



Citrus College Adult Education Consortium (CCAEC) Board Meetings are held in person at Monrovia Community Adult School at the address noted below in this agenda. In accordance with the American with Disabilities Act, if you need special assistance to participate in CCAEC Board Meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to the meeting so that reasonable arrangements can be made.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings during the current pandemic, meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public (for this meeting) at the Monrovia Community Adult School, 920 S. Mountain Ave., Monrovia 91016 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday October 18, 2022, 1:30 p.m.

**Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016**

Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	_____	John Russell, Program Director	_____
Felipe Delvasto, Representative	_____		
Flint Fertig, Representative	_____		
Ron Letourneau, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		

2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

2.1 Approve the minutes of the September 20, 2022 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____

Duarte _____

Citrus _____

Glendora _____

Claremont _____

Monrovia _____

3.2 Program Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 BOARD DISCUSSION FOR CCAEC PROGRAM REPORTING AREA REQUIREMENT

Program Director will explain what member institutions need to do to complete the CAEP Program Area Reporting requirement. Board can ask questions and discuss accordingly.

5.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM AZUSA TO CLAREMONT FOR PHARMACY TECHNICIAN AND MEDICAL ASSISTANT CONSULTANTS

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

Azusa Representative and Program Director to discuss Azusa needs to hire CTE Program consultants for Azusa's Pharmacy Technician and Medical Assisting programs.

Requested amount in attached document.

6.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Program Director will again review 2022-23 Budget and Workplan process. Budget must be entered into NOVA by October 30, 2022 and approved by November 30, 2022.

Document attached to this agenda shows how the correct CAEP Allocation member institution should be budgeting in NOVA and the amount that should be in supporting documentation.

7.0 BOARD APPROVAL OF 2022-23 FISCAL REPORTING AGREEMENT

Motion by _____, seconded by _____ Vote _____

Representative Bordona __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McCraven __ Representative Morris __

CCAEC Board Representatives to approve new Fiscal Reporting Agreement to meet oversight requirements for 2022-23.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

October 18, 2022 Agenda

Agenda Item 2.1.1

September 20, 2022 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 20, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016

Zoom Meeting

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Dr. Greg Schulz, Pres. Citrus	(Virtually)
Mari Bordona, Representative	Present	David Conway, MUSD	Present
Ron Letourneau, Representative	Present	Shannon Norris, AUSD	Present
Kevin Morris, Representative	Present	Janette Walczak, GUSD	Present
Ivon McCraven, Representative	(Virtually)	Karen Waltman, CUSD	Present

2.0 ORDER OF BUSINESS

Rep discussion/presentation of agenda items which could be moved up on the agenda.

Program Director asked that Agenda Item 4.0 be moved up so that Citrus College President, Dr. Greg Schultz,

4.0 DR. GREG SCHULZ PRESIDENT/SUPERINTENDENT OF CITRUS COLLEGE TO ADDRESS CCAEC BOARD

Dr. Greg Schulz, President of Citrus College, addressed the CCAEC Board. Dr. Schultz told Board Reps that he had been serving as Citrus President since July 1, 2021. He advised that he previously served as the President of Fullerton College for six years prior to his starting as President of Citrus College. He told Reps that he had a great love of adult education that he garnered as a faculty member early in his career and as Provost of North Orange County Continuing Education, the noncredit division of North Orange County Community College District. As Provost, Dr. Schultz was appointed to serve on field groups for the creation of AB86, which reimagined the delivery of noncredit adult education in California. He was very excited for Citrus to help the Citrus College Adult Education Consortium and thanked all the Reps for their service to adult education.

2.1.1 Approve the minutes of the August 19, 2022 Regular Executive Board Open Session Meeting.

Act # 22-17 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Mari Bordona advised the Board that she was the Interim Director of Adult Education and that she was excited to be serving in this position.

Citrus: Ms. McCraven reported that Citrus College would be offering noncredit counseling courses again, NC200 and NC201. She advised that Jason Green would teach these courses again and she asked that member institutions collaborate to ensure the courses reached enrollment minimums.

Claremont: Mr. Delvasto reported Claremont's first CNA cohort of the year would finish in October and that the school was looking to start its 2nd CNA cohort on October 10..

He reported that ESL enrollment was increasing.

Duarte: Mr. Morris advised that TOPSpro Enterprise coordinator, Mark Tremper, was scheduled to come CASAS test Duarte's high school diploma students to ensure Duarte was compliant with CAEP testing requirements. He also noted that Parent University would be starting in October hopefully.

Glendora: Mr. Letourneau reported that Mark Tremper had CASAS tested Glendora high school diploma students and that no student was allowed to start their course of study unless pre-tested.

