South Central Coast Regional Consortium (SCCRC)

K-12 Strong Workforce Program
Reporting Webinar
August 17, 2023

Agenda

1. Welcome and Introductions
2. South Central Coast Regional Consortium (SCCRC) Structure
3. Overview of K12 SWP Funding Sources
4. Agreements
5. Reporting
6. Budget Modification and Capital Outlay Request Process
7. Q and A
8. Sharing Best Practices
9. Questions, Additional Support Needed, Etc.

South Central Coast Regional Consortium (SCCRC)

Executive Director, Regional Chair: South Central Coast Regional Consortium

- Holly Nolan Chavez, Hosted at Ventura County Community College District

Fiscal Agent Director: South Central Coast Regional Consortium

- Luann Swanberg, Hosted at Santa Barbara City College

Regional Fiscal Agent Team: South Central Coast Regional Consortium

- Amanda Lake, Consortium Coordinator
- Diane Hollems, Consortium Consultant
- Tessa Miley, Consortium NOVA Consultant

**K-14 Technical Assistance Provider (TAP): South Coast Regional Consortium**

- Giselle Bice, Hosted at College of the Canyons

K12 Strong Workforce Program

Santa Barbara Community College District
Regional Fiscal Agent

The fiscal agent role is to dispense, monitor and audit sub-contracts once spending decisions have been authorized by the Regional Consortia/K12 SWP Selection Committee as stipulated in Strong Workforce Program (SWP) legislation and by the Chancellor's Office.

K12 SWP
$164 million
(Annual Statewide K12 SWP Funding)

K14 Technical Assistance Provider

Regional Funding Competitive Grant Process

Professional Development Funding for each Pathway Coordinator (separate funding source)

K12 Pathways Coordinators (6)

South Central Coast Regional Consortium (approx. $10 million/year)
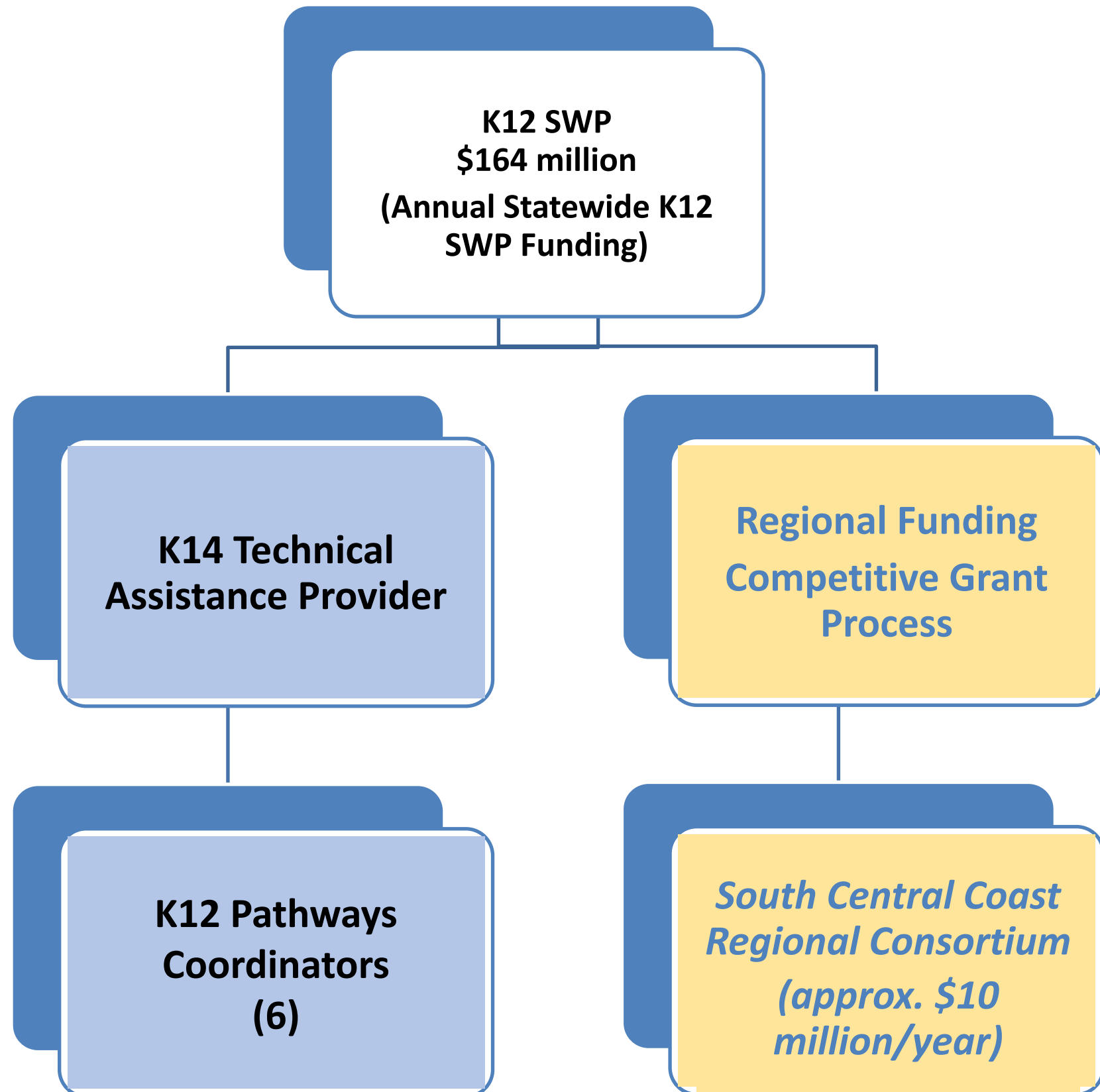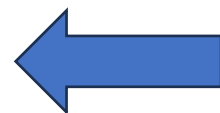
Agreements with LEAs

