Local Share Manual

As of July 2017, the Local Share Template system at https://swplocal.cccco.edu/ has been closed and replaced with an integrated Local/Regional Share system hosted at http://nova.cccco.edu. For information on how to access the NOVA system, please contact strongworkforcehelpdesk@cccco.edu.

Year 2016-17 Local Share plans have been imported into NOVA, but are no longer editable. Starting in October 2017, NOVA will include the functionality to complete Fiscal Reporting on SWP projects, and at that time certain attributes of 2016-17 plans will be editable (e.g. budgets, metrics).

As of August 15th 2017, all new 2017-18 Local Share plans will be created in NOVA. The following is a reference on Local Share plan creation with the new NOVA interface:

Navigation:

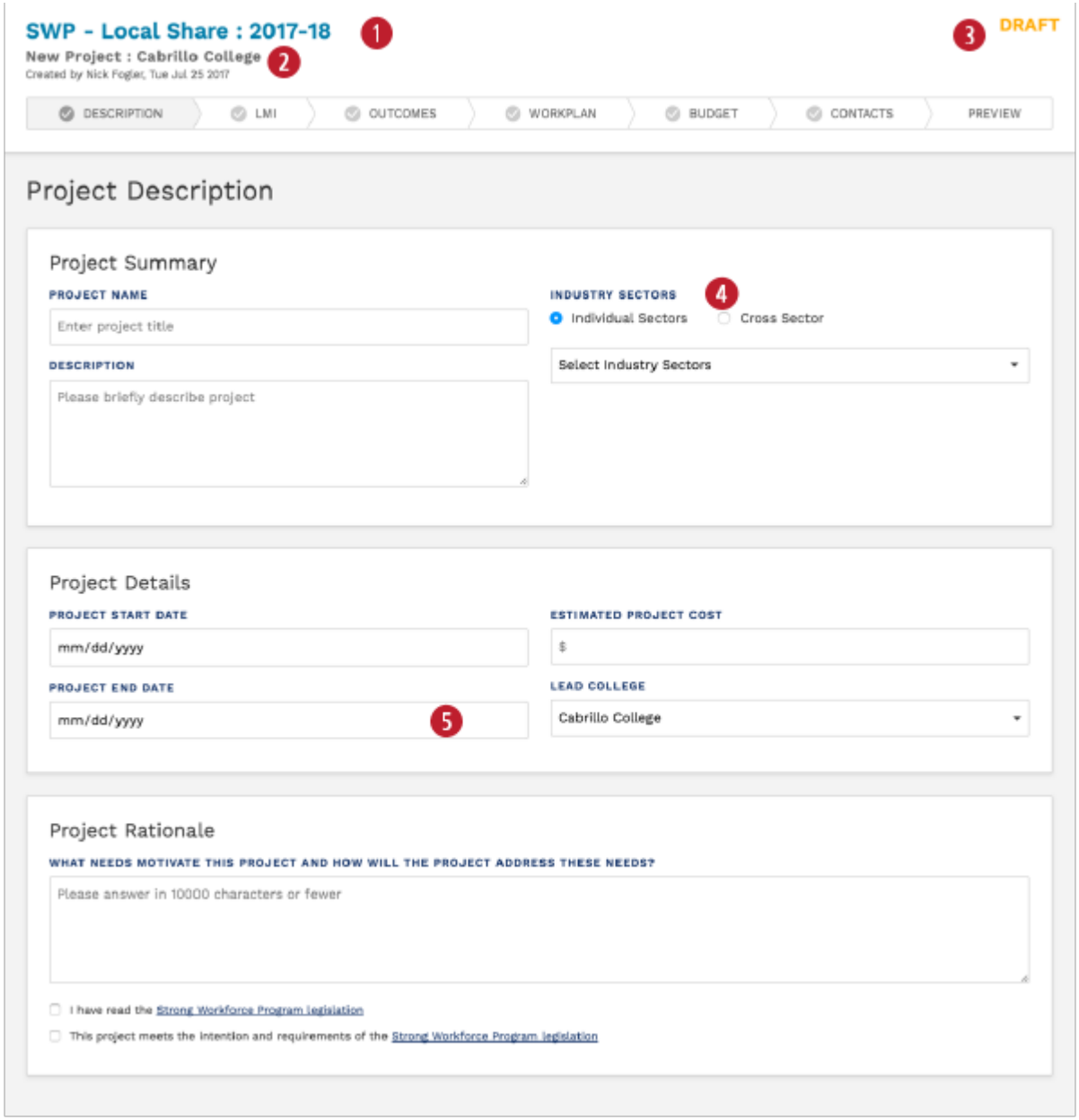
1. Selected (current) tab
   The dark grey background indicates that you are currently on that tab.

2. Unselected tab
   The white background indicates a tab you are not currently on.

3. Incomplete tab
   The red icon indicates that you have made initial changes to that section, but have either incorrect or incomplete entries.

4. Complete tab
   The green icon indicates that all required fields are filled correctly.

Description Tab:

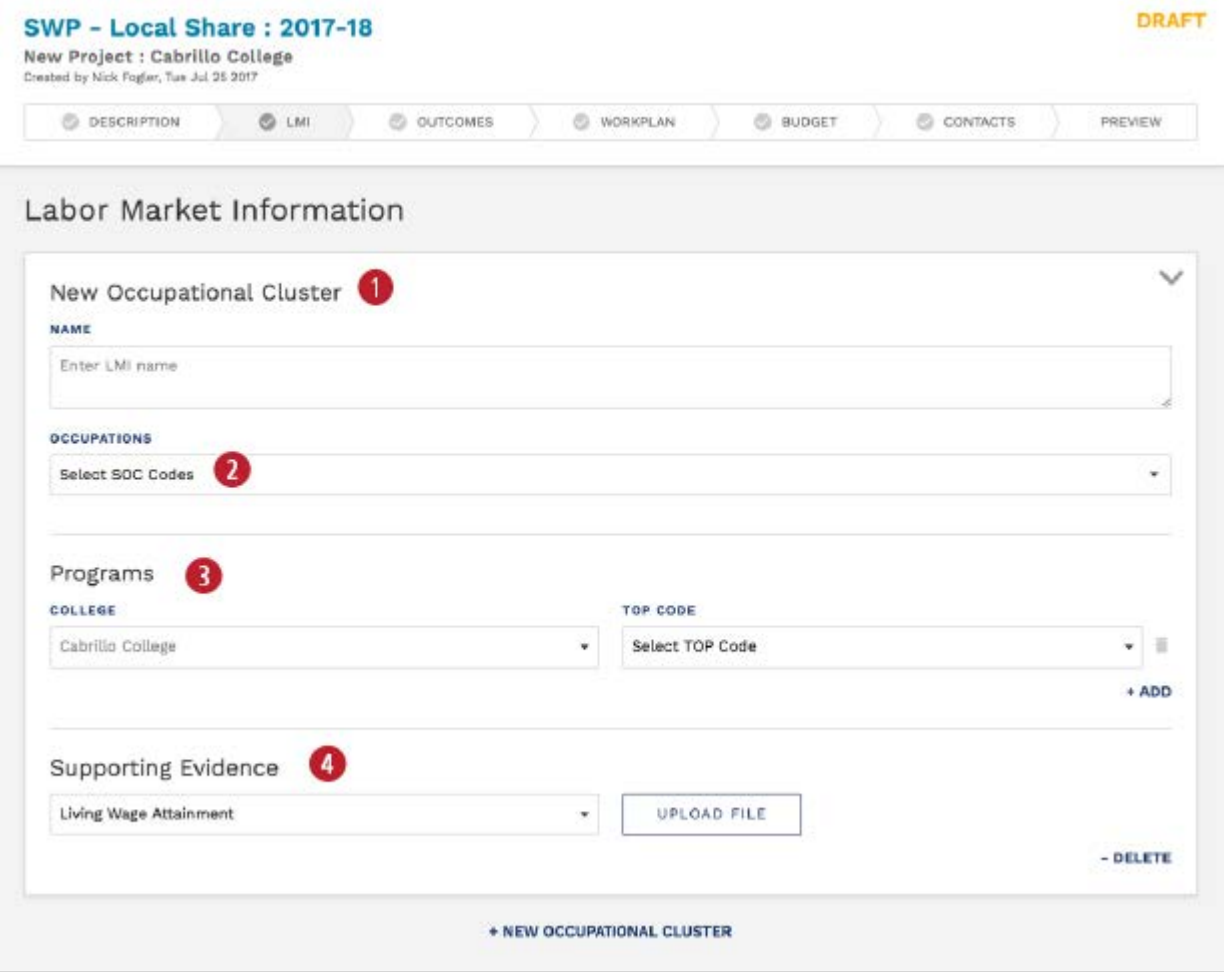


1. Header indicates that this Project is for SWP Local Share in year 2017-18
2. Project Name will be displayed here
3. Status is indicated in top right corner. Once a plan is submitted, it becomes read-only and only the Preview tab is visible.
4. Projects that have broad impact and **cannot** be described or evaluated at the Sector or TOP Code level may elect to identify as a *Cross Sector* project. In the 2016-17 Local Share template, this option was included as a program entitled “All Programs” and was not exclusive (i.e. you could have an “All Programs” program and still include TOP code or Sector level programs).

