



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

## South Central Coast Regional Consortium (SCCRC)

Allan Hancock College | Antelope Valley College | College of the Canyons | Cuesta College  
Moorpark College | Oxnard College | Santa Barbara City College | Ventura College

### **SCCRC K12 SWP Round 3 (2020-2021) Close-out Guidance Memo 4/5/2023**

The South Central Coast Regional Consortium (SCCRC) is releasing this guidance for closing out your 20/21 (Round 3) K12 Strong Workforce Program project(s). **The performance period for 20/21 funded projects ends on June 30, 2023.** The following items should be closely monitored and followed:

- All Budget Modifications for Round 3 must be received no later than 6/15/2023.
- All 20/21 supplies and/or equipment funds need to be encumbered and ordered by 6/30/2023. Encumbered means the purchase order is opened and signed before this date, and that supplies and/or equipment has been ordered.
- Supplies and/or equipment may arrive after 6/30/2023, but only for purchase orders signed before 6/30/2023, and must be paid before the final report is due on 9/30/2023. (**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 6/30/2023. (**NOTE: ONLY IF APPROVED BY THE LEAD LEA'S CHIEF BUSINESS OFFICER**)
- All salaries and benefits included in 20/21 funding must end by 6/30/2023.
- 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 20/21 grant award:
  - **Q4 Fiscal report (performance period ending 6/30/2023) is due 8/31/2023. This includes ALL expenditures and match.**
  - **Final reports are due 9/29/2023.**
  - **No late reports will be accepted without prior approval.**
- **Final Invoice Packet** to the [SCCRC FISCAL TEAM](#) by 10/31/2023 to include:
  - Invoices for remaining funds must match expenditures entered in your final report in NOVA. (Invoice template will be provided).
  - Include a copy of the General Ledger or a summary spreadsheet showing budget and final expenditures.
  - Include a PDF of the NOVA Fiscal Report.
  - [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 Q4/Final reports.
- All Round 3 Grantees are still required to upload data to the CalPass Plus system by November 1, 2023.