K12 SWP Competitive Grants (Rounds 1-6)

K12 Pathways Coordinators (Years 1-5)

K12 PC Memorandum of Understanding – Professional Development (One-Time-Funds)

Each pot of funds needs to be tracked separately

Agreements with LEAs

K12 SWP Competitive Grants (Rounds 1-6)

Each Master Agreement is based on that year's Request for Proposal (RFA)

K12 SWP Documents

Guidance & Support | **Contracts** | Fiscal Memos | Forms

Master Agreement Template for Round 4	Master Agreement Template for Round 3	Master Agreement Template for Round 2	Master Agreement Template for Round 1
January 12, 2022	September 23, 2021	March 12, 2020	September 12, 2019

SCCRC K12 SWP Website

TODAY - K12 SWP Competitive Grants (Rounds 1-6)

K12 SWP Competitive Grants (30 month performance period)

- **Round 1 grant 7/1/2019 - 12/31/2021 - CLOSED**
- **Round 2 grant 7/1/2020 - 12/31/2022 - CLOSED**
- **Round 3 grant 1/1/2021 - 6/30/2023 – in the Closeout process**
  - **Close Out Timeline**
  - **Close Out Guidance**
- **Round 4 grant 1/1/2022 - 6/30/24 - in process**
- **Round 5 grant 1/1/2023 - 6/30/25 – in process**
- **Round 6 grant 1/1/2024 - 6/30/26 – Awaiting Request for Proposal (August 25, 2023)**

Reporting Timelines

Rounds 1-4 Reporting Timelines:
[K12 Strong Workforce Program – Reporting Timeline Extension MEMO 1.28.2022](#)

Round 5 Reporting Timeline:

Table 7. K12 SWP Progress and Expenditure Report Due Dates

Date	Reports Due	Reporting System	Time Period
August 31, 2023	First Progress and Expenditure Report	NOVA	January 2023 through June 2023
February 29, 2024	Second Progress and Expenditure Report	NOVA	July 2023 through December 2023
August 30, 2024	Third Progress and Expenditure Report	NOVA	January 2024 through June 2024
February 28, 2025	Fourth Progress and Expenditure Report	NOVA	July 2024 through December 2024
August 29, 2025	Fifth Progress and Expenditure Report	NOVA	January 2025 through June 2025
November 28, 2025	Final K12 SWP Expenditure Report and Outcomes	NOVA	January 2023 through June 2025
November 1, 2023	Annual Course Data Report	Cal-PASS Plus	January 2023 through June 2023
November 1, 2024	Annual Course Data Report	Cal-PASS Plus	July 2023 through June 2024
November 1, 2025	Annual Course Data Report	Cal-PASS Plus	July 2024 through June 2025
	Page 37 of 45		August 22, 2022 *Revised September 19, 2022*