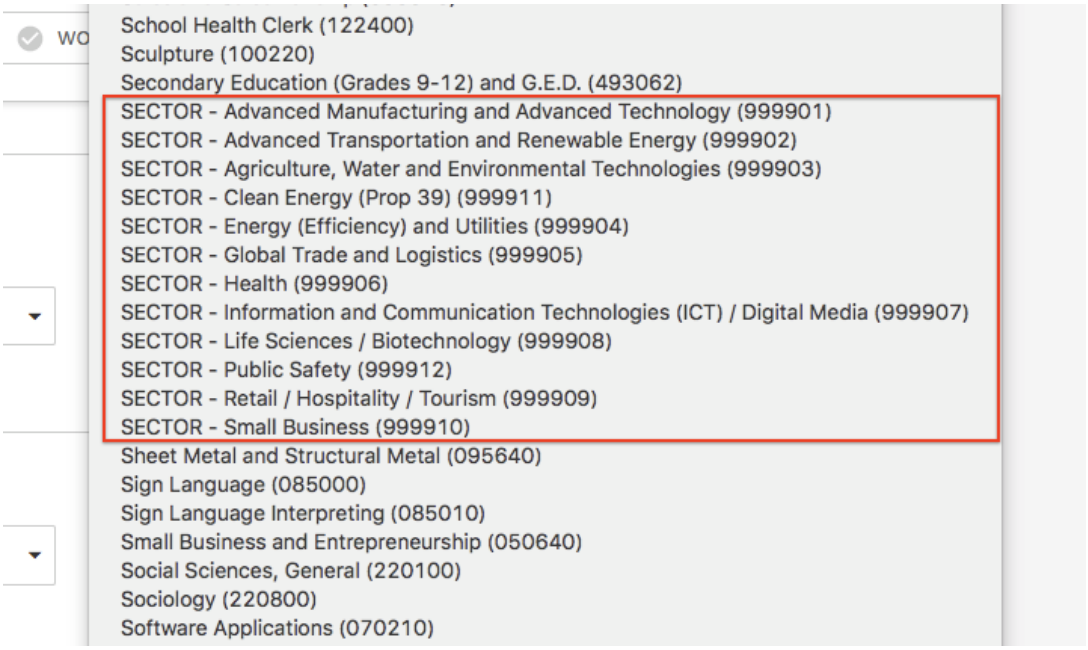
In this version of the template, selecting this option will remove the LMI section of the template, and you will no longer have the ability to add TOP code or Sector level programs, or demonstrate the labor market demand for your project. There are good use cases for this option; such as construction of a classroom facility that will be used across subject areas, or hiring a coordinator to oversee all CTE programs. However, please keep in mind using the *Cross Sector* option limits the criteria by which to evaluate program success and should be used only after careful consideration.

5. End date for Local Share plans can be specific or you can electively choose the "ongoing" checkbox.

LMI Tab:

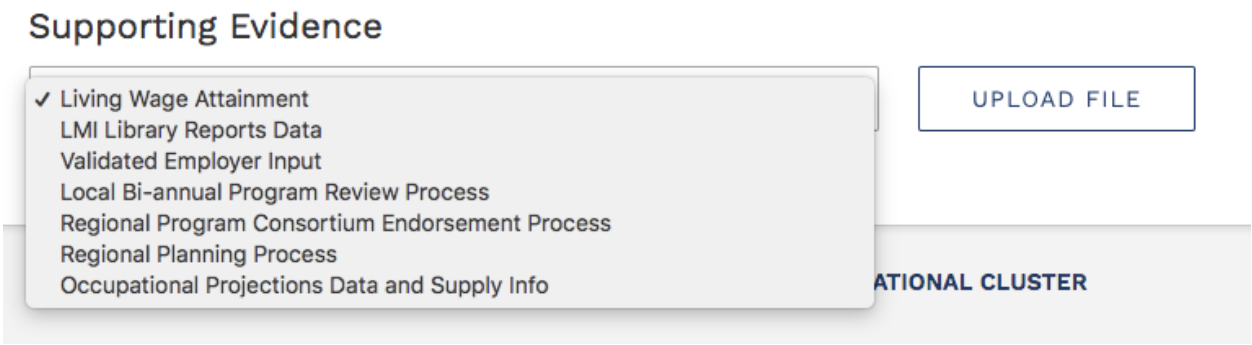


1. Groups of similar programs can be organized into Occupational Clusters. It is appropriate to use Occupational Clusters to organize different occupational areas within a coherent project strategy. If the Occupational Clusters have little alignment on outcomes or goals, it might be preferable to separate those into distinct projects.
2. Provide information on which SOC codes will be affected by your project goals. If you select under the Supporting Evidence dropdown (5) “Occupational Projections Data and Supply Info”, you will be asked to enter demand information for each SOC code selected here.
3. Enter the Region, Subregion or County for which you are deriving your LMI analysis . If you’re manually entering supply and demand numbers under Supporting Evidence (5) after selecting “Occupational Projections Data and Supply Info”, this should match the geographic scope for the numbers pulled from LaunchBoard .
4. Enter each program as a combination of Colleges and TOP Codes. Under the TOP Codes list, you will find SECTOR options:



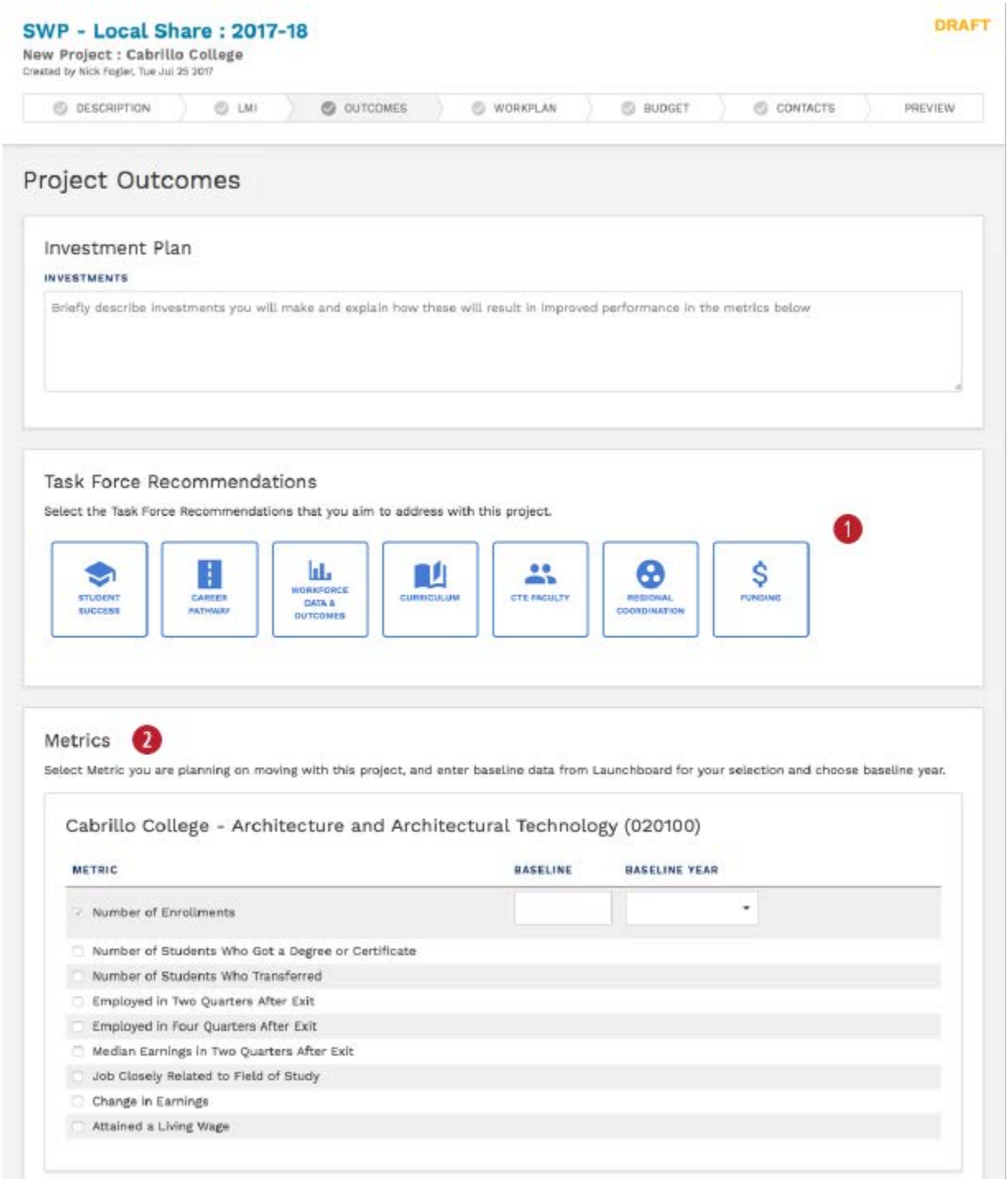
These are intended to be used for programs that have outcomes across an entire sector and cannot be described or evaluated at the TOP Code level. These options should not be used as a shorthand for programs that affect several (but not all) TOP Codes within a sector; such programs should instead list out the individual TOP Codes.

