



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

South Central Coast Regional Consortium (SCCRC)

MEMORANDUM

TO: K12 Strong Workforce Program Grantees, Round 1

FROM: Luann Swanberg, Director/Chair, SCCRC

DATE: May 1, 2020

RE: Guidance: Invoicing for the Remaining 30%, Budget Modification Process, Progress Report

This memorandum is to notify you, as a Round 1 K12 SWP grantee, of the process for requesting the remaining 30% K12 SWP 2018-2019 Round 1 funding, the budget modification process and for the progress report **due May 30, 2020**.

INVOICING FOR THE REMINING 30%:

Please use the invoice template attached and email me with a cc to Diane Hollems at diane.hollems@gmail.com and Amanda Lake at amanda.j58@gmail.com. You will notice that the invoice lists documents for you to attach. The fiscal agent, Santa Barbara Community College District, requires backup documentation to accompany all invoices:

- 1) Submit a copy of your project general ledger showing that 70% has been spent (encumbrances will be considered "spent"). If you have a partner agency that receives more than \$500,000, that agency must also show that it has expended 70% and attach a general ledger.
- 2) Please send a list showing all of your grant's partner agencies and the status of their CalPASS MOUs. No agency is to receive funds without having this MOU in place.

BUDGET MODIFICATION PROCESS:

According to the 18-19 K12 SWP Master Agreement, Page 2, Section 4, Modifications:

"Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Regional Consortium so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. Grantee may add or delete budget categories subject to the prior approval of the Regional Consortia (see Exhibit B: K12 Strong Workforce Program RFA - Appendix A: Program-Specific Legal Terms and Condition, p. 29-30).

"The South Central Coast Regional Consortium process for requesting and approving changes to grant budget categories and/or amounts as well as grant amendments are included here as Exhibit C."

If you do request budget modifications, please use the template attached and email me with a cc to Diane Hollems and Amanda Lake. I will notify you via email if the request is approved or if more information is required. Once the modification is approved, I will uncertify your project in NOVA and you can make the necessary budget changes.

www.sccrcolleges.org
Luann Swanberg, Director/ Chair
Diane Hollems, Co-chair



California Community Colleges



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

South Central Coast Regional Consortium (SCCRC)

Also, each of the Round 1 grantees built the budget based on one fiscal year. We realize that now you may need to amend your budget to roll into the next fiscal year. Please email me with cc to Diane and Amanda when you are ready for me to uncertify your project so you can make these changes. Unfortunately, NOVA is not able to copy budget items from one fiscal year to another so you will have to enter them again for each fiscal year.

PROGRESS REPORT:

We are requesting a progress report **DUE MAY 30** on your expenditures along with a brief narrative on progress you have made to date. Please use the progress report template attached and email me with a cc to Diane Hollems and Amanda Lake.

We realize these are different times than when we all started on this K12 SWP journey. We appreciate all you have done and continue to do in serving students during these challenging times, and are here to do all we can to support your success. Please don't hesitate to call or email me if you have any questions or want to talk through any proposed changes prior to submitting paperwork or making any changes in NOVA.

Stay healthy and safe,
Luann

Luann R. Swanberg
Director/Chair, South Central Coast Regional Consortium (SCCRC)
California Community Colleges
Cell: 805.479.7670

ATTACHED:

- K12 SWP BUDGET MODIFICATION FORM
- K12 SWP 30% INVOICE TEMPLATE
- PROGRESS REPORT TEMPLATE

