Agenda

• Governor’s Proposed Budget 21-22
• Release of the CAEP Preliminary Allocations & CFAD
• Other items for 21-22
• CAEP Expenditure Requirements
• How to Navigate NOVA (Demo) – filing expenditure reports & close out reports. Plus how to use the forecasting tool.
• Questions
• Upcoming Events
Governor’s Proposed Budget 2021-22

2020-21 Allocation: $538,564,000
Proposed Increase (1.4999%): $8,078,000
2021-22 Allocation: $546,642,000

All numbers subject to change at the May Revise.
Release of the CAEP Preliminary Allocations & CFAD

• February – Release of CAEP Preliminary Allocations for 2021-22

• March-April – consortia public meetings to decide allocations

• May 2\textsuperscript{nd} – CFAD due in NOVA
Other Items for 2021-22

• Member Effectiveness Reminder
• 3 Year Planning
• Governance Certification
• Targeted Technical Assistance
CAEP Expenditure Requirements

• Planning Process – 3 year plans, annual plans, work plans & budgets

• Fiscal Process – work plans & budgets, quarterly expense reporting.

CAEP Close Out Process

• 2018-19 funds were allocated beginning July 1, 2018.
• CAEP members had until June 30, 2020 to spend (2 years)
• In order to carry-over funds into Year 3 (beginning July 1, 2020) – members had to complete a corrective action plan in NOVA.
• The corrective action plan allows for an extra 6 months (until 12-31-20).
CAEP Close Out Process (cont.)

- So far – started on July 1, 2018 – with activities ending by 12-31-20 = 30 months.
- Close out process begins 1-1-21.
- Members must enter final 2018-19 close out numbers (along with their Q2 expenditure information) into NOVA by 3-1-21.
- Consortium Director will certify Q2 and the close out for 2018-19 by 3-31-21.
CAEP Close Out Process (cont.)

• If you are returning CAEP funds….
• April - State CAEP Office will invoice any members that are returning 2018-19 funds to the State General Fund.
• May - Members will remit funds to the State.
• June - State Chancellor’s Office and CDE close the books on 2018-19.
• Total time = 36 months.
FAQs for CAEP Close Outs

Q: My member needs more time to finalize their close out report in NOVA? What do I do?

A: The consortium has until March 31 to certify Q2 and close outs. Work with your members to provide them additional time, and allow for consortium review & certification within the March 31 deadline.
FAQs for CAEP Close Outs

Q: My member’s accounting office asked if expenditure close outs include encumbrances rather than expenditures?

A: All CAEP activities related to 2018-19 funds ended on 12/31/20. The close out report must include all confirmed expenditures. We cannot allow for open purchase orders or encumbrances for close out certification. Please have them contact TAP if they have questions.
## 2018-19 Close Out

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Year to Date (YTD) Expenditure</th>
<th>YTD Forecast (% of Project Budget)</th>
<th>% Expended of YTD Forecast</th>
<th>Project Budget</th>
<th>% Expended of Overall Budget</th>
<th>Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Instructional Salaries</td>
<td>$20,000</td>
<td>$10,945 (10%)</td>
<td>182.73%</td>
<td>$109,450</td>
<td>18.27%</td>
<td>$89,450</td>
</tr>
<tr>
<td>2000 - Non-Instructional Salaries</td>
<td>$91,613</td>
<td>$122,438 (15%)</td>
<td>74.82%</td>
<td>$816,250</td>
<td>11.22%</td>
<td>$724,637</td>
</tr>
<tr>
<td>3000 - Employee Benefits</td>
<td>$34,309</td>
<td>$30,656 (15%)</td>
<td>111.92%</td>
<td>$204,375</td>
<td>16.79%</td>
<td>$170,066</td>
</tr>
<tr>
<td>4000 - Supplies and Materials</td>
<td>$24,998</td>
<td>$17,562 (10%)</td>
<td>142.35%</td>
<td>$175,615</td>
<td>14.23%</td>
<td>$150,617</td>
</tr>
</tbody>
</table>
## 2018-19 Close Out

