

# South Central Coast Regional Consortium



K-12 Strong Workforce Program

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

January 11, 2022



CONGRATULATIONS

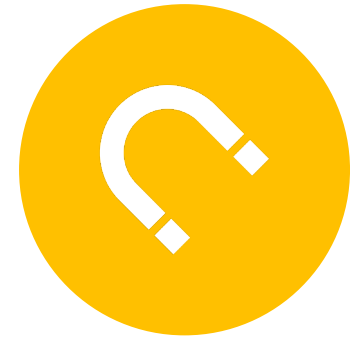
# AGENDA



**PROGRAM SUPPORT  
OVERVIEW**



**FISCAL OVERVIEW**



**NOVA: CHANGES &  
ADJUSTMENTS**



# PROGRAMMATICS

Dr. Giselle Bice,  
K14 Technical Assistance Provider

A map of South Central California showing major cities and highways. Orange circles with blue outlines are placed on the map to indicate specific locations: one near Santa Barbara, one near Los Angeles, one near Palmdale, one near Lancaster, one near Oxnard, and one near Santa Maria. The map also shows the Santa Ynez Mountains, Santa Ynez National Forest, and Angeles National Forest. Major highways like I-5 and SR-101 are visible.

## 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 Education
- 11,922 square miles of service



# K12 SWP Support



## Regional Chairs

- SCCRC general & fiscal oversight
- Liaison to California Community College Chancellor's Office

## K14 Technical Assistance Provider

- Regional programmatic support
- Development, administration, & organization of Pathway Improvement initiatives
- K12 SWP grantee support
- PC support

## K12 Pathway Coordinator

- Assigned to a CC service area
- Aids the strengthening and expansion of K14 CTE programs
- K12 SWP grantee support

## NOVA Consultant

- 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



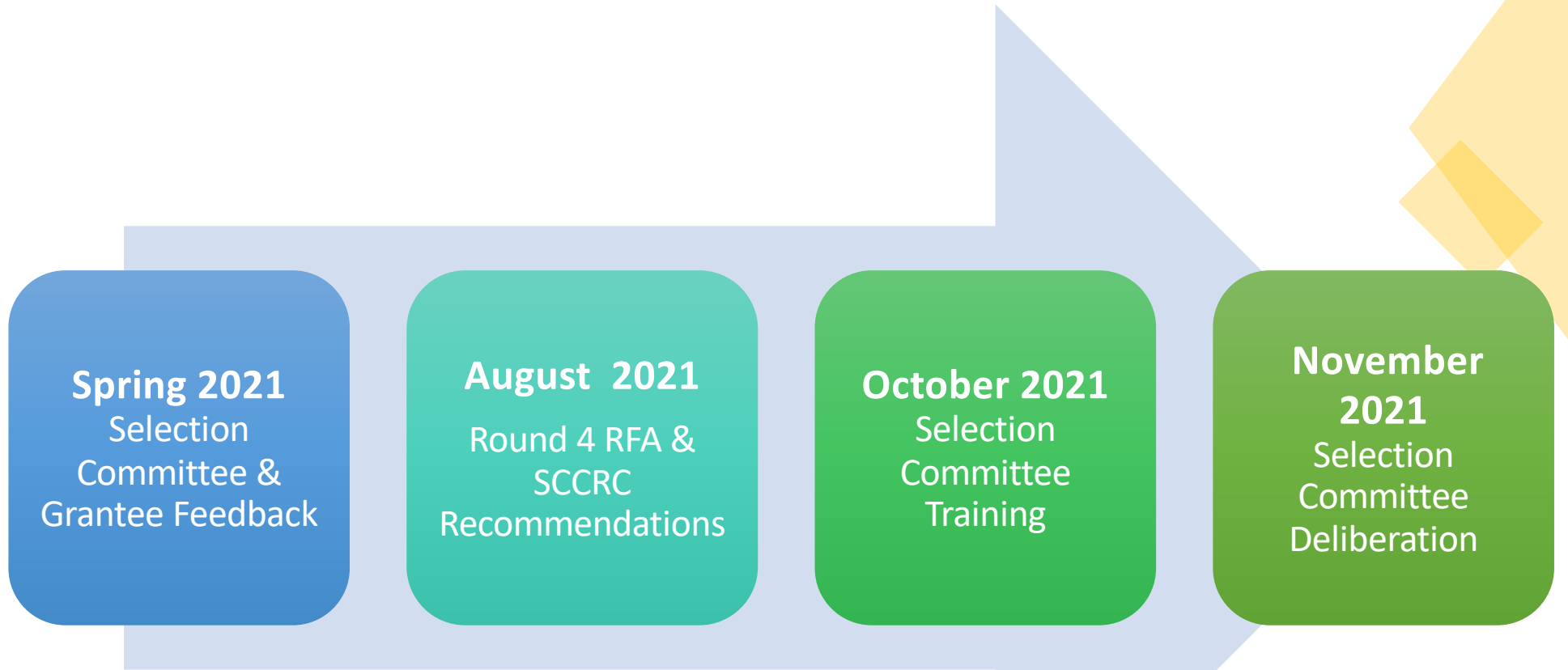
**Lodene Blair,**  
Santa Barbara City  
College service area