Monrovia: Mr. Fertig reported that Monrovia had experienced an increase in nighttime ESL enrollment and that Monrovia was hiring 2 new instructors accordingly. Mr. Fertig advised that Monrovia had entered in a number of Memoranda of Understanding with numerous postsecondary institutions of higher education to provide increased educational opportunities for Monrovia students

3.2 Regional Director report.

Mr. Russell reported that he and Mr. Fertig had recently collaborated with Ms. Bordona to assist with budgeting and to guide Azusa in efforts to spend its carryover.

3.3 Public comment for items not on the agenda.

None at this time.

3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

5.0 BOARD APPROVAL OF AZUSA Q4 EXPENDITURE REPORT

Act # 22-18 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Ms. Bordona and Ms. Norris presented Azusa's NOVA data and its LAGL2015C and answered questions from Reps and other business services personnel to approve Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement. Azusa Q4 expenditures would be certified in NOVA due to passage of the motion.

6.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT

Act # 22-19 Motion by Mr. Morris, seconded by Ms. Bordona **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Delvasto and Ms. Waltman presented Claremont's NOVA data and its LAGL2015C and answered questions from Reps and other business services personnel to approve Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement. Claremont Q4 expenditures would be certified in NOVA due to passage of the motion.

7.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT

Act # 22-20 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Ms. Morris presented Duarte's NOVA data and its LAGL2015C. Mr. Russell explained to Board Reps that Duarte's that discrepancies existed between the two documents and that the LAGL015C was the correct document. He advised he would update the financial data in NOVA. Duarte Q4 expenditures would be certified in NOVA after the update due to passage of the motion.

8.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT

Act # 22-21 Motion by Mr. Morris, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Letourneau and Ms. Walczak presented Glendora's NOVA data and its LAGL2015C. Ms. Walczak advised Board Reps that the data in NOVA was correct and that the LAGL015C was missing the indirect expense. Board Reps approved Q4 expenditures based on the NOVA data and Glendora Q4 expenditures would be certified in NOVA due to passage of the motion.

9.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT

Act # 22-22 Motion by Mr. Letourneau, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Fertig and Mr. Conway presented Monrovia's NOVA data and its LAGL2015C and answered questions from Reps and other business services personnel to approve Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement. Monrovia Q4 expenditures would be certified in NOVA due to passage of the motion.

10.0 BOARD APPROVAL OF SUBCONTRACTING OF CAEP FUNDS FROM AZUSA TO CLAREMONT FOR PHARMACY TECHNICIAN IN STRUCTOR MENTOR

Tabled Motion to table by Mr. Fertig, seconded by Mr. Morris **Vote to Table 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Board Reps asked for further information in terms of exact costs in order to approve a CAEP Allocation Amendment from Azusa to subcontract with Claremont to pay for services of a mentor to Pharmacy Technician program instructor. This was pushed to the next Board meeting agenda.

11.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Program Director explained to all Reps and district Business Services personnel that the members engaging in the 2021-22 budget process had not been thorough in completing budgets that included carryover amounts and accurate budget amounts by Object Code.

He advised all member Reps and Business Services personnel in attendance that he would make sure that each member had the exact amount that should be budgeted, which would be comprised of 2022-23 Allocation and carryover and that Best back-up documents for 2022-23 budgets must accurately reflect what would be put into NOVA. He asked that all members take this process seriously and provide accurate budgets with supporting documents.

12.0 BOARD APPROVAL OF NEW CCAEC BYLAWS

Act # 22-23 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Russell analyzed the new CCAEC Bylaws with Reps. The revised Bylaws now met new CAEP requirements for certifications and assurances and member effectiveness.

13.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

October 18, 2022 Agenda

Agenda Item 4.0

Program Reporting Guidance



September 13, 2022

To: CAEP Consortium Directors and Members

From: CAEP State Leadership

Subject: CAEP Program Area Reporting for 2021-22

This memorandum is to advise the California Adult Education Program (CAEP) consortia and their members of the CAEP Program Area Reporting requirements for the 2021–22 year. This memorandum can also be found on the CAEP website at <https://caladulted.org/Administrators/22>.

Reporting Requirements

CAEP members that were active during the 2021-22 program year must submit the required 2021-22 program and expenditure data by program area. The CDE and CCCCO requires all Adult Education Program agencies to use the NOVA system for data submission in the following areas:

- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total hours of instruction for 2021-22 provided to students in the seven CAEP program areas (adult education/noncredit).
- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total operational cost for 2021-22 by fund source in the seven CAEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in 2021-22.

