

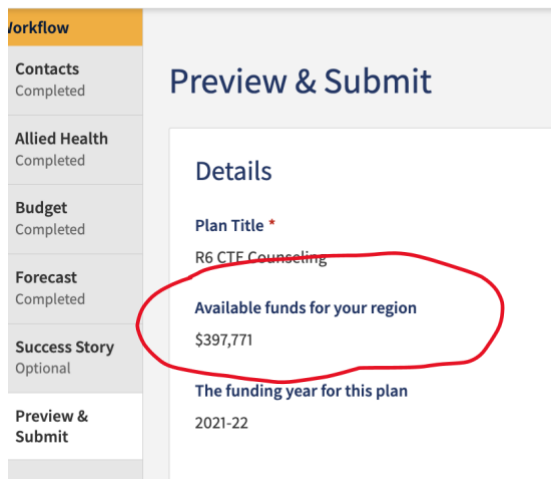
# APRIL 2025 FISCAL AGENT DIRECTOR REPORT

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## COMMUNITY COLLEGE STRONG WORKFORCE PROGRAM

- **PLAN CLOSURES (Starting 2021-2022 Round 6):**
  - **MEMO:** Feb 20, 2025 Email with memo from the Chancellor's Office on [Strong Workforce Program Local and Regional Plan Closure Requirements](#). Review the steps and examples of encumbered funds
  - **Regional Plan Closure Process:**
    1. SCCRC to determine source(s) of **"Available funds for our region"** (see screenshot below). This is the total of the regional funds that are encumbered funds that may be tied up in various stages of a plan's status (see memo for examples of encumbered funds) based on the total allocated to the region in a specific fiscal year.
    2. Colleges and the SCCRC to ensure all reporting is up to date
    3. Districts to ensure all Certifying Authorities are up to date.
    4. Ensure that all questions are answered in the Q4 and Final and expenditures for all fiscal years are accounted for in the Final Report uploads.
    5. All Q4, Final reports, and Closure Requests will be reviewed by Luann and Holly.
    6. Please reach out if you have any questions or concerns.

R6 CTE Counseling  **CERTIFIED**  
Created by Janine Medina on Oct 25, 2021, 04:02 PM PDT



Workflow	Details
Contacts Completed	<b>Preview &amp; Submit</b>
Allied Health Completed	
Budget Completed	
Forecast Completed	
Success Story Optional	
Preview & Submit	<b>Details</b>
	<b>Plan Title *</b>
	R6 CTE Counseling
	<b>Available funds for your region</b>
	\$397,771
	<b>The funding year for this plan</b>
	2021-22

- **INVOICES:** Please be sure that all regional funds are budgeted in NOVA and plans are certified before submitting for the 70% advance payments and ensure that all reporting is up to date before submitting invoices for progress and/or final payments.
- **ANY UNALLOCATED FUNDS FOR ROUND 9 FY24-25 MUST BE BUDGETED IN NOVA IMMEDIATELY** (Local and Regional). They were due Nov 30, 2024.
- **NEW NOVA FEATURE:** [NOVA](#) will now display the allocation amount that is available for your district in the details, budget and preview tabs. When your budget exceeds the available amount, text will appear on the budget workflow step letting you know your plan will not be able to be submitted with the current budget.

- **SWP FISCAL REPORTING**

- Continue to keep reporting up to date. Reminder that starting in 24/25 Round 8, the Q4 and Final reports are due August 15 instead of November 15.
- **Extensions**
  - Regions/Districts/Colleges may submit extension requests to the Regional Monitor Katie Gilks via email with a CC to Holly and Luann.
  - Extension requests must include:
    - Explanation of remaining funds
    - Description of the proposed reallocation of funds
    - Expenditure timeframe outlining the length of the request
    - Extensions may be granted through 6/30/2025
    - A new project plan must be submitted in NOVA as soon as possible with the expired allocation year selected in the **Select the funding year for this plan** section
    - Extension approved project plan titles need to be updated to include “3rd Year Extension Granted.
    - Fiscal reporting remains due for Q2 and Q4 as scheduled (Q2 – 2/15/2025 and Q4/Final - 8/15/2025).
    - Unallocated and Unspent balances are reported to the Department of Finance on a regular basis.
- **Strong Workforce Program** -Program Lead Javier Cazares 916.327.5907 | [jcazares@cccco.edu](mailto:jcazares@cccco.edu).

**REGIONAL COLLABORATION AND COORDINATION (RCC) - ECONOMIC AND WORKFORCE DEVELOPMENT (EWD) - EMPLOYER ENGAGEMENT FUNDING**

- **24/25 Year 4 Allocation Advance Payment will be made if the first 18-month allocation has been fully expended and progress made in expending the Year 3, 2023/24 allocation.**
- **REMINDER:** First In First Out (FIFO) – expend earliest allocations first with each allocation year reported on separately.
- **Q3 REPORT DUE:** April 10, 2025
- **REMINDER:** RCC – EWD grant performance and **expenditure period ends June 30, 2026 for all allocated funding.**

**2024-25 COMPENDIUM OF ALLOCATIONS AND RESOURCES**

The March edition of the **2024-25 Compendium of Allocations and Resources** is now available!

The March Compendium includes updates for the following programs:

- Homeless and Housing Insecurity Program
- Zero Textbook Cost (ZTC) Degree Grant Program

Updates to the Compendium will be released through the First Principal Apportionment in May 2025 and demarcate any new or updated content. You can find the Compendium and additional budget information on the [Budget News page](#).

**REMINDER - NOVA AND DASHBOARD/SPREADSHEET SUPPORT**

- Please submit **ALL REQUESTS** from Community Colleges and K12 Strong Workforce Program (SWP) for NOVA and/or Dashboard support [HERE](#). Holly and Luann will be handling these requests.
- If you need additional support with Local SWP, you may reach out to the, Tessa Miley ([Mileyte3@gmail.com](mailto:Mileyte3@gmail.com)), and inquire about contracting with her directly for her expert services.