



# English Language Learner (ELL) Healthcare Pathways Grant

## Technical Support and Reporting Guidance

This guidance document was developed to provide quick, on-the-spot support for common technical assistance questions related to the ELL Healthcare Pathways (ELL HP) Grant. It is intended as a practical reference tool that addresses many of the frequently asked questions we receive from the field and supports users who prefer to troubleshoot or continue their work independently.

**Please note:** this guidance is not intended to address every possible scenario, policy interpretation, or consortium-specific situation. Users are encouraged to contact the CAEP TAP and CC TAP teams directly for individualized support, clarification, and technical assistance. The teams welcome questions and are available to help with issues that may fall outside the scope of this resource. Grantees can also contact the program administrator (Chancellor's Office) for additional grant administration questions.

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## 1. General Information

### 1.1. Where can I find general information for this grant?

Information on Round One and Round Two funding for this grant can be found in the *Letters of Intent* distributed by the California Community College Chancellor's Office. Round Three was developed in a *Request for Application* (RFA). These documents include background information, overview, grant requirements, eligibility, use of funds and grant duration.

Additional information can be found in the released *Frequently Asked Questions* (see section 10) for each round as well as on the [California Adult Education Program \(CAEP\) website](#) under the English Language Learner (ELL) Healthcare Pathways accordion.

### 1.2 What are the expenditure and reporting timelines for the various rounds of the grant?

The Chancellor's Office reporting due dates can be found on the [California Adult Education Program \(CAEP\) website](#) under the ELL Healthcare Pathways Due Dates accordion and are also listed below.

| Round One Funding                                                                                             |                                                              |                                                                                            |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Expenditure Timeline   July 1, 2023 – June 30, 2025<br>With Approved Extension   July 1, 2023 – June 30, 2026 |                                                              |                                                                                            |
| Reporting Deadline                                                                                            | Reporting Type                                               | Activity Period                                                                            |
| 03/31/2024                                                                                                    | 1st Bi-Annual Expenditure and Progress Report (2023-2024 Q2) | Expenditures and Progress: 07/01/23 - 12/31/23                                             |
| 09/30/2024                                                                                                    | 2nd Bi-Annual Expenditure and Progress Report (2023-2024 Q4) | Expenditures-to-date: 7/01/23 - 06/30/24<br>Progress and Student Data: 7/01/23 - 06/30/24  |
| 03/31/2025                                                                                                    | 3rd Bi-Annual Expenditure and Progress Report (2024-2025 Q2) | Expenditures-to-date: 7/01/23 - 12/31/24<br>Progress and Student Data: 07/01/24 - 12/31/24 |
| 09/30/2025                                                                                                    | 4th Bi-Annual Expenditure and Progress Report (2024-2025 Q4) | Expenditures-to-date: 7/01/23 - 06/30/25<br>Progress and Student Data: 07/01/24 - 06/30/25 |
| 09/30/2025                                                                                                    | Final Report                                                 | Expenditures and Progress: 07/01/23 - 6/30/25                                              |

| <b>With one year extension</b>                                                                                                                                                  |                                                              |                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Note:</b> All agencies in the plan are required to complete an additional year of reporting if the consortium requested and was granted an extension for any or all members. |                                                              |                                                                                            |
| 03/31/2026                                                                                                                                                                      | 5th Bi-Annual Expenditure and Progress Report (2025-2026 Q2) | Expenditures-to-date: 7/01/23 - 12/31/25<br>Progress and Student Data: 07/01/25 - 12/31/25 |
| 09/30/2026                                                                                                                                                                      | 6th Bi-Annual Expenditure and Progress Report (2025-2026 Q4) | Expenditures-to-date: 7/01/23 - 06/30/26<br>Progress and Student Data: 07/01/25 - 06/30/26 |
| 09/30/2026                                                                                                                                                                      | Final Report                                                 | Expenditures and Progress: 07/01/23 - 6/30/26                                              |