5. All but one of the evidence types are intended for uploading PDF or Excel documents. Select your evidence type, and then upload one or more documents:



If you select “Occupational Projections Data and Supply Info”, you will be asked to manually enter supply information (per program entered) and demand information (per SOC code entered). ***This interface replaces the Excel Worksheet from the COE that users uploaded for the 2016-17 Local Share template.***

Outcomes Tab:

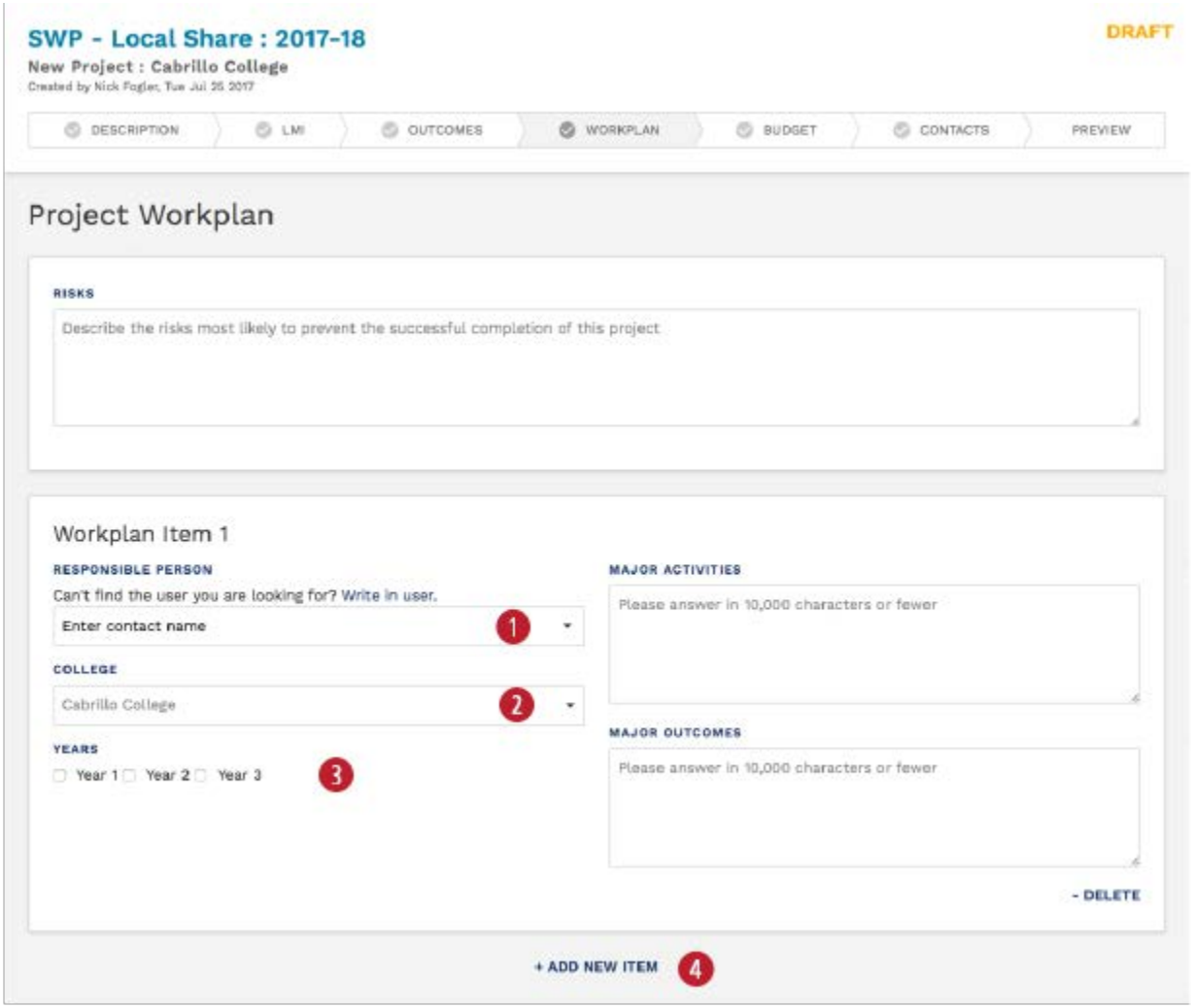


The “Outcomes” tab replaces the “Projections” tab from the 2016-17 Local Share template.

1. Select any Task Force Recommendations that this project intends to address. Click on a recommendations area to display the specific recommendations.

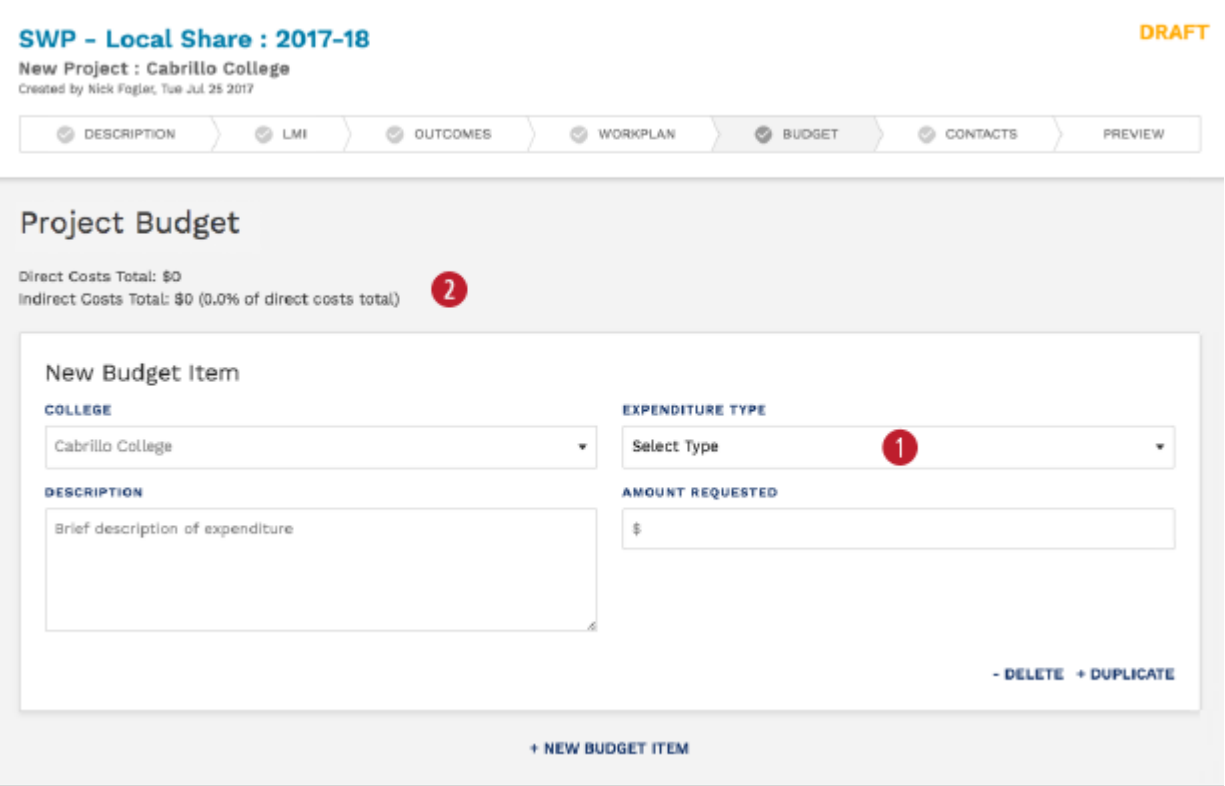
2. Whereas the 2016-17 template asked for specific metrics targets, the new 2017-18 template simply asks for users to indicate which areas they believe their project will result in a net improvement. Baseline numbers (and the year from which that baseline is derived) are available from Launchboard and are required fields. “Enrollments” is the only required metric, all others are optional.

