

South Central Coast Regional Consortium (SCCRC)



K-12 Strong Workforce Program
2023-2024 Round 6 Grantee Webinar
January 17, 2024



Welcome 2024 !!!

Agenda

1. Welcome and Introductions
2. South Central Coast Regional Consortium (SCCRC) Structure and Funding
3. Master Agreement
4. Timeline
5. NOVA
 - Contacts
 - Plan
 - Budget
6. Invoicing
7. Budget Modifications and Capital Outlay Requests
8. Questions, Additional Support Needed, Etc.





South Central Coast Regional Consortium (SCCRC)

Executive Director, Regional Chair: South Central Coast Regional Consortium

- Holly Nolan Chavez, Hosted at Ventura County Community College District

Fiscal Agent Director: South Central Coast Regional Consortium

- Luann Swanberg, Hosted at Santa Barbara City College

Regional Fiscal Agent Team: South Central Coast Regional Consortium

- Amanda Lake, Consortium Coordinator
- Diane Hollems, Consortium Consultant
- Tessa Miley, Consortium NOVA Consultant

K-14 Technical Assistance Provider (TAP): South Coast Regional Consortium

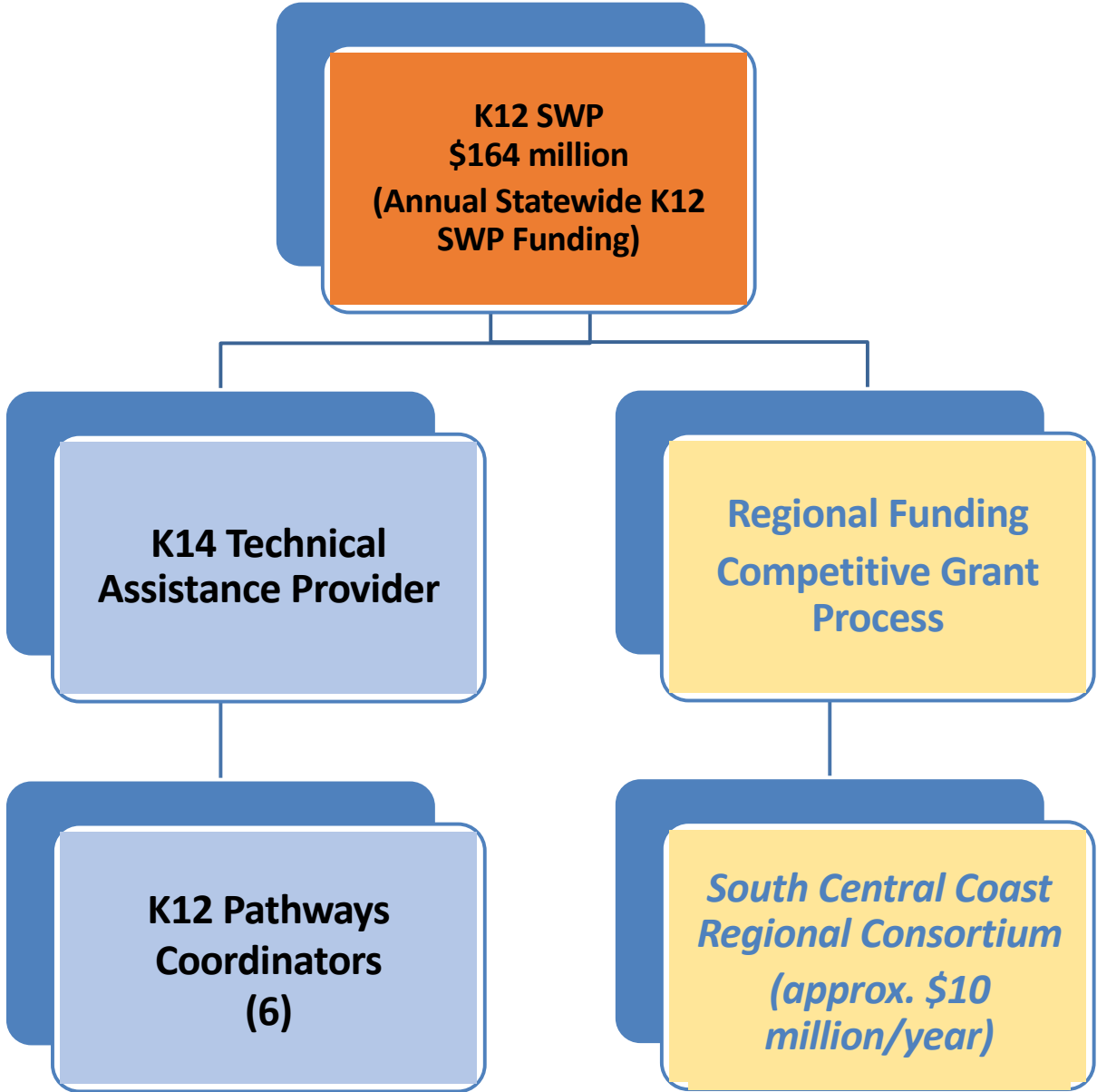
- Giselle Bice, Hosted at College of the Canyons
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K12 Strong Workforce Program

