

CHECKLIST FOR MODIFYING K-12 SWP PROJECTS BEFORE SUBMISSION

If you don't have NOVA login, or don't have the needed permissions, email Luann Swanberg, South Central Coast Regional Consortium Director/Chair lswanberg@pipeline.sbccc.edu or call 805.479.7670.

Suggested steps for modifying your project

Reduce the scope of your project to accommodate a reduced budget

- **Statement of Need**
 - Uncheck any industry sectors that are no longer targeted
- **Target Pupil**
 - Uncheck any student populations or grade levels no longer served
- **Pathway Improvement Strategies**
 - Delete any strategies you will no longer be employing
- **Statement of Work**
 - Modify activities or delete if no longer planned
- **Summary**
 - Revise the **Pathway Improvement Scope** if it no longer accurately describes your project.
 - Please consult the SCCRC Regional Chair before changing your **Pathway Improvement Name**. This may cause some downstream problems.

Adjust your match in the **Lead & Partner Agencies** and **Collaborative Partners** tabs

- We suggest reducing cash match to the minimum required
- You may wish to reduce in-kind if that will free up match for future applications

Build your budget (We suggest doing this in a spreadsheet first)

Expanded Budget tab

Start with **2018-2019**

- If there is a budget item listed, delete it
- In the **2018-19 Quarterly Expenditure Forecast** card, set the percentages for each quarter to 0

2019-2020 Budget

- Click **+ New Budget Item** to add budget items
- For each budget item
 - You can cluster related expenditures in the same budget item
 - Provide meaningful **Budget Item Title** that will help reader understand set of expenditures
 - Categorize by **Expenditure Type** object codes or indirect
 - The **Institution** that will be spending the funds
 - The **Related Activities** drawn from your Statement of Work that will be supported by this expenditure
 - **2019-2020 Budget Item Amount**
 - It may make reporting easier if you create separate budget cards for **Grant Funds Amount** and **Monetary Match Funds Amount**
 - **Brief Description of Expenditure**

- Provide sufficient detail to enable someone to understand how you are spending these funds.
- **2019 - 2020 Quarterly Expenditure Forecast**
 - Project your expenditures for each quarter
 - Note expenditures are cumulative. If you project 25% each quarter, enter Q1: 25%, Q2: 50%, Q3: 75%, Q4 will automatically populate to 100%
- Proceed to budget for other years
 - **2021-2022**
 - All funds must be spent by the close of Q2 so project 100% for Q2
- **Budget summary**
When completed your budget summary should look something like this if your project was funded at \$6,000 and you were required to provide a 2:1 match.

Pathway Improvement Budget

Budget summary

Total Grant Amount Budgeted: \$6,000 of \$6,000

Indirect Funds Budgeted: \$100 (1.69%)

Monetary Match Funds Budgeted: \$6,000 of \$6,000

Total Available Funds Budgeted: \$12,000 of \$12,000

In-Kind Match Funds: \$6,000

Total Remaining: \$0

Expanded
Budget
Incomplete

Expanded Budget section shows Incomplete. A vertical red line in the Budget Module will indicate which budget area(s) need further work. Some possible items to check

- Completed projections for each year?
- Are projections cumulative?
- Amount Grant Funds budgeted equal to Grant Amount?
- Monetary Match budgeted equal to Monetary Match available?
- Indirect funds budgeted as Indirect Expenditure Type?

Final Project Review

Email Luann Swanberg, lrswanberg@pipeline.sbccc.edu that your project is ready for final review before pressing the submit button for certification in NOVA. When review is complete, you will receive notification that the project is ready for certification or if an item needs further discussion.

Project Certification in NOVA

After you select the Submit button, NOVA will alert the Certifying authority and project will be certified.

For help:

- Luann Swanberg at 805.479.7670 (SCCRC Director/Chair)
- Diane Hollems at 805.448.2106 (SCCRC Co-Chair)
- Amanda Lake at 805.448.8856 (SCCRC Admin Support)