Workplan Tab:



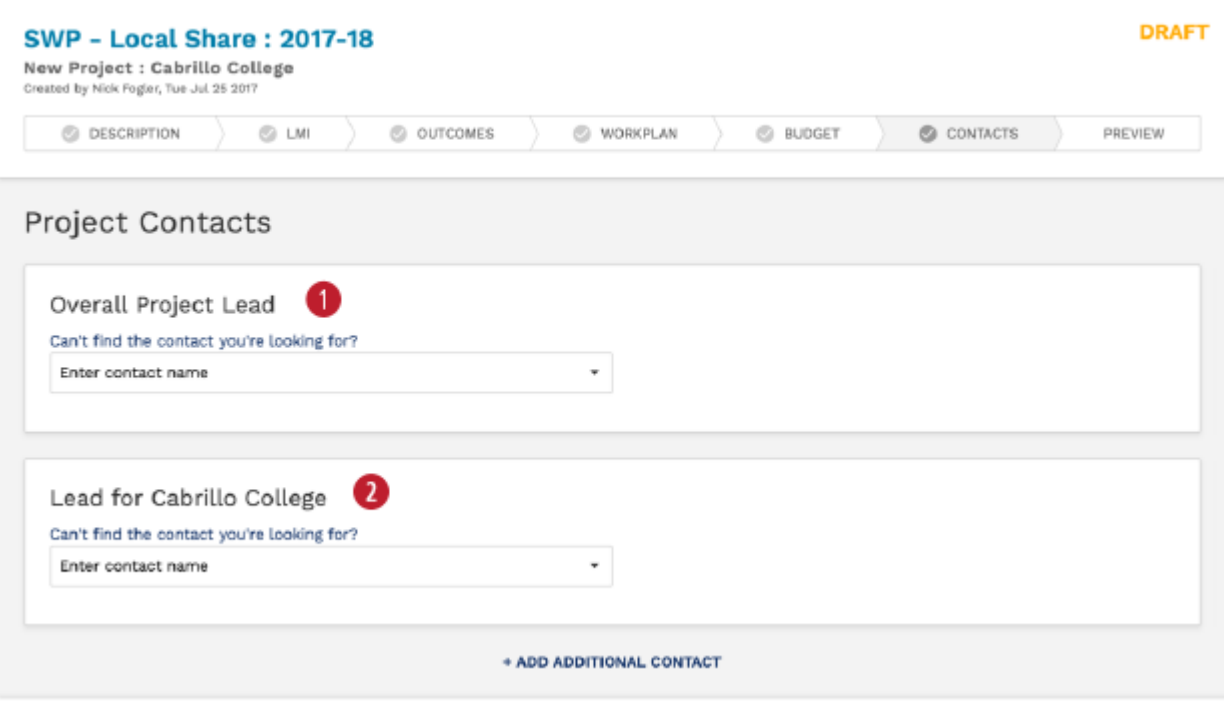
1. Select a Responsible Person for this workplan item from the drop down list (or type in the box to search). If the person is not a user on the NOVA platform, you can click “Write in user” to add them manually. You will be asked for their name, email and phone number.
2. Select a lead college from the drop down list (or type in the box to search). If the lead institution is not listed, you can click “Write in lead college or partner” to add them manually.
3. Select one or more colleges who will be participating in this workplan item.
4. Click “Add New Item” for additional workplan items.

Budget Tab:



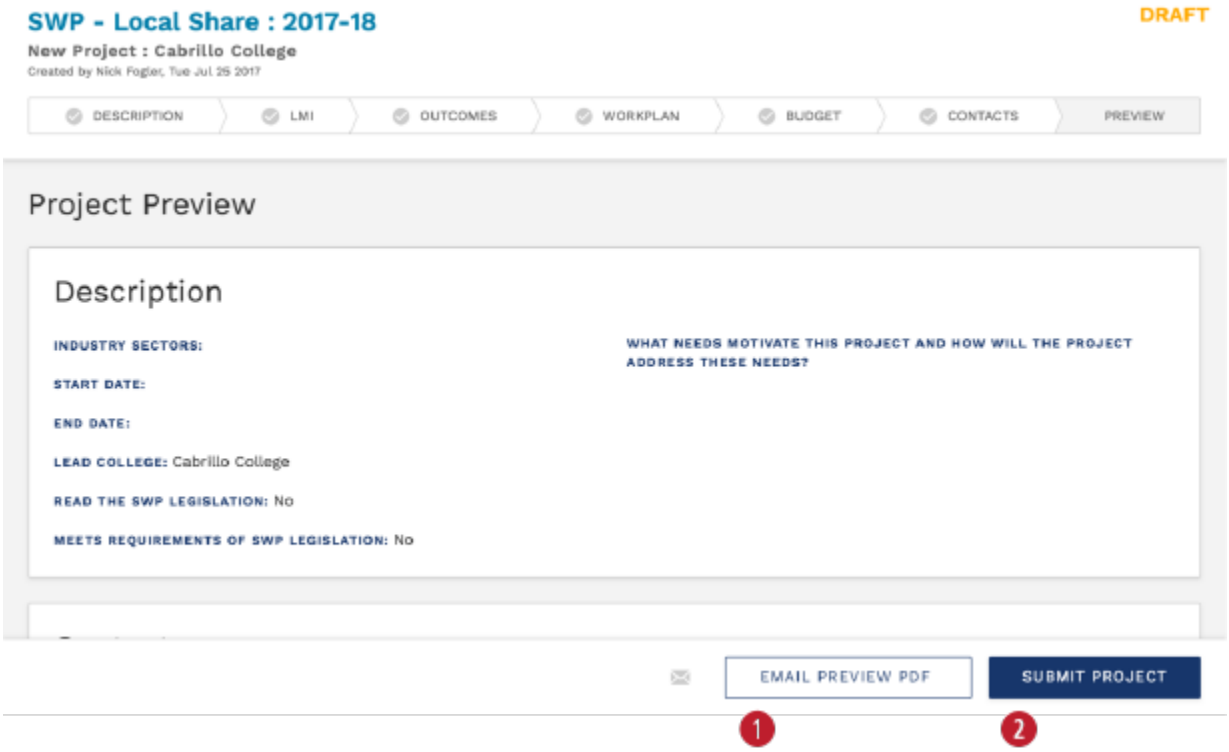
1. Select expenditure type (1000-level Object Codes, or “Indirect Costs”).
2. Any Indirect Costs entered will be displayed here as a percentage of the total budget. If indirect costs exceed 4%, a warning will show up here.

Contacts Tab:



1. Enter the overall project lead. Select a NOVA user from list, or start typing in the box to search. If the user is not in the system, click “Can’t find the user you’re looking for” and instructions on how to invite the person to become a NOVA user will appear. Once they’ve signed-up, you can come back and add them as a contact here. (A person must have an account on NOVA in order to be a contact.)
2. Enter a lead for your college. If the overall project lead is also the college lead, include them as a contact in both places.