| <b>Round Two Funding</b>                                                                                                                                                        |                                                              |                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Expenditure Timeline   July 1, 2024 – June 30, 2026<br/>With Approved Extension   July 1, 2024 – June 30, 2027</b>                                                           |                                                              |                                                                                            |
| <b>Reporting Deadline</b>                                                                                                                                                       | <b>Reporting Type</b>                                        | <b>Activity Period</b>                                                                     |
| 03/31/2025                                                                                                                                                                      | 1st Bi-Annual Expenditure and Progress Report (2024-2025 Q2) | Expenditures and Progress: 07/01/24 - 12/31/24                                             |
| 09/30/2025                                                                                                                                                                      | 2nd Bi-Annual Expenditure and Progress Report (2024-2025 Q4) | Expenditures-to-date: 7/01/24 - 06/30/25<br>Progress and Student Data: 07/01/24 - 06/30/25 |
| 03/31/2026                                                                                                                                                                      | 3rd Bi-Annual Expenditure and Progress Report (2025-2026 Q2) | Expenditures-to-date: 7/01/24 - 12/31/25<br>Progress and Student Data: 07/01/25 - 12/31/25 |
| 09/30/2026                                                                                                                                                                      | 4th Bi-Annual Expenditure and Progress Report (2025-2026 Q4) | Expenditures-to-date: 7/01/24 - 06/30/26<br>Progress and Student Data: 07/01/25 - 06/30/26 |
| 09/30/2026                                                                                                                                                                      | Final Report                                                 | Expenditures and Progress: 07/01/24 - 6/30/26                                              |
| <b>With one year extension</b>                                                                                                                                                  |                                                              |                                                                                            |
| <b>Note:</b> All agencies in the plan are required to complete an additional year of reporting if the consortium requested and was granted an extension for any or all members. |                                                              |                                                                                            |
| 03/31/2027                                                                                                                                                                      | 5th Bi-Annual Expenditure and Progress Report (2026-2027 Q2) | Expenditures-to-date: 7/01/24 - 12/31/24<br>Progress and Student Data: 07/01/26 - 12/31/26 |
| 09/30/2027                                                                                                                                                                      | 6th Bi-Annual Expenditure and Progress Report (2026-2027 Q4) | Expenditures-to-date: 7/01/23 - 06/30/26<br>Progress and Student Data: 07/01/26 - 06/30/27 |
| 09/30/2027                                                                                                                                                                      | Final Report                                                 | Expenditures and Progress: 07/01/24 - 6/30/27                                              |

| Round Three Funding                                 |                                                              |                                                                                            |
|-----------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Expenditure Timeline   July 1, 2026 – June 30, 2029 |                                                              |                                                                                            |
| Reporting Deadline                                  | Reporting Type                                               | Activity Period                                                                            |
| 03/31/2027                                          | 1st Bi-Annual Expenditure and Progress Report (2026-2027 Q2) | Expenditures and Progress: 07/01/26 - 12/31/26                                             |
| 09/30/2027                                          | 2nd Bi-Annual Expenditure and Progress Report (2026-2027 Q4) | Expenditures-to-date: 7/01/26 - 06/30/27<br>Progress and Student Data: 07/01/26 - 06/30/27 |
| 03/31/2028                                          | 3rd Bi-Annual Expenditure and Progress Report (2027-2028 Q2) | Expenditures-to-date: 7/01/26 - 12/31/27<br>Progress and Student Data: 07/01/27 - 12/31/27 |
| 09/30/2028                                          | 4th Bi-Annual Expenditure and Progress Report (2027-2028 Q4) | Expenditures-to-date: 7/01/26 - 06/30/28<br>Progress and Student Data: 07/01/27 - 06/30/28 |
| 03/31/2029                                          | 5th Bi-Annual Expenditure and Progress Report (2028-2029 Q2) | Expenditures-to-date: 7/01/26 - 12/31/28<br>Progress and Student Data: 07/01/28 - 12/31/28 |
| 09/30/2029                                          | 6th Bi-Annual Expenditure and Progress Report (2028-2029 Q4) | Expenditures-to-date: 7/01/26 - 06/30/29<br>Progress and Student Data: 07/01/28 - 06/30/29 |
| 09/30/2029                                          | Final Report                                                 | Expenditures and Progress: 07/01/26 - 6/30/29                                              |

## 2. Plans

### 2.1 I am new to my role. Where can I access my plan?

ELL Healthcare Pathways Grant plans for Round One, Two, and Three can be found in [NOVA](#).

On the NOVA dashboard under *Programs*, select *ELL Healthcare Pathways*. From there, select *Plans*. Choose the relevant consortium plan(s) and the round of funding from the list populated. They are listed alphabetically by plan name. If needed, a search by *Lead Institution* at the top of the screen can be done.

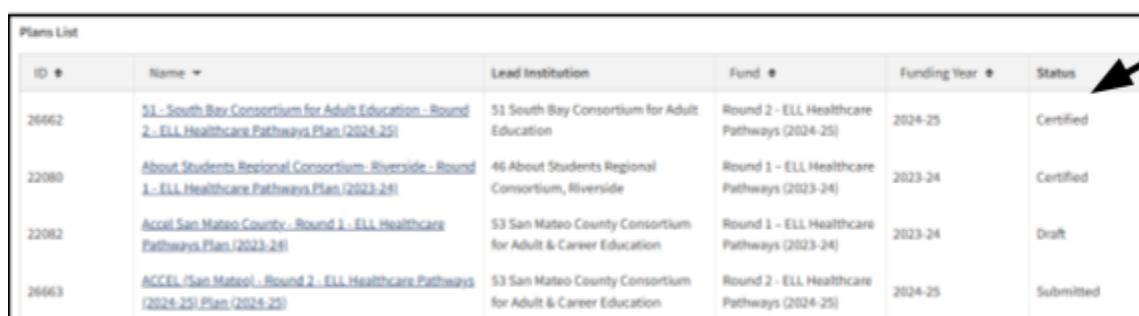
## 2.2 I don't see the ELL Healthcare Pathways grant in NOVA. How can I add it to my NOVA dashboard?

