

# CAEP Carryover Compliance Overview

## Open Office Hours



September 4, 2025

# Agenda

- Introductions
- Carryover Compliance Overview
- Written Expenditure Report
- Technical Assistance and Resources
- Questions





# Presenters:

**Diana Batista**

California Department of Education

**Mayra Diaz**

California Community Colleges Chancellor's Office

**Mandilee Gonzales**

CAEP Technical Assistance Provider

**Lisa Mednick Takami**

CAEP Technical Assistance Provider



## Carryover Compliance Overview

- ❑ Impacts ED Code 84901 & 84914
- ❑ Tracking began FY 23-24 (July 1, 2023)
- ❑ Closing the second year of tracking FY24-25
- ❑ Has two parts that impacts **members** and **consortia** differently



# 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 by **November 15, 2025**.
- 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.”



# Member Carryover Compliance

- **Members** vote to set a carryover % threshold within their consortium.  
*\*Documented during the CFAD process.*

- **Member** funding for one year may be impacted after two years are assessed.

## 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 \*

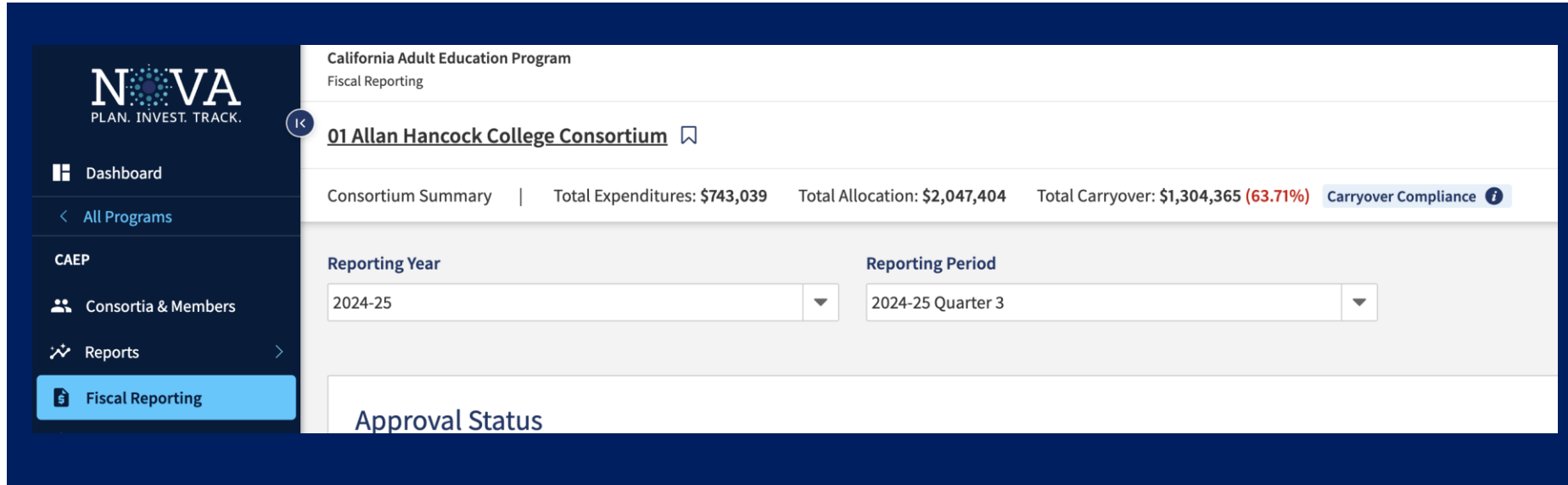
20%

## 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  |
|--------------------------|-----|-----|-----|-----|
| % of Carryover Threshold | 80% | 60% | 40% | 20% |

# Consortia Carryover Compliance



**NVA**  
PLAN. INVEST. TRACK.

California Adult Education Program  
Fiscal Reporting

**01 Allan Hancock College Consortium**

Consortium Summary | Total Expenditures: \$743,039 | Total Allocation: \$2,047,404 | Total Carryover: \$1,304,365 (63.71%) | [Carryover Compliance](#)

Reporting Year: 2024-25 | Reporting Period: 2024-25 Quarter 3

Approval Status

➤ **Consortia** exceeding 20% carryover of the tracked fiscal year's allocation will be flagged and monitored by the Chancellor's Office and CDE.

