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South Central Coast Regional Consortium (SCCRC)

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SCCRC K12 SWP Round 2 Close-out Guidance Memo 11/10/22

The South Central Coast Regional Consortium (SCCRC) is releasing this guidance for closing out your 19/20 (Round 2) K12 Strong Workforce Program project application(s). **The performance period for 19/20 funded projects ends on December 31, 2022.** The following items should be closely monitored and followed:

- All Budget Modifications for Round 2 must be received no later than 12/12/2022.
- All 19/20 supplies and/or equipment funds need to be encumbered and ordered by 12/31/22. Encumbered means the purchase order is opened and signed before this date and that supplies/equipment have been ordered.
- Supplies and/or equipment may arrive after 12/31/22, but only for purchase orders signed before 12/31/22, and must be paid before the final report is due on 3/31/23.

(NOTE: ONLY IF APPROVED BY THE LEAD LEA's CHIEF BUSINESS OFFICER)

- All service contract and/or license agreements under the 5000 account category must be fully paid by 12/31/22. Services and/or license agreements can extend through June 30, 2023.

(NOTE: ONLY IF APPROVED BY THE LEAD LEA's CHIEF BUSINESS OFFICER)

- All salaries and benefits included in 19/20 funding, must end by 12/31/22.
- No purchase order established after the end of the performance period will be honored or approved.
- All required reporting deadlines must be adhered to before invoicing for remaining funds in your 19/20 allocation.
 - **Q2 Fiscal report (performance period ending 12/31/22) is due 2/28/23.**
 - **Final reports are due 03/31/23.**
 - **No late reports will be accepted.**
- **Final Invoice Packet** to the [SCCRC FISCAL TEAM](#) by 04/30/23 to include:
 - Invoices for remaining funds must match expenditures entered in your final report in NOVA. (Invoice template will be provided).
 - In lieu of general ledgers for the grant period, spreadsheets for expended funds will be accepted.
 - Certification of Grant Expenditure (including match) signed by your Chief Business Officer
- Region reserves the right to request the return of funds that have not been reported in your Q2/Final reports.
- All Round 2 Grantees are still required to upload data to the CalPass Plus system by November 1, 2023.