**Santa Barbara Community College District
Regional Fiscal Agent**

The fiscal agent role is to dispense, monitor and audit sub-contracts once spending decisions have been authorized by the Regional Consortia/K12 SWP Selection Committee as stipulated in Strong Workforce Program (SWP) legislation and by the Chancellor's Office.

Professional Development Funding for each Pathway Coordinator (separate funding source)



Agreements with LEAs

K12 SWP Competitive Grants (Rounds 1-6)

K12 Pathway Coordinators (Years 1-5)

**K12 PC Memorandum of Understanding –
Professional Development (One-Time-Funds)**

Each pot of funds needs to be tracked separately



Agreements with LEAs

K12 SWP Competitive Grants (Rounds 1-6)

Each Master Agreement is based on that year's Request for Proposal (RFA)

Base document is the [K12 SWP Round 6 Request for Applications \(RFA\)](#)

LEAs confirmed lead program contact, fiscal contact, and signatory

K12 SWP Documents

Guidance & Support

Contracts

Fiscal Memos

Forms

Master Agreement
Template for Round 6

Master Agreement
Template for Round 5

Master Agreement
Template for Round 4

Master Agreement
Template for Round 3

Master Agreement
Template for Round 2

Master Agreement
Template for Round 1

[SCCRC K12 SWP Website](#)

K12 SWP ROUND 6 TIMELINE

TIMELINE	ACTIVITY
December 14, 2023	K12 SWP Round 6 Master Agreement Template approved by Santa Barbara Community College District Board
January 17, 2024 9-10 am Zoom	Regional K12 SWP Round 6 Grantee Webinar (NOVA, Master Agreements, Timelines, etc.) Join Zoom Meeting https://sbcc.zoom.us/j/91749958858?pwd=SnFodOE4dElbitUbnhucXN1VHZoUT09
January 19, 2024	Grantee needs to Accept the Offer in NOVA
January/February/March 2024	Individual meetings will be scheduled with K14TAP and SCCRC Fiscal Team to review the comments by the Selection Committee and get feedback on the Budgets and Budget Narratives to inform changes required prior to submitting for approval.
January/February/March 2024	LEAs Enter Contacts/Plan/Budget Changes and Expanded Budgets in NOVA K12 SWP Master Agreements to Lead Local Educational Agency (LEA) for Board Approval and/or for Signature
March 15, 2024	Due Date for NOVA plans and budgets to be submitted into NOVA. Email the SCCRC to review NOVA input and email the Workplan (we will upload into to NOVA or Link) prior to submitting it for Approval/Certification in NOVA
March 29, 2024	SCCRC Review and Certify Plans/Budgets in NOVA and associated Workplan
March/April 2023	LEAs submit 70% Advance Payment Invoice with signed Master Agreement, Copy of Certified Plan in NOVA, Completed Workplan Template, Certificates of Insurance, and W-9
Period of Performance	January 1, 2024 - June 30, 2026

Completing the Plan in NOVA

- Completing your Plan means to update Workplan, Budget & Match section of your application based on the general feedback in addition to specific feedback from the SCCRC Team provided during the individual grantee meetings
- Grant Funds Budgeted must match the Allocation Amount
- Update Match funds (at 1:1 or 2:1 as appropriate) Only financial match is acceptable in this round of funding.
- All partner LEAs identified in the application must have an individual budget
- Budgets must detail planned expenditures by object code (description, cost, quantity, total, etc.) The more detail the better.
- Maximum of 4% Indirect
- Please review **APPENDIX C: GUIDELINES, DEFINITIONS, AND ALLOWABLE EXPENDITURES (Page 40 RFA)** and reach out if you have any questions
- **NOVA Support:**
 - <https://nova.cccco.edu/>
 - [NOVA YouTube Channel](#) (Help Videos)

- Dashboard
- Programs
 - AWS
 - Allied Health
 - Apprenticeship
 - Basic Needs
 - CAEP
 - CAI: New & Innovative
 - CC TAP RFA
 - CRPP IBP
 - Cal Law
 - EEO IBP
 - EWD
 - Guided Pathways
 - Guided Pathways 2022-26
 - HHIP
 - IEPI
 - Integrated Plan**
 - K12 SWP**
 - LGBTQ+
 - LVG
 - MESA
 - Mental Health
 - Middle College High School
 - NextUp
 - Nursing
 - Perkins
- Institutions
- Help**

NOVA PLAN UPDATES AND CERTIFICATION

South Central Coast	2022-23	Certified	None
South Central Coast	2022-23	Draft	Expand Budget

CERTIFIED PROJECTS: Fully funded project have been automatically certified in NOVA. If revisions are required, you must **UNCERTIFY** the plan, make required adjustments, request a review by the SCCRC, and **SUBMIT**.

