



Santa Barbara Community College District



MEMORANDUM

TO: South Central Coast Regional Consortium (SCCRC) K12 Strong Workforce Program Lead Grantees

FROM: Brian Fahnestock, Interim Vice President, Business Services
Santa Barbara Community College District,
Fiscal Agent for the South Central Coast Regional Consortium

DATE: February 12, 2024

RE: **UPDATED K12 STRONG WORKFORCE PROGRAM FISCAL AGENT GUIDANCE MEMO
(Applies to all Rounds of Regional K12 Strong Workforce Program funding)**

The Interim Vice President of Business Services at the Santa Barbara Community College District (SBCCD) has reviewed the roles and responsibilities of the Fiscal Agent for the South Central Coast Regional Consortium (SCCRC) and delineated expectations for all existing and future rounds of funding (Chancellor's Office Memorandum February 25, 2019):

FISCAL AGENT ROLES & RESPONSIBILITIES

The Fiscal Agent is responsible for dispensing, monitoring, and auditing sub-contracts once funding decisions have been made by the Regional K12 SWP Selection Committee as stipulated in Strong Workforce Program (SWP) legislation and by the Chancellor's Office. The Fiscal Agent performs the following:

- Reviews grantee's applications, plans and budgets for compliance with grant terms and requirements and ensure expenditures are allowable.
- Develop policies, procedures, and timeliness for distribution of funds.
- Notify grantees and enforce reporting requirements.
- Develop award agreements based on Chancellor's Office and SBCCD contracting requirements.
- Manage the flow of funds to grantees by receiving, reviewing and approving plans and claims for funds, and ensure that proper documentation has been received to verify that what was requested conforms to what was approved.
- Provide information, guidance, and technical assistance.

Additionally, we want to reiterate to all grantees that the signed Master Agreement between the Lead Local Educational Agency (LEA) and SBCCD for each Round of funding is based on the Request for Proposal (RFA) for that round of funding and serves as the legal contract for the project.

- The SCCRC Fiscal Team will be reviewing all Round 5 and Round 6 NOVA plans and budgets, and requires **the following additional criteria** to be included in the Budget Narrative. Please note that program funds are for direct services to the project only and are intended to supplement, not supplant, existing investments. (Refer to the Strong Workforce Program {Education Code, Sections 88820-88833} and the RFA Appendix C: Guidelines, Definitions, and Allowable Expenditures to determine specific allowable and

non-allowable activities and costs). The Fiscal Agent has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

1. Level of detail required by Object Code in the Budget Narrative (All budget items listed must align with the grant workplan):

- 1000** – Certificated Position title(s), # FTEs for each position title, dollar amount of salary funded through SWP grant for each position
- 2000** – Classified Position Title(s), # FTEs for each position title, dollar amount of salary funded through SWP grant for each position
- 3000** – Benefits for salaries from 1000 and 2000
- 4000** – Description of supplies that will be purchased and an estimate of the cost of each.
- 5000** – Detail (Scope of Work) regarding contracted services, consultants and other services and an estimate of the cost of each.
- 6000** – Capital Outlay – itemized details and an estimate of the cost for all planned equipment purchases. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine whether purchases meet the intent of the funding and show long-term sustainability.
- 7000** – Administrative Indirect Cost Rate: An LEA may take a maximum of 4% administrative indirect costs for the term of the grant. (This is the approved rate set by the Chancellor’s Office).

2. Budget Modification and Capital Outlay Request Process:

- Permission is required for all budget modifications over 10%, and if a budget category is added or deleted. Requests are made via the online [Budget Modification Request Form](#).
- Permission is required for all for all planned capital expenditures over \$5,000 for each approved K12 SWP grant. The expenditure *must* be expressly detailed (item, cost, number of units) in the NOVA Budget Narrative, or it *must* be requested via the online [Capital Outlay Request Form](#) **prior to purchase**. The Fiscal Agent retains the right to deny purchases that do not meet the allowable expenditure criteria delineated in the RFA.

Please Note the Following:

- **Always** refer to the [SCCRC K12 SWP webpage](#) for the most up to date versions of the Budget Modification and Capital Outlay Request processes and forms.
- The SCCRC Fiscal Team is responsible for inputting all approved budget modifications and adding approved capital outlay requested items into the NOVA plans.

3. Additional Fiscal Agent Requests:

- At any time, the Fiscal Agent may require additional documentation (copies of contracts, general ledgers, etc.), fiscal and narrative progress reports, in addition to the NOVA fiscal reporting requirements identified in the RFA and Master Agreement. Every effort will be made to provide as much advance notice as possible.
- There is a possibility that there will be changes to the Cal-Pass PLUS data reporting requirement currently in the RFA and Master Agreement. The SCCRC Fiscal Agent Team will notify all grantees of any change to this required element in the RFA.



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4. Quarterly Grantee Meetings with the SCCRC Fiscal Agent Team:

Agenda for Quarterly Meetings:

- Review Expenditures - Progress
- Review Plans/Expenditures
- Review Pending Budget Modifications/Capital Outlay Requests
- Review Reporting status, status of documents requested, etc.
- Identify Technical Assistance needs

Please reach out to the SCCRC Fiscal Team led by Luann Swanberg, the SCCRC Fiscal Agent Director, if you have any questions or concerns.

A handwritten signature in blue ink, appearing to read 'B. Fahnestock'.

Brian Fahnestock
Interim Vice President, Business Services
Santa Barbara Community College District