South Central Coast Regional Consortium

K-12 Strong Workforce Program

Round 4 2021-22: Next steps and the NOVA Budget

January 11, 2022

CONGRATULATIONS

AGENDA

PROGRAM SUPPORT OVERVIEW

FISCAL OVERVIEW

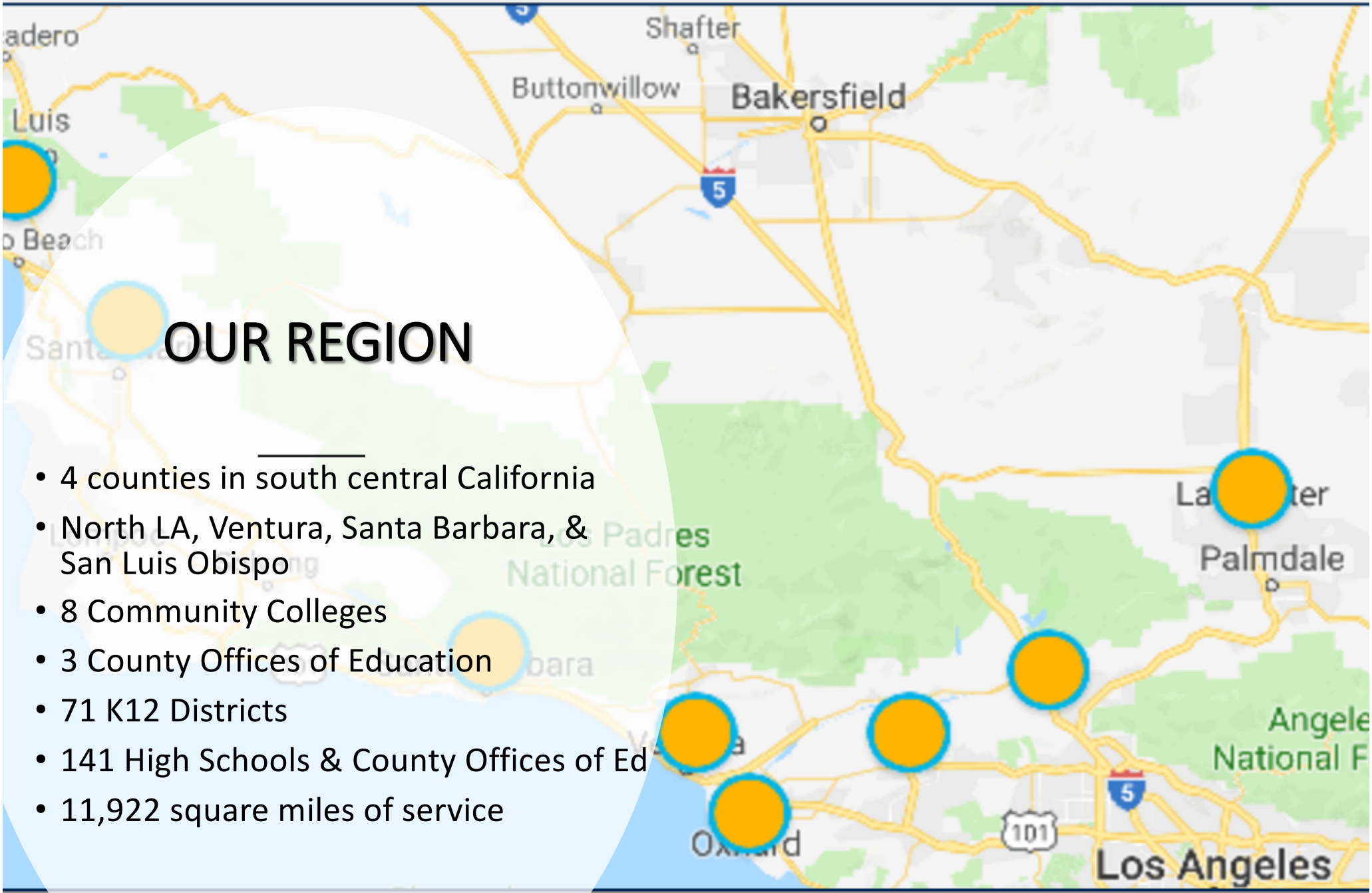
NOVA: CHANGES & ADJUSTMENTS

PROGRAMMATICS

Dr. Giselle Bice,
K14 Technical Assistance Provider

OUR REGION

- 4 counties in south central California
- North LA, Ventura, Santa Barbara, & San Luis Obispo
- 8 Community Colleges
- 3 County Offices of Education
- 71 K12 Districts
- 141 High Schools & County Offices of Ed
- 11,922 square miles of service



K12 SWP Support

Regional Chairs	K14 Technical Assistance Provider	K12 Pathway Coordinator	NOVA Consultant
• SCCRC general & fiscal oversight • Liaison to California Community College Chancellor's Office	• Regional programmatic support • Development, administration, & organization of Pathway Improvement initiatives • K12 SWP grantee support • PC support	• Assigned to a CC service area • Aids the strengthening and expansion of K14 CTE programs • K12 SWP grantee support	• NOVA support of internal controls functions • Monitors fiscal compliance with general and project specific grant terms and regulations

SCCRC's STRONG WORKFORCE PROGRAM TEAM

Tessa Miley, NOVA Consultant

Luann Swanberg, Regional Chair

Dr. Diane Hollems, Regional Co-Chair

Amanda Lake, Regional Coordinator

Dr. Giselle Bice, K14 Technical Assistance Provider

K12 SWP PATHWAY COORDINATORS

Christine Petrone, Allan Hancock service area

Diane Walker, Antelope Valley College service area

Justine Cubbage, College of the Canyons service area

Michael Specchierla, Cuesta College service area

Lodene Blair, Santa Barbara City College service area

Anthony Marenco, Ventura County Community Colleges service area

Round 4 Cycle of Improvement

FISCALS

Luann Swanberg,
SCCRC Chair

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% w/agreement execution, W-9 Certificate of Insurance, certified plan in NOVA, and an invoice