To add the ELL Healthcare Pathways Grant plans to a user's NOVA dashboard, submit a [NOVA HelpDesk ticket](#). Alternatively, the Project Lead can add individuals as a contact, which will allow members access to view the program.

After this first-time new program login, users may log in to access NOVA by navigating to the ELL Healthcare Pathways program from the main NOVA landing page dashboard.

**Note:** If users do not have a NOVA login, they will be prompted to create an account.

## 2.3 What does the plan Status mean?



| ID *  | Name *                                                                                                            | Lead Institution                                            | Fund *                                      | Funding Year * | Status    |
|-------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------|----------------|-----------|
| 26662 | <a href="#">53 - South Bay Consortium for Adult Education - Round 2 - ELL Healthcare Pathways Plan (2024-25)</a>  | 53 South Bay Consortium for Adult Education                 | Round 2 - ELL Healthcare Pathways (2024-25) | 2024-25        | Certified |
| 22080 | <a href="#">About Students Regional Consortium - Riverside - Round 1 - ELL Healthcare Pathways Plan (2023-24)</a> | 46 About Students Regional Consortium, Riverside            | Round 1 - ELL Healthcare Pathways (2023-24) | 2023-24        | Certified |
| 22082 | <a href="#">Accel San Mateo County - Round 1 - ELL Healthcare Pathways Plan (2023-24)</a>                         | 53 San Mateo County Consortium for Adult & Career Education | Round 1 - ELL Healthcare Pathways (2023-24) | 2023-24        | Draft     |
| 26663 | <a href="#">ACCEL (San Mateo) - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)</a>                    | 53 San Mateo County Consortium for Adult & Career Education | Round 2 - ELL Healthcare Pathways (2024-25) | 2024-25        | Submitted |

**Draft** – The plan is currently open for editing. This may be the case if the plan was (1) never submitted, (2) de-certified by the Fund Monitor to allow for changes or (3) de-certified by the consortium to make an approved amendment.

**Submitted** – The Project Lead Contact has submitted the plan for approval. However, the plan is awaiting either the Plan Approver and/or the Fund Monitor approval. The plan requires a submission and both approvals to reach a Certified status. The Project Lead can send a reminder in NOVA to the Plan Approver and the Fund Monitor, or contact them directly to move the plan forward.

**Certified** – The plan has been approved by all three required roles: the Project Lead, the Plan Approver and the Fund Monitor.

## **2.4 Can the approved workplan have changes? If so, what is the process for changing the plan's direction?**

There may be instances when the approved workplan cannot be completed through the end of the funding period due to unforeseen circumstances that may impact the project deliverables. If the consortium, or a member agency, is required to pivot directions from the originally approved workplan, the Fund Monitor (Chancellor's Office) must be notified as early as possible.

Changes to the grant workplan require approval from both the Fund Monitor and the consortium. The consortium, or member agency, needs to provide a written narrative outlining the circumstances, round of funding, nature of the change, impact of the change, and the agency/consortium plan to move forward with meeting the program deliverables. Any changes must align with the grant requirements for that round, ensure reporting and expenditure deadlines are met, and maintain appropriate use of funds.

The process includes contacting the Fund Monitor for guidance by providing a written proposal outlining the intended changes to the workplan and outcome deliverables. After obtaining approval from the Fund Monitor, the consortium can proceed with local consortium board approval protocols. Once approved by both the Fund Monitor and the consortium board, the Fund Monitor will provide guidance on the following steps to capture the changes in the NOVA workplan. This process will typically require the NOVA workplan to be decertified to proceed with making the approved adjustments to the plan. Finally, the plan will need to be re-submitted by the Project Lead for approval.

For any proposed changes to allocations, funded members, or budget amendments, please see the Funding and Budget (section 4) of this document.

### 3. Grant Contacts in NOVA

#### 3.1 What are the various NOVA contact roles and what do they do?

| NOVA Role                           | Number Required                              | Description                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund Monitor                        | 1                                            | The Fund Monitor is a Chancellor's Office staff person and the final approver of all plans and reports.                                                                                                                                                                                                                                                                    |
| Project Lead Contact                | Minimum 1 contact required                   | The Project Lead can edit & submit projects, fiscal reports and surveys. This contact can fill out and submit all workflows and forms in NOVA and can view all plans and reports. This contact cannot approve plans or reports. The consortium may have multiple Project Leads. However, one Project Lead is designated as the primary contact for the fund administrator. |
| Alternate Project Lead              | 0                                            | The Alternate Project Lead can edit projects and fill out workflows and forms only, but cannot submit. This contact can view all plans and reports.                                                                                                                                                                                                                        |
| Plan Approver                       | Minimum 1 contact required                   | The Plan Approver can approve plans submitted by the Project Lead. This contact cannot approve fiscal reports. The consortium may have multiple Plan Approvers.                                                                                                                                                                                                            |
| Fiscal Report Approver              | Minimum 1 contact required                   | The Fiscal Report Approver can approve the final fiscal report after Institution Project Fiscal Reporters have submitted the agency reports. The consortium can have multiple Fiscal Report Approvers.                                                                                                                                                                     |
| Institution Project Fiscal Reporter | Minimum 1 contact required per funded agency | The Institution Project Fiscal Reporter can edit and submit fiscal reports on behalf of a specific member agency only. This contact cannot fill out workflows or submit them. Each agency can have multiple institution reporters.                                                                                                                                         |

