



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.
 South Central Coast Regional Consortium (SCCRC)

SCCRC K12 SWP Round 3 Grantee Webinar

January 7, 2021 10:30am – 11:30am

Zoom Recording of this meeting:

<https://cccconfer.zoom.us/rec/share/LU00QND0tnEnr9Od4eHRxarliV0t4Qc9NCdcT9BVQutFGUMv8jRS7uRSTmEWbzyJ.Pmzix62i-fRVEnEJ>

NOTE: Action items are highlighted in yellow

Attendees:

Bice, Giselle	K14 TAP	Hosted by College of the Canyons	giselle.bice@canyons.edu
Bridges, Cynthia	Fiscal Rep for VCOE	VCOE	CBridges@vcoe.org
Brown, Sharon	Coord College & Career Readiness	SBCEO	sbrown@sbceo.org
Carson, Tiffany	CTE Coordinator	SBUSD	tcarson@sbunified.org
Cervantes, Kristina	Fiscal Rep	Fillmore USD	Kristina.cervantes@fillmoreusd.org
Cotti, Nadia	Program Specialist	Wm S Hart UHSD	ncotti@hartdistrict.org
Hollems, Diane	Co-Chair	SCCRC	diane.hollems@gmail.com
Kochel, Mai	Fiscal Rep for VUSD	Ventura USD	mai.kochel@venturausd.org
Lake, Amanda	Admin Assistant	SCCRC	amanda.j58@gmail.com
McKinstry, Betsy	Director, CTE	AVUHSD	bmckinstry@avhsd.org
Miles, Elias	Ass't Sup't of Educational Svcs	Fillmore USD	elias.miles@fillmoreusd.org
Owens, Vera	Administrative Assistant	SBCEO	vowens@sbceo.org
Phillippe, Monica	Director of Career Education	OUHSD	monica.phillippe@oxnardunion.org
Rickard, Rene	Chief Innovation Officer	Ventura USD	Rene.Rickard@venturausd.org
Swanberg, Luann	Director/ Chair	SCCRC	lrswanberg@pipeline.sbcc.edu
Walker, Diane	Dir. Industry Liaison & Post-Second	AVHSD	dwalker@avhsd.org

• Timeline for Round 3

Luann displayed the PPT which includes the timeline. The timeline will be posted to the website.

- It will be required to put the PO # on invoices.
- County offices do not have to have the contract board-approved
- Send an email to RC prior to hitting "Submit" button, so any changes can be made before the official submit. **Amanda will send reminders to the group regarding draft expanded budget in NOVA.**
- As soon as budget is certified in NOVA and Master Agreement documentation is complete, we will send the invoice.
- The Regional Consortium must have current contact information. Please send any changes to Amanda Lake at amanda.j58@gmail.com



- Completing the Plan in NOVA (<https://nova.cccco.edu/>)
Luann described the need for them to change budgets to fit the reduced amount of the awards. She asked the group if they see any significant changes to their work plans. Sharon from Santa Barbara/SLO said they must modify the work plan.
 - All agencies identified in the application must complete an individual budget.
 - Luann displayed NOVA screen. In the HELP section of NOVA there are links to short YouTube videos on how to input into NOVA. There is also a feedback to the NOVA help desk in the lower right corner when you are in NOVA to submit questions.

- Match Requirements
 - You must document the match and include an upload a document (could be Excel) uploaded into NOVA for fiscal reporting.

- Things to Remember
 - Amanda will put the links to the website on the PPT to access the referenced forms/information.
 - Each round of funding has a different RFA. Significant change in Round 3 regarding match. Please continue to refer to the RFA and the Master Agreement for respective year of funding.

- Reporting
 - Lead agency must secure data from partner LEAs.
 - Cal-PASS+ MOU is required.
 - The fiscal agent can solicit progress reporting as needed. Likely won't be needed as there is now quarterly reporting.
 - Giselle shared the reporting schedule (See attached)—January 2021 thru August 2023. Reporting deadlines for the Pathway Coordinators will be included.
 - A survey (google doc) for our region will be sent out to grant leads and partner LEAs with the goal of feedback of the application process.
 - Grantees can request feedback on their applications.
 - Another survey will go out to lead LEAs and Pathway Coordinators about professional development opportunities to help bridge K14 and the Career Education vision for our region. These will be micro-trainings or lecture series of 45 minute facilitated discussions. Survey information will be included on the PPT before posting it to our website and sending out to grantees.

- Q & A and wrap up
No questions.
We will schedule an individual Zoom with the Fillmore district.

