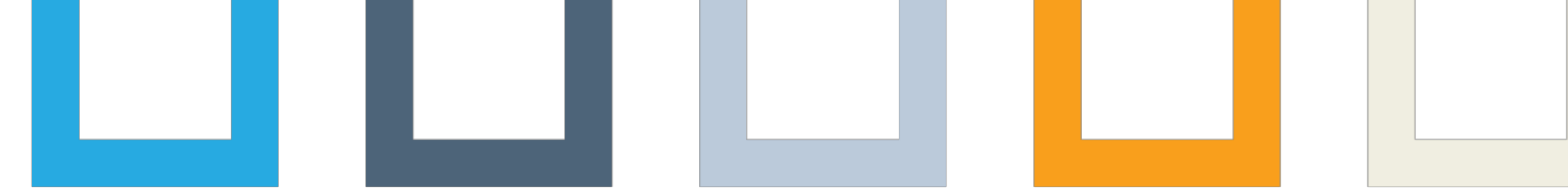


# CAEP Webinar



Closing Out 16-17 Adult Education Funds in NOVA

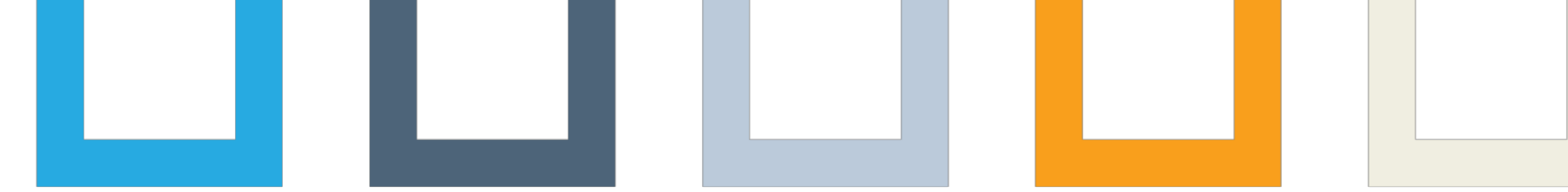




# Agenda

- CAEP Funding
- Current Status of Spending
- Targets
- Cycle / Timeline
- What to do if you still have 16-17 funds unspent?
- Closing Out in NOVA
- Step by Step Process
- Technical Assistance





# CAEP Funding

- 19-20 Governor's Budget - \$18M COLA proposed
- Total CAEP Base Funding - \$539,607,000 (proposed)
- Look for May Revise for any additional changes.

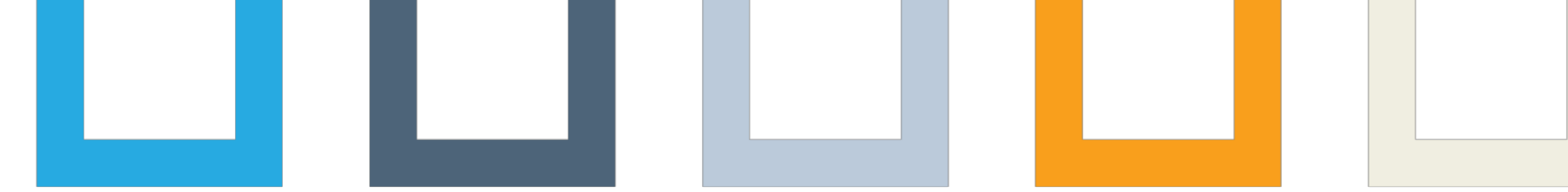


# CAEP Spending

Using the FIFO in NOVA

- 15-16 – 100% spent
- 16-17 – 100% spent
- 17-18 - 92% spent
  
- Note – this is statewide, your consortia may vary. Need to check.

