



CAEP State Budget Update & Allocation Amendment Overview

July 28, 2025



Presenters:

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California Department of Education

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CAEP TAP



Agenda

- State Budget for FY25-26
- CAEP Allocation Guidance Memo
- State Allocation Process
- Reminders
- Allocation Certification in NOVA
- Questions





CAEP Allocations for FY25-26

Fiscal Year	Allocations	COLA Increase
2024-25 (CAEP Base Funding)	\$653,137,000	1.07%
2025-26 Governor's Budget Proposal (January)	\$669,008,000	2.43%
2025-26 Enacted State Budget for CAEP (Summer)	\$668,159,000	2.3%



CAEP Annual Funding Allocations

Year	2017–18	2018–19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
\$	\$500M	\$521M	\$538M	\$538M	\$560M	\$597M	\$646M	\$653M	\$668M

July 10, 2025

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., Director
California Department of Education

CC: Anthony Cordova, Vice Chancellor,
California Community Colleges Chancellor's Office

Dr. Mindi Parsons, Division Director
California Department of Education

RE: CAEP FY 2025-26 Final Consortium Allocations

This memorandum is to advise local recipients and fiscal agents of adult education program funds on the release of the FY 2025-26 final CAEP allocations. You may access this [link](#) to view the final allocation schedule.

Final allocation amounts from the Governor's Budget are now available in NOVA as an allocation amendment. Consortium members will have until September 1, 2025, to submit and certify their amended allocation amounts in NOVA. The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a CAEP Allocation Amendment webinar on **Monday, July 28, 2025, from 12:00 – 1:00 p.m.** to review the final allocation amounts, provide members with an overview of the NOVA process, and answer questions. You may register for this webinar through this [link](#).

CAEP FY25-26 Final Consortium Allocations Memo



CAEP Allocation Memo Cont'd.

Published Memo can be accessed on the CAEP website under:

➤ Administrators / Funding / Annual CAEP Allocation / 25-26

Memo was also emailed to all CAEP member representatives and published on the weekly CAEP newsletter (July 11, 2025).

Memo provides a link to the 25-26 final allocation amounts displayed by consortia, fiscal agent, and for direct funded members.

Memo also provides NOVA instructions on how to process the final steps of your consortium's allocations, and separate instructions for direct funded members.



CAEP State Allocation Process



Education Code mandates that the Chancellor's Office and CDE provide allocation schedules to the Department of Finance no later than July 15th annually.



Legislature requires the State to disburse CAEP funds within 45 days of the budget enactment. The disbursement is released in 11 installments through June of the program year.

CAEP State Process (Cont'd.)

Allocation amounts for fiscal agents and direct funded members must be confirmed shortly after the State Budget is passed on July 1st.

If the state legislature provides a COLA adjustment via the May Revise and/or the Trailer Bill – CAEP consortia and direct funded members will be asked to complete an allocation amendment by September 1st.



REMINDER

The State has updated NOVA to reflect the amended amount **by consortium.**

Each consortium must enter and certify in NOVA the allocation amounts for their member agencies (by September 1st)

For direct funded members, amounts have already been determined (see link in the allocation memo). Must still be manually entered into NOVA.



CAEP Allocation Process

Step 1

Preliminary Allocations released by February 28th



Step 2

Consortia certification via the CFAD by May 2nd



Step 3

May Revise (mid-May) and/or Trailer bill (late June) adjustment



Step 4

State submits CAEP schedules to DOF (July 15th)



Step 5

State begins CAEP fund disbursement (August 15th)



Step 6

Consortium members certify amendments (September 1st)

Question? ⁽¹⁾

How does the State CAEP Office confirm allocation amounts at the local district level while meeting the July 15th deadline imposed by the Department of Finance, if we don't need to certify our allocation amendment until September 1st?



Response ⁽¹⁾ :

If there are any technical adjustments via the May Revise or the Trailer bill to the State Budget bill – the State will use the same funding formula to allocate funds to each consortium. This action will satisfy the need to have allocation amounts for consortia with fiscal agents. But.....



Response ⁽¹⁾ (cont'd.):

....for direct funded members, the State will use the same proportional share that was approved via the CFAD on May 2nd to adjust the budget upward or downward (see example in the next few slides).



Direct Funded Example (1 of 3)

Consortium	CFAD Allocation - Certified	Percentage Share
Member A	\$100,000	10.00%
Member B	\$100,000	10.00%
Member C	\$100,000	10.00%
Member D	\$700,000	70.00%
Total	\$1,000,000	100.00%



Direct Funded Example (2 of 3)

Consortium	New Increase (May Revise)	Percentage Share
Member A	\$20,000	10.00%
Member B	\$20,000	10.00%
Member C	\$20,000	10.00%
Member D	\$140,000	70.00%
Total	\$200,000	100.00%



Direct Funded Example (3 of 3)

Consortium	Final Allocation	Percentage Share
Member A	\$120,000	10.00%
Member B	\$120,000	10.00%
Member C	\$120,000	10.00%
Member D	\$840,000	70.00%
Total	\$1,200,000	100.00%

Question? ⁽²⁾

If I'm a direct funded member, why is the State CAEP Office calculating this for me? My consortium wants to do other things with the increase?