K12 SWP & CTEIG REPORTING DATES: JANUARY 2021 – AUGUST 2023

Round 1: Allocation/Funding Year 2018-19
 Round 2: Allocation/Funding Year 2019-20
 Round 3: Allocation/Funding Year 2020-21

MONTH & YEAR	K12 SWP	CTEIG
JANUARY 2021	Round 1 FY 2020/21 Qtr. 2 (10/01–12/31) Due 01/31/2021	State Board of Education meeting to approve applicants 01/8-9/2021
	Round 2 FY 2020/21 Qtr. 2 (10/01–12/31) Due 01/31/2021	Grant Award Notification (GAN) to new applicants 01/31/2021
		2016–17 CTEIG Final Report Due 01/31/2021
		2018–19 CTEIG Final Report Due 01/31/2021
MARCH 2021		2019–20 CTEIG Data Collection Due 03/02/2021
APRIL 2021	Round 1 FY 2020/21 Qtr. 3 (01/01–03/31) Due 04/30/2021	
	Round 2 FY 2020/21 Qtr. 3 (01/01–03/31) Due 04/30/2021	
	Round 3 FY 2021/22 Qtr. 3 (01/01-03/31) Due 04/30/2021	
JULY 2021	Round 1 FY 2020/21 Qtr. 4 (04/01–06/30) Due 07/30/2021	
	Round 2 FY 2020/21 Qtr. 4 (04/01–06/30) Due 07/30/2021	
	Round 3 FY 2021/22 Qtr. 4 (04/01–06/30) Due 07/30/2021	
OCTOBER 2021	Round 1 FY 2021/22 Qtr. 1 (07/01–09/30) Due 10/31/2021	
	Round 2 FY 2021/22 Qtr. 1 (07/01–09/30) Due 10/31/2021	
	Round 3 FY 2020/21 Qtr. 1 (07/01–09/30) Due 10/29/2021	
DECEMBER 2021		2017–18 CTEIG Final Expenditure Due 12/31/2021
		2019–20 CTEIG Final Expenditure Due 12/31/2021
JANUARY 2022	Round 1 FY 2021/22 Qtr. 2 (10/01–12/31) Due 01/31/2022	2019–20 CTEIG Final Report Due 01/31/2022
	Round 2 FY 2021/22 Qtr. 2 (10/01–12/31) Due 01/31/2022	2017–18 CTEIG Final Report Due 1/31/2022
	Round 3 FY 2020/21 Qtr. 2 (10/01–12/31) Due 01/28/2022	2017–18 CTEIG Final Report Due 01/31/2022
FEBRUARY 2022	Round 1 Final Report Due 02/28/2022	
MARCH 2022		2020–21 CTEIG Data Collection Due 03/05/2022

K12 SWP & CTEIG REPORTING DATES: JANUARY 2021 – AUGUST 2023

APRIL 2022	Round 2 FY 2021/22 Qtr. 3 (01/01–03/31) Due 04/30/2022	
	Round 3 FY 2021/22 Qtr. 3 (01/01–03/31) Due 04/29/2022	
JULY 2022	Round 2 FY 2021/22 Qtr. 4 (04/01–06/30) Due 07/30/2022	
	Round 3 FY 2021/22 Qtr. 4 (04/01–06/30) Due 07/29/2022	
OCTOBER 2022	Round 2 FY 2022/23 Qtr. 1 (07/01–09/30) Due 10/31/2022	
	Round 3 FY 2021/22 Qtr. 1 (07/01–09/30) Due 10/29/2022	
DECEMBER 2022		2020–21 CTEIG Final Expenditure Due 12/31/2022
JANUARY 2023	Round 2 FY 2022/23 Qtr. 2 (10/01–12/31) Due 01/31/2023	2020–21 CTEIG Final Report Due 01/31/2023
	Round 3 FY 2021/22 Qtr. 2 (10/01–12/31) Due 01/27/2023	
FEBRUARY 2023	Round 2 Final Report Due 02/28/2023	
APRIL 2023	Round 3 FY 2022/23 Qtr. 3 (01/01–03/31) Due 04/28/2023	
JULY 2023	Round 3 FY 2022/23 Qtr. 4 (04/01–06/30) Due 07/28/2023	
AUGUST 2023	Round 3 Final Report Due 08/31/2023	
SEPTEMBER 2023		
OCTOBER 2023		

HELPFUL LINKS

CCCCO K12 Strong Workforce	https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/K12-Strong-Workforce
Career Technical Education Incentive Grant (CTEIG)	https://www.cde.ca.gov/ci/ct/ig/
NOVA	https://nova.cccco.edu/login?returnUrl=%2F
Cal-PASS PLUS	https://www.calpassplus.org/Home
South Central Coast Regional Consortium	https://sccrcolleges.org/

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
 - LEAs confirmed main point of contact and signatory
 - Fiscal Agent – Santa Barbara Community College District (SBCCD)
 - Payment - 70% up front w/agreement execution, W-9 Certificate of Insurance, certified plan in NOVA, and an invoice
 - 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 must enter 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](#)

SCCRC Contacts

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