Round 3:

K-12 Strong Workforce Program
2020-2021

Next steps and the NOVA Budget

South Central Coast Regional Consortium

South Central Coast Regional Consortium – Fiscal Agent

- K12 SWP Master Agreement

  o LEAs confirmed main point of contact and signatory

  o Fiscal Agent – Santa Barbara Community College District (SBCCD)

  o Payment - 70% up front w/agreement execution, W-9 Certificate of Insurance, certified plan in NOVA, and an invoice

  o Grant Term – 1/1/2021 to 06/30/2023

- Expand Budgets to adjust to funded amounts

- Approval/Certification of Plans in NOVA

TIMELINE	
Thursday December 17, 2020	**K12 SWP Round 3 Master Agreements approved by the Santa Barbara Community College District Board**
January 7, 2021	**Regional K12 SWP Round 3 Grantee Webinar (Expanded Budgets in NOVA, contracts, etc.)**
January 12, 2020	**SCCRC to send K12 SWP Master Agreements and instructions to Lead Local Educational Agency (LEA)**
January 2021	**Once W-9s are received SBCC will generate a PO# and send the Lead LEA an email to confirm receipt. A PO # needs to be included on all Invoices.**
January/February 2021	**K12 SWP Master Agreements to Lead LEA to Board for approval and signature**
February 15, 2021	**Enter Expanded Budgets in NOVA (NOTE: Before you hit SUBMIT, email the Regional Chair and Co-Chair to review the draft budget to make any adjustments before submitting for Certification**
March 1, 2021	**SCCRC Review and certify Plans/Expanded Budgets in NOVA**
Late February/Early March 2021	**Fully executed Master Agreement, Budget Certified in NOVA, Certificates of Insurance, and W-9, 70% Advance Payment within 30 days of receipt of Invoice**
Period of Performance	**January 1, 2021 - June 30, 2023**

Completing the Plan in NOVA

- Completing your Plan means to update Budget & Match section of your application

- Grant Funds Budgeted should match the Allocation Amount – budget updates are necessary for all LEAs

- Update Match funds (at 1 : 1 or 2 : 1 as appropriate) Only financial match is acceptable in this round of funding.

- All Agencies identified in the application must complete an individual budget

- NOVA:
  - https://nova.cccco.edu/
  - NOVA YouTube Channel (Help Videos)

Match Requirements

- ROCPs (operated by JPA or County Office of Ed) – 1 to 1 match

- LEAs – 2 to 1 match

- Match does not have to align with the budget years or line items

- Financial Only – upload required for quarterly reporting (**Match Documentation Template***)*

- Must document the match the entire grant term

Things to Remember

- General purpose equipment, furniture, modular offices, phone, networks, IT equipment systems, AC, copy machines, etc. *are not approved expenditures.*

- Review **Funding Year 20-21 RFA**, *Appendix: Guidelines, Definitions and Allowable Expenditures.*

- Need to modify? See RFA and Master Agreement – submit the **Budget Change Request** (form on the SCCRC website) to the SCCRC Regional Chair for review and approval.

    (If you decide to add equipment not included in the budget now, you must seek permission from the SCCRC using the **Capital Outlay Request Forms***)*

- If your agency has more than one K12 SWP grant – keep financial records, data, and all tracking separate.

- Quarterly and Year End Reporting (**See Attached Schedule**)

Reporting

- Lead Agency is responsible for ensuring that Lead and K-12 partner agencies submit all required progress and fiscal data

- All Agencies <u>must enter</u> into and maintain data sharing MOU with Cal-PASS Plus

   (Data files are due November, immediately following the fiscal year for which data are reported)

- It is a grant requirement to notify the SCCRC Regional Chair that data has been reported

- The SCCRC may seek additional progress information through the term of the grant

Feedback

- There will be a survey of the K12 SWP applicants to continue to improve the application review, scoring and decision-making process

- [Survey of all LEAs in the region regarding awareness of K12 SWP](#)

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