

South Central Coast Regional Consortium (SCCRC)



K-12 Strong Workforce Program
Reporting Update
August 21, 2024

Items Covered

- 1. South Central Coast Regional Consortium (SCCRC) Structure**
- 2. Overview of K12 SWP Funding Sources**
- 3. Agreements**
- 4. Reporting**
- 5. Budget Modification and Capital Outlay Request Process**
- 6. Contact information for any questions and/or additional support.**





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

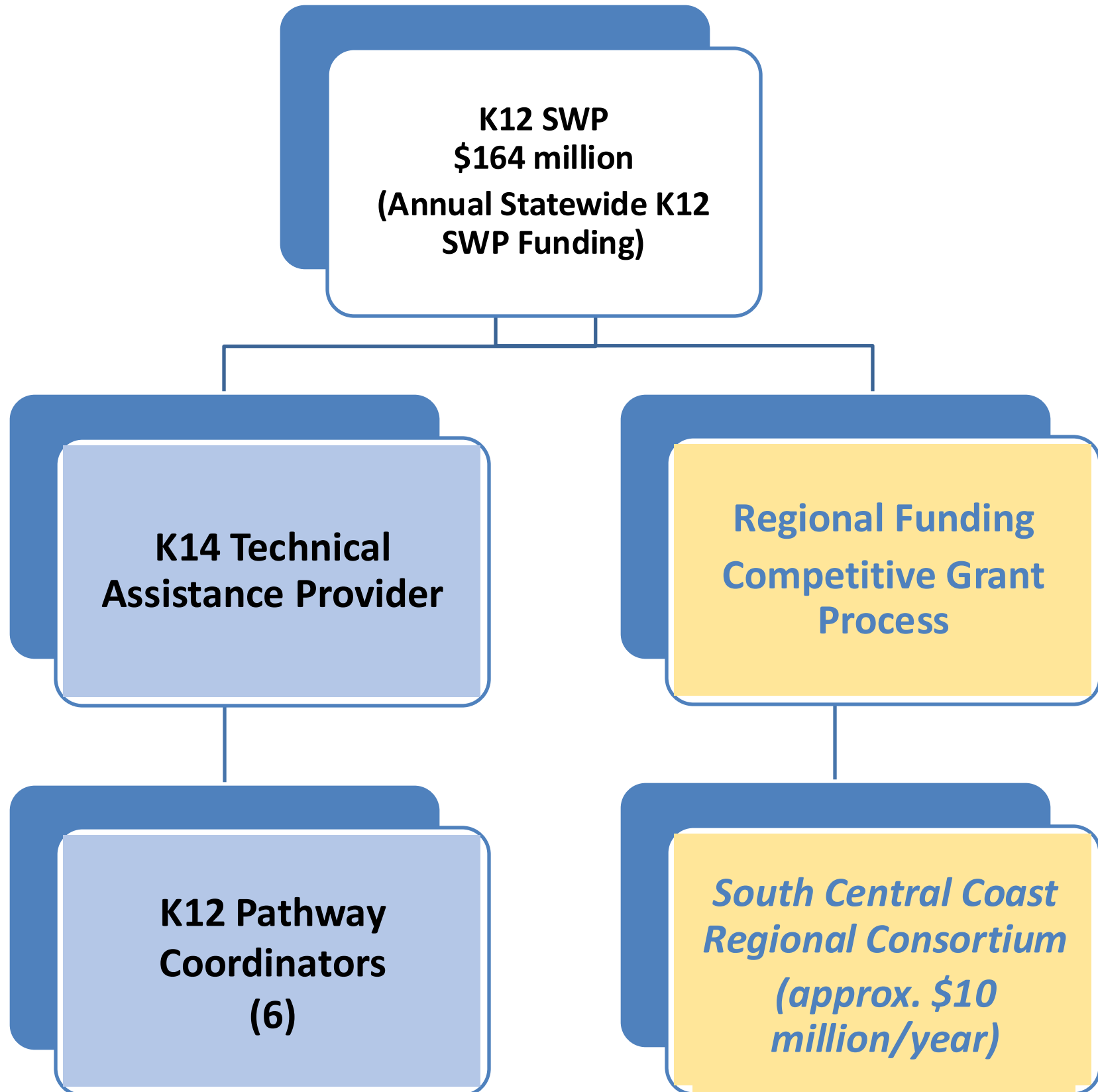
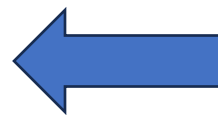
- Giselle Bice, Hosted at College of the Canyons

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.

