

NOVA AEBG Budgeting & Planning User Manual

AEBG Budgeting & Planning

Overview

NOVA is a platform developed to help institutions manage initiatives funded through categorical funds. Through the migration to NOVA from the AEBG portal, NOVA will be the central platform for AEBG member and consortia information, planning, budgeting and reporting as well as CFAD creation.

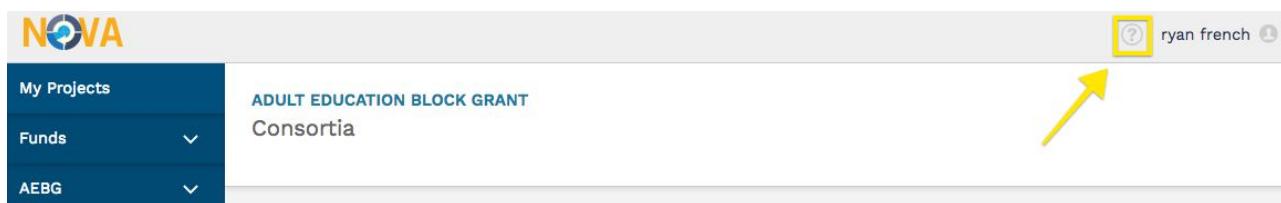
The vision for NOVA has been to enable efficient process and provide transparency and limit bureaucracy. Therefore, NOVA is an open system with wide view access and inputs limited to responsible parties.

The first phase of our release will focus on consortia and member information, planning and budgeting. Continued releases will incorporate new features with the CFAD, annual plan and quarterly fiscal reporting scheduled for after the first of the year.

Access & Permissions

Your account access and permissions are based on information imported from AEBG Portal. The user's relationship with the consortia drives access and permission. For example, consortia contacts will have read/write access to consortia level plans, budgets and member allocations as well as all member plans and budgets. A member contact will have read/write access only to their member level plans and budget. All users will have read only access to all member and consortia plans. A user may have consortia level and member level access based on these relationships.

If you feel your level of access is insufficient or incorrect, please use the help feature in the top right corner of NOVA to submit an email and make a request for access.



Provided you have NOVA AEBG access you will see AEBG show up under the Funds section in the left menu panel. To navigate to AEBG, click Funds and then AEBG under the Funds heading.

Main Consortia Dashboard

Once you have navigated to AEBG by clicking Funds > AEBG you will see the list of consortia in the dashboard along with their funding channel.

The screenshot shows the NOVA AEBG Consortia Dashboard. On the left, a sidebar menu includes 'My Projects', 'Funds' (selected), 'AEBG' (selected), and 'Consortia'. The main content area is titled 'ADULT EDUCATION BLOCK GRANT Consortia'. It features two filter boxes: 'NAME FILTER' (Ex: "Community College Consortium") and 'FUNDING CHANNEL FILTER' (Select Funding Channel Filter). Below the filters is a table with columns 'NAME' and 'FUNDING CHANNEL'. The data is as follows:

NAME	FUNDING CHANNEL
1 Allan Hancock Community College Consortium	Fiscal Agent
2 Antelope Valley Regional Adult Education Consortium	Fiscal Agent
3 Barstow Area Consortium for Adult Education	Fiscal Agent
4 Butte-Glenn Adult Ed Consortium	Fiscal Agent
5 Greater Opportunity Through Adult Learning	Direct Funding
6 Partnership for Adult Academic and Career Education	Direct Funding
7 Chabot-Las Positas/Mid-Alameda County Consortium	Direct Funding
8 West End Corridor/Chaffey Regional AE Consortium	Fiscal Agent

This list represents all consortia that are in existence for the 2017 - 2018 funding year. You may easily find the consortia you are looking for by using the filters provided. Search for your consortia by name (or assigned number), view all consortia based on their funding channel or use a combination of the two.

The screenshot shows the NOVA AEBG sidebar menu. The items listed are 'My Projects', 'Funds' (with a dropdown arrow), 'SWP' (with a left arrow), and 'AEBG' (with a left arrow). The 'AEBG' item is highlighted with a yellow box.

You may click on a consortium to view the consortium's information. For example, clicking Allan Hancock Community College Consortium will reveal consortium level information, member agencies, contacts and documents. In addition, new menu items will be revealed specific to the consortium.

You may view the consortia CFAD, enter the Consortium Plan and Consortium Members and Allocations module.

The main consortium dashboard is intended to be your resource for all consortium and member information.

