



Strong Workforce Program K-12 Online Reporting Deadlines

Dear Colleagues,

The Chancellor's office has activated the fiscal expenditure reporting side of the NOVA system to enable Local Education Agencies to begin reporting on expended K-12 Strong Workforce Program funds, and to adjust plans and budgets. **The "Fiscal Reporting" module in NOVA is now live and can be accessed at <https://nova.cccco.edu>.** Although there were delays with the program reporting system for Rounds 1 and 2, the Chancellor's office is required to capture the data from each funding round.

Once you have logged into NOVA you will see a menu item for Fiscal Reporting under the K-12 SWP Fund. Use the filters to find your proposals and click on them to enter into fiscal reporting. For a more detailed user-guide, please visit:

<https://www.youtube.com/watch?v=HHB5DZytdA&feature=youtu.be>

Reporting Schedule

Round One (1) Reporting - For Round 1, we are asking Local Education Agencies to report on the cumulative expenditures commencing July 1, 2019 through June 30, 2020 and certify these expenses by **December 18, 2020**. These expenditures must be entered in Quarter 4 of the **NOVA reporting system, Reporting Period 2019-20 Quarter 4. (see slide below).**

The screenshot shows the 'Fiscal Reports' interface in the NOVA system. At the top, there are two tabs: 'K12 SWP' (selected) and 'K14 TAP & Coordinators'. Below the tabs, the title 'Fiscal Reports' is displayed. The main content area contains a 'Filter Plans' section with the following elements:

- A checkbox labeled 'Save Filter Settings' which is checked.
- A button labeled 'Clear Filters'.
- A 'Title' field with an empty text input box.
- An 'Institution' dropdown menu with the text 'Select Institution' and a downward arrow.
- A 'Reporting Period' dropdown menu with the text '2019-20 Quarter 4' and a downward arrow.
- A 'Report Status' dropdown menu with the text 'Select Report Status' and a downward arrow.

A blue circular chat icon is visible in the bottom right corner of the interface.

Round One (1) Awardees must submit a fiscal year 2019-20 report. Cumulative expenses for the period 7/1/2019-6/30-2020 may be reported in Q4. Additionally, Round One (1) awardees must also submit a Q1 fiscal report for the period 7/1/2020-9/30/2020. Expenditures will be reported in FY 2020-21 Q1. Reports are due 12/18/2020. The complete reporting schedule for Round One (1) recipients is as follows:

FY 2019/20 Qtr. 1 (07/01-09/30) Due 12/18/2020
FY 2019/20 Qtr. 2 (10/01-12/31) Due 12/18/2020
FY 2019/20 Qtr. 3 (01/01-03/31) Due 12/18/2020
FY 2019/20 Qtr. 4 (04/01-06/30) Due 12/18/2020
FY 2020/21 Qtr. 1 (07/01-09/30) Due 12/18/2020
FY 2020/21 Qtr. 2 (10/01-12/31) Due 01/31/2021
FY 2020/21 Qtr. 3 (01/01-03/31) Due 04/30/2021
FY 2020/21 Qtr. 4 (04/01-06/30) Due 07/30/2021
FY 2021/22 Qtr. 1 (07/01-09/30) Due 10/31/2021
FY 2021/22 Qtr. 2 (10/01-12/31) Due 01/31/2022
Final Report Due 02/28/2022

Round Two (2) Awardees will report expenditures for the period 7/1/2020-9/30/2020 in FY 2020-21 Q1. This report is due 12/18/2020. The complete reporting schedule for Round Two (2) recipients is as follows:

FY 2020/21 Qtr. 1 (07/01-09/30) Due 12/18/2020
FY 2020/21 Qtr. 2 (10/01-12/31) Due 01/31/2021
FY 2020/21 Qtr. 3 (01/01-03/31) Due 04/30/2021
FY 2020/21 Qtr. 4 (04/01-06/30) Due 07/30/2021
FY 2021/22 Qtr. 1 (07/01-09/30) Due 10/31/2021
FY 2021/22 Qtr. 2 (10/01-12/31) Due 01/31/2022
FY 2021/22 Qtr. 3 (01/01-03/31) Due 04/30/2022
FY 2021/22 Qtr. 4 (04/01-06/30) Due 07/30/2022
FY 2022/23 Qtr. 1 (07/01-09/30) Due 10/31/2022
FY 2022/23 Qtr. 2 (10/01-12/31) Due 01/31/2023
Final Report Due 02/28/2023

Round Three (3) Awardees will use the following reporting schedule:

FY 2021/22 Qtr. 3 (01/01-03/31) Due 04/30/2021
FY 2021/22 Qtr. 4 (04/01-06/30) Due 07/30/2021
FY 2020/21 Qtr. 1 (07/01-09/30) Due 10/29/2021
FY 2020/21 Qtr. 2 (10/01-12/31) Due 01/28/2022
FY 2021/22 Qtr. 3 (01/01-03/31) Due 04/29/2022
FY 2021/22 Qtr. 4 (04/01-06/30) Due 07/29/2022
FY 2021/22 Qtr. 1 (07/01-09/30) Due 10/29/2022
FY 2021/22 Qtr. 2 (10/01-12/31) Due 01/27/2023
FY 2022/23 Qtr. 3 (01/01-03/31) Due 04/28/2023
FY 2022/23 Qtr. 4 (04/01-06/30) Due 07/28/2023
Final Report Due 08/31/2023

Should you encounter any unexpected issues, have a question, or believe you need a different level of access, please use the help feature at the top right of the NOVA webpage or email K12SWP@cccco.edu.

NOTE: For the K-14 TAPs and K12 Pathway Coordinator grants, we are temporarily pausing expenditure reporting. The Chancellor's Office is currently modifying a few reporting functions in NOVA and anticipate these fixes will be completed within the next couple of weeks. We will email the guidance for reporting and timelines when the modifications are complete. Thank you for your patience.

Training Tools

The NOVA platform now includes the below features for the K12 SWP program. For a full listing of all NOVA training videos, please visit the [NOVA YouTube Channel](#).

Removal of Partner Agency – If a Partner Agency listed on your application wishes to discontinue their involvement, there is now a process to remove them and make necessary adjustments to the project's budget and match.

- [Click here for the training video on this subject](#)

Closure of an Ongoing Project – If the Lead Agency wishes to terminate a project prior to completion, there is now a process to do so.

- [Click here for the training video on this subject](#)

K14 TAP and K12 Pathway Coordinator Fiscal Reporting – Once reporting opens, K14 TAP and K12 Pathway Coordinators may submit quarterly fiscal reports in NOVA. Guidance and reporting dates will be sent to the field once the NOVA system is complete.

- [Click here for the training video on this subject](#)