Preview Tab:



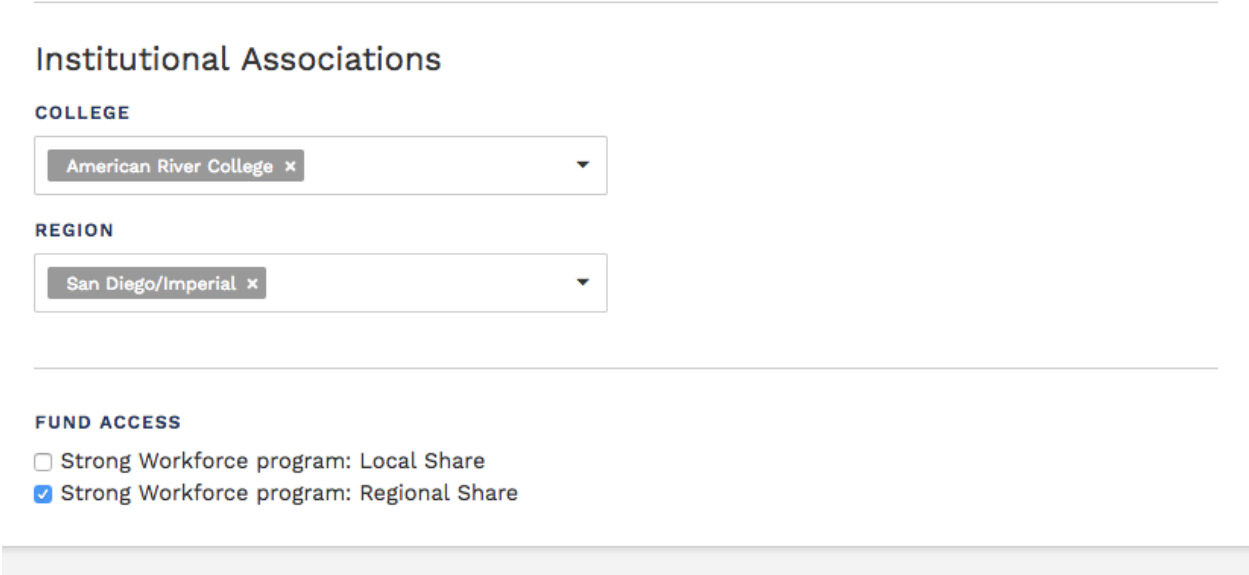
1. Click “Email Preview PDF” to email a copy of the project proposal in its current state. Once you click the button, you will be asked for the email addresses of the recipients.
2. Once the project proposal is complete, you can submit the project by clicking “Submit Project”. When you do so, a few things will happen. First, you’ll be asked to affirm that all approvals have been obtained by the relevant Signing Authorities. Second, a copy of your proposal will be emailed to the district signing authorities for your college.

No further approval workflow is required. You may unsubmit and resubmit your proposal as many times as needed until the year closes out (typically when the next year begins). Each time you resubmit, the same list of people will get emailed.

Regional Share Manual

Fund Access

The Regional Share Template System has been given a new name (“NOVA”), and has moved to a new URL: http://nova.cccco.edu. Any requests for the former url (swpregional.cccco.edu) will be automatically redirected to nova.cccco.edu. The system is intrinsically unchanged, and any login credentials for swpregional.cccco.edu will continue to operate as before on nova.cccco.edu. Access to Local Share templates is now part of the NOVA system, and can be configured at the bottom of the Profile Settings panel if needed:



If you select access to *Strong Workforce Program: Local Share*, you will need to specify your College in the drop-down above, and likewise for your Region if you select access to *Strong Workforce Program: Regional Share*.

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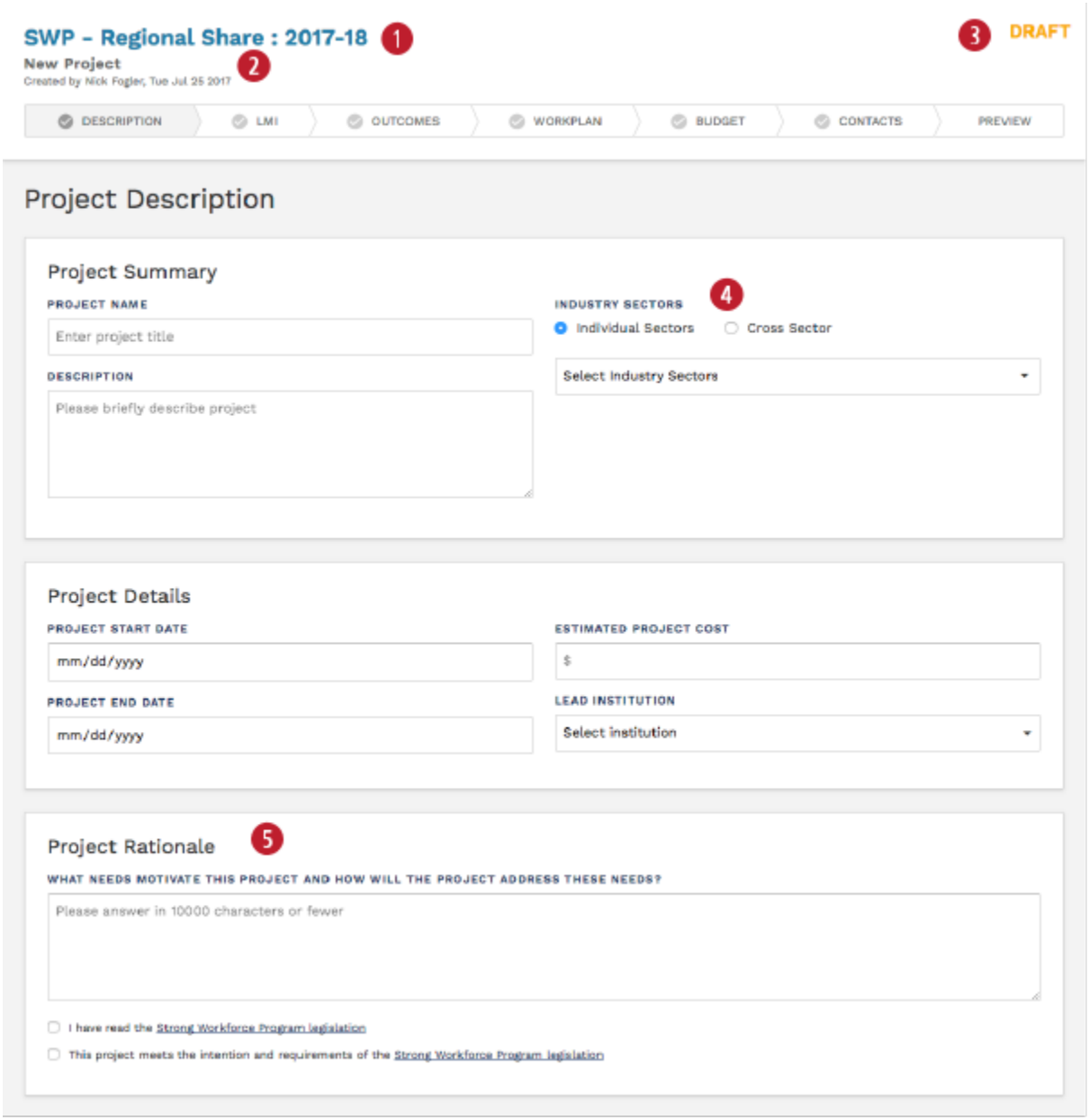
Description Tab:

