



**TO:** Chief Instructional Officers  
Chief Business Officers  
Administrators of Occupational Education  
Perkins Project Directors

**FROM:** Sheneui Weber, Vice Chancellor  
Workforce and Economic Development Division

**CC:** Sandra Sanchez, Assistant Vice Chancellor  
Jeffrey Mrizek, Dean  
CCCCO Staff

**RE:** FY 2021-22 Perkins Headcount Certification and Title IC application available in NOVA

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This memo provides notice that districts must verify and certify student headcounts and Title IC applications in NOVA prior to receiving 2021-22 Perkins V Title I, Part C funds. We are requesting **colleges certify their data no later than April 12, 2021**.

The following reports support districts in their verification and certification of student headcounts used to determine their district allocations of Federal Carl D. Perkins Career and Technical Education Act (Perkins V), Title I, Part C, Section 132, Local funds.

- Unduplicated CTE Headcount by District and College (Column 5) ([Report 1](#))
- CTE Disadvantaged Student Count ([Report 2](#))

Perkins V district allocations are based on Unduplicated CTE Headcount by District and College and CTE Disadvantaged Student Count from data submitted by the district to the California Community Colleges Chancellor's Office through Management Information System (MIS).

### **Step by Step Certification in NOVA**

The following are instructions on completing certification for the Perkins V Section 132 Formula Distribution for Title I, Part C Allocation for 2021-22.

***Note: Only CBOs or their designees may complete the headcount certification process***

#### **Step 1 – Login to NOVA**

## Perkins IV Title I -Part C Section 132

As with last year, the headcount certification process can now be completed in NOVA. Visit [nova.cccco.edu](http://nova.cccco.edu) to login.

[For information on logging into NOVA, click here.](#)

### **Step 2 – Verify that the CBO designee and contact information for your district is current and accurate in NOVA.**

If there has been a change in your district's CBO or if the CBO would like to designate another person to complete headcount reporting, please [submit a help desk ticket through NOVA](#).

[For more information on how to submit a help desk ticket, click here.](#)

### **Step 3 – Locate your district's Headcount Certification page**

Once you are in NOVA, navigate to the headcount certification page using the menu bar on the left. You will need to choose “Programs,” “Perkins,” “Title IC,” and finally “Headcount.” Choose your district and complete the certification process.

### **Step 4 – Certifying College Data**

After reviewing Report 1 and Report 2, the district will specify through NOVA (nova.cccco.edu) that they can certify the CTE economically disadvantaged student counts within Report 1 and Report 2 by Friday April 12, 2021 (OR) are unable to certify and will submit MIS data to correct inaccuracies on or before April 15, 2021.

[For more information on how to complete the Perkins Headcount Certification process, click here.](#)

The following table shows key dates for the FY 2021-22 Perkins 1C Application process.

<b>FY 2021-22 Perkins 1C Application Key Dates</b>	
April 12, 2021	Deadline to complete Perkins Headcount Certification for FY 2021-22
April 15, 2021	FY 2021-22 Perkins 1C applications open in NOVA
June 15, 2021	Deadline to submit FY 2021-22 Perkins 1C applications in NOVA

If you have any questions regarding headcount certification or issues completing the process, please contact JeanClaude Mbomeda at [jmbomeda@CCCCO.edu](mailto:jmbomeda@CCCCO.edu). For technical issues related to NOVA, please [submit a help desk ticket within NOVA](#).