➤ **Consortia** that have been flagged for carryover will be required to submit a **written expenditure plan** and assigned **technical assistance** by the Chancellor's Office and CDE.



# 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 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 Circles (PLC)



# Compliance Tracking & Identification

## Identifying Carryover Compliance

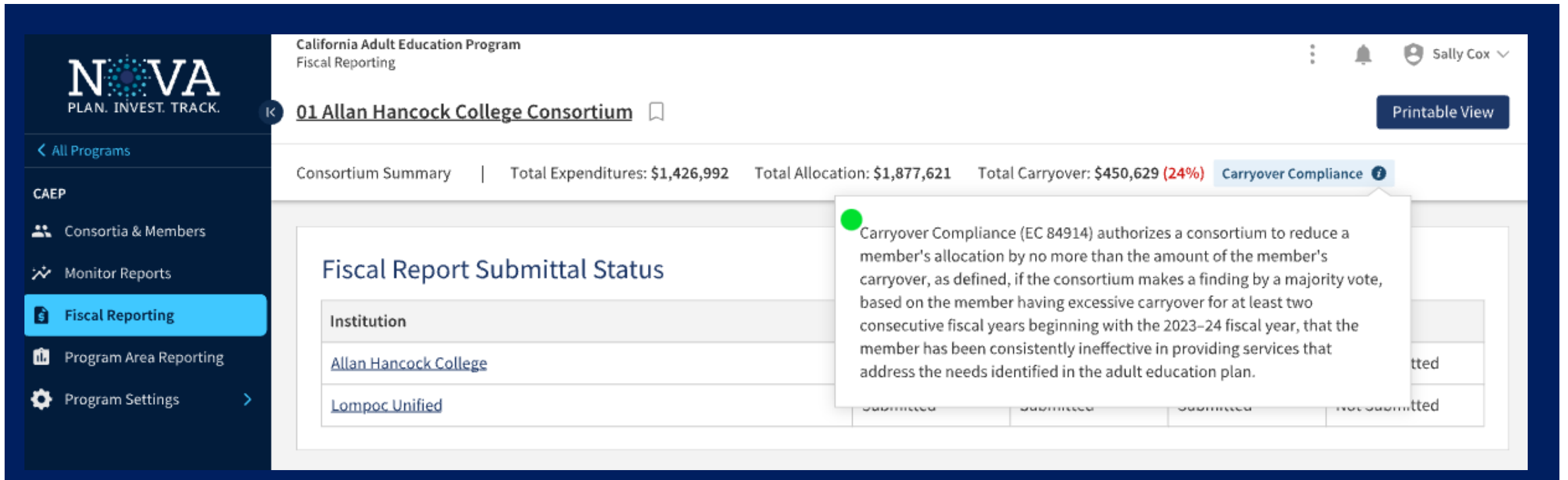
- Carryover compliance is calculated in NOVA upon Q4 certification.
- Carryover compliance calculated on **September 30 at 11:59 p.m.**
- If a consortium has carryover, in Fiscal Reporting, a tag appears next to the consortium name. **CC | 1 year**
- The tags that will be visible next to the member in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

**CC | 1 year**

**CC | 2 years**

# Fiscal Reporting

## Consortia Carryover Tracking Ribbon



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 |
|---------------------------------------|-----------|-----------|-----------|---------------|
| <a href="#">Allan Hancock College</a> |           |           |           |               |
| <a href="#">Lompoc Unified</a>        |           |           |           |               |

**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.

## Calculating the 20% Consortia Carryover



Consortium carryover is **one or more prior fiscal years exceeding 20%** and is **assessed and acted upon annually**.