All data must be submitted in NOVA as follows:

- Each consortia member will be asked to **submit estimated amounts by September 30, 2022** into NOVA for the following:
 - Program Year 2021-22 – hours of instruction by program area.
 - Program Year 2021-22 – expenses by program area and by fund source.
- Each consortia member will be asked to **certify actual amounts by December 1, 2022** in NOVA for the following:
 - Program Year 2021-22 – hours of instruction by program area.
 - Program Year 2021-22 – expenses by program area and by fund source.

Due to the nuances of the K12 and the Community College systems, in order to complete these two exercises, CAEP members are expected to enter into NOVA the best estimate given the information/data from local and state level systems. The CAEP Office encourages members to prorate when necessary if funding sources or programs overlap and/or are too difficult to separate.

NOVA Reporting Parameters

The CAEP Office has set up a special reporting section in NOVA for the 2021-22 hours of instruction and operational cost (or labeled leveraged funds) by program area. This is not to be confused with the CAEP quarterly expenditure reporting in NOVA. Please see the enclosed process steps for reporting the required 2021-22 data in NOVA.

Data Accountability Training

The CAEP Office has contracted with the Sacramento County Office of Education (SCOE) to create the Technical Assistance Project (TAP), which offers online and in- person trainings regarding a variety of topics, including meeting these specific CAEP reporting requirements in the NOVA system. Past training sessions are available on the California Adult Education Program website at <https://www.caadulthoodtraining.org/>

Technical Assistance Contact Information

For questions related to the CAEP and/or technical assistance on professional development topics, please contact TAP by phone at 1- 888- 827-2324 or by e-mail at tap@caladulthood.org.

Sincerely,

Gary W. Adams
Dean
Adult Education Program Office
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D.
Director
Adult Education Program Office
California Department of Education



Enclosure: Background information, Step by Step Instructions in NOVA, and FAQs.



2021-22 Program Area Definitions

Education Code Section 84913 defines the seven Adult Education program areas as follows:

1. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants in citizenship, ESL, and workforce preparation.
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce (recently changed to Workforce Preparation).
4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
5. Programs for adult with disabilities.
6. Programs in career technical education that are short term in nature with high employment potential.
7. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

If you operate non-CAEP programs that overlap with CAEP programs or CAEP courses that are designed for “credit” students, please pro-rate hours to include only courses in the seven CAEP areas offered to adult education/noncredit students.

Hours of Instruction by Program Area

The term ‘hours of instruction’ is defined as any reportable individual that has at least one hour of program related instruction in our systems. The CAEP will be using the federal definition for instructional hours as follows:

Contact hours are hours of instruction or instructional activity that the participant receives from the program. Instructional activity includes any program-sponsored activity designed to promote learning in the program curriculum, such as classroom instruction, assessment, tutoring, or participation in a learning lab. Time spent on assessment can be counted only if the assessment is designed to inform placement decisions, assess progress, or inform instruction. Time used simply to administer tests, such as the GED tests, cannot be counted as instructional activity.

https://www.nrsweb.org/sites/default/files/NRS_TA_Guide.pdf

The CAEP will not track service hours. For NOVA Hours of Instruction by Program Area for 2021-22, you may only report instructional program hours.

The time period to report hours of instruction by program area is the 2021-22 program year beginning July 1, 2021, and ending June 30, 2022. The number of hours would be the total for the program year, by each CAEP area.

To calculate an hour of instruction, please follow your agency accounting and fiscal policies that are used to report hours into your attendance system, and the state approved system. For community colleges, this would include the reporting of contact hours of approved curriculum through the official attendance reporting process.

There are several suggested methods for gathering the total hours of instruction provided to students in the seven CAEP program areas.

1. Use the TOPSpro® Enterprise CAEP 2021-22 member reports by program area showing hours of instruction.
2. Use your local attendance system, provided that the system is collecting all student instruction hours, and displays the hours by the seven program areas.
3. Community college districts may wish to use their 2021-22 Apportionment Attendance Reports generated from the CCFS-320 Reporting System for noncredit FTES.

Note: Reports from the CCFS-320 Reporting System generate FTES not instructional hours. You will have to calculate the hours of instruction by multiplying the number of FTES by 525 hours. You will also need to develop a method of dividing the lump sum of hours into the various CAEP program areas, as the CCFS-320 Report does not separate data or FTES by program area. You cannot report non-CAEP program areas into NOVA. Colleges would need to develop a methodology for separating CAEP program data from non-CAEP program data.

Operational Costs

The term “operational costs” is defined as the true cost of running CAEP. This includes space, utilities, custodial, overhead, equipment, as well as the normal day-to-day operational costs (instructional, classified, benefits, supplies, etc.).

Operational costs also include administrative costs, which would include administrators who oversee all areas of adult education/noncredit programs.

In some agencies these costs may be difficult to separate or identify specifically to the adult education/noncredit programs. We encourage agencies to prorate these costs and use an allocation methodology that would estimate the true cost of running the adult education/noncredit program.