Grant Term – 1/1/2022 to 06/30/2024

Expand Budgets to adjust to funded amounts

Approval/Certification of Plans in NOVA

Round 4 FY 2021-22 Timeline

DATE	ITEMS
December 16, 2021	K12 SWP Round 4 Master Agreements to Santa Barbara Community College District Board
January 11, 2021	SCCRC K12 SWP Round 4 Grantee Webinar on Expanded Budgets, Contracts, Work Plans, etc.
January 12 - February 4, 2022	Grantee + K14 TAP review Selection Committee guidance on work plans, budgets
February 7, 2022	Enter Updated Plans/Expanded Budgets in NOVA
February 11, 2022	K12 SWP Master Agreements to Lead Local Educational Agency (LEA) Board for Signature
March 7, 2022	SCCRC Review drafts + certify Updated Plans/Expanded Budgets in NOVA
March 9, 2022	Finalize Master Agreements + Invoice for 70% of the total grant award amount
March 9, 2022	70% Advance Payment within 30 days of receipt of Invoice, signed Master Agreement, Budget Certified in NOVA, Certificates of Insurance, + W-9

Round 4 FY 2021-22 Reporting Timeline

January 1, 2022 - June 30, 2024 Period of Performance	
January & July 2022 - 2024	Grantee outcome data submission + review, as outlined in the Work Plan
July 29, 2022	▪ NOVA First Progress + Expenditure Report January 2022 - June 2022 ▪ Cal-PASS Plus Annual Course Data Report January 2022 - June 2022
January 27, 2023	NOVA Second Progress + Expenditure Report July 2022 - December 2022
July 28, 2023	▪ NOVA Third Progress + Expenditure Report January 2023 - June 2023 ▪ Cal-PASS Plus Annual Course Data Report July 2022 - June 2023
January 26, 2024	NOVA Fourth Progress + Expenditure Report July 2023 - December 2023
July 26, 2024	▪ NOVA Fifth Progress + Expenditure Report January 2024 - June 2024 ▪ Cal-PASS Plus Annual Course Data Report July 2023 - June 2024
October 31, 2024	NOVA Final K12 SWP Expenditure Report + Outcomes January 2022 – June 2024

