# **NOVA Live Demonstration Webinar**

# **Questions and Answers**

# November 29, 2017

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| Question | Answer |
| 1. Can you repeat what is due on 12/15? | Member work plans and budgets are due in NOVA on December 15. |
| 1. Please clarify - does member lead certify what’s been entered? | Members will submit their work plan and budget by December 15 and Consortium leads will need to certify by Jan 15. When a member submits their budget, work plan & expenses, it should be submitted by someone that is authorized to submit (which means certifying for that member). |
| 1. Please repeat 16/17 information as to budget development. Are we submitting a 16/17 including carryover and 17/18 as separate budgets? | Your budget, for this year, will include your carryover that you haven’t spent from 16/17 and your new funds from 17/18. That budget you develop will be based on your annual plan you submitted to the State back in August 2017. |
| 1. Is there a place on the budget items to indicate the strategy? | When you go into the system, you will have all of the annual plan strategies the consortia said they would work on – there may be 15 to 20 – and you as a member will select the ones you plan to work on and spend the AEBG funds. There should be a connection between work plan strategies and what you are reporting by object code on the budget side. |
| 1. How do we see who can certify our budget/plan submission as a member and/or as a consortium? | At the member access level, the member representative and the member contact can submit the workplan and budget for their agency. At the consortium level of access, only the primary contact can certify the workplans and budgets. |
| 1. Are the member expenditure forms be in NOVA also (in particular interested regarding the 12/31/17 actuals report)? | There won’t be a member expenditure form – you will just type your expenses directly into to NOVA. The expenditure part will be released later. Expenditures will not be due until March 1st. |
| 1. A question has been made that the budget from CFAD is already been changed. Will you be addressing that today? Thanks | If you need to update your CFAD, please contact Nicole Alexander of the AEBG Office. |
| 1. Is the budget editable while consortia reviews? | Members have the ability to un-submit their workplan and budget. Changes can be made to the workplan/budget until the consortium primary contact certifies. Once the workplan/budget is certified at the consortium level, it cannot be changed. |
| 1. For clarification, the members input the original budget and update once it is opened? | You would put in your budget for the year and you could do a budget revision throughout the year. For 16/17 carryover and 17/18 new funding, you will have to come up with your own budget. |
| 1. So our current plan & CFAD should be in NOVA? | Yes – it should. |
| 1. Should we have access to the screens in order to enter our budget data at this point when logging into NOVA? | NOVA allows everyone to see each other member’s budget, workplans and expenses. |
| 1. So we do not have an expenditure report due on December 1? | No – you do not. You have a budget due on December 15th. Your expenditure report won’t be due until later – like March 1, 2018. |
| 1. Can each member have multiple users within the agency? | Yes. |
| 1. Will entering the budget will it include the Data and Accountability budget? | No – data and accountability will be in the old system. This is only 16/17 carryover from consortia funds and 17/18 new consortia funds. |
| 1. In NOVA, what is the difference between the roles contact and representative when we are adding a new person to an agency? | Member representatives are the only users that can add and remove contacts for their agency. |
| 1. Will there be a budget form in NOVA for each member site or do we come up with our own? | No – there’s no budget form – you just type directly into NOVA. |
| 1. How do we report the common cost expenditure in NOVA? | If you have operational costs or general costs, I’m sure your district has a way of figuring out where operational costs – if you use a certain object of expenditure code. Go back to your district accounting and ask what is the policy or method that they use for doing operational cost.  If your consortium is holding funds that are in common with the membership, they must put that in the member’s budget of who is holding it. Keep in mind that the 45-day disbursement of funds is in the education code – so holding funds longer than 45 days could put you out of compliance. |
| 1. How do we see who can certify our budget/plan submission as a member and/or as a consortium? | NOVA allows everyone to see each other member's budget, work plans and expenses.  At the member access level, the member representative and the member contact can submit the workplan and budget for their agency. At the consortium level of access, only the primary contact can certify the workplans and budgets. |
| 1. Did he say can or cannot have multiple users? | Yes - you can have many users. |
| 1. Is this only for the Adult Ed Block Grant and not Strong Workforce? | This is for AEBG only. SWP is also on NOVA - but the rules might vary - a little. But adding members and access is the same as SWP. |
| 1. Can you give the 15/16 dates again for budget changes and close out? | 15-16 funds & D &A funds budget changes are due by 12/20/17 in the old misweb system. Their expense reports are due by 1/31/18. For 15/16 consortia funds - this is the final expenses report in the misweb system. |