Leveraged Funds by Program Area

Agencies will also enter into NOVA the various fund sources that contributed to the operational costs of CAEP.

NOVA lists the six fund sources mandated in Education Code Section 84916(a-g) (see below) along with the CAEP funds. If a district's fund sources are also spent on non-CAEP related program areas, and it is difficult to separate between CAEP related and non-CAEP related funds, districts can prorate contributions for CAEP-related programs. This would also apply if revenue/funds were received for non-CAEP students – such as community services, community education, for-credit students, etc.

List of fund sources (Education Code 84916 (a-f)):

1. CAEP – standard adult education apportionment for K12 districts, county offices of education, Joint Powers Authority, and community college districts.
2. CalWORKs – allocation to adult schools, county offices of education, regional occupational programs, and community colleges to provide education services to CalWORKs recipients.
3. Noncredit apportionment – standard noncredit apportionment to community colleges for serving students in noncredit courses and programs. This would not include noncredit programs outside of the seven CAEP program areas.
4. Perkins – federal grant to adult schools, county offices of education, regional occupational programs, and community colleges to improve career technical education programs, serve special populations, and meet gender equity needs for adult/noncredit students.
5. LCFF – local control funding formula (LCFF) is the process by which K12 school districts receive their allocations. K12 districts can incorporate K12 adult education into their local control and accountability plan, and support that with funding or in-kind resources.
6. Adults in Correctional Facilities – is a K12 adult education program that provides for the education of incarcerated adults at county jails in basic education, high school diploma, and English as a Second Language (ESL).
7. WIOA Title II – the Adult Education and Family Literacy Act under the Workforce Innovation and Opportunity Act, Title II, provides supplemental funds to K12 adult schools, county offices of education, community colleges, community-based organizations, health services, corrections, and libraries to assist adults in literacy, secondary, and post-secondary education and training. The programs also assist immigrants and other individuals who are English language learners.
8. State funds for adult literacy and career online high school programs.

For the 2021-22 program year, CAEP will only track the fund sources listed in Education Code 84916 (a-f) AB104 legislation (see below), fees and in-kind contributions as define by the WIOA Title II. The reporting of additional fund sources is optional.

Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance). Please see the information below for more details and links regarding in-kind contributions and program income.

For CAEP Program Area Hours & Expenses in 2021-22, zero entries by CAEP members are no longer accepted. This means if the member has expenses but no hours of instruction (or has hours of instruction and no expenses), they are excluded from the reporting process. There should be consistency between hour and expenditure entries at the program level. It should not be possible to certify a report with hours of instruction in a program category but no expenditures, or expenditures but no hours of instruction. If you need assistance in NOVA in making consortium members optional for this exercise, please contact TAP.

CAEP consortia may contact TAP if they have questions regarding the amount of funding members were allocated by the various adult education fund sources (WIOA II, CAEP, Community Colleges Apportionment, CalWORKS, Perkins, and Adults In Correctional Facilities Funding) in 2021-22.

In kind Contributions (aligning with WIOA Title II: AEFLA / federal regulations)

Reporting expenditures of non-federal funds supporting WIOA, Title II: AEFLA programs is a grant requirement under Sections 222 and 241 of Public Law 113-128. Report quarterly the total fiscal funds received from the state and local governments used to support these programs. Under “Other Non-Federal and/or In-kind,” report contributions such as: Cash and designated foundation grants or other non-federal awards used for AEFLA programs; Buildings, land, and donated property—classroom space must be valued at the fair rental rate of the space; Volunteer services valued at rates paid for similar work in the local agency; Donated books and supplies valued at the market rate; Utilities and property maintenance valued at the market rate; Cost sharing of equipment valued at the fair rental rate. All resources must be verifiable from the local agency records. Additional details are provided in The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. (2 CFR 300.306) * State General Funding: This encompasses any funds from the state budget used for Title II programs including funds from LCFF, CAEP, Charter School funds, Prop 98 money, state set aside funds for programs that fall within Title II.

https://www.ecfr.gov/cgi-bin/text-idx?SID=997b9bc1eeb1e71a99a78bd2d3b561b5&mc=true&node=se2.1.200_1306&rgn=div8

Program Income / Fees (aligning with WIOA II / federal regulations)