Completing Your Plan

- Completing your Plan means to update Budget & Match section of your application
  - *Your Work Plan may also need updating per Selection Committee and/or impacts of budget changes*
- Budgeted grant funds must 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

Helpful Links

K12 Strong Workforce Program
NOVA Login
Budget Modification Form*
SCCRC K12 Strong Workforce Program
NOVA YouTube Channel

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
- See *Match Documentation Template*
- Must document the match the entire grant term

Things to Remember

General purpose equipment (i.e. *furniture, modular offices,, networks, IT equipment, AC, etc.)* are ***not*** approved expenditures

Review ***Funding Year 21-22 RFA****, Appendix: Guidelines, Definitions and Allowable Expenditures*.

Need to modify? See RFA and Master Agreement; submit the **Budget Modification Form** to the K14 TAP and 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.

Calendar the Quarterly and Year End Reporting

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 and the K14 TAP that data has been reported
- The SCCRC may seek additional progress information through the term of the grant

NOVA

PLAN. INVEST. TRACK.

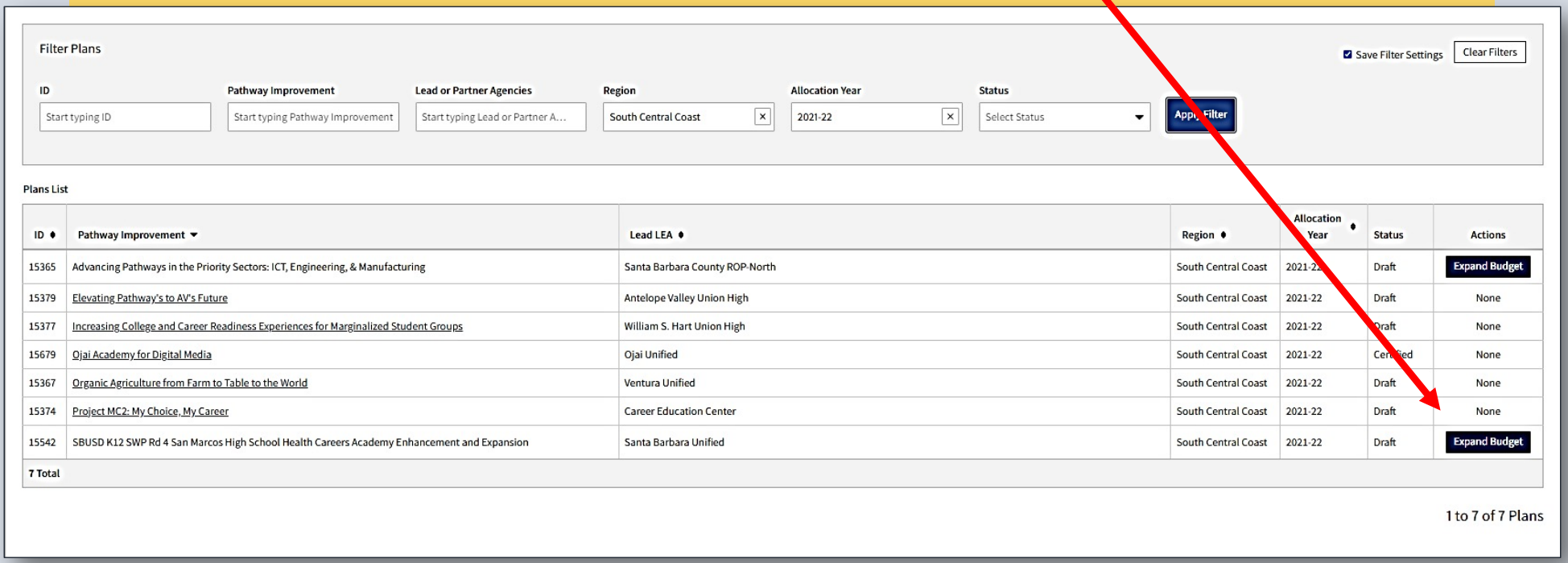
Changes & Adjustments

Tessa Miley,

NOVA Consultant

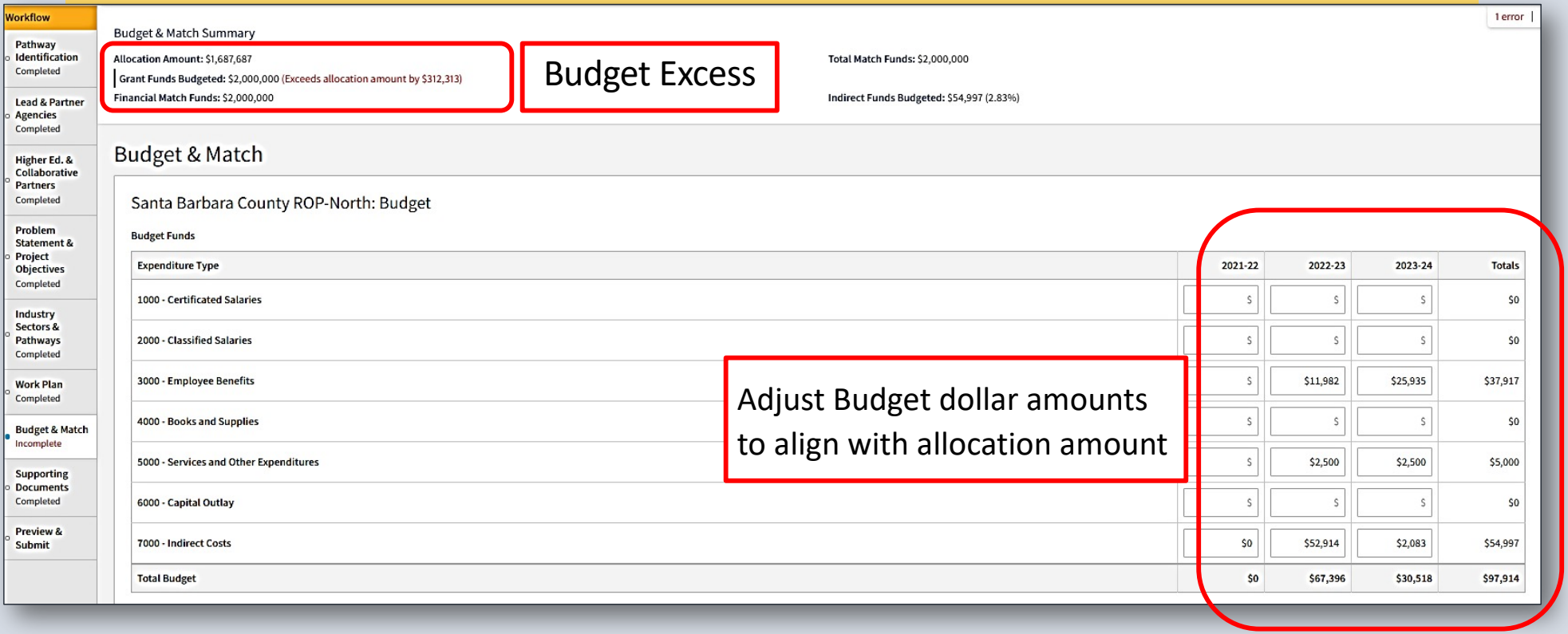
NOVA
PLAN. INVEST. TRACK.