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
<th>Budget</th>
<th>Percentage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 - Other Operating Expenses and Services</td>
<td>$89,087</td>
<td>$27,375 (10%)</td>
<td>325.43%</td>
<td>$273,750</td>
<td>$184,663</td>
</tr>
<tr>
<td>6000 - Capital Outlay</td>
<td>$0</td>
<td>$11,572 (25%)</td>
<td>0%</td>
<td>$46,289</td>
<td>$46,289</td>
</tr>
<tr>
<td>7000 - Other Outgo</td>
<td>$0</td>
<td>$0 (100%)</td>
<td>100%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$13,227</td>
<td>$8,129 (10%)</td>
<td>162.72%</td>
<td>$81,286</td>
<td>$68,059</td>
</tr>
<tr>
<td>Totals</td>
<td>$273,234</td>
<td>$228,676 (13.4%)</td>
<td>119.49%</td>
<td>$1,707,015</td>
<td>$1,433,781</td>
</tr>
</tbody>
</table>
2018-19 Close Out

Corrective Action Plan *

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

The expenditures fell below target in Quarter 2 due to a capital outlay project that has not started yet. We anticipated starting the project during Quarter 2 but due to COVID-19 and re-instated stay-at-home orders, the work has been delayed. If all goes well and the stay-at-home orders remain lifted, the project can start in the third quarter.

Summary of Activities

During Quarter 2, our adult education offered three ESL classes two CTE classes, and transitional services to 1,000 students. Student enrollment is down due to the COVID-19 Pandemic. Plans to boost enrollment include marketing, recruitment, electronic device distribution, and family literacy training in technology for spring semester. Salaries and benefits of classified employees stayed as planned except for a slight reduction as one employee position that was open is still not filled. Salaries and benefits for certificated teachers reduced because part-time teachers' hours reduced because of low enrollment. Supplies,
2018-19 Close Out

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 2018-19.
2018-19 Close Out

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.

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 2018-19.
2018-19 Close Out

Allocation Year 2018-19 Closeout

As indicated in the FIFO dashboard, your member agency expenditures reported within NOVA indicate that you have expended all funds for allocation year 2018-19.

☐ 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]
2018-19 Close Out

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds: $0

2018-19 Status
Closed

Submitting Authority
Dr. Sofia Ramirez Gelpi Ph.D., Dean, Academic Affairs
Margaret Lau, Dean, Academic Affairs
Marina Washburn, Director
## CAEP Forecasting

### Member Budget

<table>
<thead>
<tr>
<th>Allocation Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Available Funds</strong></td>
<td>$1,707,015</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>$1,707,015</td>
</tr>
<tr>
<td><strong>Remaining Amount</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Direct Costs Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Indirect Costs Total</strong></td>
<td>$81,286 (5.0% of)</td>
</tr>
<tr>
<td><strong>Consortium Fiscal/Admin Expenses</strong></td>
<td></td>
</tr>
</tbody>
</table>
### CAEP Forecasting Examples

<table>
<thead>
<tr>
<th>Budget Item Title *</th>
<th>Expenditure Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Salaries</td>
<td>1000 - Instructional Salaries</td>
</tr>
</tbody>
</table>

**Member Institution:** Allan Hancock Joint CCD

**2020-21 Amount ***

$109,450

**Brief Description of Expenditure**

**2020-21 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, and 60% for Q4.

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentage</strong></td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>70%</td>
</tr>
</tbody>
</table>
**CAEP Forecasting Examples**

**Member Institution:** Allan Hancock Joint CCD

**Brief Description of Expenditure**

| 2020-21 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, and 60% for Q4.

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<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentage</strong></td>
<td>15%</td>
<td>30%</td>
<td>45%</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Dollars</strong></td>
<td>$16,418</td>
<td>$32,835</td>
<td>$49,253</td>
<td>$65,670</td>
</tr>
</tbody>
</table>
Upcoming Adult Education Events

- 2/24/21: ICAN Webinar
- 3/11/21: CAEP Transitions Brief and Program Showcase
- 3/18/21: Immigrant Integration Research Brief and Showcase
- 3/25/21: CASAS I³ Reports
- To come…
  - Quarterly Consortium Director/Lead Workgroup Meetings
  - State Priority Webinars
  - Three Year Planning Guidance Webinars
Wrap Up and Questions
Request Support from CAEP TAP