



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

**K12 SWP GRANTEE FISCAL AGENT MEMORANDUM**

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

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

**DATE:** October 21, 2022

**RE: UPDATED BUDGET MODIFICATION AND CAPITAL OUTLAY REQUEST PROCESSES**

This is just a reminder that the South Central Coast Regional Consortium (SCCRC) will continue to be responsible for inputting all approved budget changes into NOVA for all of our regional K12 Strong Workforce Program (SWP) Grantees. The lead LEA grantee will be responsible for submitting Budget Modification Request Forms to the Fiscal Agent to ensure alignment with the overall project budget and the associated workplan. Sub-grantees must work directly with the lead LEA. [BUDGET MODIFICATION PROCESS](#) and [CAPITAL OUTLAY REQUEST PROCESS](#)

Lead LEA grantees will be required to submit all budget modification requests to the SCCRC Fiscal Agent team through the approved [BUDGET MODIFICATION REQUEST](#) form. Budget modification requests will be due no later than the 10<sup>th</sup> day of the month before the end of each reporting quarter (*see due dates below*). The lead LEA grantee will need to provide the currently approved budget by object code, the proposed revised budget by object code and a written justification that aligns with the grant work plan.

All budget modifications should be emailed to the SCCRC Fiscal Agent team [HERE](#). 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 from the lead LEA 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 object code must be preceded by an approved [CAPITAL OUTLAY REQUEST](#) form. All Capital Outlay Request forms must be submitted only by the lead LEA to the Fiscal Agent Team.

Quarter	Budget Modification Request Due
Qtr. 2 (10/01-12/31)	12/10
Qtr. 4 (04/01-06/30)	06/10

Respectfully,

Luann Swanberg [lrswanberg@pipeline.sbccc.edu](mailto:lrswanberg@pipeline.sbccc.edu)  
 Fiscal Agent Director, South Central Coast Regional Consortium  
 Cc: Holly Nolan Chavez, SCCRC Executive Director/Regional Chair  
 Giselle Bice, SCCRC K14 TAP  
 Amanda Lake, SCCRC Coordinator

