



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

FROM: Gary Adams, Dean of Workforce and Economic Development

RE: English Language Learner Healthcare Pathways - Revised Expenditure and Closeout Reporting Timeline for Round Two (FY 2024-25)

This memorandum informs California Adult Education Program (CAEP) consortia participating in Round Two (FY 2024-25) of the English Language Learners (ELL) Healthcare Pathways grant of the expenditure and closeout reporting deadlines for Round Two (FY 2024-25), as well as the opportunity to request a 12-month extension to expend funds beyond the original 24-month expenditure period.

The original Round Two project activity period is scheduled to close on **June 30, 2026**, with the fourth biannual and final reports due on **Sep. 30, 2026**. The reporting deadlines for this period are outlined in Table 1 and will remain as originally outlined for those not requesting an extension.

Table 1: ELL Healthcare Pathways Reporting Schedule for Round Two Funding

Reporting Deadline	Reporting Type (Round Two)	Activity Period
3/31/2025	1 st Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	2 nd Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026	3 rd Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026	4 th Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
9/30/2026	Final Report due	7/1/24 - 6/30/26

Guidance for Consortia Requesting an Extension to ELL Healthcare Pathways Round Two

English Language Learner Healthcare Pathways - Revised Expenditure and Closeout Reporting Timeline for Round Two (FY 2024-25)

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The Chancellor's Office is offering an extension that will provide an additional 12 months to expend funding for Round Two that would extend the activity period from 24 to 36 months.

These extensions are not automatic and require consortia to submit a request to the Chancellor's Office. Interested Grantees must ensure they are in compliance with current Round Two bi-annual report submissions, as outlined in Table 1.

Additional instructions are captured below:

- To request a 12-month extension to expend ELL Healthcare Pathways Round Two funds, consortia must complete this [Extension Request form](#).
 - Please note that only one request per consortium will be accepted; therefore, it should be submitted by the consortium or project lead.
 - Round Two bi-annual reports captured in Table 1 must be completed to date.
 - **Requests must be submitted no later than 5 p.m. on Thursday, April 30, 2026.**

After requests are submitted and approved, the Chancellor's Office Adult Education Program staff will notify consortia of approval and confirm the program and fiscal contacts needed to sign the grant agreement amendment.

NOTE: Due to Round Two funding being awarded via a Chancellor's Office grant agreement, a formal grant amendment will need to be processed for approval with each participating consortium requesting an extension in order for the extension to be formally approved by the Chancellor's Office. The grant contract amendment will only extend the date of the original agreement. It will not change the fiscal agent organization nor will it change any terms of the grant agreement. As with the original Round Two executed grant agreement, the amendment to extend the agreement period will need to be signed by an authorized district representative that can enter into a legal binding agreement on behalf of the district.

Round Two extensions will not be considered finalized until grantees sign the grant amendment in SimpliGov (to be completed no later than July 31, 2026) to formalize the extended term of the agreement.

After the ELL Healthcare Pathways Round Two grant extension amendment is fully executed, the consortia plan under Round Two will be re-opened in NOVA, providing member grantees an opportunity to review and request any budget adjustments for the newly added 12-month expenditure period. **Please note that all participating funded members in the ELL Healthcare Pathways funding initiative will be required to submit the additional reporting cycle for Year Three (3) that will be added if the consortium is granted an extension.**

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After approval of the request is confirmed, consortia receiving extensions must follow the steps below:

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

Step 2: Review current Program Workplan and update as needed to reflect changes in planned activities according to the extended grant timeline.

Step 3: Review current budget and update as needed to reflect changes to planned expenditures according to the extended timeline.

Step 4: Re-submit updated plan for certification and approval.

Step 5: Complete additional Fiscal and Progress reporting as outlined in Table 2, below.

Key Extension Process Deadlines

- **Extension Request due:** Thursday, April 30, 2026
- **Round Two Grant Amendment signatures are due no later than July 31, 2026.**
Chancellor's Office staff will conduct the amendment process between May–June 2026.
- **NOVA plan updates due no later than Aug. 30, 2026**

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

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

Reporting Deadline	Reporting Type (Round Two)	Activity Period
3/31/2025	1 st Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	2 nd Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026	3 rd Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026	4 th Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
3/31/2027 *New Date	5 th Bi-Annual Expenditure and Progress Report due	7/1/26 - 12/31/26
9/30/2027 *New Date	6 th Bi-Annual Expenditure and Progress Report due	1/1/27 - 6/30/27
9/30/2027 *New Date	Final Report due	7/1/24 - 6/30/27

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 with any questions regarding the extension request process or details pertaining to this memo. Additional information on the ELL Healthcare Pathways initiative can be accessed in the [Chancellor’s Office webpage](#).

cc: Anthony Cordova, Vice Chancellor of Workforce and Economic Development
Ioanna Iatridis, Assistant Vice Chancellor of Workforce and Economic Development
Carolyn Zachry, Director of College and Career Division, California Department of Education