Member Planning & Budget

From the Consortia Dashboard you may also access member agency information by clicking on a consortium. Each member listed as a member is a link. Clicking on the consortium member will reveal member information including their agency information and contacts.

Member Agencies			
MEMBER NAME	MEMBER TYPE	CONTACT	PHONE
Allan Hancock Joint CCD	Community College D...	Sofia Ramirez Gelpi	(805) 922-6966
Department of Social Services, Santa B...	Regional Occupationa...		
Lompoc Unified School District	K-12 School District	Kathi Froemming	(805) 742-3250

My Projects

- Funds
- AEBG
- Consortia
 - 01 Allan Hancock
- Member Allocations
 - Allan Hancock Joint CCD
- 2017-18 Member Plan

ADULT EDUCATION BLOCK GRANT

01 Allan Hancock Community College Consortium (2017-18)
Member Agency: Allan Hancock Joint CCD

Member Agency Information

MEMBER NAME:	Allan Hancock Joint CCD	MEMBER ALLOCATIONS 2017-18:	\$600,000
MEMBER TYPE:	Community College District	MEMBER ALLOCATIONS 2016-17:	\$663,431
MEMBER ADDRESS:	800 S. College Drive Santa Maria, CA 93454	MEMBER ALLOCATIONS 2015-16:	\$630,850
MEMBER WEBSITE:			

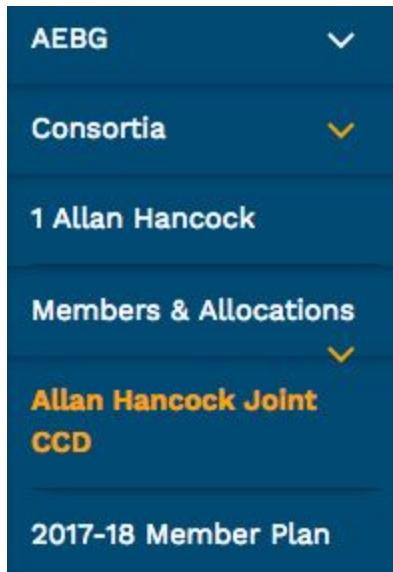
Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Elaine Healy	ehealy@hancockcollege.edu		(805) 922-6966
Member Representative	Sofia Ramirez Gelpi	sgelpi@hancockcollege.edu		(805) 922-6966
Member Representative	01 Allan Hancock Joint CCD...	ah-mr@test.com		

+ ADD CONTACT



Once you are on the member agency page, a new menu item, 17-18 Member Plan, will be revealed. This is the beginning of the member planning and budgeting process.



Clicking on the 2017-18 Member Plan menu item will reveal menu items Workplan, Budget and Preview.



Navigating to the work plan tab is where the member will identify the strategies within the five AEBG objectives they will implement.

NOVA

ADULT EDUCATION BLOCK GRANT
1 Allan Hancock Community College Consortium (2017-18)
Member Agency: Allan Hancock Joint CCD

NEXT

Workplan

Objective 1: Gaps in Service

Objective 2: Seemless Transitions

STRATEGY: 1. Assess CASAS cut scores to determine placement and alignment between LAS and AHC Noncredit and Credit ESL programs so that students may easily transition between programs.

We plan to address this strategy.

STRATEGY: 2. Explore opportunities for articulation of courses/programs and alignment of program outcomes between LAS and AHC, i.e., could an LAS course count toward an AHC noncredit certificate?

We plan to address this strategy.

STRATEGY: 3. Explore data sharing and referral methods to assist in student placement and easier transitions for students between AHC and LAS and to the workforce.

We plan to address this strategy.

Objective 3: Student Acceleration

Clicking on the budget item will reveal the member budgeting module. First, any carryover funds from the previous funding cycle will be entered in the card provided. These funds will be added to your budget allocation.

ADULT EDUCATION BLOCK GRANT
01 Allan Hancock Community College Consortium (2017-18)
Member Agency: Allan Hancock Joint CCD

PREVIEW

Member Budget

Allocation Summary

Input the Carryover money to build a clear snapshot of monies for Budget.

CARRYOVER FROM 2016-17:	\$100,000
TOTAL MEMBER ALLOCATIONS 2017-18:	\$600,000
CURRENT MEMBER BUDGET TOTAL:	\$700,000
REMAINING AMOUNT:	\$27,000
TOTAL AMOUNT:	\$673,000

Then the member will create budget cards for expenditures that will tie to the strategies they intend to implement.