| NOVA Role             | Number Required | Description                                                                                                                                                                                                                                                               |
|-----------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact               | 0               | A Contact has “view access only” to projects, workflows and plans.                                                                                                                                                                                                        |
| Fiscal Agent          | 1               | A Fiscal Agent is the legal entity that was selected by the grantee to receive funding on behalf of all agencies in the grant. The Fiscal Agent ensures each agency receives the approved level of funding.                                                               |
| Fiscal Agent Designee | 1               | A Fiscal Agent Designee is the contact representative from the fiscal agent organization who has the ability to enter into legal binding grant agreements that will communicate with the Chancellor’s Office throughout the duration of the grant administration process. |

**Note:** Each round of the ELL Healthcare Pathways grant has a unique contact list. Prior to adding new contacts, it is critical to consult with the consortium about who should be granted which level of access. Additionally, it is recommended to update each round of contacts regularly to ensure communications delivery reaches the proper individual(s).

When new contacts are added, it is important to consider adding them to each round as appropriate. For example, a new Project Lead would need to be added to Round One, Round Two, and Round Three plans and the same for the Fiscal Report Approver and Plan Approver.

### 3.2 Where do I find the current contacts for our grant?

In NOVA, select *ELL Healthcare Pathways* from the dashboard (see item 2.1). Select the applicable agency plan from the list.

Current contacts are listed in the plan under *Contacts* and Fiscal Agent information is listed at the bottom of the workplan. Contacts may be different for each round of funding. Check each round’s plan for the current contacts.

### 3.3 I have been newly hired. How can I be added as a contact?

The easiest way to be added as a contact is to contact the Project Lead listed on the grant plan. This person can add new contacts for the grant or institution. If the Project Lead is no longer part of the consortium and/or is unreachable to make the hand off to a new Project Lead, contact the Chancellor's Office for further guidance.

### **3.4 I was added to the grant as a contact. How can I edit/enter any reports?**

Check the NOVA Contacts to see if which roles have editing rights (see item 3.1). Try entering through the Round One and Round Two links for first login (see item 2.2).

### **3.5 We have a contact(s) who has left our consortium. How can we change one of the contacts?**

The primary contacts for each round are selected by the consortium. Use a local process to secure permission to change the primary grant contacts. Project Lead, Fiscal Report Approver, Plan Approver, and Institutional Fiscal Reporters can typically be changed at the agency's request or following the local process. Once approval is obtained, changes are made in NOVA on the *Contact* section of the plan. The Project Lead can add and delete contacts as needed. Contact updates can be made in the NOVA plan without the workplan.

## **4. Funding and Budget**

### **4.1 Where can I find allocations for each consortium?**

The allocations for each consortium are included in the California Community Colleges *Notice of Intent to Award* memos (see section 10).

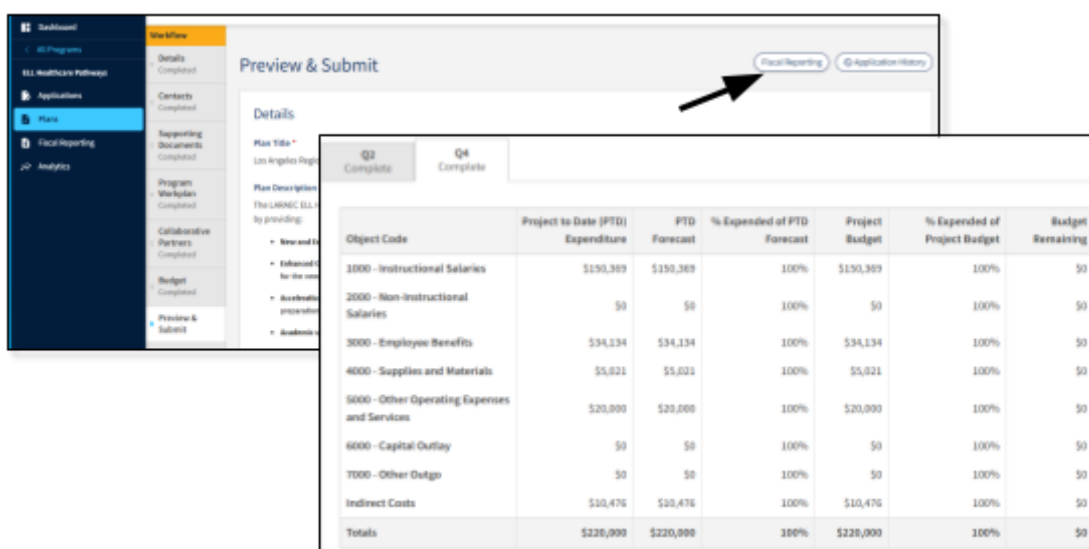
Individual agency awards can be found in the consortium plan budget for each round. These are listed in the budget section for each round within the [Plans](#) section in NOVA.