- **NOTE:** Consortium carryover includes the carryover of all its members.

$\text{FY Allocation} - \text{FY Expenditures} = \text{Carryover Amount}$

$\text{Carryover Amount} / \text{FY Allocation} = \text{CC Percentage}$

\*Note: Total expenditures are accounted with FIFO.

Example:

**\$100k Expenditures** deducted from **\$50k Carryover** leaving  
**\$50k Expenditures deducted from current FY's allocation**

## Example of Calculating Member Carryover

|                                              |           |           |         |           |        |           |
|----------------------------------------------|-----------|-----------|---------|-----------|--------|-----------|
| 5000 - Other Operating Expenses and Services | \$50,305  | \$28,945  | 173.8%  | \$115,780 | 43.45% | \$65,475  |
| 6000 - Capital Outlay                        | \$0       | \$0       | 100%    | \$0       | 100%   | \$0       |
| 7000 - Other Outgo                           | \$0       | \$7,500   | 0%      | \$30,000  | 0%     | \$30,000  |
| Indirect Costs                               | \$0       | \$0       | 100%    | \$0       | 100%   | \$0       |
| Totals                                       | \$397,999 | \$225,821 | 176.25% | \$903,285 | 44.06% | \$505,286 |

### Member Carryover Compliance Status

**Description:** The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

**Expenditures:** A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

**Carryover Amount & Carryover %:** If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

| Fiscal Year | Allocation | Expenditures | Carryover Amount | Carryover % | Carryover Threshold % | Locked                  |
|-------------|------------|--------------|------------------|-------------|-----------------------|-------------------------|
| 2024-25     | \$477,288  | -\$27,998    | \$477,288        | 100%        | N/A                   | -                       |
| 2023-24     | \$473,688  | \$47,691     | \$425,997        | 89.93%      | N/A                   | 09/30/2024 08:41 AM PDT |

# Consortium Written Expenditure Plan



PLAN. INVEST. TRACK.

- < All Programs
- CAEP
  - Consortia & Members
  - Monitor Reports
  - Fiscal Reporting
  - Program Area Reporting
  - Program Settings >
- Admin >
- Fiscal Agent Hub
- Institutions
- Help

California Adult Education Program  
Consortia & Members

Written Expenditure Plan 2024-25 DRAFT

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Submit

In alignment with Education Code 84914, a consortium exceeding 20% excessive carryover in one or more fiscal years will be required to submit a written expenditure plan and assigned technical assistance to reduce the excess carryover. The consortium will be required to identify the circumstances that have led the consortium to reach the excessive carryover threshold and outline the corrective action plan to reduce the carryover.

### Written Expenditure Plan 2024-25

Were funds expended sufficient enough for lorem ipsum?

☐ Yes  
☐ No

**Expenditure Plan**  
Explain how future expenditures will lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam tincidunt augue eu nunc vehicula vestibulum.

Characters: 0/10,000

Describe challenges or barriers in implementing activities as stated in your workplan.

Characters: 0/10,000

Describe progress made this quarter in key priority sectors in your region.

Characters: 0/10,000

**Outcomes**  
Using specific references to data you reported on the program's reporting system on training, technical assistance, course development and marketing, describe the

# Consortium WEP in NOVA

**Dashboard** My Dashboard ▾ Filters

**ACTION ITEMS** Show hidden ☒ On

| Open                                                                                                                                                                                                                                                       | Completed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p> <a href="#">Submit CAEP Carryover Compliance Written Expenditure Plan</a></p> <p>01 Allan Hancock and Lompoc Unified Adult Education Consor...</p> <p>Due: 9/9/25</p> |           |
| <p><a href="#">Submit SWP-R Q1 Fiscal Report</a></p> <p>9361: Bay Area Cloud Initiative</p> <p>Due: 9/10/25</p>                                                                                                                                            |           |
| <p><a href="#">Certify CAEP Written Expenditure Plan</a></p> <p>01 Allan Hancock and Lompoc Unified Adult Education Consor...</p> <p>Due: 9/10/25</p>                                                                                                      |           |

NOVA  
PLAN. INVEST. TRACK.