Response ⁽²⁾ :

Members receive no less than the prior year's amount (unless it meets one of the three causes for a funding reduction). [EC 84914]

COLA means a cost-of-living increase for all member districts (which means all members in good standing will receive the COLA).

Fiscal agent and direct funded member allocation schedules are due to DOF by July 15th.

CAEP funds must be disbursed 45 days after the State Budget is signed.

Question? ⁽³⁾

If I'm a direct funded agency, where do I find my predetermined amounts for the allocation amendment?



Response ⁽³⁾:

Direct funded members can find the link to the predetermined amounts in the CAEP allocation memo released July 11, 2025.

Note: If consortia wish to make changes with their 2025-26 allocations, they may do so via the allocation amendment process.

Please note, direct funded members must follow up locally to physically move/transfer funds among members.



Reminders

- ❑ CAEP Annual Plans are due August 15, 2025
- ❑ Carryover Compliance tracking is underway (start of FY 23-24)
 - Start date includes the tracking of both **member carryover** and **consortium carryover**
 - AB 1491 authorizes the consortium to reduce a member's "excessive" carryover funding after two years of consecutive excessive carryover has been determined (EC 84914)
 - Member carryover impacts consortia carryover
 - 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.

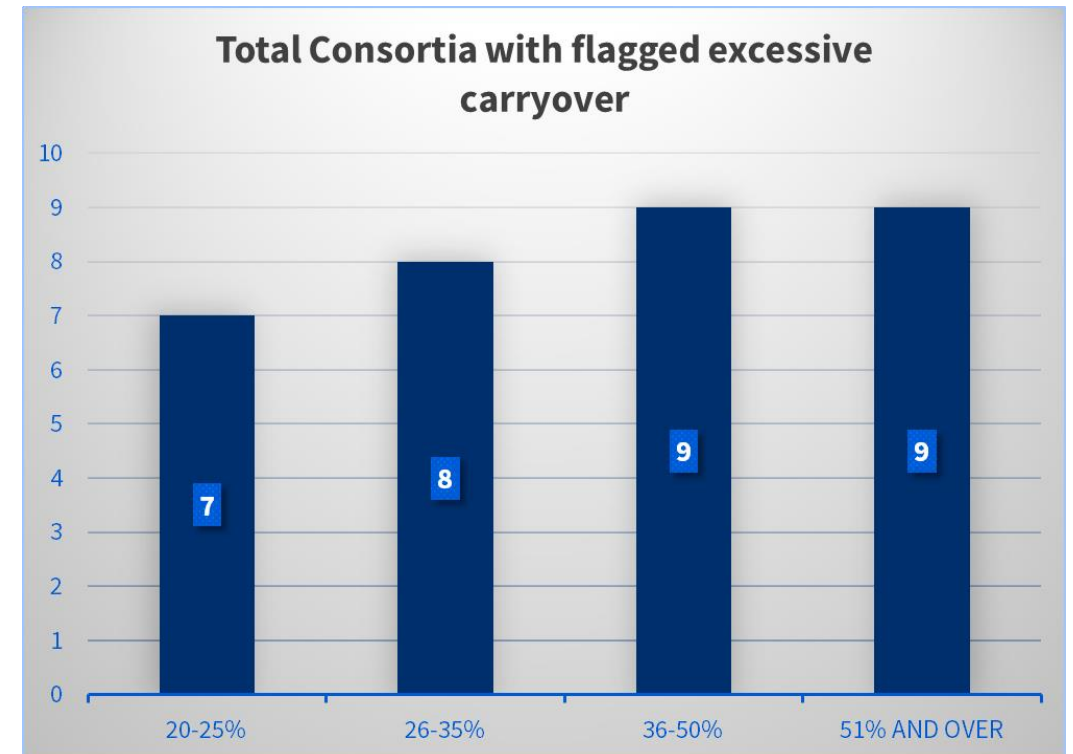
Consortium Carryover Compliance Tracking

Carryover compliance calculated annually in Nova on **September 30th at 11:59**.

Year 1 (2023-24) flagged **33** consortia for exceeding the 20% consortium carryover threshold.

Year 2 (2024-25) initiates the 2nd consecutive year tracking for Consortium & Member level carryover

- Excessive Member level carryover tracking prompting possible reallocation of member funds by consortium that opted to participate after snapshot.





Allocation Amendment Live Demonstration in NOVA

CFAD Summary

CFAD Summary

Fiscal Declaration - Consortium Approved

Consortium Name: 01 Allan Hancock and Lompoc Unified Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The planned allocations support the official and recognized CAEP programming areas, which drive the CAEP 3-year-plan. The Consortium's Three Year Plan, which focuses on improvements for CAEP programs/learners persistence, and transition, drives the Annual Plan.