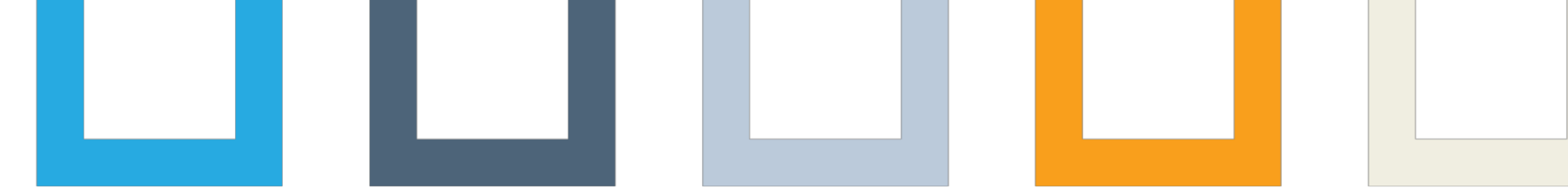




# CAEP Target Guidelines

- Base funding starts July 1 with the governor's signing of the budget.
- Allocated funds have a target of two years to spend.
- For example: 17-18 funds were approved on July 1, 2017. Target to spend these funds is by June 30, 2019. 2 years.
- If you can't meet the target of 2 years to spend the funds, you can complete a corrective action plan in NOVA to allow an additional six months. Final date to cease activities would be extended to 12/31/19.





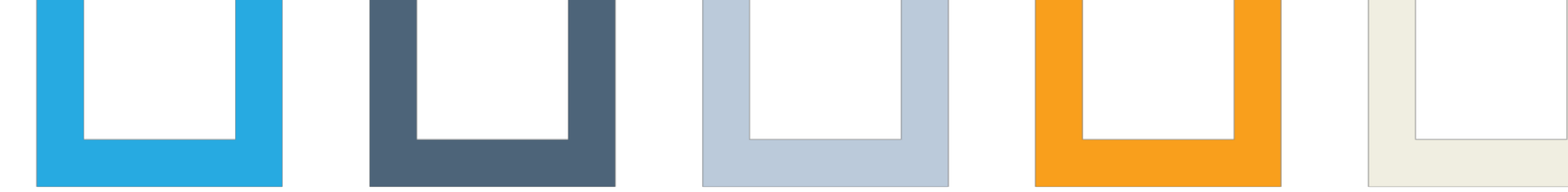
# CAEP Target Guidelines (cont.)

- Monitoring your funds at certain intervals – 1 yr., 18 months, 2 yr. – allows consortium to move funds around if members cannot spend their allocation.
- Hitting your 2 year target is important in order to keep the first in / first out flow of funding.
- Starting this year in NOVA – each March 1<sup>st</sup> members will certify a close out report for funds issued 30 months prior.
- 16-17 funds ended 12/31/18 and will be closed out 3/1/19.
- 17-18 funds will end 12/31/19 and will be closed out 3/1/20.
- 18-19 funds will end 12/31/19 and will be closed out 3/1/21.



# Cycle / Timeline

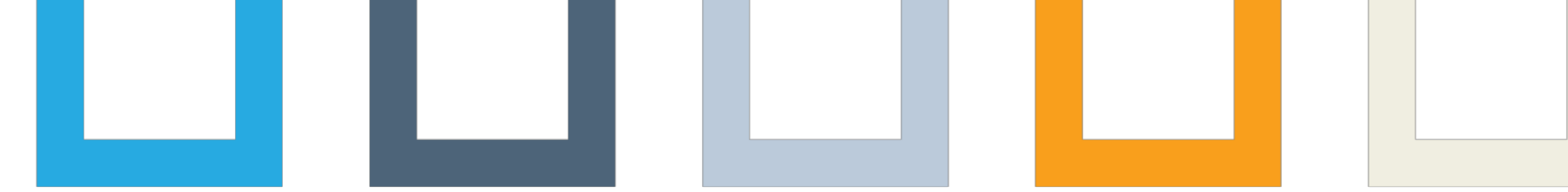
- Funds issued on July 1<sup>st</sup>
- Target spending within 2 years – June 30<sup>th</sup>.
- With corrective action plan in NOVA – receive an additional 6 months.
- Activities must cease within 2 years 6 months – December 31<sup>st</sup>.
- Close out for funds in NOVA – March 1<sup>st</sup> – member report.
- Certification in NOVA – March 31<sup>st</sup> – consortium level.