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



Agreements with LEAs

**K12 SWP Competitive Grants (Rounds 1-6)
(This reporting PPT is for the competitive grants)**

K12 Pathway Coordinators (Years 1-6)

**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 Funding Rounds



[SCCRC K12 SWP Website](#)

TODAY - K12 SWP Competitive Grants (Rounds 1-7)

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 – CLOSED
- . Round 4 grant 1/1/2022 - 6/30/24 – Close out in process
- . Round 5 grant 1/1/2023 - 6/30/25 – in process
- . Round 6 grant 1/1/2024 - 6/30/26 – in process
- . Round 7 – RFA just released (August 20, 2024)

Reporting Timelines

Rounds 1-4 Reporting Timelines:

[K12 Strong Workforce Program - Reporting Timeline Extension MEMO 1.28.2022](#)

Round 5 Reporting Timeline (From RFA):

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 Timelines

Round 6 Reporting Timeline (From RFA):

Table 7. K12 SWP Progress and Expenditure Report Due Dates

Date	Reports Due	Reporting System	Time Period
August 31, 2024	First Progress and Expenditure Report	NOVA	January 2024 through June 2024
February 29, 2025	Second Progress and Expenditure Report	NOVA	July 2024 through December 2024
August 30, 2025	Third Progress and Expenditure Report	NOVA	January 2025 through June 2025
February 28, 2026	Fourth Progress and Expenditure Report	NOVA	July 2025 through December 2025
August 29, 2026	Fifth Progress and Expenditure Report	NOVA	January 2026 through June 2026
November 28, 2026	Final K12 SWP Expenditure Report and Outcomes	NOVA	January 2024 through June 2026
November 1, 2024	Annual Course Data Report	Cal-PASS Plus	January 2024 through June 2024
November 1, 2025	Annual Course Data Report	Cal-PASS Plus	July 2024 through June 2025
November 1, 2026	Annual Course Data Report	Cal-PASS Plus	July 2025 through June 2026

Reporting In NOVA

Finding The Plan in NOVA

NOVA
PLAN. INVEST. TRACK.

K12 Strong Workforce Program
Plans

Luann Swanberg

All Plans

Filter Plans

Save Filter Settings Clear Filters

ID Pathway Improvement Lead or Partner Agencies Application Region Allocation Year Status

Start typing ID Start typing Pathway Improvement Start typing Lead or Partner Agency South Central Coast x 2021-22 x Select Status

Apply Filter

Plans List

ID	Pathway Improvement	Lead LEA	Region	Allocation Year	Status	Actions
15771	Adapt-Persevere-Engage-Connect: K14 Employee Pipeline for Oxnard-Hueneme-Camarillo-Somis	Oxnard Union High	South Central Coast	2021-22	Certified	None
15365	Advancing Pathways in the Priority Sectors: ICT, Engineering, & Manufacturing	Santa Barbara County ROP-North	South Central Coast	2021-22	Certified	None

Reporting In NOVA

Contacts and Access To Fiscal Reporting

The screenshot shows the NOVA web application interface. The left sidebar contains a navigation menu with items: Dashboard, All Programs, K12 SWP, Applications, Application Reviews, Application Funding, Plans, and Fiscal Reporting. The 'Plans' item is highlighted in blue. The main content area shows a 'Workflow' section with steps: Project Setup, Completed, Contacts (Incomplete), and Preview & Submit. The 'Preview & Submit' step is active. A red circle highlights the 'Contacts' menu item in the sidebar. A red arrow points from the 'Fiscal Reporting' button in the top right corner to the 'Fiscal Reporting' button in the main content area. Two text boxes are overlaid on the screenshot: one on the left stating 'Keep contacts current. Can update without uncertifying the plan' and one on the right stating 'Easiest way to access fiscal reports'.

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

2022-23

Q2 Complete Q4 Incomplete

Report Required even if no expenditures

Red exclamation mark means that you are overbudget

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%	\$0
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.

Must check the box before you can Submit Report

! -\$8,146

Quarterly Progress Report v.1

1. Project Progress *

Project progressed as planned

Project progress delayed

A selection is required

Additional Comments

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.sbccc.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 in 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 & Capital Outlay

[K12 SWP Capital Outlay Process Feb 2024](#)

[K12 SWP Budget Modification Process Feb 2024](#)

[SCRC K12 SWP Capital Outlay Request Form for Pre-Approval](#)

[SCCRC K12 SWP Budget Modification Request Form](#)



- **Please reach out to any member of the SCCRC Fiscal Team if you have any questions, concerns or need any assistance. We are here to make it as easy as possible for you to use and report on these funds so you can focus on serving your students.**
- **Thank you for all you do!**

Other Information and Resources

[SCCRC K12 SWP Website](#)

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

[NOVA - K12 SWP YouTube](#)



SCCRC Contacts

Luann Swanberg, SCCRC Fiscal Agent Director

- Cell: 805.479.7670
- lrswanberg@pipeline.sbccc.edu

Diane Hollems, SCCRC Consultant

- Cell: 805.448.2106
- Diane.hollems@gmail.com

Giselle Bice, K14 Technical Assistance Provider (TAP)

- Office: 661.362.3113 | Cell: 818.424.2342
- Giselle.Bice@canyons.edu

Amanda Lake, SCCRC Admin Coordinator

- Cell: 805.448.8856
- alake@sccrcolleges.org

Tessa Miley, SCCRC NOVA Consultant

- Cell: 530.519.7355
- mileyte3@gmail.com