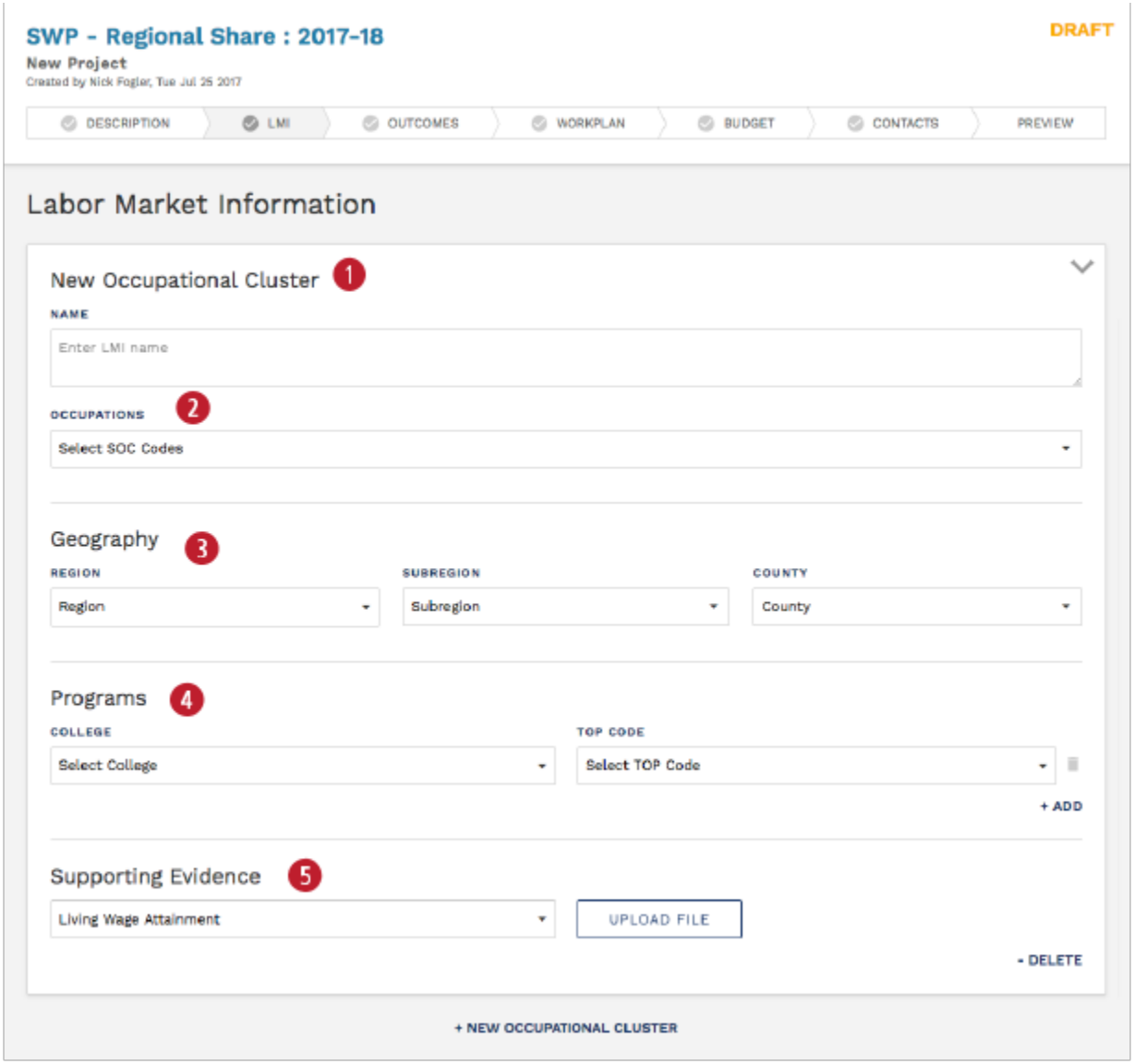


1. Header indicates that this Project is for SWP Regional Share in year 2017-18
2. Project Name will be displayed here
3. Status is indicated in top right corner. Once a plan is submitted, it becomes read-only and only the Preview tab is visible.
4. Projects that have broad impact and **cannot** be described or evaluated at the Sector or TOP Code level may elect to identify as a *Cross Sector* project. Selecting this option will remove the LMI section of the template, and you will no longer have the ability to demonstrate the labor market demand for your project. There are good use cases for this option; such as construction of a classroom facility that will be used across subject areas, or hiring a coordinator to oversee all CTE programs. However, please keep in

mind using the *Cross Sector* option limits the criteria by which to evaluate program success and should be used only after careful consideration.

5. Narrative fields in the section have been reduced from four in the 2016-17 template to one.

LMI Tab:

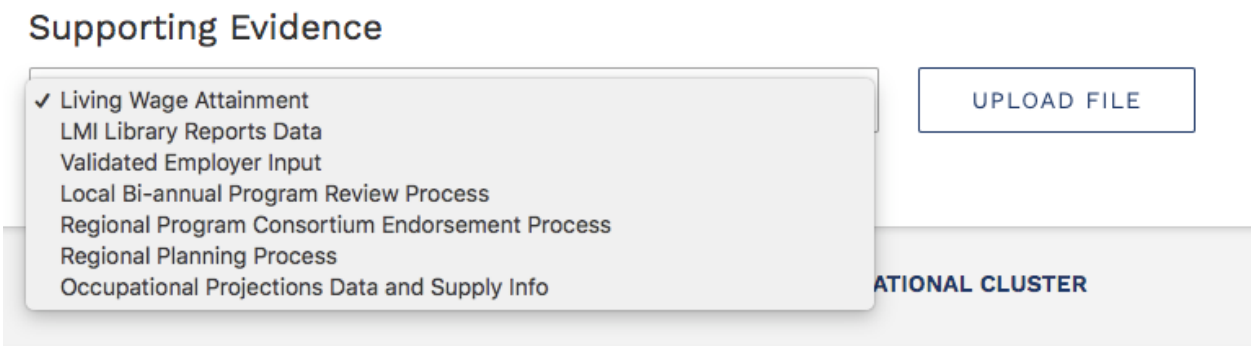


1. Groups of similar programs can be organized into Occupational Clusters. It is appropriate to use Occupational Clusters to organize different occupational areas within a coherent project strategy. If the Occupational Clusters have little alignment on outcomes or goals, it might be preferable to separate those into distinct projects.
2. Provide information on which SOC codes will be affected by your project goals. If you select under the Supporting Evidence dropdown (5) “Occupational Projections Data and Supply Info”, you will be asked to enter demand information for each SOC code selected here.
3. Enter the Region, Subregion or County for which you are deriving your LMI analysis . If you’re manually entering supply and demand numbers under Supporting Evidence (5) after selecting “Occupational Projections Data and Supply Info”, this should match the geographic scope for the numbers pulled from LaunchBoard .

4. Enter each program as a combination of Colleges and TOP Codes. Under the TOP Codes list, you will find SECTOR options:

These are intended to be used for programs that have outcomes across an entire sector and cannot be described or evaluated at the TOP Code level. These options should not be used as a shorthand for programs that affect several (but not all) TOP Codes within a sector; such programs should instead list out the individual TOP Codes.

5. All but one of the evidence types are intended for uploading PDF or Excel documents. Select your evidence type, and then upload one or more documents:



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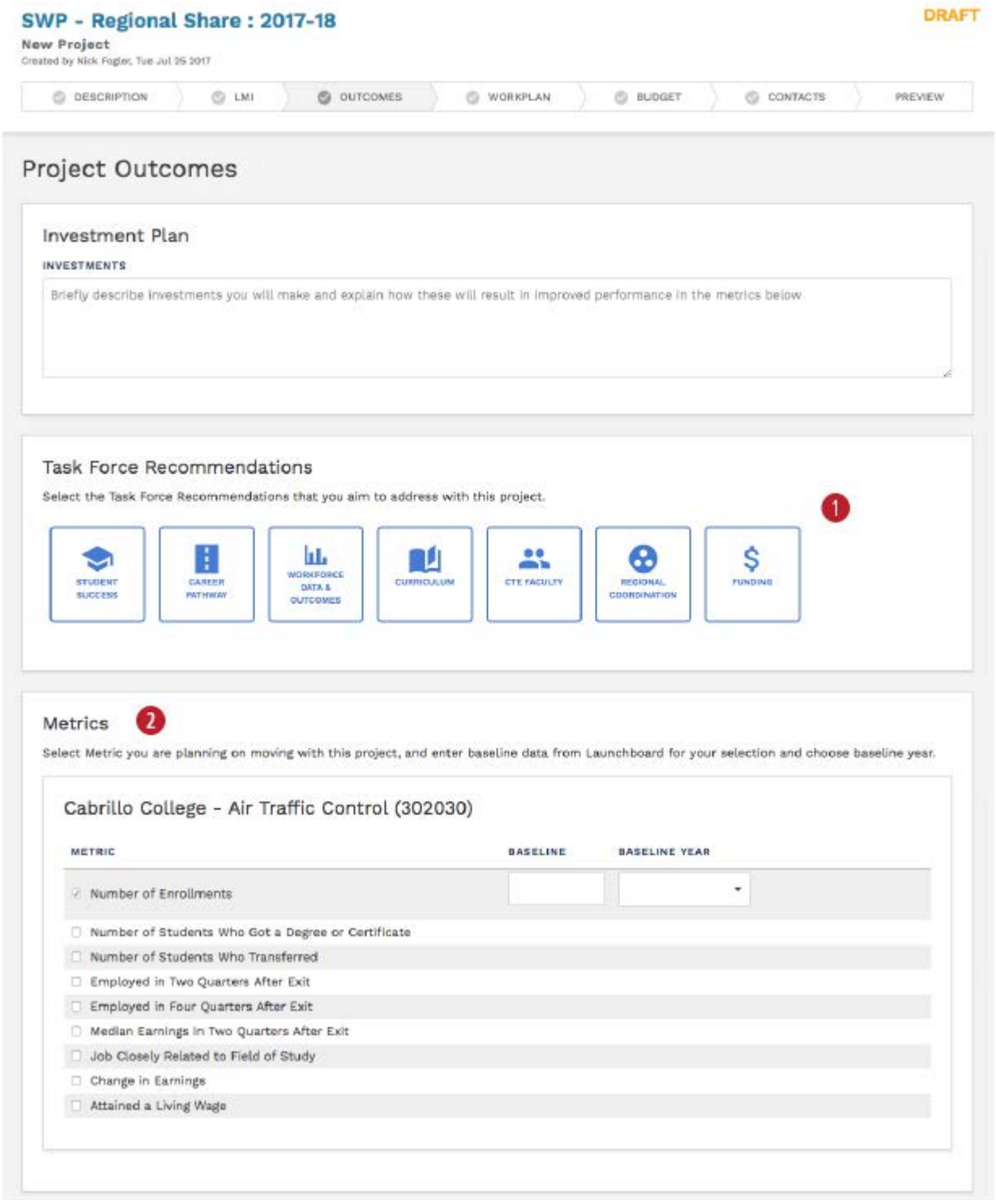
Outcomes Tab:

