



**CAEP Corrective Action Plan: Unspent Funding**  
**San Luis Obispo County Adult Education Consortium**

**District Name:** \_\_\_\_\_

**Member Representative:** \_\_\_\_\_

**Reporting Period:** [Insert reporting period] \_\_\_\_\_

**Total Annual Budget:** \_\_\_\_\_

**Unspent Amount Exceeding 20%:** \_\_\_\_\_

**1. Reasons for Underspending:**

a. **Category of Unspent Funds:** [e.g., Instructional materials, Staff development, Technology] \_\_\_\_\_

b. **Reasons for Underspending:** [Briefly describe why the funds were not spent (e.g., delayed procurement, fewer enrollments than expected)]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Impact Assessment:**

a. **Impact of Underspending:** [Describe any adverse effects on program delivery or outcomes]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Corrective Actions:**

a. **Action Steps Taken:** [List specific actions taken or planned to address underspending and include responsible parties and timelines]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Monitoring and Evaluation:**

- a. **Monitoring Plan:** [Outline how the corrective actions will be monitored and specify indicators or benchmarks for success]

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**5. Lessons Learned:**

a. **Key Learnings**

- I. [Reflect on lessons learned from this experience]

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- II. [Discuss strategies to prevent future underspending]

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**6. Additional Notes/Comments:**

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**Approval and Signatures:** \_\_\_\_\_

**Preparer's Name and Date:** \_\_\_\_\_

**Program Director's Name and Date:** \_\_\_\_\_

**Approving Authority's Name and Date:** \_\_\_\_\_

**Instructions for Use:**

1. **Category of Unspent Funds:** Specify whether the unspent funds were allocated for instructional materials, staff development, technology, or another category.
2. **Reasons for Underspending:** Provide a brief explanation of why the funds were not fully utilized during the reporting period.
3. **Impact Assessment:** Evaluate the consequences of underspending on program goals, participant outcomes, or operational efficiency.

4. **Corrective Actions:** Detail specific steps taken or planned to address the underspending, including responsible parties and timelines for completion.
5. **Monitoring and Evaluation:** Describe how progress on corrective actions will be monitored and evaluated to ensure effectiveness.
6. **Lessons Learned:** Identify insights gained from this experience and propose strategies to prevent future underspending.

This worksheet serves as a tool for documenting and addressing issues related to unspent funding in the CAEP, ensuring transparency and accountability in program management and financial stewardship.