# What to do if you still have 16-17 funds unspent?

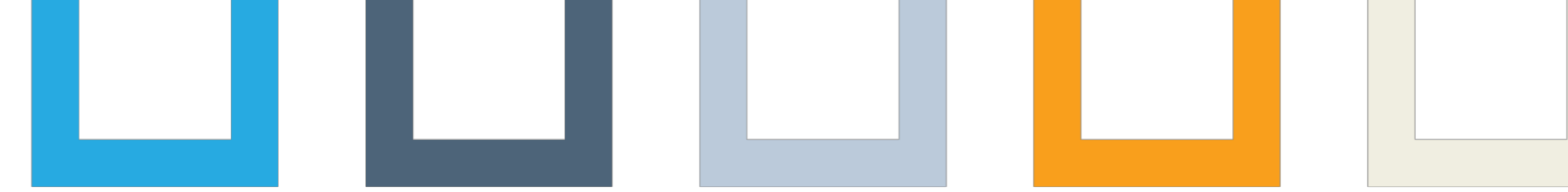
- Activities must cease within 2 years 6 months – December 31<sup>st</sup>.
- *But you have 60 days to finalize expenses.*
- Close out for funds in NOVA – March 1<sup>st</sup> – member report.
- *But you could work with your consortium director or certifier to finalize expenses during March (prior to certification)*
- Certification in NOVA – March 31<sup>st</sup> – consortium level.





## What to do if you still have 16-17 funds unspent?

- If all that fails and you still have unspent 16-17 funds by March – then the state will invoice your district to return/pay back funds.
- However, the funds are not reallocated – the state will send the funds to the general funds.
- Work with your members to hit the 2 year target.
- Monitor NOVA more closely.
- Set up member reallocation processes via member amendment process.



# Closing Out in NOVA



# Step by Step Process



AEBG Consortium Fiscal Reporting  
**01 Allan Hancock College Consortium**

Year: 2018-19 [Share](#)

- Safe Environment: Dev
- Jeff Roberts
- Notifications
- Bookmarks
- Programs
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    - Fiscal Reporting**
    - Program Area Reporting
    - Fund Settings
  - Guided Pathways
  - Integrated Plan
  - K12 SWP
  - Local Vision Goals
  - SWP - Local
  - SWP - Regional
- Institutions
- Admin
- Help

### Filters

**Fiscal Year \***  
 2018-19

**Quarter \***  
 Q2

### Certification

**Certification Authority**  
 Sofia Ramirez Gelpi  
 Dean, Academic Affairs

**Quarter 2 Status**  
**Uncertified**

All member agencies must submit their fiscal reports for this quarter before they can be considered for certification.

[Send Reminder](#)

### Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Allan Hancock Joint CCD</a>	Submitted	Not Submitted	Not Submitted	Not Submitted
<a href="#">Lompoc Unified School District</a>	Submitted	Not Submitted	Not Submitted	Not Submitted

### Allan Hancock Joint CCD

Q1 Complete
Q2 **Incomplete**
Q3 **Incomplete**
Q4 **Incomplete**

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$26,603	\$110,919	23.98%	\$443,675	6%	\$417,072
2000 - Non-Instructional Salaries	\$22,770	\$68,416	33.28%	\$342,079	6.66%	\$319,309
3000 - Employee Benefits	\$12,412	\$39,211	31.65%	\$196,056	6.33%	\$183,644
4000 - Supplies and Materials	\$926	\$46,784	1.98%	\$233,922	0.4%	\$232,996
5000 - Other Operating Expenses and Services	\$39,310	\$65,477	60.04%	\$327,385	12.01%	\$288,075
6000 - Capital Outlay	\$0	\$24,000	0%	\$120,000	0%	\$120,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0





AEBG Consortium Fiscal Reporting  
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6000 - Capital Outlay	\$0	\$24,000	0%	\$120,000	0%	\$120,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,101	\$16,631	30.67%	\$83,156	6.13%	\$78,055
<b>Totals</b>	<b>\$107,122</b>	<b>\$371,438</b>	<b>28.84%</b>	<b>\$1,746,273</b>	<b>6.13%</b>	<b>\$1,639,151</b>

**Corrective Action Plan \***

Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

Our capital outlay project for Q2 was pushed to Q3, so we will spend and report that money in the next quarter and our action plan will be on target.

**Summary of Activities**

Status  
**Unsubmitted**

A member representative must submit the fiscal report.

[Submit Q2 Report](#)

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2016-17.



**AEBG Consortium Fiscal Reporting**  
**01 Allan Hancock College Consortium**

Year: 2018-19 [Share](#)

- Safe Environment: Dev
- Jeff Roberts >
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- SWP - Regional >
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- Admin >
- Help

**!** This is to certify that the Expenditures Report has been prepared in accordance with the applicable State regulations. To the best of my knowledge, the data contained in this report and declarations within the report are true and accurate. Any information that is reported is supported by documentation on file at the District/College.