Changes: No Changes

Member Allocations

Member Name	(2025-26)	(2024-25)	(2023-24)
Allan Hancock Joint CCD	\$880,733	\$857,199	\$850,026
Lompoc Unified	\$1,222,880	\$1,190,205	\$1,180,246
Total Allocated to Members	\$2,103,613	\$2,047,404	\$2,030,272
Total CAEP Funds	\$2,100,935	\$2,053,707	\$2,031,963
Total Remaining	-\$2,678	\$6,303	\$1,691

Member Allocation Certification

✓ I certify that this CFAD is true and accurate. Our consortium certifies that the allocations listed correctly represent all funded members and their respective amounts.





Allocations

Allocations

Member Agency	(2025-26)	(2024-25)	(2023-24)
Allan Hancock Joint CCD	\$880,733	\$859,838 (\$2,639)	\$850,734
Lompoc Unified	\$1,222,880	\$1,193,869 (\$3,664)	\$1,181,229
Total Allocated to Members	\$2,103,613	\$2,053,707	\$2,031,963
Total CAEP Funds	\$2,100,935	\$2,053,707	\$2,031,963
Total Remaining	\$-2,678	\$0	\$0
	Start Amendment	Continue Amendment	Start Amendment

View Amendment History

Click “Start Amendment” to start the process.

2025-26 COLA adjustment after CFAD certification and needs to be allocated to all funded members.

NOVA Workflow : Agencies and Certifiers

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Allocation Amendment: 2025-26

DRAFT

Next

Workflow

Agencies & Certifiers
Completed

Member Allocations
Incomplete

Preview

Comments

Member Agencies & Certifiers

Allan Hancock Joint CCD
District

Certifiers	Role	Phone Number
Thomas Lamica	Member Representative	(616) 238-3990
Dana Avila	Member Representative	(805) 922-6966 ext: 3242
Alicia Paniagua	Member Representative	

Lompoc Unified
Unified School District

Certifiers	Role	Phone Number
Elaine Webber	Member Representative	(805) 742-3100
John Grelck	Member Representative	(805) 742-3192

+ Add New Member Agency

NOVA Workflow : Member Allocations

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Allocation Amendment: 2025-26

DRAFT

Next

Workflow

Agencies & Certifiers Completed

Member Allocations Incomplete

Preview

1 error | Show

Comments

Member Allocations for 2025-26

Type of allocation amendment *

☒ May revise
 ☐ Standard member transfer
 ☐ New member

Explanation for amendment *

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

Characters : 0/3000

Member Agency

Current Allocation

Proposed Allocation

Adjustment

Allan Hancock Joint CCD	\$880,733	\$880,733	
Lompoc Unified	\$1,222,880	\$1,220,202	-\$2,678
Total Allocated to Members	\$2,103,613	\$2,100,935	
Total CAEP Funds	\$2,100,935	\$2,100,935	
Total Remaining (Must be \$0)	-\$2,678	\$0	

NOVA enhancements now allow you to indicate WHY there is an allocation.

*May revise is an adjustment to preliminary allocation to base funding.

Ensure that \$0 is the total remaining

NOVA Workflow : Allocation Preview

01 Allan Hancock and Lompoc Unified Adult Education Consortium
DRAFT
Allocation Amendment: 2025-26
Share
Cancel Amendment
Submit
1 error | Show
Comments

Workflow
Agencies & Certifiers Completed
Member Allocations Incomplete
Preview

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 01 Allan Hancock and Lompoc Unified Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The planned allocations support the official and recognized CAEP programming areas, which drive the CAEP 3-year-plan. The Consortium's Three Year Plan, which focuses on improvements for CAEP programs/learners persistence, and transition, drives the Annual Plan.

Changes: No Changes

Member Allocations for 2025-26

Type of allocation amendment *

May revise

Explanation for amendment *

Not Entered

Member Agency	Current Allocation	Proposed Allocation	Adjustment
Allan Hancock Joint CCD	\$880,733	\$880,733	
Lompoc Unified	\$1,222,880	\$1,220,202	-\$2,678
Total Allocated to Members	\$2,103,613	\$2,100,935	
Total CAEP Funds	\$2,100,935	\$2,100,935	
Total Remaining (Must be \$0)	-\$2,678	\$0	

Preview all changes and click “Cancel Amendment” or “Submit”

NOVA Workflow : Allocation Submit vs Cancel Amendment

Submit



Changes to Agencies & Certifiers or Member Allocations must be made before submitting this amendment.

Ok

Cancel Amendment



Are you sure you want to cancel this CFAD Amendment?

Any changes you have made will be lost.

Do Not Cancel

Cancel Amendment



Wrap Up and Questions



Request Support from CAEP TAP

Technical Assistance Project (TAP)

The Technical Assistance Project (TAP) is a support service for the AEP consortia members and associates who need assistance related to the Adult Education Block Grant. Members and associates can submit a support request to receive help on AEP funding, governance, planning, policy, reporting and professional development.

Log In required in order to submit a support request.

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