

## Perkins V Office Hours Series Frequently Asked Questions (FAQs)

Should you have any questions not covered by this document, please submit a help desk request in NOVA: [NOVA Help Desk](#) or email [Perkinssupport@cccco.edu](mailto:Perkinssupport@cccco.edu).

### General Management Information Systems (MIS) Questions

1. What are the codes for calculations to match the data more efficiently? Looking at MIS files, CTE headcounts are hard to find discrepancies.

**Response:**

The coding for MIS submissions can be found in the [LaunchBoard, Strong Workforce Program Metric Definition Dictionary](#) for economically disadvantaged students.

2. In reference to question 1, coding for MIS submissions, how can colleges count economically disadvantage students?

**Response:**

The data element is titled “SW 106 Perkins Economically Disadvantaged”. The MIS submission coding is also provided below:

#### SW 106 Perkins Economically Disadvantaged

<b>Description</b>	Students considered economically disadvantaged using the Perkins definition
<b>Data Source(s)</b>	Chancellor's Office Management Information System
<b>Data Element(s)</b>	<a href="#">GI03 Term-Identifier</a> <a href="#">SB26 Student-WIA-Status</a> <a href="#">SC01 CalWORKs-Eligibility-Status</a> <a href="#">SF21 Student-Aid-Award-Type</a>

	<a href="#">SV03 Student-VTEA-Economically-Disadv-Status</a>
<b>Calculations</b>	<p><b><a href="#">SW 122</a></b> SWP Students who met the following criteria in EITHER of these ways:</p> <ul style="list-style-type: none"> <li>● <b>Enrolled in the selected year</b></li> </ul> <p>WHERE GI03 is within the selected year</p> <ul style="list-style-type: none"> <li>● <b>AND EITHER ever participated in the Workforce Investment Act (WIA) program at any college where enrolled</b></li> </ul> <p>AND EITHER SB26 = J</p> <ul style="list-style-type: none"> <li>● <b>OR ever received a financial aid award at any college where enrolled</b></li> </ul> <p>OR SF21 IN (BA, B1, B2, B3, BB, BC, BD, GC, GP, GS, WF)</p> <ul style="list-style-type: none"> <li>● <b>OR ever identified as a participant in a CalWORKs program at any college where enrolled</b></li> </ul> <p>OR SC01 IN (1,2,3,4,6)</p> <ul style="list-style-type: none"> <li>● <b>OR ever identified as economically disadvantaged status at any college where enrolled</b></li> </ul> <p>OR SV03 IN (1S, 1A, 1N, 2S, 2A, 2N, 3S, 3A, 3N, 4S, 4A, 4N)</p> <ul style="list-style-type: none"> <li>● <b>AND at any time up to and including the selected year</b></li> </ul> <p>WHERE GI03 is any time up to and including the selected year</p>
<b>Denominator</b>	<b><a href="#">SW 122</a></b> SWP Students
<b>Value Type</b>	Unduplicated count of students
<b>Notes</b>	<ul style="list-style-type: none"> <li>• If a student enrolls at more than one college and is considered economically disadvantaged at one college and not the other, the student is still considered economically disadvantaged.</li> <li>• This metric has been updated to align to the definition provided by MIS on 10/17/19 to denote Economically Disadvantaged status for Perkins.</li> </ul>

**3. Can colleges/districts use Perkins V funding to pay for all components of credential, including fingerprints, more specifically for early child educators?**

**Response:**

Perkins V funds may cover student's certification and licensing fees. Strong Workforce program (SWP) funds can cover these fees as well.

**4. Can we pay for student credential for all CTE students or only for special populations?**

**Response:**

Student credentials may be paid for all Perkins CTE students, which includes special populations students.

**5. How can we show statewide progress at local level of core indicator trends?**

**Response:**

While college level progress may be viewed on MIS, Trends Reports, the Chancellor's Office shows the statewide level progress on the Chancellor's Office [Launchboard](#) website. Additionally, districts and colleges can develop their own data dashboards to show core indicator trends.

**6. In reference to calculating which MIS fields are used to calculate economic disadvantage, is there a guide for each of the column in Report 1 and 2?**

**Response:**

In reference for Report 2, this report has numbers (Column 1- Column 13) for different Economically Disadvantaged categories. The flags for these Economically Disadvantaged categories for a student are set by the values from the different data fields for an academic year with enrollment record (SX05 – Attend Hours > 0.00) in one of the CTE courses (CB09 – SAM code – A,B,C,D)

- SF21 – B type aids (excluding B4) – CCPG
- SF21 – GP (Pell)
- SC01 – CalWORKs
- SB26 – J - WIA
- SV03 – Values (1,2,3,4) – Self and Auditable
- DSS – Aid data from DSS

In reference to Report 1, this report is a summary of Report 2.

- All Students – All the students in the academic year with STD7 (Headcount Status) <> 'X'
- CTE Students – with enrollment record (SX05 – Attend Hours > 0.00) in one of

the CTE courses (CB09 – SAM code – A, B,C,D)

- Unduplicated CTE students with Economically Disadvantaged flag – Column 1-12 from Report 1
- Unduplicated CTE student with Economically Disadvantaged or DSS flag – Column 1-13 from Report 1.

