

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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October 2, 2017

**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 Local and Regional Share Fiscal Reporting in NOVA**

Dear Colleagues,

We are excited that planning for Round 2 of the Strong Workforce Program is well underway in colleges and regions across the state. As part of the phase in approach, we are activating the fiscal expenditure reporting side of the NOVA system to enable colleges, districts and regions to begin reporting on expended Strong Workforce Program funds, and to adjust plans and budgets. **The “Fiscal Reporting” module in NOVA will go live on Monday, October 2, 2017 with reporting due Friday, December 1, 2017.** Colleges and regions are requested to report on the first 4 quarters of expenditures for Round 1 Year 1 encompassing the 2016-17 fiscal year. Through the same reporting module, assigned users will also have the ability to edit project outcomes and budgets by object codes. Colleges, districts and regions will report on quarters 5 and 6 in the spring, and then quarterly thereafter for each funding Round. We will make sure to remind you of the reporting deadlines to ensure a seamless transition. We are excited to introduce the next phase of NOVA functionality.

## **What are the NOVA User Levels?**

There are two types of access levels for users reporting in the NOVA system: basic and advanced. Each are assigned at the local and regional level independently. Reporting of project expenditures are entered by object code in NOVA. Users can also edit projects budgets, and adjust outcome metrics accordingly. Based on the expenditure amounts reported, there may be a series of additional Project Progress questions (Question flow is below).

### **The following is a description of the two NOVA user types:**

**Basic level access** allows a user to report on all expenditures, adjust budgets between object codes within a single institution project, and to adjust metrics between object codes within a single institution project.

**Advanced level access** allows users the same level of access as Basic level access, but provides authority to increase and decrease the overall budget for a project. Report on all project institutions for regions; and district institutions (Regional and District). Move budgets among institutions (Regional and District).

## **How Do I Obtain NOVA Reporting User Access?**

If you are designated as someone who has reporting privileges, you will receive a confirmation email from NOVA administrators by Friday October 6, 2017. If you have not received this email but believe you should have access please request access by filling out this form here:

<https://goo.gl/forms/L3wOFgBuVS0H795o2>.

If you have inadvertently been given unauthorized access to a reporting role, or the wrong level of access, contact us at [strongworkforcehelpdesk@cccco.edu](mailto:strongworkforcehelpdesk@cccco.edu)

## **How Do I Login and Begin Using NOVA?**

Once you've been granted reporting privileges, when you login to NOVA (<https://nova.cccco.edu>) you will see a menu item for Fiscal Reporting under the SWP Fund. Use the filters to find your proposals and click on them to enter into fiscal reporting. Based on your user level, you will be able to enter object code expenditures, adjust budgets and adjust metrics. For a more detailed user-guide please visit

<http://doingwhatmatters.cccco.edu/portals/6/docs/sw/SWP%20Reporting%20FAQs%20Manual.pdf>

STRONG WORKFORCE PROGRAM  
Fiscal Reporting

NAME FILTER: [Ex: "mechatronics"]      FUND FILTER: Regional Share      PROGRAM YEAR FILTER: 2016-17

ID	PROJECT NAME	FUND	YEAR	BUDGET CHANGE	UNDER SPENDING	CHANGED GOALS	STATUS
33	Maker Space	SWP-R	2016...				Open
31	Interdisciplinary Entrepreneurship Program	SWP-R	2016...				Open
57	North Far North Advanced Manufacturing ...	SWP-R	2016...				Open
79	Advanced Transportation	SWP-R	2016...		\$		Open
85	Strengthening our Workforce With Global T...	SWP-R	2016...				Open
98	Emergency Medical Services: High-Fidelity ...	SWP-R	2016...				Open
149	NetLAB	SWP-R	2016...				Open
44	Regional Clinical Placement Developer	SWP-R	2016...				Open
97	NFNRC HVACR and Environmental Controls...	SWP-R	2016...				Open

Please take the time to review the FAQ and user guide that is referenced in this email. Should you encounter any unexpected issues, have a question, believe you need a different level of access, or have suggestions, please use the help feature at the top right of the NOVA webpage or email [strongworkforcehelpdesk@ccco.edu](mailto:strongworkforcehelpdesk@ccco.edu)



## Attachment A

### SWP Project Progress Questions

Questions regarding the status of this project

1. The project goals, outcomes, and workplan... *(checkbox, select one)*
  - remain substantially the same as proposed
  - have changed substantially such that we anticipate we will need to modify the project plan
  - We are no longer planning to pursue this project\*
  - Other (text response)
2. Progress on workplan *(checkbox, select one of 3)*
  - The project is complete
  - We are progressing as projected in the project workplan
  - Our progress has been delayed *(below display only if this item checked)*
    - This project is ongoing with no projected end-date
    - We anticipate completing the project according to the timeline
    - We may need to extend the end date of this project in order to complete it\*
    - Primary reasons for delay (check all that apply)
      - We are still ramping up to manage the increased funding levels
      - Planning has taken longer than anticipated
      - The project will require more staff time than we anticipated
      - Hiring and onboarding staff has taken longer than planned
      - Turnover in the staff responsible for project management
      - Other - ( text response)
3. Progress on expenditures  
The 2016-17 allocation must be fully spent by December 31, 2018
  - Do you anticipate being able to fully expend the funds budgeted for this project by that date?
    - Yes
    - If you are uncertain, or know that you will not be able to fully expend the amount budgeted for this project by December 31, 2018 ...
      - Do you anticipate shifting the funds to another project or returning funds to the region for reallocation in order to fully expend the 2016-17 allocation?\*
      - Do you anticipate starting and funding a new project to fully expend the 2016-17 allocation?\*
      - Would it be advantageous to you to spend funds from your 2016-17 allocation on projects you anticipate funding from the 2017-18 allocation in order to fully expend the 2016-17 allocation?\*
4. Would technical assistance be helpful? If so, in what areas?

- Assistance with Nova
- Assistance in using and understanding SWP metrics and outcomes
- Assistance in identifying and implementing effective strategies to move SWP metrics
- Recruitment of qualified faculty and staff
- Other

5. Comments (*open note field*)

\*Note that changes to projects funded by the regional fund and approved by the regional consortium may require approval and/or return of funds to the regional consortium. Contact your regional consortium fiscal agent for more information.