The screenshot shows a user interface for creating a budget item. At the top right is a dropdown menu labeled "EXPENDITURE TYPE" with the option "Select Type". Below it is a "DESCRIPTION" field containing the placeholder text "Brief description of expenditure". To the right is an "AMOUNT REQUESTED" field with a dropdown arrow. At the bottom right of the main form area are buttons for "- DELETE" and "+ DUPLICATE". At the very bottom of the interface is a button labeled "+ NEW BUDGET ITEM".

Once you have completed your budget, click summary to view a complete view of your member plan. If your plan & budget is ready for submittal, you may press submit to advance your plan through the certification process.

Consortia Certification Process

Once the member has completed their plan and budget the member lead may submit it to the consortium for certification. The consortium lead may certify a plan in submitted status. Once certified the plan becomes read only. In some occasions, a consortium lead may un-certify a plan or plans to where they become editable. This will allow a member to move allocations between object codes. It will also allow the consortium to re-allocate between members.

When accessing a consortium through the dashboard, click the 2017-18 Consortium Plan menu item to reveal the Members and Allocations menu item.

The consortium may reallocate member allocations in some circumstances. To do so, click Members & Allocations in the menu panel. Clicking on this will reveal a screen listing member agencies and their allocation. In this screen, allocations may be redistributed by adding and subtracting funds within the members. The total budget may not be exceeded.

NOTE: Un-certifying a plan and making changes will require approval from all members and re-contracting.

ADULT EDUCATION BLOCK GRANT

1 Allan Hancock Community College Consortium (2017-18)
Consortium Member Allocations

MEMBER NAME	MEMBER TYPE	CONTACT	PHONE
Allan Hancock Joint CCD	Community College District	Sofia Ramirez Gelpi	(805) 922-6966
Department of Social Services, Santa Barbara Cou...	Regional Occupational Cente...		
Lompoc Unified School District	K-12 School District	Kathi Froemming	(805) 742-3250

MEMBER NAME	ALLOCATIONS (2017-18)	ALLOCATIONS (2016-17)	ALLOCATIONS (2015-16)
Allan Hancock Joint CCD	600,000	\$663,431	\$630,850
Department of Social Services, Santa Barbara Cou...	0	\$0	\$0
Lompoc Unified School District	908,755	\$908,755	\$908,755
Total Allocated to Members	\$1,508,755	\$1,572,186	\$1,539,605
Total Remaining	\$63,435	\$4	\$175,125
Total AEBG Funds	\$1,572,190	\$1,572,190	\$1,714,730

Adding Consortia or Member Contacts

New contacts may be added to NOVA that will allow the appropriate access at the consortia and/or member level. To do so, when you are in a consortium or member information page click the + ADD CONTACT link in the Consortium or Member Contact card. You will be asked to select the user from a list of existing NOVA users. Then select their level of responsibility and save. If the person is not a current NOVA user you may click the *Can't find the contact you're looking for?* link to invite them to NOVA.

Select A Contact And Contact Type That You Would Like To Add

Can't find the contact you're looking for?

Select Contact

Select Contact Responsibility

CANCEL SAVE

+ UPLOAD LOGO

+ ADD CONTACT

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Primary Contact	Elaine Healy	ehealy@hancockcollege...		(805) 922-6966
Fiscal Contact	Michael Black	michael.black@hancock...		(805) 922-6966
Primary Contact	01 Allan Hancock Conso...	ah-pc@test.com		
Fiscal Contact	01 Allan Hancock Conso...	ah-fc@test.com		
Primary Contact	Nita Patel	npatel@CCCCO.edu		

If you have any questions related to NOVA or the AEBG planning & budgeting process please click the question mark icon in the top right of NOVA to submit your question.

Thank you!

FAQs

Q: Why do I not see AEBG in my NOVA menu?

A: If you have access to NOVA but do not see AEBG under the funds in your left menu panel you may not have been assigned consortia or member access. Use the help icon in the top right corner to request access.

Q: Contact information is missing at the consortia and/or member level. Can I update it?

A: Yes, depending on your permissions you may add, edit or delete contact information. The contact must be a NOVA user. If you do not see the person you are trying to add as a contact click the *Can't find the contact you're looking for?* To send an invitation to NOVA.

Q: Member allocations appear incorrect, can I change them?

A: Yes, depending on your permissions you may reallocate between member as long as overall budget is not exceeded. Do this by navigating to AEBG > Consortia > Members & Allocations. This will need to be performed by a consortial lead contact.