## **7. How are special population defined in accordance with Perkins V?**

### **Response:**

The [Perkins V law](#) defines special populations as:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including low-income youth and adults;
- Individuals preparing for nontraditional fields;
- Single parents, including single pregnant women;
- Out-of-workforce individuals;
- English learners;
- Homeless individuals;
- Youth who are in, or who have aged out of, the foster care system; and
- Youth with a parent who is on active duty in the military.

## **8. In reference to the guidance update for CTE program investment criteria, the wages are different, therefore is alternate reporting allowed?**

### **Response:**

No, as wage data/median wage must be used for the region as a whole.

## **Headcount Questions**

## **9. How do we (college) go about understanding the headcount notification in red?**

### **Response:**

The number in red for headcount indicates a more than 15% change that has occurred in one or more colleges in the district of counts for unduplicated CTE economically disadvantaged students. These counts of students are derived from data submitted by the district to the Chancellor's Office Management Information System (MIS). The District Chief Executive/Business Officer or designee is required to provide an explanation for significant changes (more than 15%) in the NOVA system as demonstrated by the screenshot below:

Explanation of significant change (more than 15%) that has occurred in one or more colleges in your district \*  
test

**10. If colleges/districts have questions and/or discrepancies about current headcount, what is the best way to contact the Chancellor's Office MIS team and or Perkins V program?**

**Response:**

The MIS Division may be contacted at [cccmisedit@cccco.edu](mailto:cccmisedit@cccco.edu).

The Perkins V Program may be contacted at [Perkinssupport@cccco.edu](mailto:Perkinssupport@cccco.edu).

**11. I am noticing that my college's headcount is low and enrollment is up. How do I best frame my questions to either the Perkins V Program or MIS Division to understand what is going on with my college?**

**Response:**

When framing questions, these are the MIS data submission criteria you may reference:

- MIS data includes student, course, enrollment, student services, program award, financial aid, employee, etc.
- Data submitted on a term or annual basis depending on the type of data
- MIS data is used for accountability reporting and funding purposes

**12. Is the headcount process different for high school levels?**

**Response:**

Yes. These office hours are for community colleges. Please contact [California Department of Education \(CDE\)](#) for secondary headcount processes.

**13. Since certification headcount due in April, does this mean we will not find out until all of the colleges certify their headcount?**

**Response:**

This is correct, the Chancellor's Office must wait for the annual Federal Government award letter allocation prior to allocating funds to districts. It is recommended for colleges to budget 90% of previous year's allocation to tentatively plan their Local Application. Programs may be added or removed depending on the district's Comprehensive Local Needs Assessment (CLNA). We encourage districts to certify by headcount all at once.

#### **14. Where does headcount data exactly come from?**

**Response:**

Secondary and Post-Secondary. For California Department of Education (CDE), high school concerns are on the reporting system. For post-secondary, concerns are within Reports 1 and 2. You can contact your Perkins V grant Program Director or MIS team on your campus for methodology. Or you can email our office hours to review data. As a note, headcount based on duplicate populations. Additionally, headcount is based on 2022-23 unduplicated counts of students enrolled in CTE programs who met the economically disadvantaged criteria:

[https://www.calpassplus.org/Launchboard/SWP-MDD#\\_Toc138178720](https://www.calpassplus.org/Launchboard/SWP-MDD#_Toc138178720).

### **Comprehensive Local Needs Assessment (CLNA) Questions**

#### **15. What are some great, acceptable CLNAs that can be referenced?**

**Response:**

A few acceptable CLNA's to reference are as listed from the following districts:

- [San Jose-Evergreen CCD](#)
- [Santa Monica CCD](#)
- [West Valley-Mission CCD](#)

#### **16. Will there be a CLNA template available to use for the 2024-25 CLNA?**

**Response:**

There will not be a template this year. We are not accepting templates as a CLNA. Colleges and districts should ensure the CLNA submitted covers all the six (6) required elements. As required, districts must upload their CLNA within their local application in NOVA. As a planning tool, please refer to our resources on the website.

<https://www.cccco.edu/-/media/CCCCO-Website/docs/perkins/Perkins-V-Comprehensive-Local-Needs-Assessment-CLNA-Guidance-checklist.pdf?la=en&hash=065B058D82478DCC1BD7A27976CEFC6D0190D78E>.

#### **17. Does the Chancellor's Office require a particular CLNA format?**

**Response:**

The Chancellor's office does not have requirements regarding formatting. The previous template included the six required elements to be addressed, however, the template is meant to be a planning document and reference and is not to be intended as a Local Needs Assessment.