Program Income/fees reporting is a WIOA Title II: AEFLA grant requirement. Program income is defined in 2 CFR 200.1 as “gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them.”) Fees reported must be reasonable and necessary, equitably administered, and must not reach levels that adversely affect the participation of economically disadvantaged students. California Statutory Requirement (Management Bulletin: July 1, 2016) While federal regulations allow program fees to be collected, the California statute is more restrictive and governs the implementation of the AEFLA grant for local education agencies (LEAs) in California. Under California Education Code Section 52612, school districts may generally charge adult fees for adult classes, with the exception of a “charge of any kind” for classes in English, Citizenship and elementary subjects; and a “fee charge” for high school classes (including high school equivalency classes) taken by an adult without a high school diploma. This exception does not apply to non-LEAs. Note: Agencies must expend all program fees collected prior to encumbering or expending AEFLA grant funds. Funds from program income/fees must be disbursed to the program for which the fees were collected within the program year.

https://www.ecfr.gov/cgi-bin/text-idx?SID=997b9bc1eeb1e71a99a78bd2d3b561b5&mc=true&node=se2.1.200_1307&rgn=div8

Frequently Asked Questions

Q: It will be extremely difficult to separate some of my fund expenses as I receive a grant that combines several programs.

A: CAEP members must enter into NOVA their best estimate given the information/data from their local and state level systems. The CAEP Office encourages members to prorate as necessary when funding sources or programs overlap and are too difficult to separate. You can also use your attendance system or TOPSpro® to calculate a percentage model that could also assist in separating the funds.

Q: My college 320 report includes noncredit programs that are not one of the CAEP program areas. I don't know how to separate them out.

A: Feel free to use your attendance system and/or the TOPSpro® system that collects program services and instructional hours to prorate the amount that you think reflects the hours for that program area.

Q: I am at the adult school. Should we use ASAP reporting or TOPSpro® reporting to complete instructional hours in NOVA?

A: Please use the TOPSpro® Enterprise 2021-22 CAEP Program Hours Report to enter information into NOVA.

Q: Per the NOVA webinar, we need to report instructional hours by CAEP program. How are we meant to count this? Total hours of instruction offered (number of weeks * hours per week) or by contact time (number of hours attended)?

A: Please report the number of hours attended for the program year by CAEP program area. See the federal definition for contact hours in the attached memo.

Q: What are the differences between Short Term CTE, Workforce Reentry and Pre-Apprenticeship?

A: See the program area definitions as described in the AB104 legislation (and are listed in this document). If you are unable to breakout workforce reentry, pre-apprenticeship, or short term CTE, you may report them all under CTE.

Q: I cannot find the fund sources on the NOVA screen for the California Adult Education Program, and In-kind Contributions. Where are they in NOVA?

A: The California Adult Education Program and In-kind Contributions are listed in the Leveraged Funds by Program Area menu, but under the "Add Another Fund" tab. Just click on "Add Another Fund" and select the California Adult Education Program or In-kind Contributions. Press "Add Selected Fund" to add that fund to the Leveraged Fund Section.

The other selections (Contracted Services, WIOA I / ITAs, Donations, Strong Workforce, Community College Supportive Service, Other Federal Grants, Other State Grants) are optional and are not required to be completed for state reporting (but some consortia may wish to continue reporting them for internal purposes).

Q: How do we track hours of instruction for integrated courses (ESL/CTE, ASE/CTE, ABE, CTE, etc.)?

A: For K12/COEs - if a class is identified as integrated, the hours will be divided equally between the programs designated for that record. If not integrated or if the hours are split unevenly – the agency can create two classes, one for each instructional program represented.

For Colleges - additional exploration is required to review how colleges are coding such courses.

Q: I went into NOVA and accessed the Program Area Reporting, but it shows it was already submitted. How can that be?

A: It appears you may have selected 2018-19 as the program year. The Program Area Reporting for 2018-19 was submitted last program year. Please remember to select the **2021-22 year** from the drop-down menu in NOVA.

NOVA Program Area Reporting Guide

Step 1: Once you log into NOVA, click on Funds (located on the blue navigation pane on the left-hand side), next click on CAEP, and then click on Program Area Reporting. This will direct you to the Program Area Reporting Dashboard, as shown in the screenshot below. You can use the filters located at the top of the screen to locate your consortium. Remember to select the appropriate year. For this current exercise, we are reporting on the **2021-22 program year**.

NOVA
PLAN. INVEST. TRACK.

Veronica Parker >

< All Programs

CAEP

- Consortia & Members
- Monitor Reports
- Fiscal Reporting
- Program Area Reporting**
- Program Settings >

Admin >

Fiscal Agent Hub

Institutions

Help

CAEP Program Area Reporting

Program Area Reporting Dashboard

Consortia

Use the fields below to filter the list of consortia.