- Search your plan in NOVA
- Click the Expand Budget button next to your plan



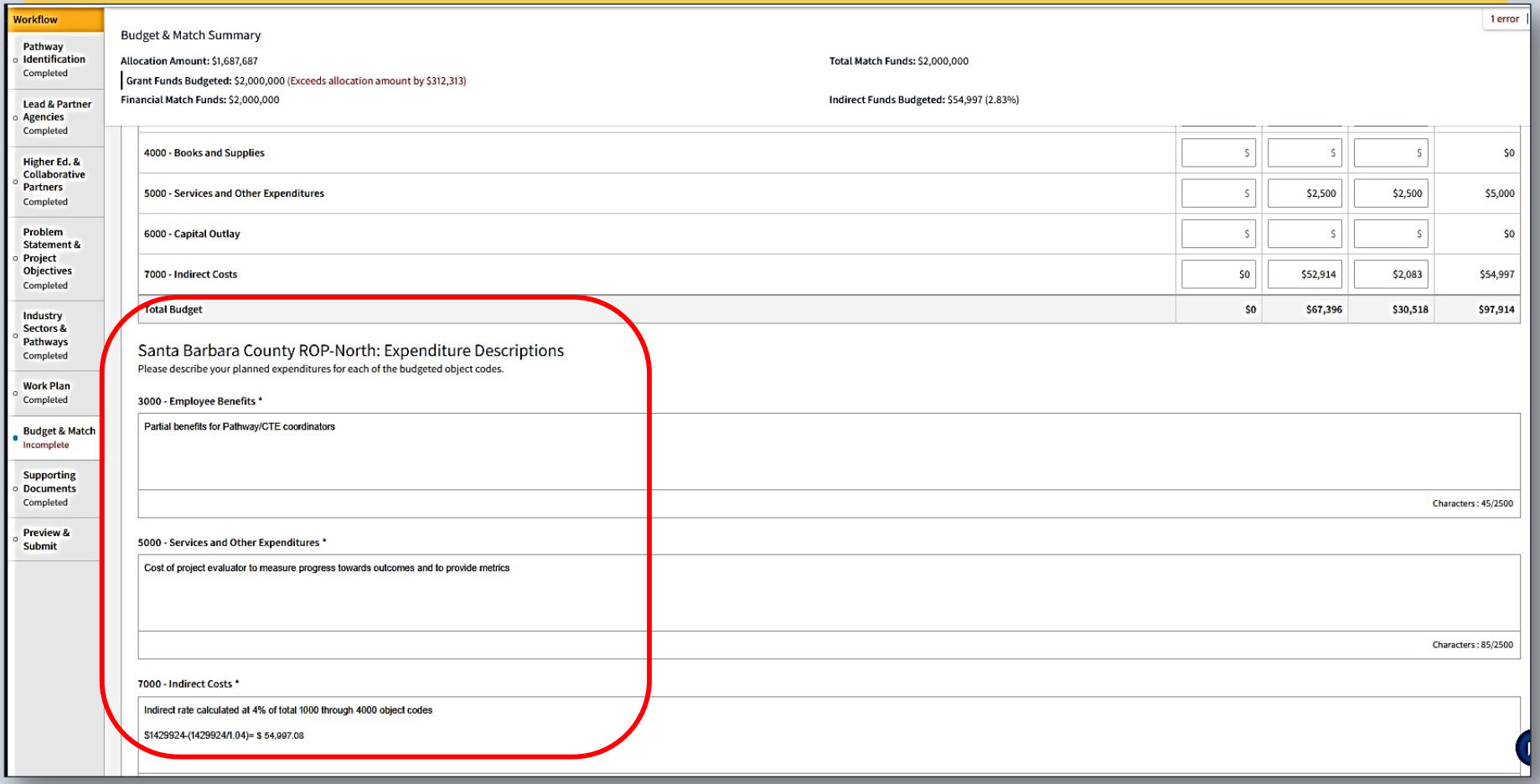
NOVA
PLAN. INVEST. TRACK.

