



ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

South Central Coast Regional Consortium (SCCRC)

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SCCRC K12 SWP Round 5 (2022-2023) Close-out Guidance Memo 2/24/2025

The South Central Coast Regional Consortium (SCCRC) is releasing this guidance for closing out your 22/23 (Round 5) K12 Strong Workforce Program project(s). **The performance period for 22/23 funded projects ends on June 30, 2025.** The following items should be closely monitored and followed:

- All Budget Modifications and/or Capital Outlay Requests for Round 5 must be received no later than 6/13/2025.
- All 22/23 supplies and/or equipment funds need to be encumbered and ordered by 6/30/25. 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 6/30/25, but only for purchase orders signed before 6/30/25, and must be paid before the final report is due on 9/30/2025. **(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 6/30/25. **(NOTE: ONLY IF APPROVED BY THE LEAD LEA's CHIEF BUSINESS OFFICER)**
- All salaries and benefits included in 22/23 funding, must end by 6/30/25.
- 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 22/23 grant award:
 - **Q4 Fiscal report (performance period ending 6/30/25) is due 8/29/2025. This includes ALL expenditures and match.**
 - **Final reports are due 9/30/2025.**
 - **No late reports will be accepted without prior approval.**
- **Final Invoice Packet** to the [SCCRC FISCAL TEAM](#) by 10/31/2025 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 Final 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 5 Grantees are required to upload data to the CalPass Plus system by November 1, 2025.