Consortia: Select a Consortium Year: 2021-22 Status: All

01 Allan Hancock and Lompoc Unified Adult Education Consortium

- Allan Hancock Joint CCD
- Lompoc Unified

2021-22
1/2 Saved
0/2 Submitted

Certification Status
Uncertified

02 Antelope Valley Regional Adult Education Consortium

- Antelope Valley CCD
- Antelope Valley Union High

2021-22
0/2 Saved
0/2 Submitted

Certification Status
Uncertified

03 Barstow Area Consortium for Adult Education

- Barstow CCD
- Barstow Unified
- Baker Valley Unified
- Silver Valley Unified

2021-22
2/4 Saved
0/4 Submitted

Certification Status
Uncertified


04 Butte-Glenn Adult Education Consortium

- Butte-Glenn CCD
- Butte Co. Office of Education
- Oroville Union High
- Paradise Unified
- Glenn Co. Office of Education
- Hamilton Unified

2021-22
0/6 Saved
0/6 Submitted

Certification Status
Uncertified

Step 2: Click on your consortium, which will direct you to the Member Agency Program Area Reports, as shown in the screenshot below. Be sure that you have selected the correct reporting year in the filter located at the top of the screen.



Veronica Parker >

< All Programs

CAEP

Consortia & Members

Monitor Reports

Fiscal Reporting

Program Area Reporting

Program Settings >


Admin >

Fiscal Agent Hub

Institutions

CAEP Program Area Consortium Reporting

03 Barstow Area Consortium for Adult Education



Member Agency Program Area Reports

Reporting Year

Year *

2021-22 ▼

Certification

2021-22 Program Reporting Status

Uncertified

Certify

Certifying Authority

Eva Bagg

Elena Rivera

Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2021-22 Status
Baker Valley Unified	0	\$0	Draft
Barstow CCD	0	\$0	Draft
Barstow Unified	0	\$0	Estimates Saved
Silver Valley Unified	1531	\$345,082	Estimates Saved
Totals	1531	\$345,082	0/4 Submitted

Step 3: Find your member agency and click on the link. This will direct you to the workflow steps to complete this report, which includes the Program Area Hours, Leveraged Funds, and Preview section. In the Program Area Hours section, enter the hours of instruction totals for the year for each program area.

CAEP Program Area Reporting: 2021-22

Baker Valley Unified

[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

Workflow

Program Area

● Hours
Completed

Leveraged Funds

○ Funds
Incomplete

○ Preview

Program Area Hours

Hours of Instruction

Enter Hour of Instruction totals for the year broken up for each Program Area. Enter whole hours of 0 or greater in each field. Partial hours will be rounded.

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	<input style="width: 80%;" type="text" value="1000"/>
AWD	<input style="width: 80%;" type="text" value="1000"/>
ESL/El Civics	<input style="width: 80%;" type="text" value="1000"/>
K12 Success	<input style="width: 80%;" type="text" value="1000"/>
Pre-Apprenticeship	<input style="width: 80%;" type="text" value="1000"/>
Short Term CTE	<input style="width: 80%;" type="text" value="1500"/>
Workforce Reentry	<input style="width: 80%;" type="text" value="5000"/>
Total	11500 Hours

Step 4: Next click on the Leveraged Funds section and enter expense totals for each fund broken up by program area.

CAEP Program Area Reporting: 2021-22

Baker Valley Unified

[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

[Next](#)

Workflow

- Program Area
- Hours Completed
- Leveraged Funds** Incomplete
- Preview

56 errors | Show

Leveraged Funds

Leveraged Funds by Program Area

Enter expense totals for each Fund broken up by Program Area. A \$0 or greater entry is required for each field.

Fund	ABE/ASE	AWD	ESL/El Civics	K12 Success	Pre-Apprenticeship	Short Term CTE	Workforce Reentry	Totals
California Adult Education Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000
CalWORKs	\$	\$	\$	\$	\$	\$	\$	\$0
NonCredit	\$	\$	\$	\$	\$	\$	\$	\$0
Perkins	\$	\$	\$	\$	\$	\$	\$	\$0
LCFF	\$	\$	\$	\$	\$	\$	\$	\$0
Fees	\$	\$	\$	\$	\$	\$	\$	\$0
K12 Adult Ed Jail Funds	\$	\$	\$	\$	\$	\$	\$	\$0
WIOA II	\$	\$	\$	\$	\$	\$	\$	\$0
Contracted Services	\$	\$	\$	\$	\$	\$	\$	\$0
Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000

To add an additional fund not shown on this list, select a new fund from the drop-down list under the 'Add Another Fund' section.

CAEP Program Area Reporting: 2021-22
Baker Valley Unified
[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

Next

Workflow	Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Area	LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hours	Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Completed	K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leveraged	WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds	Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Completed	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$1,100,000
Preview									

Add Another Fund
Select additional fund to display above and report against.

Select new fund

WIOA I / ITAs
Donations
In-kind Contributions
Strong Workforce Program (K12 or College)

Step 5: Once you have completed the Program Area Hours and Leveraged Funds sections, click on the Preview section. Review your submission and click on the 'Save Estimates' button when you are ready to submit*.