**Anthony Marengo,**  
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              | <ul style="list-style-type: none"> <li>NOVA First Progress + Expenditure Report January 2022 - June 2022</li> <li>Cal-PASS Plus Annual Course Data Report January 2022 - June 2022</li> </ul> |
| January 27, 2023           | NOVA Second Progress + Expenditure Report July 2022 - December 2022   |
| July 28, 2023              | <ul style="list-style-type: none"> <li>NOVA Third Progress + Expenditure Report January 2023 - June 2023</li> <li>Cal-PASS Plus Annual Course Data Report July 2022 - June 2023</li> </ul>    |
| January 26, 2024           | NOVA Fourth Progress + Expenditure Report July 2023 - December 2023   |
| July 26, 2024              | <ul style="list-style-type: none"> <li>NOVA Fifth Progress + Expenditure Report January 2024 - June 2024</li> <li>Cal-PASS Plus Annual Course Data Report July 2023 - June 2024</li> </ul>    |
| 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](#)

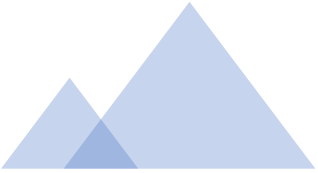
[Budget Modification Form\\*](#)

[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



# Changes & Adjustments

Tessa Miley,  
NOVA Consultant

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

Filter Plans  Save Filter Settings

ID  Pathway Improvement  Lead or Partner Agencies  Region  Allocation Year  Status

Plans List

| ID             | Pathway Improvement   | Lead LEA                       | Region              | Allocation Year | Status    | Actions                                      |
|----------------|---|--------------------------------|---------------------|-----------------|-----------|--|
| 15365          | Advancing Pathways in the Priority Sectors: ICT, Engineering, & Manufacturing                       | Santa Barbara County ROP-North | South Central Coast | 2021-22         | Draft     | <input type="button" value="Expand Budget"/> |
| 15379          | <a href="#">Elevating Pathway's to AV's Future</a>  | Antelope Valley Union High     | South Central Coast | 2021-22         | Draft     | None   |
| 15377          | <a href="#">Increasing College and Career Readiness Experiences for Marginalized Student Groups</a> | William S. Hart Union High     | South Central Coast | 2021-22         | Draft     | None   |
| 15679          | <a href="#">Ojai Academy for Digital Media</a>  | Ojai Unified                   | South Central Coast | 2021-22         | Certified | None   |
| 15367          | <a href="#">Organic Agriculture from Farm to Table to the World</a>                                 | Ventura Unified                | South Central Coast | 2021-22         | Draft     | None   |
| 15374          | <a href="#">Project MC2: My Choice, My Career</a>   | Career Education Center        | South Central Coast | 2021-22         | Draft     | None   |
| 15542          | SBUSD K12 SWP Rd 4 San Marcos High School Health Careers Academy Enhancement and Expansion          | Santa Barbara Unified          | South Central Coast | 2021-22         | Draft     | <input type="button" value="Expand Budget"/> |
| <b>7 Total</b> |   |                                |                     |                 |           |  |

1 to 7 of 7 Plans

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

Workflow

### Budget & Match Summary

Allocation Amount: \$1,687,687

Grant Funds Budgeted: \$2,000,000 (Exceeds allocation amount by \$312,313)

Financial Match Funds: \$2,000,000

Budget Excess

Total Match Funds: \$2,000,000

Indirect Funds Budgeted: \$54,997 (2.83%)