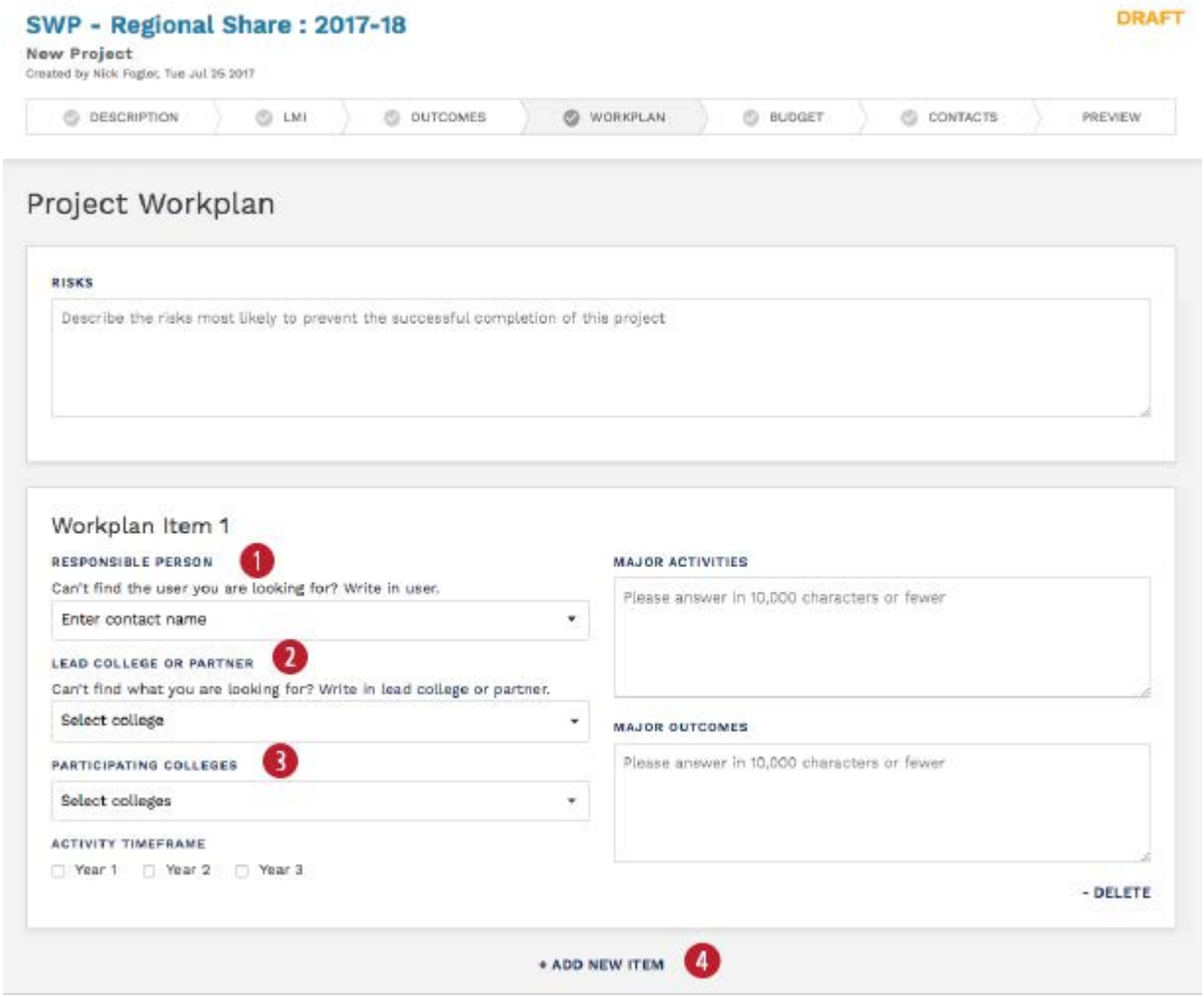


The “Outcomes” tab replaces the “Metrics” tab from the 2016-17 Regional Share template.

1. Select any Task Force Recommendations that this project intends to address. Click on a recommendations area to display the specific recommendations.

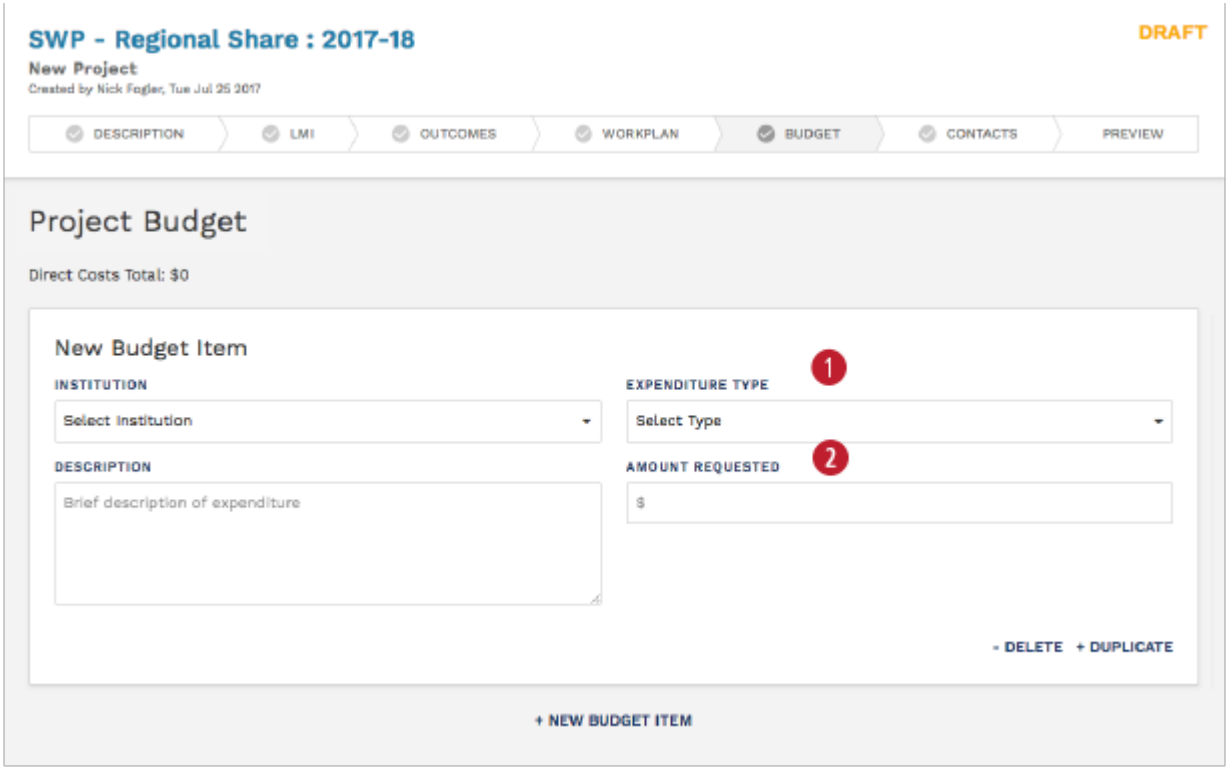
2. Whereas the 2016-17 template asked for specific metrics targets, the new 2017-18 template simply asks for users to indicate which areas they believe their project will result in a net improvement. Baseline numbers (and the year from which that baseline is derived) are available from Launchboard and are required fields. “Enrollments” is the only required metric, all others are optional.