**When you are ready to submit your district's actual totals, follow the same process as outlined in the steps above, and click on the 'Submit Actuals' button. Actuals are due by December 1.*

CAEP Program Area Reporting: 2021-22
Baker Valley Unified
[03 Barstow Area Consortium for Adult Education](#)

Status: Draft

Workflow

Program Area

Hours
Completed

Leveraged Funds
Completed

Preview

Preview & Submittal

Submittal

2021-22 Program Area & Leveraged Funds
Draft

Member Representatives
Cecil Edwards

Save Estimates Submit Actuals

Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	1000
AWD	1000
ESL/El Civics	1000
K12 Success	1000
Pre-Apprenticeship	1000
Short Term CTE	1500
Workforce Reentry	5000

Step 6: Consortium Lead Certification

Once all members have submitted their 'Actuals' reports, the consortium primary contact should navigate to the Member Agency Program Area Reports section and click on the Certify button.

Consortia	Consortia Name	Provider Type	Agency ID	Agency Name	Total 19-20 CAEP Hours Reported in TOPSPro	Total 19-20 CAEP Hours Reported in NOVA	Difference TOPSPro / NOVA
1	Allan Hancock Community College Consortium	Adult	9502	Lompoc Unified Adult Education (LUSD)	62,310	60,751	1,559
2	Antelope Valley Regional Adult Education Consortium	Adult	1002	Antelope Valley Union High School District (AVUHSD)	197,819	197,777	42
3	Barstow Area Consortium for Adult Education	Adult	1040	Baker Valley Unified School District	518	221	297
3	Barstow Area Consortium for Adult Education	Adult	9511	Barstow Unified School District	12,946	12,614	332
3	Barstow Area Consortium for Adult Education	Adult	1012	Silver Valley Unified School District	1,815	1,937	(122)
4	Butte-Glenn Adult Ed Consortium	COE	2615	Butte County Office of Education (CTEC)	42,814	2,260	40,554
4	Butte-Glenn Adult Ed Consortium	COE	5079	Glenn COE - Glenn Adult Program (GAP)	24,155	24,152	3
4	Butte-Glenn Adult Ed Consortium	Adult	1024	Hamilton Adult School	3,820	2,488	1,332
4	Butte-Glenn Adult Ed Consortium	Adult	9674	Oroville Adult Education	70,747	70,435	312
5	Santa Cruz County Adult Education Consortium	Adult	1240	Pajaro Valley USD (PVUSD) - Watsonville-Aptos Adult Educa	143,100	143,098	2
5	Santa Cruz County Adult Education Consortium	COE	10865	Santa Cruz County Office of Education (SCCOE)	6,987	1,010,713	(1,003,726)
6	Partnership for Adult Academic and Career Education	Adult	1320	ABC Adult School (ABCAS)	533,116	473,126	59,990
6	Partnership for Adult Academic and Career Education	Adult	1911	Downey Unified School District (DUSD)	512,289	45,655	466,634
6	Partnership for Adult Academic and Career Education	Adult	1833	Norwalk-La Mirada Adult School	249,344	294,287	(44,943)
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	5960	Castro Valley Unified School District (CVUSD)	179,700	177,029	2,671
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	9595	Dublin Unified School District (DUSD)	47,726	46,230	1,496
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	5014	Livermore Adult Education	24,513	35,119	(10,606)
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	1804	New Haven Unified School District (NHUSD)	67,104	67,098	6
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	5016	Pleasanton USD	39,022	35,119	3,903
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	5953	San Leandro Adult School	147,848	149,318	(1,470)
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	5052	San Lorenzo Adult School (SLAS)	78,129	78,120	9
7	Chabot-Las Positas/Mid-Alameda County Consortium	Adult	1802	The Hayward Center for Education and Careers (HCEC)	192,238	178,392	13,846
8	West End Corridor/Chaffey Regional AE Consortium	ROP	12089	Baldy View ROP - West End Corridor Consortium	9,346	8,600	746
8	West End Corridor/Chaffey Regional AE Consortium	Adult	1866	Chaffey JUHSD - Chaffey Adult School	264,776	264,257	519
8	West End Corridor/Chaffey Regional AE Consortium	Adult	1867	Chino Valley Unified School District (CVUSD)	347,857	336,922	10,935
8	West End Corridor/Chaffey Regional AE Consortium	Adult	9510	Fontana Unified School District (FUSD)	169,961	169,861	100
8	West End Corridor/Chaffey Regional AE Consortium	Adult	4652	Upland Unified School District (UUSD)	9,797	9,797	0
9	Citrus College Adult Education Consortium	Adult	1819	Azusa Adult School	96,007	138,136	(42,129)
9	Citrus College Adult Education Consortium	Adult	594	Claremont Unified School District (CUSD)	104,203	105,173	(970)
9	Citrus College Adult Education Consortium	Adult	9632	Duarte Unified School District	696	684	12
9	Citrus College Adult Education Consortium	Adult	9670	Glendora Adult School	14,674	14,485	189
9	Citrus College Adult Education Consortium	Adult	1832	Monrovia Adult School	108,009	119,976	(11,967)
					3,763,386	4,273,830	(510,444)



