



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Regional Consortium Chairs  
Career Technical Education Deans  
Regional Consortia Chairs  
Adult Education Consortium

**FROM:** Anthony Cordova, Vice Chancellor of Workforce and Economic Development

**RE:** English Language Learner Healthcare Pathways - Revised Expenditure and Closeout Reporting Timeline for Round One (FY 2023-24)

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This memorandum informs California Adult Education Program (CAEP) consortia grantees participating in the English Language Learners (ELL) Healthcare Pathways grant of the expenditure and closeout reporting deadlines for Round One (FY 2023-24), including the availability of an additional 12-month extension to expend funds beyond the 24-month expenditure period.

The original Round One project activity period is scheduled to close on **June 30, 2025**, with a fourth biannual and final report due on **Sep. 30, 2025**. Round One reporting deadlines are outlined in Table 1 and will remain consistent.

**Table 1: ELL Healthcare Pathways Reporting Schedule for Round One Funding**

Reporting Deadline	Reporting Type (Round One)	Activity Period
3/31/2024	1 <sup>st</sup> Bi-Annual Expenditure and Progress Report due	7/1/23 - 12/31/23
9/30/2024	2 <sup>nd</sup> Bi-Annual Expenditure and Progress Report due	1/1/24 - 6/30/24
3/31/2025	3 <sup>rd</sup> Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	4 <sup>th</sup> Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
9/30/2025	Final Report due	7/1/23 - 6/30/25

## **Guidance for Consortia Requiring an Extension to ELL Healthcare Pathways Round One**

In consideration of the funding delays experienced during the Round One funding cycle, the Chancellor's Office is offering an extension that will provide an additional 12 months to expend funding, extending the activity period from 24 to 36 months.

Extensions are not automatic, and will require consortia to submit a request to the Chancellor's Office using the following form:

- Requests for extension will be accepted by completing the Extension Request Form, click [here](#) to access the Link. Please note, one request per consortia will be accepted.
- **Requests must be submitted no later than 5 p.m. on Friday, May 30, 2025.**

After requests are submitted, the Chancellor's Office Adult Education Program staff will notify consortia of approval. Consortia will then have their plans re-opened in NOVA and will have a third 12-month period added to Round One. **Please note that all participating funded members in the ELL Healthcare Pathway's initiative will be required to complete the additional reporting cycle for Year Three (3) that will be added if their consortium receives an extension.**

After approval of the request is confirmed, consortia receiving extensions will be required to follow the steps outlined below:

**Step 1:** Navigate to the re-opened plan in [NOVA](#).

**Step 2:** Review current Budget and update as needed to reflect changes to planned activities and expenditures according to the extended timeline.

**Step 3:** Re-submit updated plan for certification and approval.

**Step 4:** Complete additional Expenditure and Progress reporting as outlined in the table below.

Table 2 provides updated activity and reporting timelines **applicable only to consortia requesting extensions.**

**Table 2: ELL Healthcare Pathways Extended Reporting Schedule for Round One Funding**

<b>Reporting Deadline</b>	<b>Reporting Type (Round One)</b>	<b>Activity Period</b>
3/31/2024	1 <sup>st</sup> Bi-Annual Expenditure and Progress Report due	7/1/23 - 12/31/23
9/30/2024	2 <sup>nd</sup> Bi-Annual Expenditure and Progress Report due	1/1/24 - 6/30/24
3/31/2025	3 <sup>rd</sup> Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	4 <sup>th</sup> Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026 <b>*New Date</b>	5 <sup>th</sup> Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026 <b>*New Date</b>	6 <sup>th</sup> Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
9/30/2026 <b>*New Date</b>	Final Report due	7/1/23 – 6/30/26

Consortia that do not request an extension will not be required to take any additional action and should continue to adhere to the reporting deadlines outlined in Table 1. Please contact the Chancellor's Office CAEP Help Desk at [CAEP@CCCCO.edu](mailto:CAEP@CCCCO.edu) with any questions regarding the extension request process or questions pertaining to this memo.

cc: Gary Adams, Dean of Workforce and Economic Development Division  
Carolyn Zachary, Director of California Department of Education