Cancel
Agree & Submit

2000 - Non-Instructional Salaries	\$22,770	\$68,416	33.28%	\$342,079	6.66%	\$319,309
3000 - Employee Benefits	\$12,412	\$39,211	31.65%	\$196,056	6.33%	\$183,644
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Indirect Costs	\$5,101	\$16,631	30.67%	\$83,156	6.13%	\$78,055
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Indirect Costs	\$5,101			\$83,156	6.13%	\$78,055
Totals	\$107,122			\$1,746,273	6.13%	\$1,639,151

### Allocation Year 2016-17 Closeout

As indicated in the FIFO dashboard, your member agency expenditures reported within NOVA indicate that you have NOT expended all funds for allocation year 2016-17.

**Reversion Amount**  
\$278,391

**Reason**  
Please provide the reason that funds for this allocation year have NOT been fully expended.

We didn't party hard enough, but we'll do better next year, we promise!

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have NOT been spent. The amount that is displayed above will revert and will be returned to the state.

By clicking submit I certify that I am closing out all budgets, workplans, and expenditure reporting for this allocation year and will not be able to make any modifications moving forward.

Cancel Submit

**Corrective Action Plan \***  
Expenditures fall below target. Please provide the action steps that will be taken to address the variance.

Our capital outlay project for Q2 was pushed to Q3, so we will spend and report that amount in Q3.

**Summary of Activities**

Status  
Unsubmitted

A member representative must submit the fiscal report.

Submit Q2 Report

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2016-17.



AEBG Consortium Fiscal Reporting  
 01 Allan Hancock College Consortium

Year: 2018-19 [Share](#)

- Safe Environment: Dev
- Jeff Roberts >
- Notifications
- Bookmarks
- Programs >
  - AEBG >
    - Consortia & Members
    - Monitor Reports
    - Fiscal Reporting**
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  - Guided Pathways >
  - Integrated Plan >
  - K12 SWP >
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**Corrective Action Plan**

Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

Our capital outlay project for Q2 was pushed to Q3, so we will spend and report that money in the next quarter and our action plan will be on target.

**Summary of Activities**

Not Entered

Status  
Submitted

[Unsubmit Q2 Report](#)

**Allocation Year Closeout: 2016-17**

I have reviewed the financial reports for my agency and confirmed that all funds for this allocation year have NOT been spent. The amount that is displayed below will revert and will be returned to the state.

**2016-17 Reverted Funds:**

\$278,391

**2016-17 Status**

Closed

**Submitting Authority**

Dr. Sofia Ramirez Gelpi Ph.D., Dean, Academic Affairs  
 Margaret Lau, Dean, Academic Affairs  
 Marina Washburn, Director  
 Xenia Bradford

**Lompoc Unified School District**

Q1	Q2	Q3	Q4
----	----	----	----



- Safe Environment: Dev
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    - Consortia & Members
    - Monitor Reports
    - Fiscal Reporting**
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  - SWP - Regional
- Institutions
- Admin
- Help

Lompoc Unified School District

Q1 Complete	Q2 Incomplete	Q3 Incomplete	Q4 Incomplete
----------------	------------------	------------------	------------------

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$106,811	\$195,734	54.57%	\$652,446	16.37%	\$545,635
2000 - Non-Instructional Salaries	\$59,905	\$74,132	80.81%	\$247,107	24.24%	\$187,202
3000 - Employee Benefits	\$39,696	\$84,992	46.71%	\$283,307	14.01%	\$243,611
4000 - Supplies and Materials	\$10,032	\$154,245	6.5%	\$514,151	1.95%	\$504,119
5000 - Other Operating Expenses and Services	\$73,047	\$40,906	178.57%	\$136,354	53.57%	\$63,307
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$13,468	\$26,068	51.67%	\$86,892	15.5%	\$73,424
<b>Totals</b>	<b>\$302,959</b>	<b>\$576,077</b>	<b>52.59%</b>	<b>\$1,920,257</b>	<b>15.78%</b>	<b>\$1,617,298</b>

**Corrective Action Plan \***

Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

We're aware... we're going to hire another team member next quarter.