1 error |

---

Workflow

### Budget & Match

Santa Barbara County ROP-North: Budget

Budget Funds

| Expenditure Type                       | 2021-22    | 2022-23         | 2023-24         | Totals          |
|--|------------|-----------------|-----------------|-----------------|
| 1000 - Certificated Salaries           | \$         | \$              | \$              | \$0             |
| 2000 - Classified Salaries             | \$         | \$              | \$              | \$0             |
| 3000 - Employee Benefits               | \$         | \$11,982        | \$25,935        | \$37,917        |
| 4000 - Books and Supplies              | \$         | \$              | \$              | \$0             |
| 5000 - Services and Other Expenditures | \$         | \$2,500         | \$2,500         | \$5,000         |
| 6000 - Capital Outlay                  | \$         | \$              | \$              | \$0             |
| 7000 - Indirect Costs                  | \$0        | \$52,914        | \$2,083         | \$54,997        |
| <b>Total Budget</b>                    | <b>\$0</b> | <b>\$67,396</b> | <b>\$30,518</b> | <b>\$97,914</b> |

1 error |

Adjust Budget dollar amounts to align with allocation amount

## ■ Revise expenditure descriptions

1 error

**Budget & Match Summary**

Allocation Amount: \$1,687,687 Total Match Funds: \$2,000,000  
 Grant Funds Budgeted: \$2,000,000 (Exceeds allocation amount by \$312,313)  
 Financial Match Funds: \$2,000,000 Indirect Funds Budgeted: \$54,997 (2.83%)

|  |            |                 |                 |                 |
|--|------------|-----------------|-----------------|-----------------|
| 4000 - Books and Supplies              | \$         | \$              | \$              | \$0             |
| 5000 - Services and Other Expenditures | \$         | \$2,500         | \$2,500         | \$5,000         |
| 6000 - Capital Outlay                  | \$         | \$              | \$              | \$0             |
| 7000 - Indirect Costs                  | \$0        | \$52,914        | \$2,083         | \$54,997        |
| <b>Total Budget</b>                    | <b>\$0</b> | <b>\$67,396</b> | <b>\$30,518</b> | <b>\$97,914</b> |

**Santa Barbara County ROP-North: Expenditure Descriptions**  
 Please describe your planned expenditures for each of the budgeted object codes.

**3000 - Employee Benefits \***

Partial benefits for Pathway/CTE coordinators

Characters : 45/2500

---

**5000 - Services and Other Expenditures \***

Cost of project evaluator to measure progress towards outcomes and to provide metrics

Characters : 85/2500

---

**7000 - Indirect Costs \***

Indirect rate calculated at 4% of total 1000 through 4000 object codes

$\$1429924 \cdot (1429924 / 1.04) = \$ 54,997.08$

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

**Workflow**

- Pathway Identification Completed
- Lead & Partner Agencies Completed
- Higher Ed. & Collaborative Partners Completed
- Problem Statement & Project Objectives Completed
- Industry Sectors & Pathways Completed
- Work Plan Completed
- **Budget & Match Incomplete**
- Supporting Documents Completed
- Preview & Submit

### Budget & Match Summary

Allocation Amount: \$1,687,687

Grant Funds Budgeted: \$2,000,000 (Exceeds allocation amount by \$312,313)

Financial Match Funds: \$2,000,000

Total Match Funds: \$2,000,000

Indirect Funds Budgeted: \$54,997 (2.83%)

**7000 - Indirect Costs \***

Indirect rate calculated at 4% of total 1000 through 4000 object codes

\$1429924-(1429924/1.04)= \$ 54,997.08

Characters : 106/2500

**Santa Barbara County ROP-North: Match**

Financial Match Funds

| Expenditure type                       | Financial Match | Source of Match Funds (100 char max) |
|--|-----------------|--------------------------------------|
| 1000 - Certificated Salaries           | \$20,000        | General Funds (Reserve)              |
| 2000 - Classified Salaries             | \$              |                                      |
| 3000 - Employee Benefits               | \$              |                                      |
| 4000 - Books and Supplies              | \$25,000        | General Funds (Reserve)              |
| 5000 - Services and Other Expenditures | \$              |                                      |
| 6000 - Capital Outlay                  | \$              |                                      |
| 7000 - Indirect Costs                  | \$              |                                      |
| <b>Total Financial Match</b>           | <b>\$45,000</b> |                                      |

1 error

[Delete Institution Match](#)

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

K12 Strong Workforce Program 2021-22  
Advancing Pathways in the Priority Sectors: ICT, Engineering, & Manufacturing

Status: 🔖

**Workflow**

- Pathway Identification Completed
- Lead & Partner Agencies Completed
- Higher Ed. & Collaborative Partners Completed
- Problem Statement & Project Objectives Completed
- Industry Sectors & Pathways Completed
- Work Plan** Completed
- Budget & Match Incomplete
- Supporting Documents Completed
- Preview & Submit

### Work Plan

#### K14 Pathway Quality Strategies

Select at least **ONE** of **FOUR** Strategies that the project will focus on using K12 SWP funds. Applications that focus on **ONE** or **TWO** Strategies are scored with equal consideration as applicants that focus on **THREE** or **FOUR** Strategies.

