



**ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.**

## **South Central Coast Regional Consortium (SCCRC)**

### **K12 SWP GRANTEE FISCAL AGENT MEMORANDUM**

**September 22, 2021**

**TO:** South Central Coast Regional Consortium K12 Strong Workforce Program Grantees

**FROM:** South Central Coast Regional Consortium, Santa Barbara CCD

**DATE:** September 17, 2021

**RE: UPDATED BUDGET CHANGE PROCESS**

Effective immediately K12 Strong Workforce Program Grantees will no longer be responsible for entering budget revisions into NOVA. The South Central Coast Regional Consortium will retain the responsibility of inputting approved budget changes into NOVA.

Grantees will still be required to submit budget modification requests to the Regional Chair through the approved [REQUEST TO MODIFY BUDGET](#) form. Budget changes will be due no later than the last day of each reporting quarter (see due dates below). The budget modification form has been modified to simplify the amount of information required. Moving forward, the grantee will only need to provide the currently approved budget by object code, the proposed revised budget by object code and a written justification.

As a reminder, all budget modifications should be emailed to SCCRC Chair, [lrswanberg@pipeline.sbcc.edu](mailto:lrswanberg@pipeline.sbcc.edu) with a cc to the SCCRC Co-Chair [diane.hollems@gmail.com](mailto:diane.hollems@gmail.com), the K14 TAP, [Giselle.Bice@canyons.edu](mailto:Giselle.Bice@canyons.edu), and the SCCRC Admin Coordinator, [amanda.j58@gmail.com](mailto:amanda.j58@gmail.com). Requests will be reviewed to ensure allowability under the program RFA and in alignment with the K12 SWP plan selected for funding by the K12 SWP Selection Committee. The decision of the SCCRC, along with any necessary next steps, will be communicated to the individual submitting this form and to the individual(s) identified as the contact for project/program and fiscal related matters in the signed K12 SWP Agreement for that funding year.

Budget additions and/or increase to the 6000 Capital Outlay category should be preceded by an approved [CAPITAL OUTLAY REQUEST](#) form.

<b>Quarter</b>	<b>Budget Change Due</b>
Qtr. 2 (10/01-12/31)	12/31
Qtr. 4 (04/01-06/30)	06/30

Respectfully,

Luann Swanberg  
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Attachments: Budget Change Form (updated 9.22.21) and Capital Outlay Request Form (updated 9.22.21)