10/17/2022
20:58:44

NOVA Program Hours

Rev. 10/30/19

Agency:	1832 - Monrovia Adult School	Program Year:	2021-2022
Member:	257 - Monrovia Unified School District	Consortium:	09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	49,134
ABE/ASE	17,062
Career and Technical Education (CTE)	24,011
Workforce Preparation	20,490
Pre-Apprenticeship	0
Adults Training for Child School Success	0
Programs for Adults with Disabilities	0
Total	110,697

* Hours column is apportioned according to the number of programs a student may be enrolled in.



Documents to Support Agenda Items

October 18, 2022 Agenda

Agenda Item 5.0

Azusa Subcontracting Allocation Worksheet

Azusa Allocation Amendment Worksheet

Consultant Name	Services Provided	Hours	Rate	Rate
Yecsenia Delgado	Pharmacy Technician Faculty Mentor & Curriculum Development	150	\$64.95	\$9,742.50
Diana Escutia de Jesus	Medical Assisting Faculty Mentor & Curriculum Development	150	\$45.00	\$6,750.00



Documents to Support Agenda Items

October 18, 2022 Agenda

Agenda Item 6.0

Budgeting Worksheet – Amount to be
Budgeted by Member

CCAEC Top Level Budget Worksheet

Member	2022-23 Allocation	Carryover from 2021-22	Amount to Budget in 2022-23	Suggested 10% Prudent Reserve	Amount Member Must Expend
Azusa	\$1,423,415	\$434,459	\$1,857,874	\$142,342	\$1,715,533
Claremont Program	\$1,148,045	\$379,368	\$1,527,413	\$114,805	\$1,412,609
Overhead	\$413,250	\$24,824	\$438,074	\$0	\$438,074
Duarte	\$19,590	\$8,294	\$27,884	\$1,959	\$25,925
Glendora	\$175,330	\$58,240	\$233,570	\$17,533	\$216,037
Monrovia	\$1,713,631	\$0	\$1,713,631	\$171,363	\$1,542,268
	\$4,893,261	\$905,185	\$5,798,446	\$448,001	\$5,350,445



Documents to Support Agenda Items

October 18, 2022 Agenda

Agenda Item 7.0

2022-23 CCAEC Fiscal Reporting Agreement



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM 2022-23 FISCAL REPORTING AGREEMENT

- I. Members are expected to follow all state instructions in the Allowable Uses Guide, Program Guidelines and meet reporting requirements in NOVA.
- II. Members are to report all available funds for adult education and uses of CAEP fund allocations. Reporting of funds outside of CAEP funds will be completed in NOVA by the required deadlines and reported to other members by the Regional Director.
- III. All K-12 members receiving CAEP consortium funds will submit supporting documentation from Best to the consortium board representatives for budgeting purposes. Board representatives will use this document and NOVA budget reporting for board deliberations and approval of budgets.
- IV. This budget document will include program goals for better Program Area reporting and budgeting.
- V. All consortium members receiving CAEP funds are expected to report quarterly expenditures of consortium allocations for public and board representatives' review.
- VI. Expenditures will be certified according to each member's institutional accounting processes prior to reporting quarterly expenditures.
- VII. Members will input expenditures into NOVA prior to the board meeting where quarterly and annual expenditures are approved.
- VIII. Back-up documentation from each members' accounting system will accompany the NOVA reporting. For quarterly reports that back-up documentation will be the appropriate Best reports.
- IX. For the approval of Annual Expenditures, each member must have personnel from business services at the board meeting to answer questions.
- X. *A Member Use of Allocation Revision* will be submitted by member agencies and approved by the governing board representatives prior to adjusting expenditures in the approved budget, if revisions by Object Code exceed 10%.
- XI. Member agencies are encouraged to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 80% annually.
- XII. If a member agency expends less than 80% of its allocation, the member will submit a plan, a timeline, and a revision, for the use of unexpended funds to the public for review and to the consortium governing board representatives for approval.
- XIII. State assistance will be requested for any member agency which is not in good standing with the consortium for reasons to include but not limited to: mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and outcomes reports, or lack of involvement in fiscal decisions and consortium activities.
- XIV. Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the CCAEC board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.