**Summary of Activities**





AEBG Consortium Fiscal Reporting  
 01 Allan Hancock College Consortium

Year: 2018-19  
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- Notifications
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  - AEBG >
    - Consortia & Members
    - Monitor Reports
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- Admin >
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<b>Totals</b>	<b>\$302,959</b>			<b>\$1,920,257</b>	<b>15.78%</b>	<b>\$1,617,298</b>

### Allocation Year 2016-17 Closeout

As indicated in the FIFO dashboard, your member agency expenditures reported within NOVA indicate that you have expended all funds for allocation year 2016-17.

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

By clicking submit I certify that I am closing out all budgets, workplans, and expenditure reporting for this allocation year and will not be able to make any modifications moving forward.

[Cancel](#) [Submit](#)

**Corrective Action Plan \***  
 Expenditures fall below target. Please provide the action steps that will be taken to address this.

We're aware... we're going to hire another team member next quarter.

**Summary of Activities**

Status  
**Unsubmitted**  
 A member representative must submit the fiscal report.  
[Submit Q2 Report](#)

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2016-17.



AEBG Consortium Fiscal Reporting  
 01 Allan Hancock College Consortium

Year: 2018-19 [Share](#)

- Safe Environment: Dev
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Salaries	\$59,905	\$74,132	80.81%	\$247,107	24.24%	\$187,202
3000 - Employee Benefits	\$39,696	\$84,992	46.71%	\$283,307	14.01%	\$243,611
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**Corrective Action Plan**  
 Expenditures fall below target. Please provide the action steps that will be taken to address this issue.  
 We're aware... we're going to hire another team member next quarter.

**Summary of Activities**  
 Not Entered

Status  
 Submitted  
[Unsubmit Q2 Report](#)

**Allocation Year Closeout: 2016-17**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2016-17 Reverted Funds:**  
 \$0

**2016-17 Status**  
 Closed

**Submitting Authority**  
 Mary Coggins, Principal  
 Kathi Froemming  
 Margarita Reyes 3346417, Director Fiscal Services  
 Shirley Ranard, Budget Analyst

# Budget Forecasts in NOVA



# Step by Step Process



AEBG Member Budget & Workplan: 2018-19  
**03 Barstow Area Consortium for Adult Education**

Status: DRAFT [Next](#)

[Barstow CCD](#)

- Safe Environment: Dev
- Jeff Roberts >
- Notifications
- Bookmarks
- Programs >
  - AEBG >
    - Consortia & Members
    - Monitor Reports
    - Fiscal Reporting
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  - SWP - Regional >
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- Admin >
- Help

- Workflow
- Workplan Completed
- Budget Completed
- Preview

**Objective 2: Seamless Transitions 2018-19**

Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

**Budget Item Title \***  
 Objective 2: Seamless Transitions 33/100

**Expenditure Type \***  
 1000 - Instructional Salaries

Member Institution: Barstow CCD

**2018-19 Amount \***  
 \$100,000

**Brief Description of Expenditure**  
 Transitional Counselor, and other Faculty Salaries and Compensation 67/2500

Consortium Fiscal/Admin Expense

**2018-19 Quarterly Expenditure Forecast**  
 Forecast the year-to-date spending by entering the cumulative percentages for each quarter. For example: 15% for Q1, 30% for Q2, 45% for Q3, 60% for Q4.

	Q1	Q2	Q3	Q4
Percent	25%	25%	25%	25%
Dollars	\$25,000	\$25,000	\$25,000	\$25,000

[Delete](#) [+ Duplicate](#)

**Objective 1: Gaps in Service 2018-19**

Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

**Budget Item Title \***  
 Objective 1: Gaps in Service 28/100

**Expenditure Type \***  
 2000 - Non-Instructional Salaries

Member Institution: Barstow CCD

**2018-19 Amount \***  
 \$100,000

**Brief Description of Expenditure**  
 Director and Instructional Assistant Salaries 45/2500

Consortium Fiscal/Admin Expense

**2018-19 Quarterly Expenditure Forecast**  
 Forecast the year-to-date spending by entering the cumulative percentages for each quarter. For example: 15% for Q1, 30% for Q2, 45% for Q3, 60% for Q4.

