



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

South Central Coast Regional Consortium (SCCRC)

Strong Workforce Program - Fiscal Flow - November 2018

The following new Exhibits below are all now a part of the **SCCRC SWP Master Agreement – February 1, 2016 – June 30, 2020.**

Exhibit A: Participation Agreement (part of the original Master Agreement that will continue to be used and sent along with Invoices with project specific scope of work and contract amounts.

Exhibit B: Sub-Award Notification – District Allocation (Regional SWP 83% and 17% Incentive Fund District allocation documentation).

Exhibit C: Sub-Award Notification – Projects (For receipt of SWP funds from Deputy Sector Navigators (DSN), Technical Assistance Providers (TAPs), and other Regional Projects Leads).
Receipt of SWP funds for _____ (take to your Board to get money and as back up for invoice)

Exhibit D: Reallocation (A Participation Agreement to document the reallocation of funds from one SWP project to another).

Addendum to SWP MASTER AGREEMENT dated Feb 1, 2016 – June 30, 2020 (authorizes the movement of SWP between and among districts hosting a DSN, TAP or Project Lead). Approved by SBCC on 8/23/18 and sent to regional college districts to go to their respective Boards in the fall.

SWP Money Journeys:

A. Invoice with project specific scope of work and associated contract amount: Exhibit A - Participation Agreement

1. Prepared and signed by the Regional Chair (Luann Swanberg) or Co-Chair (Diane Hollems) and authorized District Representative.
2. Emailed to Luann and Diane to be processed for payment by SBCC fiscal.
(lrswanberg@pipeline.sbcc.edu and diane.hollems@gmail.com)



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Luann Swanberg, Director/ Chair
Diane Hollems, Co-Chair



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B. SWP Regional annual Allocation to Districts: Exhibit B Sub-Award Notification – District Allocation

1. Lists amount to a District (e.g. for Board Approval) for all regional funding to that District for District projects, key talent (if host District), and other regional project leads (if host District).
2. Deans, Key Talent and/or project lead to prepare **Exhibit A Participation Agreement** for each project using regional funds to email along with invoice to SBCC via the Regional Chairs (Luann Swanberg and Diane Hollems)
3. All regionally funded projects need to be input and reported on in NOVA according to the timelines set forth by the Chancellors office.

C. Receipt of funds to support a SWP project from a DSN or Project Lead: Exhibit B Sub-Award Notification – Projects

1. **Exhibit C Sub-Award Notification - Projects** sent by a host college/district to another college or District to support a particular project listing amount to a District (e.g. for Board Approval).
2. The fully executed Exhibit C: Sub-Award Notification should be used to submit with an invoice to the host college/district.
3. Host college/District project lead will be responsible for project input and reporting in NOVA according to timelines set forth by the Chancellor's Office.

D. Reallocation of regional funds from one SWP project to another: Exhibit D Reallocation

1. Deans, Key Talent and/or project lead to prepare **Exhibit D Reallocation** for each project using Regional Funds that are being reallocated from one project to another.
2. This Exhibit D will be emailed to SBCC via the Regional Chairs (Luann Swanberg and Diane Hollems)
3. All regionally funded projects need to be revised in NOVA to reflect budget and scope of work changes due to the reallocation of funds and reported on according to the timelines set forth by the Chancellors office.