Reporting In NOVA

Finding The Plan in NOVA

Reporting In NOVA

Contacts and Access To Fiscal Reporting

The roles that can be assigned in NOVA are as follows:

1. **Project Lead Contact**: can edit and submit the fiscal reports for all agencies listed. They can also edit and submit the Plan.
2. **Institution Project Fiscal Reporter**: can edit and submit the fiscal reports only for the agency they are listed on (An institution Project Fiscal Reporter for Apple Valley Unified can only enter info for Apple Valley).
3. **Project Contributor & Reporter**: can edit and submit fiscal reports only for the agency they are listed. They can also edit the Plan, but not submit it.

Reporting In NOVA

Reporting Expenditures

Report Required even if no expenditures

Red exclamation mark means that you are overbudget

2022-23

	Q2 Complete	Q4 Incomplete

Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Certificated Salaries	$0	$2,772	0%	$4,284	0%	$4,284
2000 - Classified Salaries	$0	$0	100%	$0	100%	
3000 - Employee Benefits	$0	$721			0%	
4000 - Books and Supplies	$0	$3,295			0%	
5000 - Services and Other Expenditures	$0	$3,295			0%	$5,367
6000 - Capital Outlay	$0	$0			100%	$0
7000 - Indirect Costs	$0	$420	0%	$672	0%	$672
Totals	$0	$10,503	0%	$16,876	0%	$16,876

Report the cumulative expenditures not just that quarter.

❗ -$8,146

Quarterly Progress Report v.1

1. Project Progress *

○ Project progressed as planned

○ Project progress delayed

A selection is required

Additional Comments

Must check the box before you can Submit Report

Characters : 0/10000

Survey responses are invalid

Status
Unsubmitted

Send Reminder   Submit Report

Reporting Financial Match:

- **Match must directly support and benefit the project/activities proposed in the grant**
- **Must upload supporting documentation in NOVA**

Reporting Tools and Tips

- If you need to make a change to a quarter that has already been CERTIFIED, you will need to work backwards. The Executive Director/Regional Chair or Fiscal Agent Director will need to UNCERTIFY the report first. Then you can UNSUBMIT the report(s), make the change(s), and resubmit for approval

#1

Approval Status

Status
Certified

(Uncertify 2022-23 Quarter 2)

If a change is needed in a previous quarter, the Certifying Authority will need to Uncertify the report.

Certifying Authority

Holly Nolan Chavez
Executive Director - Chair South Central Coast Regional Consortium
hchavez@vcccd.edu

Luann Swanberg
Regional Fiscal Agent Director
lrswanberg@pipeline.sbcc.edu
(805) 479-7670

Approved by Luann Swanberg
08/17/2023 07:40 AM PDT

#2

Status

Unsubmitted

(Send Reminder)   (Submit Report)

- Lead LEAs with multiple partners will need have their own timelines and documentation requirements if they are the ones inputting data into NOVA so the reports are in on time.