	Q1	Q2	Q3	Q4
Percent	15%	30%	45%	60%
Dollars	\$15,000	\$30,000	\$45,000	\$60,000



AEBG Consortium Fiscal Reporting  
 03 Barstow Area Consortium for Adult Education

Year: 2018-19 [Share](#)

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  - SWP - Local >
  - SWP - Regional >
- Institutions
- Admin >
- Help

Barstow CCD

- Q1 Complete
- Q2 Incomplete
- Q3 Incomplete
- Q4 Incomplete

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$56,305	\$30,000	187.68%	\$100,000	56.31%	\$43,695
2000 - Non-Instructional Salaries	\$16,772	\$30,000	55.91%	\$100,000	16.77%	\$83,228
3000 - Employee Benefits	\$27,529	\$30,000	91.76%	\$100,000	27.53%	\$72,471
4000 - Supplies and Materials	\$7,000	\$30,000	23.33%	\$100,000	7%	\$93,000
5000 - Other Operating Expenses and Services	\$3,355	\$0	100%	\$0	100%	-\$3,355
6000 - Capital Outlay	\$5,556	\$14,474	38.39%	\$48,246	11.52%	\$42,690
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,497	\$0	100%	\$0	100%	-\$5,497
<b>Totals</b>	<b>\$122,014</b>	<b>\$134,474</b>	<b>90.73%</b>	<b>\$448,246</b>	<b>27.22%</b>	<b>\$326,232</b>

Summary of Activities

Status  
**Unsubmitted**

A member representative must submit the fiscal report.

[Submit Q2 Report](#)

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2016-17.





AEBG Consortium Fiscal Reporting  
 03 Barstow Area Consortium for Adult Education

- Safe Environment: Dev
- Jeff Roberts >
- Notifications
- Bookmarks
- Programs >
  - AEBG >
    - Consortia & Members
    - Monitor Reports
    - Fiscal Reporting**
    - Program Area Reporting
    - Fund Settings
  - Guided Pathways >
  - Integrated Plan >
  - K12 SWP >
  - Local Vision Goals >
  - SWP - Local >
  - SWP - Regional >
- Institutions
- Admin >
- Help

Barstow CCD

Q1 Complete	Q2 Incomplete	Q3 Incomplete	Q4 Incomplete
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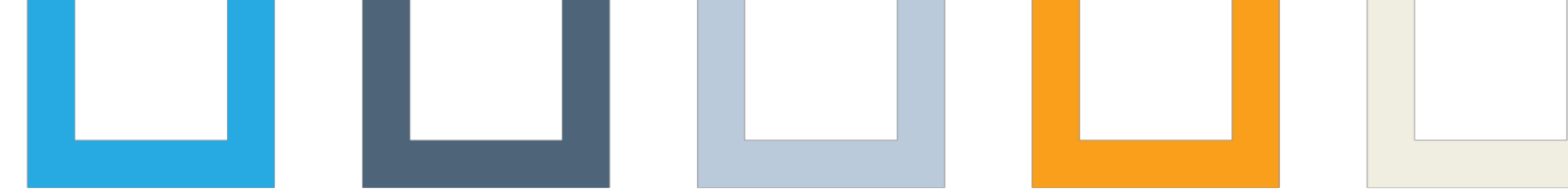
Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$56,305	\$30,000	187.68%	\$100,000	56.31%	\$43,695
2000 - Non-Instructional Salaries	\$16,772	\$30,000	55.91%	\$100,000	16.77%	\$83,228
3000 - Employee Benefits	\$27,529	\$30,000	91.76%	\$100,000	27.53%	\$72,471
4000 - Supplies and Materials	\$6,000	\$30,000	20%	\$100,000	6%	\$94,000
5000 - Other Operating Expenses and Services	\$3,355	\$0	100%	\$0	100%	-\$3,355
6000 - Capital Outlay	\$5,556	\$14,474	38.39%	\$48,246	11.52%	\$42,690
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,497	\$0	100%	\$0	100%	-\$5,497
<b>Totals</b>	<b>\$121,014</b>	<b>\$134,474</b>	<b>89.99%</b>	<b>\$448,246</b>	<b>27%</b>	<b>\$327,232</b>

**Corrective Action Plan \***

Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

We're just a little shy this quarter, but our capital outlay project will make up for it next quarter.

**Summary of Activities**



# Technical Assistance