K12 Strong Workforce Program
plans (Grant: K12 SWP Round 5 (2022-23))

High Quality Pathways CERTIFIED

Share **Uncertify** Close Plan

Workflow

- Contacts Completed
- Preview & Submit**

Preview & Submit

Fiscal Reporting Application History

Details

Pathway Improvement Name *

High Quality Pathways

DRAFT PROJECTS: Projects in DRAFT are required to update their Plan and Budget. Click on **EXPANDED BUDGET** and make the required adjustments, request a review by the SCCRC, and SUBMIT.

Workflow

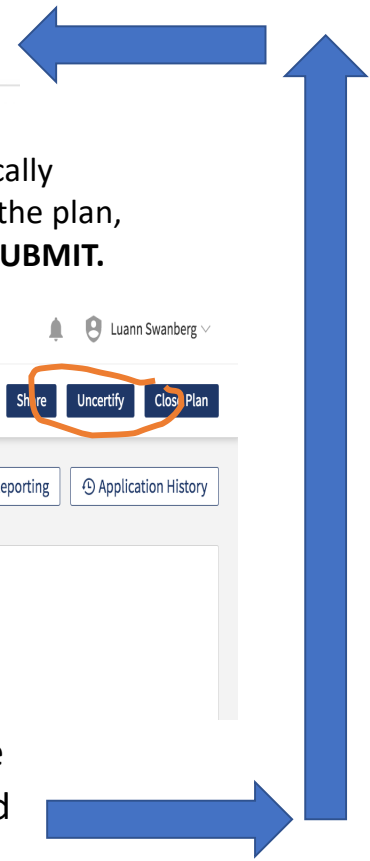
- Contacts Incomplete**
- Preview & Submit

Contacts

Contact Information Form

Required Contacts

ALL GRANTEES:
Ensure all contacts are current, complete are updated as needed.



Match: Planning Ahead

MATCH FUNDING

\$2 for every \$1 awarded for LEAs
\$1 for every \$1 awarded for ROPs



Must directly support and benefit the projects proposed in the grant



Must be expended during the entire term of the grant and is based on what is expended at the end



Match does not have to align with the budget years or line items



COVID dollars CAN be used as match (for both K12 SWP and CTEIG)



- Financial Only – upload required for quarterly reporting
- Tracking Match during the term of the grant
- Producing separate match for K12 SWP and CTEIG
- Securing Match letters

[K12 SWP Financial Match Guidance Memo](#)

[Match Guidance – CTEIG & K12 SWP](#)

K12 Strong Workforce Program Calculating Indirect Costs

Instructions. K12 SWP allows LEAs to charge up to 4% indirect in their K12 SWP budget. Indirect can only be charged in the budget and not be listed as match. Indirect is calculated based on your direct project costs, and not based on the total award amount. Use the steps below to calculate the maximum indirect for your award.

1. Since you already know your total award amount, start there.
2. Divide your total award amount by 1.04. The result is your direct cost base.
3. Multiply your direct cost base by 4%.
4. If the product includes cents, round down to the nearest dollar. The result is your maximum indirect.
5. Add your direct cost base to your indirect to get to your total award amount.
6. See the examples below.

Examples

Steps to Calculate Maximum Indirect	Grant A	Grant B	Grant C
1. Total award amount	\$885,000	\$459,876	\$190,000
2. Total / 1.04 = direct cost base	\$850,961.53	\$442,188.46	\$182,692.30
3. Direct cost base x .04	\$34,038.46	\$17,687.54	\$7,307.69
4. Drop cents to get maximum indirect amount	\$34,038	\$17,687	\$7,307
5. Direct cost + indirect = total award amount	\$850,962 \$34,038 \$885,000	\$442,189 \$17,687 \$459,876	\$182,693 \$7,307 \$190,000