Reporting Tools and Tips

Things to remember

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

Reporting Tools and Tips

- If you have multiple partners and associated budgets, request a Master Spreadsheet (see sample below). This is a data pull directly from NOVA with all of the budgets, expenditures and remaining balances.
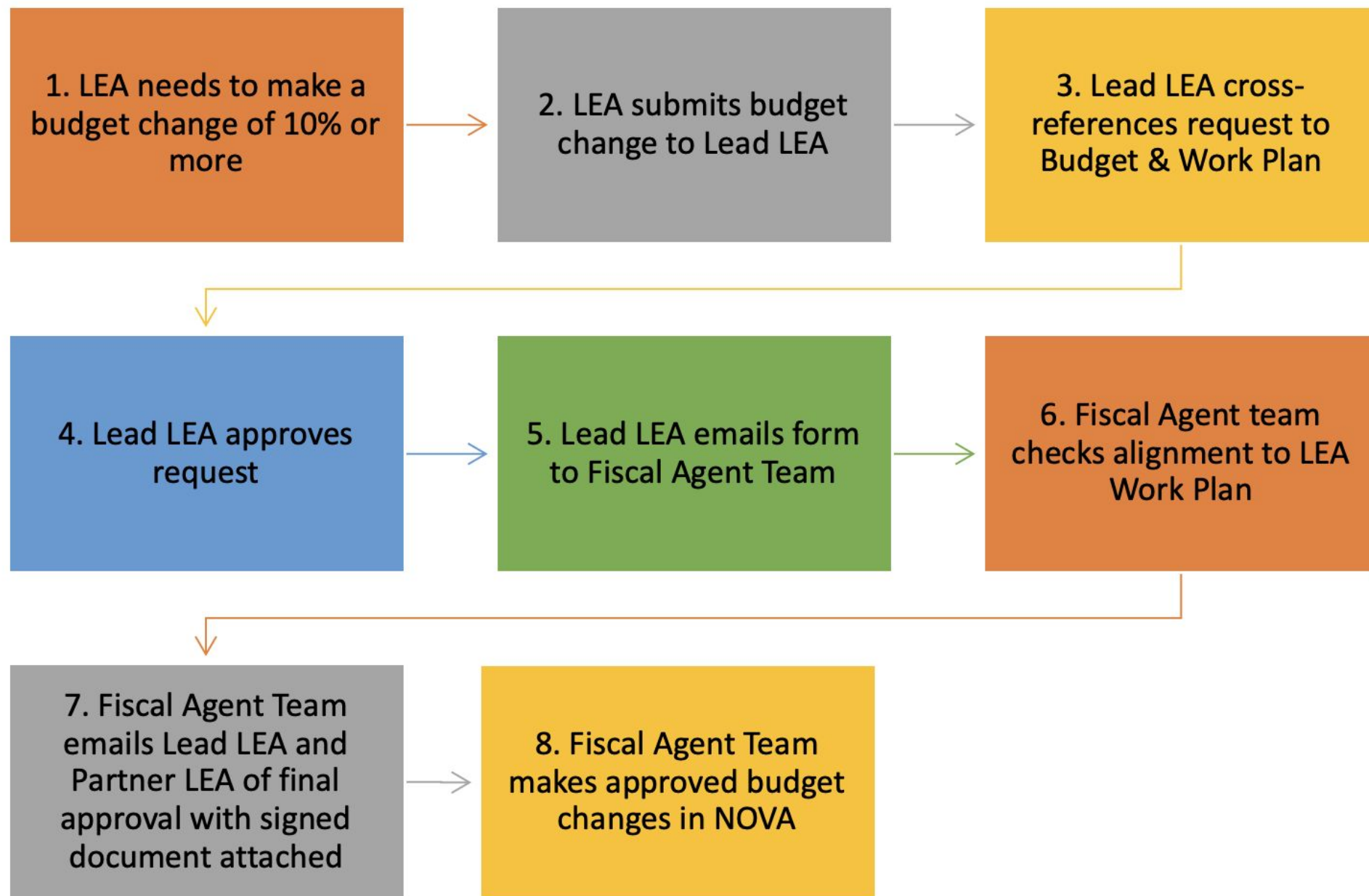
Project Title: XXXX - LEAD AGENCY