| 1. Please let us know if an agency can have multiple users. | Yes, you can have multiple users. |
| 1. How do we gain a login and password access? | A link was sent out to register for NOVA. Once you login, you can add other users. |
| 1. Must our 1/15/17 certification be done by the Director or fiscal agent’s Chief Financial Officer? | Your 15/16 certification will be done by your CBO listed in the old online miswebex system. |
| 1. Should we contact the info email or someone specifically at the AEBG office? | AEBG TAP would be best. |
| 1. The dates of reports you were giving were only for AEBG and not Strong Workforce? | Yes – this is an AEBG webinar on AEBG NOVA. |
| 1. Is there a browser that NOVA works better with? | Chrome is the best browser to use. |
| 1. 15/16 MOE reporting? | 15/16 MOE is reported to CDE via SACS – not in the old misweb system. Only consortia 15/16 funds are reported in the old misweb system. |
| 1. How about the 16/17 and 17/18 combined funds in NOVA? Who certifies? | The member budget, work plan & expenses will be certified & submitted by someone at the member district who has that responsibility. The member must decide who will be the certifier of this information.  The consortium level certification will be decided by the membership based on how they process consortium level administrative oversight. See webinar on 12/1/17 for more details. |
| 1. If we exhausted all of our 15-16 funds and reported back in July, we do not have to worry about submitting anything in the old system, correct? | You still must submit the final expenses report by 1/31/18 which is the same expense report as previously submitted and then a close out in Feb. But you have to go through the formality. Sorry. |
| 1. AEBG 15-16 Budget revisions \*Dec 20 15/16 & Data and Accountability Budget changes due (old system) | Correct – sorry budget revision are due 12/20. Sorry – cheated you out of 5 days, but that’s 15/16 & D & A funds only. |
| 1. With the 16-17 carryover with 2017-18 funds combined...who certifies? Director? | In the old misweb system – there is a CBO listed. Check to see who is listed – it could be the consortium lead or it could be an actual CBO/CFO. For NOVA – you have to determine who the member certifier is. |
| 1. As a consortia member, should I be able to see where I need to enter expense information? I don’t see anything past “member allocations.” | Make sure that you are accessing the workplan and budget from the member page. The workplans and budgets are submitted at the member level, and so you need to click into your member page to access the work plan and budget. From the consortium main page, scroll down to the list of member agencies. Click on your agency. Then click on 17-18 Member Plan. From there you should be able to see the workplan and budget. |
| 1. I’m the certifying officer so can we add documents as well? | Yes. |
| 1. Our annual plan is not linked – why would that be? | All annual plans are in NOVA. All strategies are listed in the work plan section. Check with AEBG TAP if you have problems. |
| 1. Okay so then once the member enters their budget, etc, they can certify? | The member submits/certifies and then consortium level certifies to the State. |
| 1. In Kern’s NOVA account, we’re seeing a balance of 771,484 (the data & accountability fund amount) listed there. Is that not right as you indicated that fund is not coming forward into NOVA? | No the data & accountability is not in NOVA but the old misweb system (Chancellor’s Office). |
| 1. I’m not seeing how I can add the member contacts. When I click on our member agency, I just see a Member Agency Information box containing nothing. | You might not have the appropriate access level – you might not be a member representative. Only the member representative shave the ability to add and remove contacts and will see the add contacts button. |
| 1. I don’t see the ADD documents, add contacts or any other option. | In order to add documents, you will go back to your landing page for your consortia. The third module down, you will the repository. On the bottom right hand side, you will see a link that says add document. |
| 1. How do you get to the work plan? | The workplans and budgets are submitted at the member level, and so you need to click into your member page to access the work plan and budget. From the consortium main page, scroll down to the list of member agencies. Click on your agency. Then click on 17-18 Member Plan. From there you should be able to see the workplan and budget. |
| 1. Where would I view every member's budget so I can view and certify? | Scroll down to where the member agencies are listed, click on the agency name link. At the bottom of the left-side blue pane, click on the link for the 2017-18 Member Plan, then click on Workplan, then you will see what they have done for their workplan.  You can also do the same to see the budget. When they submit, you will see at the top right hand, it will say submitted. |
| 1. Just to clarify--for the 1/15 deadline for consortia certification of member budgets in NOVA--who certifies? | The 1/15/18 is for consortia to certify/submit all member budgets. Each consortium will decide who will be the consortium level certifier. It could be the consortium lead, director, fund administrator, or someone else – as agreed upon by membership. |
