CAI Grant
NOVA Fiscal Reporting

Sean McCobb, Program Lead
Carmen Payne, Program Analyst
Agenda

RFA & GRANT AGREEMENT
DEADLINES
ACCESSING FISCAL REPORT IN NOVA
EXPENDITURES
SURVEY QUESTIONS
SUBMISSION
INVOICING
NOVA DEMO
QUIZ & Q&A

7/27/2023
RFA & Grant Agreements

• RFA
  • Review for key items such as goals, purpose and priorities
  • RFAs found on our website: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA/raf-archive/RFA-2022-CAI-N-Innovative-Grant

• Grant Agreement
  • Review and understand agreement
  • Award amount
  • Scope of work
  • Work Plan budget
  • Reporting deadlines
  • Fund Disbursement
  • Invoice requirements

7/27/2023
Deadlines

On NOVA Calendar

Grant Agreement

Apprenticeship website (calendar of events)
https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/apprenticeship/event-calendar

7/27/2023
Accessing Fiscal Reporting in NOVA
NOVA Help Desk

NOVA Support

Submit Support Request

By clicking the "Submit Support Request" button above, you will be taken to the Chancellor’s Office ServiceNow portal where you may submit a new request.
Expenditures

- Enter expenditures in appropriate quarter tab
  - FY starts July 1\textsuperscript{st}
- Reporting is cumulative

<table>
<thead>
<tr>
<th>FY Quarters</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 1 – Sep 30</td>
<td>Q1</td>
</tr>
<tr>
<td>Oct 1 – Dec 31\textsuperscript{st}</td>
<td>Q2</td>
</tr>
<tr>
<td>Jan 1 – Mar 30\textsuperscript{th}</td>
<td>Q3</td>
</tr>
<tr>
<td>Apr 1 – Jun 30\textsuperscript{th}</td>
<td>Q4</td>
</tr>
</tbody>
</table>
Survey Questions

- DAS Registration
- Occupations the program serves
  - How many apprentices were served
    - Cumulative

7/27/2023
Submission

- Don’t forget to submit
- Must route through CCD/LEA for fiscal approval
- Project Monitor final approval

7/27/2023
Invoicing

- Submit invoices only *AFTER* CBO and Project Monitor have approved the fiscal report in NOVA
- Review grant agreement for invoicing requirements
  - Template available
  - accountingoffice@cccco.edu
- Double check your numbers
- Email to accounts payable@cccco.edu
  - Subject line must state “invoice enclosed”
  - Cc apprenticeship@cccco.edu

7/27/2023
Demo
Test your knowledge

Scan the QR code to vote or go to https://forms.office.com/r/MjqzdH9Y3c
Questions