Workplan Tab:



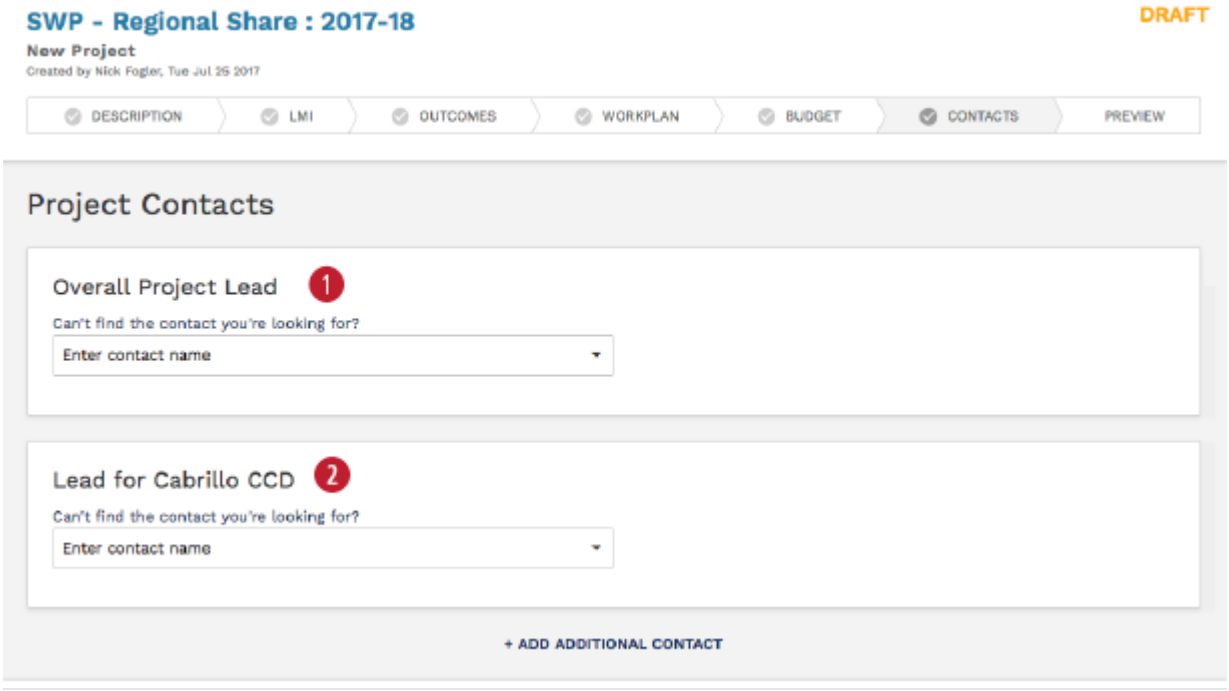
1. Select a Responsible Person for this workplan item from the drop down list (or type in the box to search). If the person is not a user on the NOVA platform, you can click “Write in user” to add them manually. You will be asked for their name, email and phone number.
2. Select a lead college from the drop down list (or type in the box to search). If the lead institution is not listed, you can click “Write in lead college or partner” to add them manually.
3. Select one or more colleges who will be participating in this workplan item.
4. Click “Add New Item” for additional workplan items.

Budget Tab:



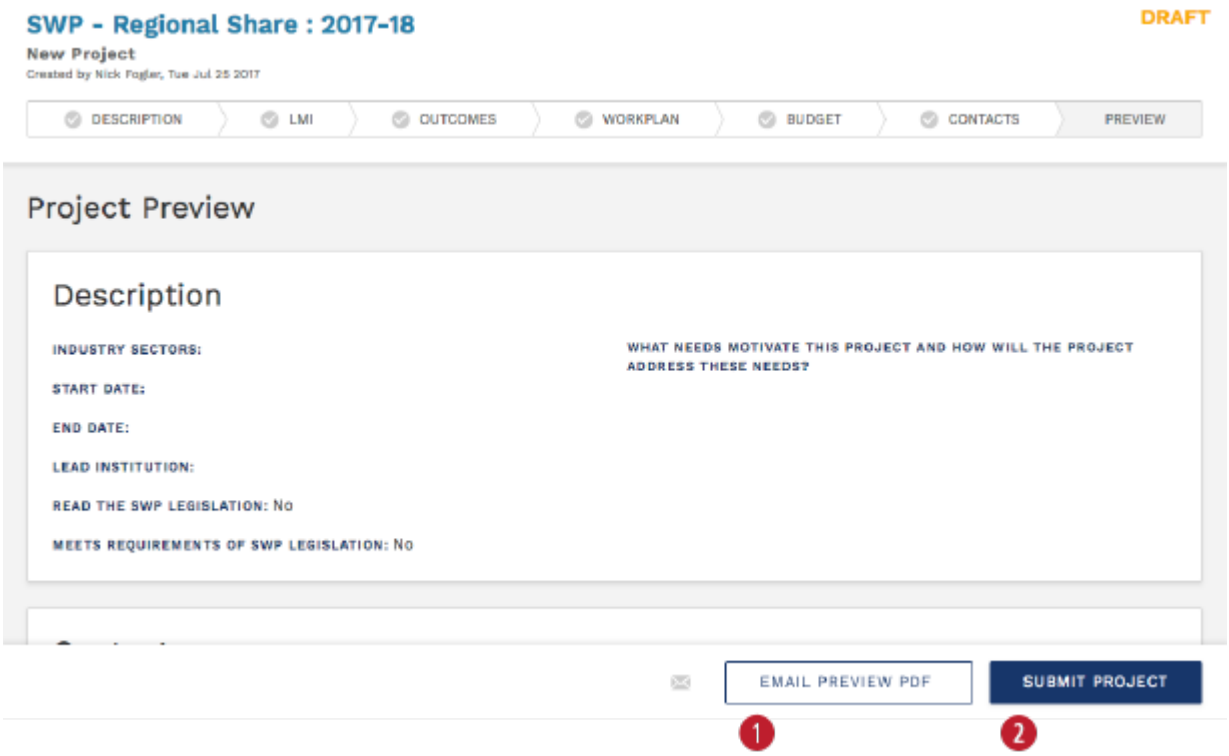
1. Select expenditure type (1000-level Object Codes).
2. For the new 2017-18 template, “Amount Requested” has been changed from three fields (one for each year in the three-year spending cycle), to a single field covering the whole spending cycle.

Contacts Tab:



1. Enter the overall project lead. Select a NOVA user from list, or start typing in the box to search. If the user is not in the system, click “Can’t find the user you’re looking for” and instructions on how to invite the person to become a NOVA user will appear. Once they’ve signed-up, you can come back and add them as a contact here. (A person must have an account on NOVA in order to be a contact.)
2. Enter a lead for each institution participating on a budget item. If the overall project lead is also the lead from a college, include them as a contact in both places.

Preview Tab:



1. Click “Email Preview PDF” to email a copy of the project proposal in its current state. Once you click the button, you will be asked for the email addresses of the recipients.
2. Once the project proposal is complete, you can submit the project by clicking “Submit Project”. When you do so, a few things will happen. First, you’ll be asked to affirm that all approvals have been obtained by the relevant Signing Authorities. Second, a copy of your proposal will be emailed to a list of people derived as follows:

   For each institution involved in a budget item, plus the lead institution:
   - The signing authorities for that institution
   - The institution’s Regional Consortia lead(s)

No further approval workflow is required. You may unsubmit and resubmit your proposal as many times as needed until the year closes out (typically when the next year begins). Each time you resubmit, the same list of people will get emailed.