| 1. I have a member representative who cannot access their member plan. Who do they need to contact for help? | Please contact AEBG TAP. |
| 1. I tried the NOVA email feature to distribute a PDF file of the consortium budget summary. No one received them. Is there something I need to know about this feature? | This issue should be fixed. Please contact us if you continue to experience any problems. |
| 1. Is this still due Dec. 15th? | Member budgets are due 12/15/17. |
| 1. Since FRC is the fiscal agent, everything was entered into the FRC member page. Was this correct? | If they are the only member – then yes. If there are more members that received an allocation as shown on the CFAD – then – no – it is not correct.  All members receiving funds shown on the CFAD – must submit a member budget, work plan and expenses. |
| 1. Is it true that our Data & Accountability funds are showing up as unspent 2015-16 $? | Not in NOVA. They will show up in the old misweb system under a specific fund code and with specific password access. |
| 1. Does the Fiscal Contact on the Consortium level certifies the budget or the Primary Contact? | It would be wise to have a fiscal contact to certify the member budget & expenses. But that is the member’s decision. Remember, these reports are actuals, which means they are auditable. So having your district fiscal person certify/submit would be suggested. |
| 1. Can I "certify" and submit, or does my CFO have to "certify" and submit? | For consortia level certification - that would have to discuss among members on what they are ok with. The consortia lead has provide admin oversight. Webinar on 12/1 to cover those requirement.  For members – we recommend the CFO as your reports are actual expenses and are auditable. That’s why we are giving you 60 days to report quarterly expenses. |
| 1. I'm not able to see a work plan for one of my member districts. Is it because I only have member representative access, versus primary contact access? | Contact AEBG TAP. Nicole will assist. The member might not be listed. |
| 1. So the work plan will include 2 years of strategy right? And any new strategies will have to be added in? | The 12 month budget will include all strategies you plan to work on from July 1. 2017 to June 30, 2018. The next year you will develop a new annual plan with the same or additional strategies that you will use to create a new budget & work plan.  There should not be a need to add any new or additional strategies during the year as this is a 12-month work plan. You will complete another one in the spring and submit it by 8/15. This will be the annual planning cycle. |
| 1. Is this being recorded? If so, when will it be available for additional viewing? | Recording will be ready within two hours after the end. |
| 1. Did you go over how to DELETE a member representative? | Click on the trash can icon located next to that individual’s name. Only consortium primary contacts and member representatives have access to remove contacts. |
| 1. Is it one strategy per objective that is required? | At a minimum - but some consortia have many strategies. A member may be only working on 2 or 3 strategies during the program year. Meaning a member doesn't have to click on one strategy per objective. |
| 1. I have the same question as Pamela, does the Fiscal Agent CFO need to do the final certification? | At the consortium level - it's up to members on who will be the certifier. And what that process looks like. Please refer to the 12/1/17 webinar on consortium admin oversight. |
| 1. What if a member checks a box and won't doing everything that is listed under that strategy? | We decided that the strategies are really what we articulated and we have flexibility in interpreting them. |
| 1. If there is a revision for the past financials entered (i.e. more of the funding spent in the prior period than was reported), can I adjust that in the carryover? | You need to work with Nicole to correct the last 16/17 expenses report (July 2017 in the old misweb system). The balance from that July 2017 report must match the carry over that you are reporting in NOVA for 16-17. This is your audit trail. |
| 1. Is it optional to put in a description for a budget item? | Yes – it’s optional. |
| 1. I am with the Southbay Consortium, and new to this position, whom would I contact for access to the old system? And what is the name of the system? And when is that information due? | Please contact AEBG TAP. You will be set up with passwords and access to the old system. |
| 1. No one received the PDF I sent through the "share PDF" feature. Help? | This function will be tested and if there is an issue, it will be fixed. Sometimes it ends up in Spam and Junk folders, so I would check there. |
| 1. What is the best source for getting the figure for the carryover amount? Do we use the district figure? Hopefully the same figure was reported by the consortia. | Consortia and their member should have tracking expenses at the member level since the beginning of AEBG (July 1, 2015). Each member district tracks its expenses and feeds this information to the consortium level for expense reporting. In the old misweb system, the consortium level report was rolled up from the members. For the 16/17 carry over amount in NOVA each consortia would work with its members to match the July 2017 expense report on 16/17 funds – remaining balance – with what each district has reported as part of that consortium level roll up report. That would confirm your carry over by member. Consortia should have been doing this every report period. |