California Adult Education Program  
Consortia & Members

01 Allan Hancock and Lompoc Unified Adult Education Consortium

Quarter 1 Fiscal Report Certification

| Document                              | Year    | Created                | Workflow Step             |
|---------------------------------------|---------|------------------------|---------------------------|
| Quarter 1 Fiscal Report Certification | 2019-20 | 11/30/2020, 5:16:28 PM | Fiscal Reports Certified. |

Show older documents

+ Add Document

**Budget & Workplan 2024-25**

| Member Agency           | Available Funds | Budget      | Indirect Costs % | Fiscal/Admin Expenses | Status    |
|-------------------------|-----------------|-------------|------------------|-----------------------|-----------|
| Allan Hancock Joint CCD | \$1,666,849     | \$1,666,849 | 4.97%            | \$0                   | CERTIFIED |
| Lompoc Unified          | \$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       |

# Written Expenditure Plan Questions (2023-24)

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

2-3. List all your consortium's funded members 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.

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. 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.



# Certification of Plan

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

Answer: Yes.

Question: Who will review my plan?

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



# Technical Assistance & Resources



The State will assign technical assistance to those consortia to ensure effective use of funds as specified by policy, and to ensure that the consortium's annual carryover does not continue to exceed the 20% threshold so that it continues to provide adequate adult education services to the region.

This will include Technical Assistance from the enhanced CAEP Technical Assistance Providers, Sacramento County of Education and North Orange Continuing Education.

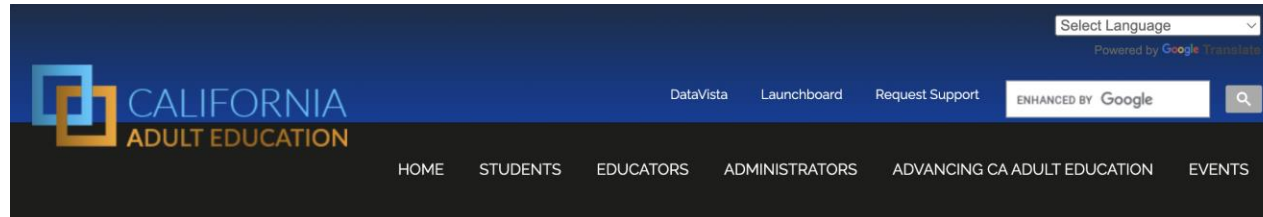
# CAEP TAP Webinars & Resources

## Resources:

- [AB 1491 Guidance](#)
- [Updated Program Guidance w/ AB1491](#)
- [FAQ](#)
- [Webinar Chat Q&A](#) (March 23, 2023)

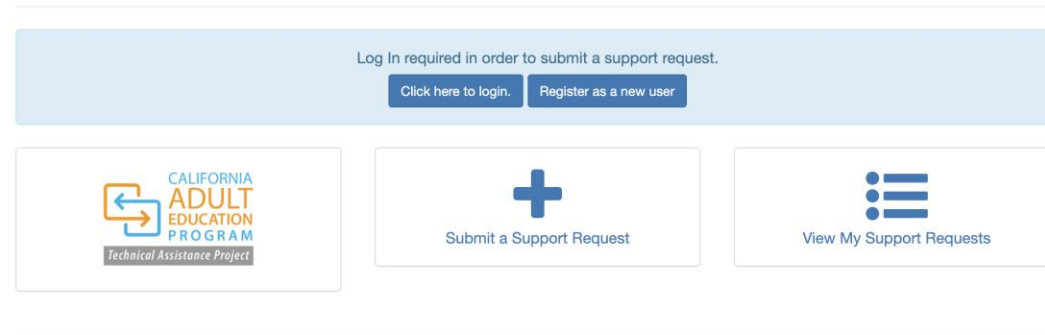
Professional Development: CAEP Technical Assistance Project Events





### 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.



# Request Support from CAEP TAP





# Thank you!