### **4.2 How can I see the consortium/agency budget?**

Budgets are viewable for each round within NOVA by opening the plan and selecting *Budget*. This will provide an allocation overview with the expenditure

type. The program-to-date expenditures can also be viewed by selecting *Fiscal Reporting* from the plan preview.

|                                        |                                              |         |                                                                                                |              |
|----------------------------------------|----------------------------------------------|---------|------------------------------------------------------------------------------------------------|--------------|
| Program<br>o Workplan<br>Completed     | Expenditure Type                             | Year    | Description                                                                                    | Funds Amount |
| Collaborative<br>Partners<br>Completed | 1000 - Instructional Salaries                | 2023-24 | IET Pharmacy Tech teaching position, IET CNA Teaching position, and part-time pathway advisor. | \$150,369    |
| Budget<br>Completed                    | 3000 - Employee Benefits                     | 2023-24 | Employee benefits                                                                              | \$34,134     |
| Preview &<br>Submit                    | 4000 - Supplies and Materials                | 2023-24 | Furniture, learning software, and training equipment                                           | \$5,021      |
|                                        | 5000 - Other Operating Expenses and Services | 2023-24 | Consulting contracts for pathway development and management. Student licensing. Marketing.     | \$20,000     |
|                                        | Indirect Costs                               | 2023-24 | Indirect Costs                                                                                 | \$10,476     |
|                                        | Totals                                       |         |                                                                                                | \$220,000    |



The screenshot shows the 'Preview & Submit' interface. A sidebar on the left contains navigation links: Dashboard, All Programs, ELL Healthcare Pathways, Applications, Plans, Fiscal Reporting (highlighted), and Analytics. The main content area is titled 'Preview & Submit' and includes a 'Details' section. A 'Fiscal Reporting' button is highlighted with an arrow. Below the button is a table showing project-to-date expenditures.

| Object Code                                  | Project to Date (PTD) Expenditure | PTD Forecast | % Expended of PTD Forecast | Project Budget | % Expended of Project Budget | Budget Remaining |
|----------------------------------------------|-----------------------------------|--------------|----------------------------|----------------|------------------------------|------------------|
| 1000 - Instructional Salaries                | \$150,369                         | \$150,369    | 100%                       | \$150,369      | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$0                               | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$34,134                          | \$34,134     | 100%                       | \$34,134       | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$5,021                           | \$5,021      | 100%                       | \$5,021        | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$20,000                          | \$20,000     | 100%                       | \$20,000       | 100%                         | \$0              |
| 6000 - Capital Outlay                        | \$0                               | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                               | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| Indirect Costs                               | \$10,476                          | \$10,476     | 100%                       | \$10,476       | 100%                         | \$0              |
| Totals                                       | \$220,000                         | \$220,000    | 100%                       | \$220,000      | 100%                         | \$0              |

#### 4.3 Can a district take grant money for indirect costs? If so, how much can the fiscal agent for the grant take in indirect costs?

The maximum rate for indirect costs is 5% of the total grant award. Funded member agencies need to share the 5% indirect rate as appropriate and proportional. It is stated in all three rounds of documentation that “the fiscal agent will be required to split the indirect funds with the members that are providing services to students”. The fiscal agent should not deduct funding for indirect costs or pass through funds to other funded agencies.

#### 4.4 Our consortium is unable to expend all of its funds. Are we able to return funds to the state, and if so, what is the process?

If the consortium has unspent funds under Round One or Round Two that they intend to return, the consortium should notify the Fund Monitor (Chancellor's Office) **as soon as possible**. The Fund Monitor will need to confirm the member(s) impacted and the exact amount of funding to be returned so they can work with the apportionment department to set up the process to recoup these funds. Since funds were issued to the fiscal agent, these funds might now be with the member grantee and it will take some time to set up the process to recoup the funding.

#### **4.5 Can funds be expended after the final due date?**

No. Funds not expended within the designated expenditure period must be returned to the state (see item 4.4).

#### **4.6 What is the deadline for expending all grant funds?**

Each round of the ELL Healthcare Pathways grant has an activity period for expenditures. Some consortia applied and were approved for extensions. Please follow the timelines provided in item 1.2.