- Review budget excess
- Adjust Budget dollar amounts to align with allocation amount



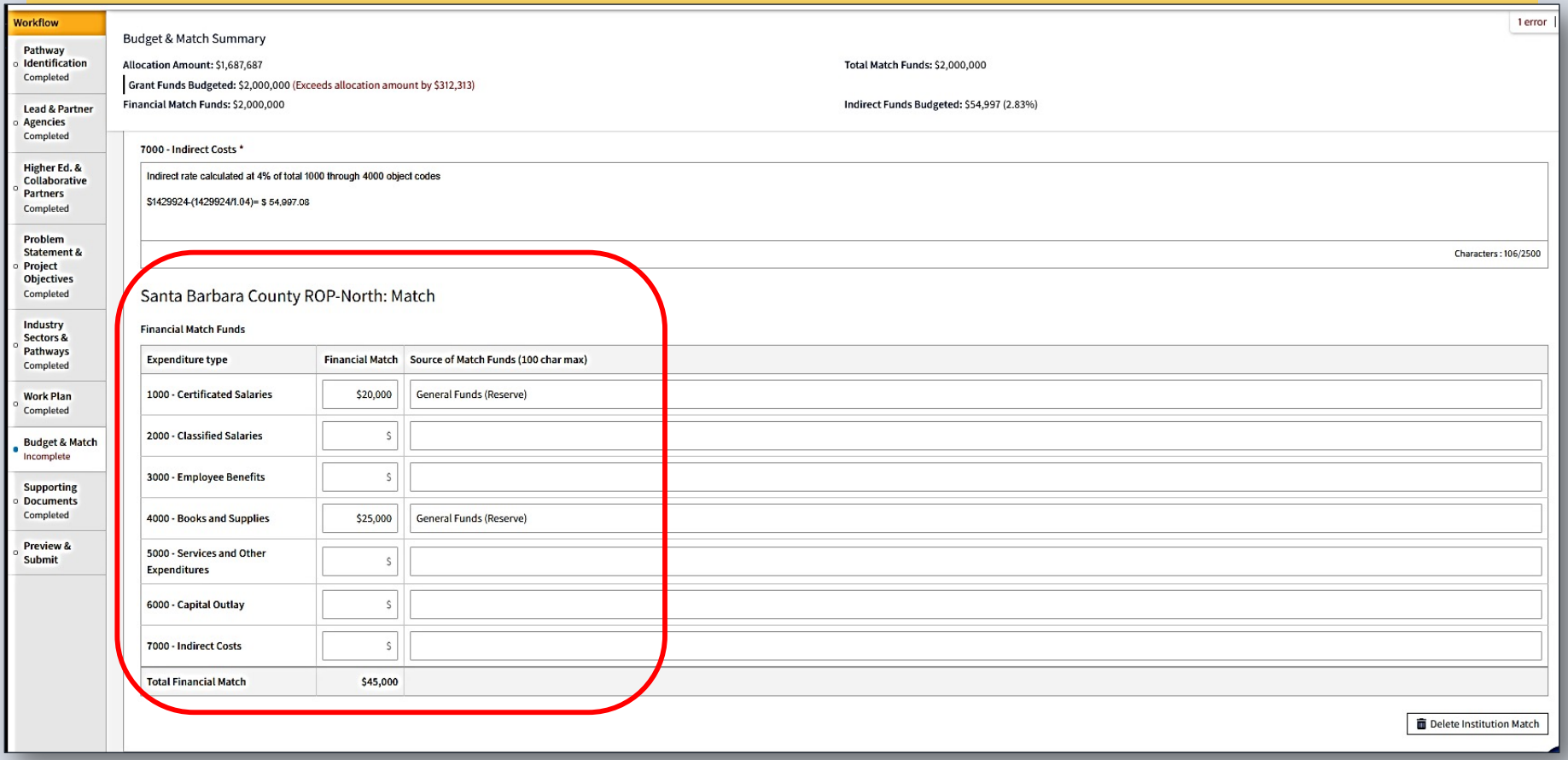
NOVA
PLAN. INVEST. TRACK.