Reporting Timelines

**Round 6
FY 2023-24
RFA
Page 37**



Table 7. K12 SWP Progress and Expenditure Report Due Dates

Date	Reports Due	Reporting System	Time Period
August 31, 2024	First Progress and Expenditure Report	NOVA	January 2024 through June 2024
February 29, 2025	Second Progress and Expenditure Report	NOVA	July 2024 through December 2024
August 30, 2025	Third Progress and Expenditure Report	NOVA	January 2025 through June 2025
February 28, 2026	Fourth Progress and Expenditure Report	NOVA	July 2025 through December 2025
August 29, 2026	Fifth Progress and Expenditure Report	NOVA	January 2026 through June 2026
November 28, 2026	Final K12 SWP Expenditure Report and Outcomes	NOVA	January 2024 through June 2026
November 1, 2024	Annual Course Data Report	Cal-PASS Plus	January 2024 through June 2024
November 1, 2025	Annual Course Data Report	Cal-PASS Plus	July 2024 through June 2025
November 1, 2026	Annual Course Data Report	Cal-PASS Plus	July 2025 through June 2026

Reporting Tools and Tips

Things to remember

Lead Agency is responsible for ensuring that Lead and K-12 partner agencies submit all required progress and fiscal data

All Agencies must enter into and maintain data sharing MOU with Cal-PASS Plus

Data files are due November, immediately following the fiscal year for which data are reported

It is a grant requirement to notify the SCCRC Regional Chair and the K14 TAP that data has been reported

The SCCRC may seek additional progress and expenditure information through the term of the grant

If your agency has more than one K12 SWP grant – PLEASE keep financial records, data, and all tracking separate and **use the NOVA ID number as the reference in all correspondence.**

INVOICING

Lead LEAs must submit the following to to receive the 70% advance payment:

- Signed Master Agreement
- Certificate of Insurance
- W-9
- Completed Workplan Template
- Copy of the Certified Plan from NOVA
- 70% Invoice
 - Using sample template provided by the SCCRC (see sample)
 - LEA generated invoice containing all of the same information

Up to a 20% progress payment

Final payment – minimum of 10% after all of reporting in NOVA is complete

ABC High School District

Street
City, Zip
Phone

Date:
Invoice #:
K#:
PO#:

ABCHSD Contact Name/email:

PLEASE Email Invoice to the SCCRC [Fiscal Agent Team](#)

Fiscal Agent (Please do NOT send invoices via USPS mail)

Santa Barbara Community College District
Attn: Luann Swanberg, Fiscal Agent Director, South Central Coast Regional Consortium (SCCRC)

South Central Coast Regional Consortium, K12 Strong Workforce Program (Round 6)	
Description for FY 2023-2024	Amount
For the advance payment of 70% of the total amount of the grant award of \$_____.	\$_____
Project Name: _____	
<input type="checkbox"/> Project plan must be submitted and certified in NOVA and PDF attached to this invoice. Please email both to Fiscal Agent Team .	
Total Due:	\$_____

SBCCD Fiscal Agent Use Only Below This Line



OK to Pay	Fund #: 121386-4080-562000-601000
	Date
	Luann R. Swanberg, Fiscal Agent Director
	South Central Coast Regional Consortium
	lrswanberg@pipeline.sbcc.edu (805) 479-7670



Budget Modification and Capital Outlay Requests

PRIOR TO EXPENDITURE!!!

K12 SWP Documents

Guidance & Support

Contracts

Fiscal Memos

Forms

Both forms below are accessible via Google Forms:

- [SCCRC K12 SWP Capital Outlay Request for Pre-Approval](#)
- [SCCRC K12 SWP Budget Modification Request Form](#)

CAPITAL OUTLAY REQUESTS:

OVER \$5K AND IF NOT ALREADY IN THE APPROVED NOVA PLAN

REMINDER: K12 SWP ROUND 6 TIMELINE

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Other Support, Information and Resources



Other Regional Support Provided:

- Individual Meetings as requested (Fiscal Team, K14 TAP and/or K12 PC)
- Quarterly Meetings with each Grantee
- Regional Reporting Webinars
- Monthly Regional K12 SWP Meetings

[SCCRC K12 SWP Website](#)

[California Community College Chancellor's Office \(CCCCO\) K12 SWP](#)

[NOVA - K12 SWP YouTube](#)



SCCRC K12 SWP Contacts

Luann Swanberg, SCCRC Fiscal Agent Director

- Cell: 805.479.7670
- lrswanberg@pipeline.sbcc.edu

Giselle Bice, K14 Technical Assistance Provider (TAP)

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Diane Hollems, SCCRC Consultant

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- Diane.hollems@gmail.com

Amanda Lake, SCCRC Admin Coordinator

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Tessa Miley, SCCRC NOVA Consultant

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- mileyte3@gmail.com

THE END