



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Chief Student Services Officers  
Career Technical Education Deans  
Perkins Project Directors

**FROM:** Sandra Sanchez, Interim Vice Chancellor  
Workforce and Economic Development Division

**CC:** Marty Alvarado, Executive Vice Chancellor  
Office of Equitable Student Learning, Experience, and Impact

LaCandice Ochoa, Dean  
Workforce and Economic Development Division

**RE:** FY 2023-24 Perkins Headcount Certification in NOVA

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This memo provides guidance on how districts are to certify student headcount data in the Chancellor's Office NOVA system. Districts must verify and certify student headcounts in NOVA prior to receiving fiscal year (FY) 2023-24 funds as the headcount information is used in the Perkins 1C funding allocation formula. The Chancellor's Office is requesting districts certify their data **no later than March 24, 2023**.

The Perkins 1C funding allocation for FY 2023-24 is based on the FY 2021-22 enrollment of Unduplicated Career Technical Education (CTE) Disadvantaged Student Headcount by District and College data that is required to be submitted to the Chancellor's Office Management Information System (MIS). These reports will be linked for viewing in the NOVA system.

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

The following are instructions on completing student headcount certification for the Perkins 1C funding allocation for fiscal year 2023-24. **Note: Only a Chief Executive Officer (CEO) or their designee may complete the headcount certification process.**

#### **Step 1 – Login to NOVA**

- Visit [nova.cccco.edu](https://nova.cccco.edu) to login or for more information on logging into NOVA, [click here](#).

**Step 2 – Within the Navigation bar:**

- Click on All Programs;
- Click on Perkins;
- Click on Title 1C;
- Click on Headcount.

**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 – Verify that the CEO or designee and contact information for your district is current and accurate in NOVA.**

If there has been a change in your district’s CEO or if the CEO would like to designate another person to complete headcount reporting, the Project Director has NOVA permissions to change. Should this not be an option, please submit a [Help Desk ticket](#) through NOVA.

**Step 5 – Certifying District Data**

Each district will certify the CTE economically disadvantaged student counts (Column 5 within Report 1 through NOVA by Friday, March 24, 2023. For more step-by-step instructions on how to complete the Perkins Headcount Certification process, [watch the NOVA tutorial video](#).

**Key Dates for FY 2023-24 Perkins 1C Application**

The following table outlines key dates for the FY 2023-24 Perkins 1C Application process.

<b>FY 2023-24 Perkins 1C Application Tentative Key Dates</b>	
March 24, 2023	Deadline to complete Perkins Headcount Certification for FY 2023-24
March 31, 2023	FY 2023-24 Perkins 1C applications open in NOVA
May 31, 2023	Deadline to submit FY 2023-24 Perkins 1C applications in NOVA

**Note: Key dates may change based on the notification of federal funding awarded to the Chancellor’s Office.**

**Contact for Questions and Support**

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](#).