Agency Name	Object Code	Grant Funds Budget	Revised Budget	Grant Funds Expend	Balance Remaining
ABC	1000 - Certificated Salaries	$5,000		$0	$5,000
ABC	2000 - Classified Salaries	$5,000		$0	$5,000
ABC	3000 - Employee Benefits	$5,000		$0	$5,000
ABC	4000 - Books and Supplies	$35,000		$0	$35,000
ABC	5000 - Services and Other Expenditures	$18,000		$0	$18,000
ABC	6000 - Capital Outlay	$0		$0	$0
ABC	7000 - Indirect Costs	$0		$0	$0
		$68,000	$0	$0	$68,000
EFG	1000 - Certificated Salaries	$5,000		$0	$5,000
EFG	2000 - Classified Salaries	$5,000		$0	$5,000
EFG	3000 - Employee Benefits	$5,000		$0	$5,000
EFG	4000 - Books and Supplies	$35,000		$0	$35,000
EFG	5000 - Services and Other Expenditures	$18,000		$6,772	$11,228
EFG	6000 - Capital Outlay	$0		$0	$0
EFG	7000 - Indirect Costs	$0		$0	$0
		$68,000	$0	$6,772	$61,228
HIJ	1000 - Certificated Salaries	$44,986	$44,663	$19,666	$24,997
HIJ	2000 - Classified Salaries	$0	$0	$0	$0
HIJ	3000 - Employee Benefits	$14,055	$14,258	$6,263	$7,995
HIJ	4000 - Books and Supplies	$6,959	$16,229	$45	$16,184
HIJ	5000 - Services and Other Expenditures	$18,000	$8,850	$3,850	$5,000
HIJ	6000 - Capital Outlay	$0		$0	$0
HIJ	7000 - Indirect Costs	$0		$0	$0
		$84,000	$84,000	$29,824	$54,176

- You can use this to track expenditures in between reporting periods and/or before entering them into NOVA.
- This is especially useful to ensure your budget modifications (especially between partners) balance.

Budget Modification and Capital Outlay Requests

PRIOR TO EXPENDITURE!!!

Budget Modification Process

1. LEA needs to make a budget change of 10% or more	2. LEA submits budget change to Lead LEA	3. Lead LEA cross-references request to Budget & Work Plan
4. Lead LEA approves request	5. Lead LEA emails form to Fiscal Agent Team	6. Fiscal Agent team checks alignment to LEA Work Plan
7. Fiscal Agent Team emails Lead LEA and Partner LEA of final approval with signed document attached	8. Fiscal Agent Team makes approved budget changes in NOVA	

Budget Modification and Capital Outlay Requests

PRIOR TO EXPENDITURE!!!

Capital Outlay Process

1. LEA needs to make a purchase with a unit price of $5K or more	*No budgeted Capital Outlay?* ***STOP*** *and submit a Budget Modification Request to Lead LEA*	*Capital Outlay request exceeds 10% of the total budget? Include a completed Budget Modification Request to Lead LEA*
2. LEA submits Capital Outlay form to Lead LEA	**3.** Lead LEA cross-references request to Budget & Work Plan in NOVA	**4.** Lead LEA approves/denies request
5. Lead LEA emails form to SCCRC Fiscal Agent	**6.** SCCRC Fiscal team confirms purchase item alignment to Work Plan	**7.** SCCRC Fiscal team emails NOVA consultant with Lead LEA, Fiscal Agent CCd
8. NOVA Consultant makes changes & advises Fiscal Agent of change	**9.** Fiscal team emails Lead LEA of final approval	

CHANGE: Approved Capital Outlay Requests will be annotated in the Budget Narrative Section of the Plan.

Budget Modification and Capital Outlay Requests

PRIOR TO EXPENDITURE!!!

Guidance & Support   Contracts   Fiscal Memos   **Forms**

Both forms are now both downloadable documents and links to google forms:
Forms

- **SCCRC K12 SWP Capital Outlay Request for Pre-Approval**
  - **Online/digital Form**
  - **Hard copy form** (auto-download)
- **SCCRC K12 SWP Budget Modification Request Form**
  - **Online/digital form**
  - **Hard copy form** (auto-download)

- **Questions and Answers**

- **Sharing of Best Practices/Challenges**

- **Building a Community of Practice**

- **Questions, Additional Support Needed, Etc.**

Other Information and Resources

[SCCRC K12 SWP Website](#)

[California Community College Chancellor's Office (CCCCO) K12 SWP](#)

[NOVA - K12 SWP YouTube](#)

SCCRC Contacts

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