- Revise expenditure descriptions



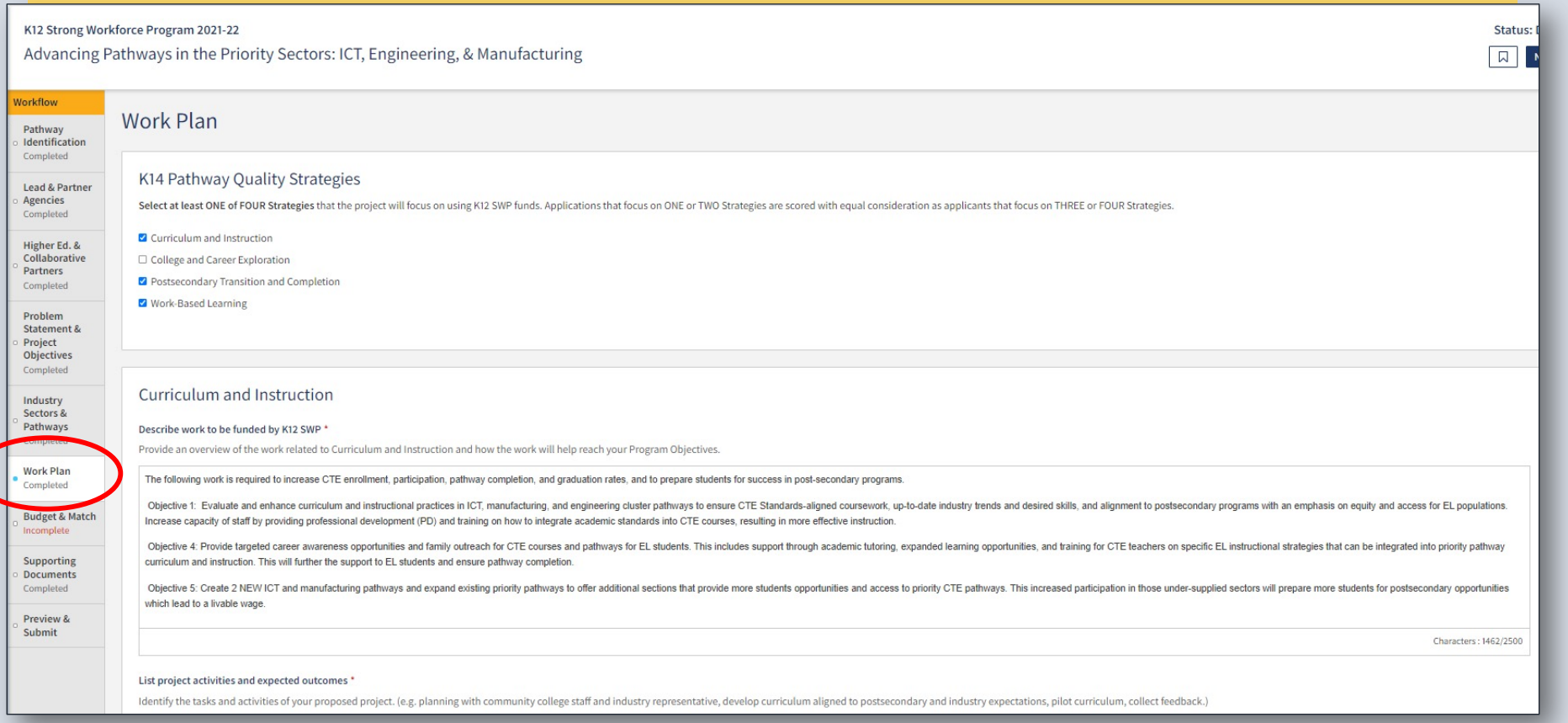
NOVA
PLAN. INVEST. TRACK.