**18. Some of the language in the template is outdated. Is this the first required year the CLNA needs to be uploaded on the Perkins V application in NOVA?**

**Response:**

The CLNA is required every 2 years. The FY 2024-25 is a new 2-year cycle. As a planning tool, please refer to our resources on the website. <https://www.cccco.edu/-/media/CCCCO-Website/docs/perkins/Perkins-V-Comprehensive-Local-Needs-Assessment-CLNA-Guidance-checklist.pdf?la=en&hash=065B058D82478DCC1BD7A27976CEFC6D0190D78E>.

**19. Is the Comprehensive Local Needs Assessment (CLNA) submitted separately from my college's local application?**

**Response:**

The colleges within the district need to submit a required combined district CLNA as an uploaded supporting document within the CLNA section of the local application by May 31<sup>st</sup>.

### **Local Application Questions**

**20. How do I update my contact information to allow further access to my local application for editing, budget, and reporting purposes?**

**Response:**

Please submit a [NOVA helpdesk ticket](#) for your request.

**21. Is quarterly fiscal reporting a duplication of my uploaded college's expenditure reports?**

**Response:**

No, quarterly fiscal reporting includes progress made on workplan activities using associated metrics to shares specific programmatic and student success outcomes, as well as college expenditures.

**22. What is the final allowable submission due date, should we be not able to submit by the May 31<sup>st</sup> deadline?**

**Response:**

While the due date is May 31<sup>st</sup>, extensions are only granted on a case-by-case basis with justification. College/Districts must reach out to their [regional monitor](#) should they need to request an extension.

**23. Is Core Indicator 4 - Employment no longer monitored for Perkins V?**

**Response:**

Yes, Federal Government eliminated Core Indicator 4-Employment, that is now combined with Core Indicator 1-Postsecondary Retention & Placement, however within the [MIS report](#), this is tracked separately for colleges to reference.

**24. In reference to the top codes listed from the core indicator report, are these the ONLY programs that should be funded with Perkins?**

**Response:**

The TOP codes referenced on the MIS report should be used as a reference after the district's evaluation of the pre-determined TOP codes that align with the district's CLNA.

**25. Is it an allowable use of funds to provide our high schools partners trainings to teach the same curriculum pertaining to dual enrollment?**

**Response:**

Trainings are allowable; however, they must be directly aligned to CTE programs. If there is justification that the expenditures increase student and program outcomes, then it is allowable. Please also reference the Code of Federal Regulations for allowable and unallowable costs: <https://www.ecfr.gov/>.

**26. Can you please explain what indirect costs might be? The 5% indirect costs are California's negotiated rate with OCTAE/federal level. In reference to Indirect costs, do they apply to salary as well?**

**Response:**

No cannot be applied to salary. Indirect costs equate to overhead costs.

**27. Can you advise when it is needed to correct a previous fiscal report?**

**Response:**

Corrections will depend per college. Please reach out to your regional monitor to justify your budget modification if it is over 10% of the allocation. After June 30<sup>th</sup>, colleges may not spend Perkins V funds from the previous activities. All based on fiscal years pertaining to expenditures. Going back to Q1 you have to uncertified other Quarters. This would raise a red flag. In the system there is comment box for justification. Make Quarter adjustments for corrections.



**28. As a Project Director, I am not able to view/edit my college's application in the system, even though I have access to my other programs in NOVA. How can I best resolve this issue?**

**Response:**

- Within the plan, you must be listed as a contact specifically to the grant. Please send a [NOVA helpdesk ticket](#) to request your access. This will be the same guidance as for when staff is unable to access to enter data into the headcount section.
- This guidance also relates to transitioning staff. Please be sure to periodically check the contacts section of the application to update approvers, editors, etc.

**29. I am not receiving any notifications from NOVA. Where can I manage my NOVA notifications?**

**Response:**

Areas to check for NOVA emails:	Solutions
<ul style="list-style-type: none"><li>•Outlook Junk/Spam Folders</li><li>•Check with your outlook administrator to see if there are firewalls with receiving external notifications.</li></ul>	<ul style="list-style-type: none"><li>•Be sure you have a NOVA Account.</li><li>•Should you find the NOVA notification in your junk/spam folder, drag the item to your main folder</li></ul> <p style="text-align: center;">-OR -</p> <ul style="list-style-type: none"><li>•Create an Outlook inbox rule for NOVA emails to be sent to your "NOVA specific" emails/notification inbox.</li></ul>

**30. Is it possible to program NOVA to email reminders to the district/colleges at set times, for example a week or two before the due dates for the application/reporting submissions?**

**Response:**

The Perkins V team will review our notification system and be sure, along with the dashboard due dates, add reminder due dates prior to program deadlines.

**31. What is the process for capital outlay purchases?**

**Response:**

As reference within the [California Community Colleges, BUDGET AND ACCOUNTING MANUAL](#), construction projects that include physical upgrades, must go through a process for bidding. For Perkins V funding, it is recommended to allocate funding to be

focused less on capital outlay and more towards core indicators for special population groups.

**32. Does each Program/Department that are approved for Perkins V Funds need to provide responses to the questions?**

**Response:**

Please connect with your CTE Dean on how to submit responses in the NOVA application. All Perkins V funding requires to have a local application submitted, including a CLNA.