



Adult Education Block Grant Consortium Annual Plan Instructions and Tips

2018-19

ANNUAL PLAN INSTRUCTIONS

2018-19 Annual Plan & Member Budget and Work Plan Process

The 2018-19 planning process will be completed in two phases:

Phase I: *Due Aug. 15 in NOVA for AEBG*

2018-19 Annual Plan

2018-19 General Assurances

Phase II: *Due September 30 in NOVA for AEBG*

2018-19 Member Budget and Work Plan

The annual planning process will take place in two phases like last year – consortium level annual plan, and later, a member level budget & work plan based on the consortium annual plan. The annual plan is your big-picture document that references the consortium’s key accomplishments, goals and strategies (based on the AEBG objectives) for the coming year (July 1, 2018, to June 30, 2019).

All information will be entered directly into NOVA for AEBG. See the technical section of this document for more details about tips for accessing NOVA and completing the annual plan.

Note: The AEBG Office will continue to use last year’s general assurances for the annual plan submission. The AEBG Field Teams are in the process of reviewing consortia and member effectiveness, but any changes will be implemented the following year and will not affect the 18-19 annual plan process.

PLANS & GOALS TIPS

The Executive Summary will allow the consortia to explain how planned allocations are consistent with your three-year adult education plan. Keep in mind that the State has given consortia an extension on the current three-year plan, but at the same time, you may have already started updating and molding the next plan. This makes perfect sense as consortia are building on what they have been doing, learning along the way, which may result in consortia doing things a little differently. The annual plan would reflect this adjustment from last year. Feel free to use the executive summary to express that, and explain any critical innovation that is going on in the region that might not be reflected in the AEBG objectives.

Also in Section 1, is a Regional Planning Overview. This is the consortium's opportunity to include your plan for planning or to describe any progress you have made on next year's 3-year plan update.

ANNUAL PLAN STRATEGY TIPS

1. It is ok to copy and paste from last year's annual plan or modify existing strategies that are ongoing. The annual plan can have a mixture of new and/or existing strategies. If your 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 complete some of the strategy action steps, but not all).
2. Your annual plan can consist of implementing existing strategies, as we know some strategies are long term in nature.
3. AEBG planning is hierarchical – the 3-year plan aligns with the State's AEBG vision and goals. This aligns with the original AB86 framework or objectives. The annual plan contains those strategies that help you achieve those goals. The member's budget & expenses support those specific strategies.

4. The consortium annual plan strategies will be used by consortium members to drive their member work plans that will be due by September 30th. Members will select a specific number of strategies from the annual plan to focus on from July 1st to June 30th. They can select those strategies by checking a box (no need to rewrite the strategies or provide additional information).
5. The strategies in the member work plan must tie directly to the member's budget for 18-19. This budget includes carry over and new funds. Although the State AEBG Office does not require a member tactical or activity plan to show who is doing what and when, the consortium may require that members follow up with such a plan and share at a public meeting.