

**CALIFORNIA COMMUNITY COLLEGES  
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May 8, 2018

**To:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
CTE Deans  
ASCCC President  
Regional Consortium Chairs  
Sector Navigators

**From:** Matthew Roberts, Ed.D., Dean of Field Operations  
Workforce and Economic Development Division

**Cc:** Centers of Excellence  
Technical Assistance Providers  
Deputy Sector Navigators  
WEDD Staff

**Subject:** Strong Workforce Program NOVA Planning Features/Upcoming Dates

Dear Strong Workforce Colleagues,

We appreciate the current and continued efforts of colleges to complete local share Strong Workforce Program planning for 2017-18 and 2018-19 and of regions as they complete planning for 2018-19. We listened to your continued feedback about the planning process in the NOVA Strong Workforce Program planning module, and are happy to announce the following improvements. We will go through the improvements on two upcoming webinars and answer questions, but here is a brief introduction. For a deeper look, you can also follow this [link](#) to documentation of the improvements.

Please visit the [planning timelines](#) located on the Strong Workforce Program website for updated planning deadlines.

### **NOVA Strong Workforce Program Planning Improvements**

#### ***Creating New Projects***

When creating new projects or re-allocating funding from an existing project, the NOVA interface will no longer require that projects be tied to a specific funding round and allocation year. This is to encourage

regions and colleges to ensure funding is expended within the requisite 30-month spending window by offering more freedom to spend the oldest allocations first, regardless of the year in which the project began. We will be releasing a guidance memo that explains more about the fiscal reporting processes soon.

To create a new project, users simply provide the actual project start and end dates, fiscal year in which the project will begin, and the expected number of fiscal years that the project will span. Users can add new 2016-17 projects that had previously not been recorded in the NOVA system and create new 2018-19 projects.

### ***Budgeting for Multiple Years and Budget Forecasting to Help Identify Unspent Funds***

In the improved Strong Workforce Program NOVA planning module, users will be asked to enter annual project budgets for each fiscal year project spans. A newly added budget forecast feature will assist with tracking expenditures by asking users to estimate projects' quarterly expenditure rate and can provide analytics to help identify unspent funds. For each budget line item, users simply forecast the percentage of the budgeted amount the project will spend in each quarter of the fiscal year.

### ***Approving Projects***

With improvements to the Strong Workforce Program NOVA system, users are now able to see who is on record as the College Signing Authority (for both the local and regional share funding) and District Signing Authority (local share funding only). We encourage colleges, districts and regions to update incorrect or outdated signing authorities by contacting the Strong Workforce Help Desk at [strongworkforcehelpdesk@cccoco.edu](mailto:strongworkforcehelpdesk@cccoco.edu). Regardless of whether the signing authority displayed is correct, users must enter (or re-enter) the designated signing authority into the appropriate field on the Contacts tab prior to submittal.

Note: In the prior version of the NOVA planning module for SWP, no action was required from the signing authorities for a project to be approved in the system. In the improved version, the College Signing Authority (local share funding) and Approving Authority (regional share funding) must take action to approve or reject the proposed project before it is certified.

### ***Modifying Certified Plans***

If a project needs to be updated or otherwise modified, users should contact their College Signing Authority (local share funding) or Approval Authority (regional share funding) to uncertify the project, effectively moving it back into a draft mode. The revised project plan will then need to go back through the certification process. Users can now use this feature to uncertify and re-certify 2016-17 projects that need updating.

## **Continued Strong Workforce Program NOVA Technical Assistance**

### ***Improved Support from the Strong Workforce Help Desk***

Along with the improvements to the planning module of the Strong Workforce Program NOVA system, the Strong Workforce Help Desk ([strongworkforcehelpdesk@cccoco.edu](mailto:strongworkforcehelpdesk@cccoco.edu)) will now be able to manually reset passwords for users that cannot receive the temporary login links. However, please do not forget to

check your spam folder after you request a new password. The Strong Workforce Help Desk can also now pseudo-login as a user profile in order to troubleshoot issues with the user.

### ***Webinars and Documentation***

CCCCO will be hosting webinars that will walk through these updates in more detail. Please join us for one of the following Strong Workforce Program NOVA Planning Module Update webinars:

#### **May 17, 2018 at 12-1 pm:**

Meeting link: <https://www.cccconfer.org/GoToMeeting?SeriesID=120dd30b-5650-44e6-8c9e-91c73f8b2eab>

Telephone conference line: 1-913-312-3202 or 1-888-886-3951 (toll free)

Participant Passcode: 318509

#### **May 21, 2018 at 10-11 am:**

Meeting link: <https://www.cccconfer.org/GoToMeeting?SeriesID=dc071b3e-bc3a-48b0-a90a-99b9bee2f439>

Telephone conference line: 1-913-312-3202 or 1-888-886-3951 (toll free)

Participant Passcode: 799828

For further information, please make sure to visit the Strong Workforce Page on Doing What Matters at <http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>. To access guidance specific to the changes described in this memo, please visit <http://doingwhatmatters.cccco.edu/StrongWorkforce/NovaSWPModule.aspx>.

Past Strong Workforce Program guidance memos, please visit <http://extranet.cccco.edu/Divisions/WEDDivision/StrongWorkforceMemos.aspx>