- Curriculum and Instruction
- College and Career Exploration
- Postsecondary Transition and Completion
- Work-Based Learning

#### Curriculum and Instruction

Describe work to be funded by K12 SWP \*

Provide an overview of the work related to Curriculum and Instruction and how the work will help reach your Program Objectives.

The following work is required to increase CTE enrollment, participation, pathway completion, and graduation rates, and to prepare students for success in post-secondary programs.

Objective 1: Evaluate and enhance curriculum and instructional practices in ICT, manufacturing, and engineering cluster pathways to ensure CTE Standards-aligned coursework, up-to-date industry trends and desired skills, and alignment to postsecondary programs with an emphasis on equity and access for EL populations. Increase capacity of staff by providing professional development (PD) and training on how to integrate academic standards into CTE courses, resulting in more effective instruction.

Objective 4: Provide targeted career awareness opportunities and family outreach for CTE courses and pathways for EL students. This includes support through academic tutoring, expanded learning opportunities, and training for CTE teachers on specific EL instructional strategies that can be integrated into priority pathway curriculum and instruction. This will further the support to EL students and ensure pathway completion.

Objective 5: Create 2 NEW ICT and manufacturing pathways and expand existing priority pathways to offer additional sections that provide more students opportunities and access to priority CTE pathways. This increased participation in those under-supplied sectors will prepare more students for postsecondary opportunities which lead to a livable wage.

Characters : 1462/2500

List project activities and expected outcomes \*

Identify the tasks and activities of your proposed project. (e.g. planning with community college staff and industry representative, develop curriculum aligned to postsecondary and industry expectations, pilot curriculum, collect feedback.)

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

K12 Strong Workforce Program 2021-22  
Advancing Pathways in the Priority Sectors: ICT, Engineering, & Manufacturing

Status: Draft  
Share Submit

Workflow

- Pathway Identification Completed
- Lead & Partner Agencies Completed
- Higher Ed. & Collaborative Partners Completed
- Problem Statement & Project Objectives Completed
- Industry Sectors & Pathways Completed
- Work Plan Completed
- Budget & Match Incomplete
- Supporting Documents Completed
- Preview & Submit**

### Preview & Submit

Application History

#### Details

**Pathway Improvement Name**  
Advancing Pathways in the Priority Sectors: ICT, Engineering, & Manufacturing

**Region within which applying**  
South Central Coast

|                   |                 |
|-------------------|-----------------|
| <b>Start Date</b> | <b>End Date</b> |
| 01/01/2022        | 06/30/2024      |

#### Assurances

**This Pathway/Program Work Plan is:**

- ✓ In compliance with K12 SWP legislation ([Ed Code 88827](#)).
- ✓ Aligned with your district(s)/partner district(s) LCAP
- ✓ Informed by, aligned with, and expands upon your region's Strong Workforce Program Regional Plan and planning efforts occurring through the Strong Workforce Program.
- ✓ Informed by Labor Market Information and regional priorities.
- ✓ Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

ts, both lead and partnering LEAs, are required to do the following until an MOU is executed between CDE and CCCCO for information sharing on K-12 data: (if not already done so);

es-LPASE Plus custom annually by November

**STEP 1. Preview & Submit**



# SCCRC Contacts



## Luann Swanberg, SCCRC Director/Chair

- Cell: 805.479.7670
- [lrswanberg@pipeline.sbcc.edu](mailto:lrswanberg@pipeline.sbcc.edu)

## Diane Hollems, SCCRC Co-Chair

- Cell: 805.448.2106
- [Diane.hollems@gmail.com](mailto:Diane.hollems@gmail.com)

## Giselle Bice, K14 Technical Assistance Provider (TAP)

- Office: 661.362.3113 | Cell: 818.424.2342
- [Giselle.Bice@canyons.edu](mailto:Giselle.Bice@canyons.edu)

## Amanda Lake, SCCRC Admin Coordinator

- Cell: 805. 448.8856
- [amanda.j58@gmail.com](mailto:amanda.j58@gmail.com)

## Tessa Miley, SCCRC NOVA Consultant

- Cell: 530.519.7355
- [mileyte3@gmail.com](mailto:mileyte3@gmail.com)