#### **4.7 How can we request an extension?**

There was an extension request process for Round One and Round Two. The extension request period has ended. Round Three funds will have a 3-year timeline for implementation and expenditures. There will be no extensions available in Round Three.

#### **4.8 One of our agencies overspent in a budget category (object code). How do we address this?**

If a funded agency overspent in a budget category (object code) but has not exceeded the full amount of the grant funding allocated to the member, the member agency and consortium will need to request a budget amendment (see item 4.9).

If a member agency exceeds the amount of the grant allocation, the member will need to adjust the report to reflect no more than the allocation amount and then work with their district to transfer expenditures to other local funding sources.

#### **4.9 How can we request a budget amendment?**

It is sometimes necessary for funded member agencies to move allocated funding to different categories to balance the actual expenditures. If there is no change to a member agency's overall allocation, follow these steps to submit a budget amendment request.

1. The agency submits a budget amendment request to the consortium grant Project Lead (template provided in the Appendix).
2. The Project Lead submits the request to the Fund Monitor and copy to CAEP-TAP or CC-TAP as appropriate (see section 8).
3. If approved and the change is less than 20% of the allocation, the Project Lead can use the *Edit* feature on the plan to make changes. If the change is greater than 20% of the allocation, the plan requires a decertification from the Fund Monitor in NOVA. Once this occurs, the Project Lead is able to make the changes to the budget, and re-submit.
4. The consortium Plan Approver approves the plan in NOVA.
5. The Fund Monitor approves the plan in NOVA.

**Note:** Each member agency should complete their own amendment request and work with the consortium Project Lead to make amendments.

#### **4.10 Are we able to transfer grant funding to another member?**

ELL Healthcare Pathways is a short-term, grant-funded initiative. Progress and program outcomes are continuously assessed. The approval process, transfer of funds, expenditure of funds, and ability to meet program and reporting requirements may impact the feasibility of transferring funds to other funded members.

If members choose to transfer funding between districts, the consortium grantee must submit a written request to the Chancellor's Office for approval (see item 4.11). If approved, the Consortia may proceed with conducting local approval and voting processes to initiate the revision in NOVA (see item 2.4 regarding changes to grant plans).

#### **4.11 What is the process to transfer funds between members?**

The first step is for an ELL grantee to submit a proposal to the Chancellor's Office for approval before taking any local action. In the proposal, the Chancellor's Office will need to know:

- Name of Consortia
- Name of Member Grantee(s) proposing the changes
- Round of Funding
- Amount of Funding
- Narrative details of the changes being proposed and why. Include the impact on carrying out the activities in the grant application.

If a request is approved, the Chancellor's Office will guide the grantee on how to proceed with conducting the updates to the workplan application and budget. In addition, the grantee will proceed with consulting with their consortium members to initiate and finalize any votes or decisions to proceed with reallocation of funds. A reminder that the Fund Monitor needs to be informed beforehand to determine approval given the processes mentioned above.

Grantees can use the budget amendment template provided in the Appendix.

## 5. Expenses

### 5.1 What are the allowable expenses?

Members can refer to the funding round *Frequently Asked Questions* (see section 10) for more information about allowable expenses. Purchases, including capital outlay, must be consistent with a grantee's plan.

### 5.2 Do proposed capital outlay expenditures require separate approval, similar to CAEP funding?

Yes. Capital outlay expenditures for the grant follows a similar process as CAEP capital outlay.

Funded grantees must collectively approve the proposed capital outlay to ensure expenditures are reasonable and justifiable. Once approved, the Project Lead will send the request to the assigned TAP to be reviewed and then forward to the Chancellor's Office for final approval.

The request should include:

- Round of ELL funding

- Description and cost of expenditure
- How the expenditure aligns with the approved grant plan
- Any related quotes
- Date it was approved by the collective grantees
- A statement that the grantee will follow all state and local policies and procedures related to ELL HP capital outlay

Upon review, the Chancellor's Office will either request additional information or issue approval to proceed through the assigned TAP. The TAP will then notify the Project Lead, who is responsible for communicating the outcome to the member grantee.

### 5.3 What expenditures are considered capital outlay?

Follow the local district policy related to capital outlay. Typically, if it is reported in category 6000, then it is likely capital outlay and should follow approval procedures in item 5.2.

## 6. Reporting

### 6.1 When are reports due?

See item 1.2 for a complete list of due dates and activity periods.

### 6.2 What reports do I need to submit?

There are two basic reports that are included as part of the grant, the Bi-Annual Report and the Final Report.

**The Bi-Annual Report** is completed twice a year, March 31 (covering July – December) and September 30 (covering July - June). There are two parts to the bi-annual report, *expenditures* and *student data outcomes*. The expenditures portion includes program-to-date expenditures (from beginning of the grant through end of the report period). The data section covers data reported during a specified six-month or fiscal year activity period. This report is located in NOVA. See item 6.3 for more details on expenditure reporting and section 7 for details on student data reporting.

**The Final Report** is completed after the consortium finalizes the project in alignment with expenditure and progress reporting periods outlined under each round of funding.