- Adjust Budget Match if you choose
  - *remember 2:1 match for LEAs; 1:1 match for ROPs*



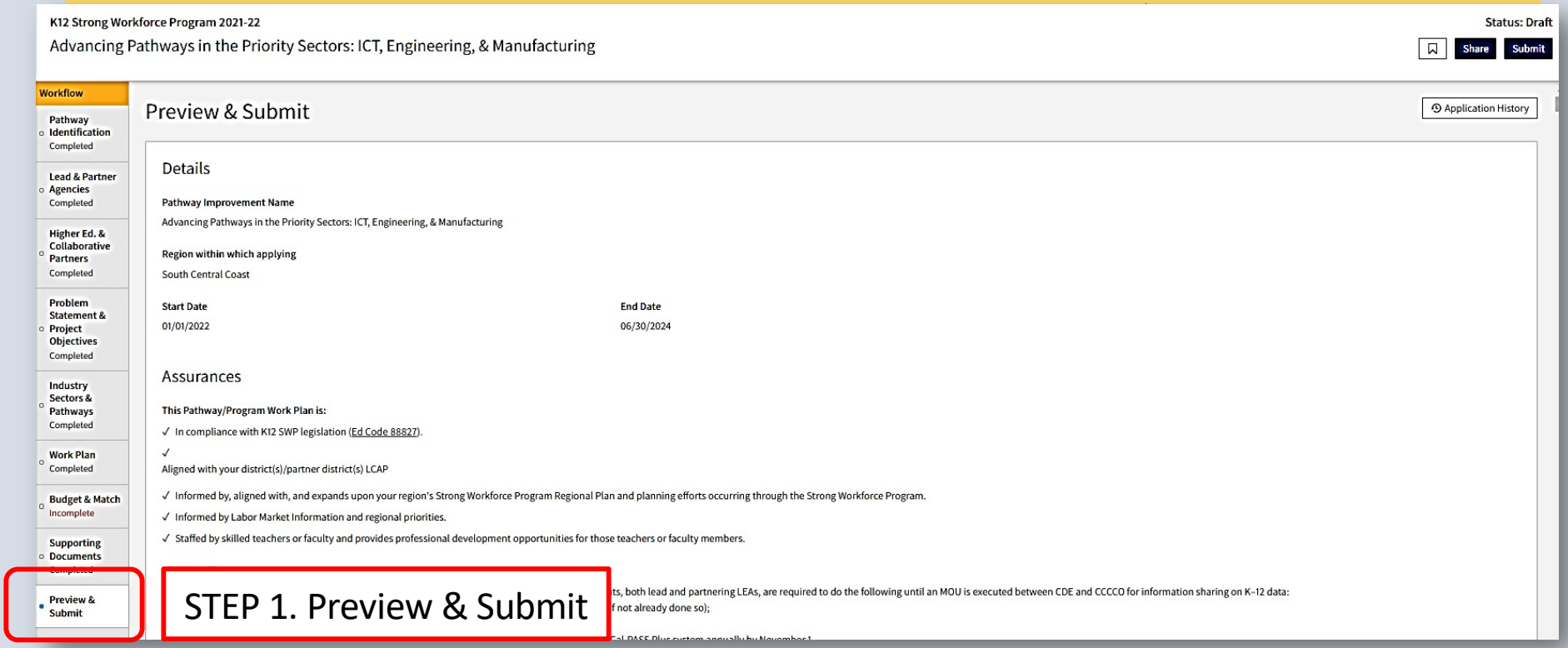
NOVA
PLAN. INVEST. TRACK.

- Depending on your budget adjustments you may want to revise your workplan



NOVA
PLAN. INVEST. TRACK.

- When you have completed your adjustments:
  1. Go to the *Preview & Submit* tab & review the changes
  2. Email SCCRC for review



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