| 1. What level access can certify budget? | For member certification – at a minimum - your member representative and member certifier should have access to the budget, work plan & expenses. |
| 1. Confirming - Lead must certify budgets by January 15, 2018? | The consortium certifier must certify member budgets by 1/15/18. The consortium members decide who is to be the certifier at the consortium level. That may well be the consortium lead – but it’s up to members to decide. |
| 1. Does our CBO still certify the budget? | Yes – we would recommend that for member budgets, & expenses. I would suggest for work plan review – you may want to bring in the program person. |
| 1. What is Nicole's contact number? | Please contact AEBG TAP at tap@aebg.org and we will put you in touch with Nicole and Ryan. |
| 1. Does a final certification require the voting membership approve it? | We would not recommend that – but suggest you follow your governance & by laws on what was agreed to by members for consortium level administrative oversight – aka – the responsibilities & duties of the consortium level staff. |
| 1. Would you add the full budget amount even if planning to use in the following year? | Yes – this is mandatory. You cannot submit a partial budget. You must submit a budget that reflects 100% of the 16-17 carry over and the 17-18 new funds. |
| 1. Is there a save button in case entering the budget is interrupted for any reason? | There is no save button for the workplan and budget. Once entered into the system, information should automatically save. |
| 1. How do we enter expenditures? | Instructions for expense reporting will be out in January. Member expense reports are not due until 3/1/18. |
| 1. How does oversight differ from certification? | Consortium administrative oversight is part of the consortium certification process. Please see the Fiscal Guidance on Consortium Administrative Oversight (on the AEBG website) and the 12/1/17 webinar on the same topic. |
| 1. At the member level, how will these districts fund a person to do all this work? They will have to work it into their work plan and budget? | Each member district can take their approved indirect rate to cover these costs. That will be reported as part of their budget. |
| 1. If we share the budget after input; does it send a copy of the budget to the person we are sharing with? | Yes. |
| 1. Do unspent reallocated 16/17 funds get combined with the 16/17 carryover field in NOVA? | You must enter that into NOVA. But your member certifier must ensure that figure is accurate and it must match what was reported at the consortium level for the July 2017 expense report for 16/17 funds in the misweb system. |
| 1. Does the shared document/budget print out as a pdf? | Yes. |
| 1. Can I have my district accounting supervisor added with the ability to add our budget information? | Yes, follow the instructions Nicole walked through to add a member. |
| 1. If we are incorporating the carry-over funds into the 2017-18 budget, are we still required to spend down the 2016-17 carry-over funds by December 2017? | No – we will release targets by quarter. It is a 15% increments by quarter. Q1 = 15%, Q2 = 30%, Q3 = 45%, Q4 = 60%. |
| 1. I understood that 15-16 funds were NOT being reported in NOVA. As the fiscal agent, we have used MIS system. Are members now expected to report 15-16 in NOVA? | No - 15/16 funds and data & accountability funds will continue to report in the misweb system as they have been. No changes in reporting for misweb. |
| 1. How can a member make changes to the amount that's listed under their agency? | The member must work with the consortium lead and they in turn work with the State AEBG Office. |
| 1. Is there or will there be a timeline on the AEBG website? | Yes – all these due dates are posted on the AEBG website under calendar of due dates. |
| 1. With consortium carry over budgets from 2016-17, what is the process for redistributing funds within the consortium? | Each consortium uses the CFAD process to distribute funds to members. For redistributing funds, you would update or revise the existing CFAD. You would also have to ensure that the reallocated funding reflect what was submitted in the annual plan (8/15/17) and in the member work plans submitted by 12/15/17. |
| 1. Are the YouTube links posted on the AEBG website? | The YouTube link will be posted on AEBG website, along with the recorded webinar and PPT presentation. |
| 1. We have school members that have their carryover on their site. The consortium paid out to them. Do we still put their amount in Nova carryover? As it is out of our consortia budget already. | Each member district must have a budget, work plan and report expenses in NOVA. If the expenses for 16-17 are already spent – no need to report them again. Any remaining balance or carry-over of 16-17 funds must be represented in each member’s budget based on the annual plan that was submitted to the State by 8/15/17 – which would show up as indicated in the member work plan submitted in NOVA. |
| 1. How are the member allocation amounts changed? Is it the consortium lead? | Yes – the consortium leads would work with the State AEBG Office to change the CFAD amounts that were submitted by 5/2/17 for members. |
| 1. Did you say expenditure targets are 15%, 30%, 45%, 60% for Q1-4? | Yes – targets will be released next month. |
| 1. How can I get on the newsletter distribution list? | Go to the AEBG website and hit the subscribe button. |