## 6.3 How do I submit a report as a member and as a consortium?

### Member Completion and Submission

Only Project Lead(s) or Institution Project Fiscal Reporter(s) can submit reports on behalf of a member agency. Only the Fiscal Report Approver can approve reports on behalf of the consortium.

See section 3 for information about adding or removing grant contacts.

1. Select the correct year and reporting period. Select the correct quarter (Q2 for Jul-Dec or Q4 for Jul-Jun).
  - a. **Note:** Information cannot be entered into the current report unless all prior reports have been submitted and approved. An *Approval* status at the top of the report will indicate if any approvals are missing from prior reports.

**Guidance**

Fiscal reporting becomes available when plans have entered a certified status. Reporting is cumulative across reporting periods - meaning expenditures greater than budgeted amounts are acceptable in order to accommodate over-spending.

To update a report that has already been submitted and/or certified, click the "Unsubmit Report" button to put the report in an editable state. To update in chronological order. Unsubmitted reports will need to be re-submitted.

**Reporting Year**

2025-26

**Reporting Period**

2025-26 Quarter 4

2. Complete the expenditures for the project-to-date (all cumulative expenditures from the grant start date through the end of the current reporting period).
3. Complete the quarter narrative for the budget that was spent in the reporting period.
4. Follow directions to complete the student data section of the report in NOVA.

- a. **Note:** When a Healthcare Pathways check box has been marked, new data fields and questions may appear.
5. Submit the report on behalf of the agency.

### **Consortium Completion and Submission**

Once all funded agencies in the consortium have submitted their fiscal reports, the consortium Fiscal Report Approver can approve on behalf of the consortium. Check the contact list for the grant round to determine the consortium's Fiscal Report Approver.

After the consortium Fiscal Report Approver has approved the report, it moves to the Fund Monitor (Chancellor's Office) for approval. It is recommended to check NOVA periodically to see if the report was approved. If needed, reminders can be sent to the Fund Monitor through NOVA.

**Note:** Until the Fund Monitor has approved the report, future reports cannot be submitted.

## **6.4 Why can't I access my current report? Or what if the report doesn't have boxes available to fill in?**

There are several reasons why users/members may not be able to access or input information into the current reports.

1. Users may not be listed as a grant contact with the rights to access and edit the report (see section 3).
2. The consortium has not submitted and/or approved the prior bi-annual report(s).
3. The Fund Monitor has not approved the prior report(s).
4. The consortium's plan was decertified for revisions and has not been re-certified by the Fund Monitor.

If users/members continue to experience access issues, it is recommended to contact the consortium's assigned CAEP TAP team for technical assistance.

## **6.5 My expenditures show an error. What is preventing me from submitting my report?**

Look for areas with red borders. This usually indicates an area with an error. Confirm that a district has not entered expenditures that are less than the expenditures on a prior report. Because the ELL expenditure report is cumulative, the current report should be equal to or greater than the last report.

If a member agency made an error in a prior report, the report must be revised and go through the re-approval process (Fiscal Report Approver, Fund Monitor) in order to enter the correct expenditure in the current report.

## **6.6 How do I complete the student data section of the bi-annual report?**

See section 7 of this document.

## **6.7 If a consortium receives an extension to spend its funds, but some members have already spent their full allocation and have no funds remaining, are those members still required to submit reports during the extension period?**

Because of how the system in NOVA is set up, if an extension was approved, all original members who received funding for ELL will be required to complete the additional reports, even if they may have no more individually allocated ELL funds.

Members whose allocations were fully expended in a prior bi-annual report must carry forward the same cumulative figures in the current fiscal report. Any additional student data outcomes occurring in the current reporting period must be captured in the student data section; if none occurred, members should report zeros.

If a member who did not require the extension used grant funds from this round to build or implement a program that is completing in the extension year, the data may be reported in the data section as outcomes.

Once the extension year is complete, all members must complete the final cumulative report. Data should reflect the entire activity period of the grant including any extensions.

## 7. Program and Student Data

### 7.1 How do I prepare for program and student data collection?

To prepare for program and student data collection, grantees should begin tracking at the point of course creation and enrollment. Each grantee should have a mechanism in place to track student enrollment, transitions, and progress throughout the program. This can be achieved through the grantee's existing student data systems or by incorporating additional tools to ensure accurate and complete data collection for bi-annual reports.

Although braided funds and multiple rounds of the grant may be used to support ELL Healthcare Pathways programs, data collection is essential for understanding how students and outcomes are impacted by each specific round of funding.

It is important to identify students funded by this grant early on to support accurate reporting for both the biannual and final reports. Since each grantee implementation plan may differ, so will the students counted in the data.

### 7.2 What are the ELL Healthcare Pathways Grant data definitions?

**Quarter 2 Reporting** - The Quarter 2 reporting period for student data outcomes span July 1 - Dec. 31 for the reporting year. Each funded agency will enter the *expected number of students to be enrolled in this pathway* and *actual number of students actively enrolled and participating* in each pathway from the approved plan. The expected number and actual number are for that specific reporting period only. These counts are not cumulative. Participating students are those funded by this round of grant funding. How these students are counted will depend on the member's grant plan.

**Quarter 4 Reporting** - The Quarter 4 reporting period for student data outcomes are cumulative spanning the reporting year, July 1 - June 30. The data should reflect students funded by the grant during this reporting year.

**Final Report** - There is a final report for each round of the grant. This is completed at the end of all activity periods for that round. The Final Report data documents the cumulative data for the entire activity period for each round. Enrollment and outcomes for multi-semester classes should be unduplicated for each pathway of participation.

**Post Program Data** - As part of Quarter 4 and final reporting, funded agencies are asked to report on the number of students who *transitioned to higher education, entered employment, or increased earnings*. Completion data can be reported in subsequent semesters from participation, but data for a specific student should only be counted once in a Q4 report and once in the final report for each pathway of participation. It is a best practice for schools to keep a master spreadsheet (see sample in the Appendix) to keep track of all grant program participant outcomes, including when these were reported in NOVA. This will provide more uniform reporting and avoid duplication. It is also a good practice to consider strategies for data collection early in grant implementation.

### 7.3 Are there additional resources for data collection strategies?

On February 3, 2026, CC TAP hosted a webinar on best practices and strategies for data collection and reporting. The link to the webinar can be found [HERE](#). The link to the presentation slide deck can be found [HERE](#).

## 8. Technical Support

### 8.1 Who should I reach out to for technical support?

Technical support related to the ELL Healthcare Pathways grant is provided by the integrated CAEP TAP offices at SCOE and NOCE.

Consortium Grantees **01-34** are assigned to CAEP TAP at SCOE ([tap@caladulthood.org](mailto:tap@caladulthood.org)).

Consortium Grantees **35-70** are assigned to CC TAP at NOCE ([support@cctap.zohodesk.com](mailto:support@cctap.zohodesk.com)).

Consortium numbers align with the plans in NOVA. If needed, members are encouraged to review the [California Adult Education Consortium Directory](#) for more information.

For Program Administrator Support from the Chancellor's Office, use the CAEP help desk email [caep@cccco.edu](mailto:caep@cccco.edu).

ELL TAPs (Integrated CAEP TAP, WestEd and IRC) offer monthly open office hours. For the current schedule, visit the [CAEP TAP Training website](#).

## 9. Programmatic Support

### 9.1 Is there any state-wide programmatic support available for this grant?

The Chancellor's Office has contracted with WestEd and the International Rescue Committee (IRC) to provide programmatic support to ELL Healthcare Pathways grantees. Support elements include:

- Regional support events
- Statewide ELL Healthcare Pathways Convenings
- Monthly Open Office Hours
- Bi-Annual eNewsletter

For programmatic support, email [WestEd](#), or visit their [website](#), and email [IRC](#), or visit their [website](#).

### 9.2 How can we connect with other consortia who are implementing ELL Healthcare Pathways?

Outreach and engagement with other ELL HP consortia can be a valuable way to gather supportive feedback, resources, and information. There may be other consortia around the state that are implementing, or have implemented, similar allied healthcare programs. Many consortia are open to site visits and tours, sharing information and contacts, and meeting for collaborative activities. Some regional areas host super-regional events that may cover allied healthcare topics.

Reach out to other consortia by:

- Posting on the Director's Corner
- Identifying funded projects in NOVA and reaching out directly to the program leads
- Requesting CAEP TAP or CC TAP to help connect members with other consortium leads

- Keeping an eye out for super-regional events announced in the CAEP newsletter

## 10. Other Supporting Documents

[ELL Healthcare Pathways Round One - Letter Of Intent](#)

[ELL Healthcare Pathways Round One - Frequently Asked Questions](#)

[ELL Healthcare Pathways Round One - Notice of Intent to Award Memo](#)

[ELL Healthcare Pathways Round Two - Letter Of Intent](#)

[ELL Healthcare Pathways Round Two - Frequently Asked Questions](#)

[ELL Healthcare Pathways Round Two - Notice of Intent to Award Memo](#)

[ELL Healthcare Pathways Round Three - Request for Application](#)

[ELL Healthcare Pathways Round Three - Frequently Asked Questions](#)

[ELL Healthcare Pathways Round Three - Notice of Intent to Award Memo](#)

[ELL Healthcare Pathways Grant Resources - CCCCCO website](#)

## Appendix

[ELL Healthcare Pathways Grant - Budget Amendment Template](#)

[ELL Healthcare Pathways Grant - Expenditure Tracker for Members Template](#)

[Sample Data Collection Template](#)

*Burbank Adult School created a student outcome tracker. Each teacher keeps track of their ELL Healthcare student list and outcomes. This may help schools with bi-annual reporting.*