Welcome 2026 !!!

Agenda

1. Welcome and Introductions
2. South Central Coast Regional Consortium (SCCRC) K12 Funding
3. Master Agreement
4. Timeline
5. NOVA
   - Contacts
   - Plan
   - Budget
6. Invoicing
7. Budget Modifications and Capital Outlay Requests
8. Questions, Additional Support Needed, etc.

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

K12 Pathways Coordinators (6)

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

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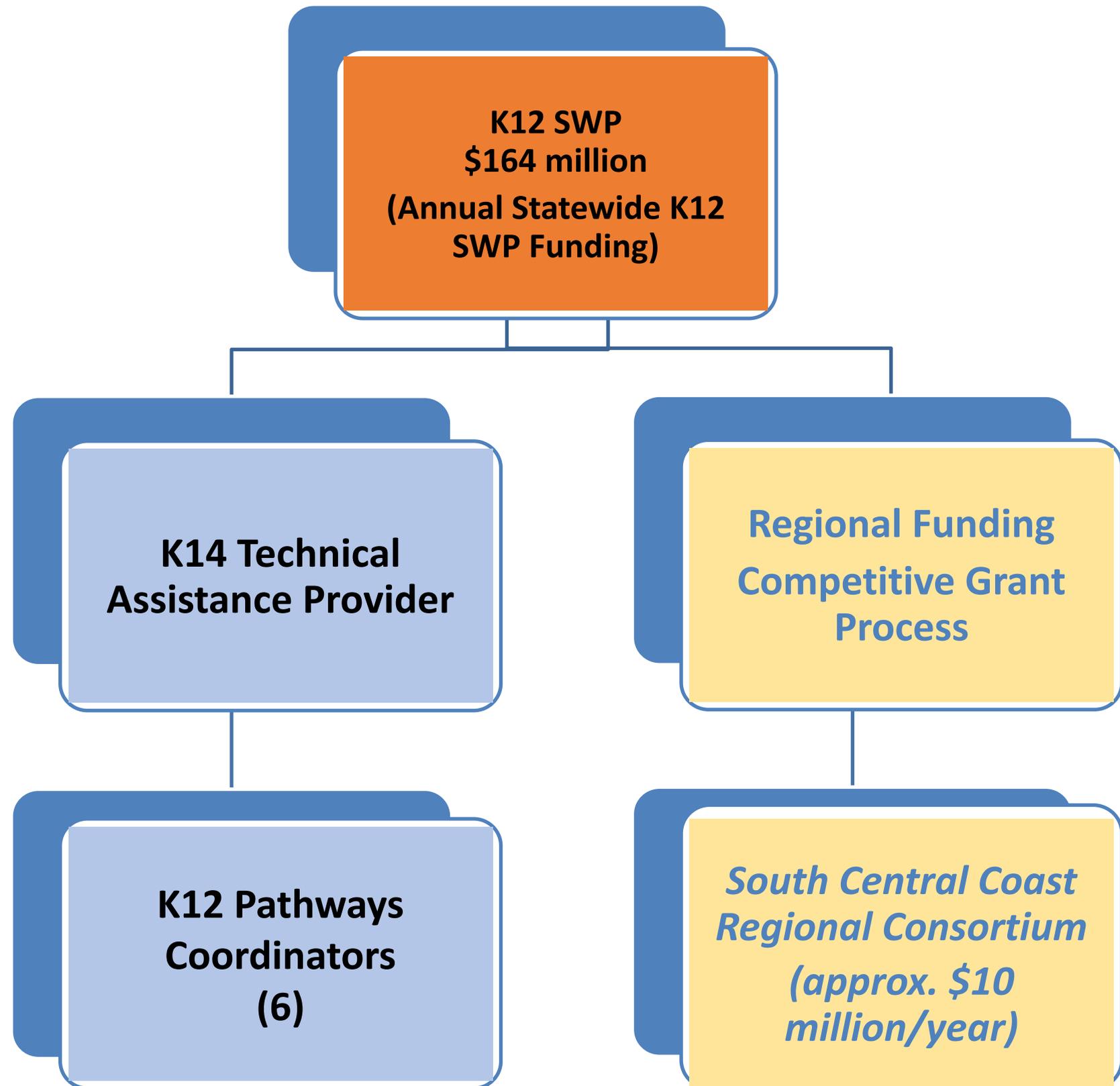
Agreements with LEAs

K12 SWP Competitive Grants (Rounds 1-8)

K12 Pathway Coordinators (Years 1-7)

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 1-8)

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

Base document is the **Request for Applications K12 Strong Workforce Program Round 8 (PDF)**
LEAs confirmed lead program contact, fiscal contact, and signatory

K12 SWP Funding Rounds

Guidance & Timelines	Fiscal Memos	K12 Grantee Webinars	Forms	Master Agreements	RFA's, Engagement Sessions, Bidders Conferences

Master Agreement Template for Round 8 (coming soon)	Master Agreement Template for Round 7	Master Agreement Template for Round 6	Master Agreement Template for Round 5	Master Agreement Template for Round 4
Master Agreement Template for Round 3	Master Agreement Template for Round 2	Master Agreement Template for Round 1		

SCCRC K12 SWP Website

Completing the Plan in NOVA

Completing Your Plan Requires:

- Updating the Workplan, Budget, and Match sections based on:
  - Selection Committee feedback
  - SCCRC team feedback from individual grantee meetings
- Work Plan Template (Word) will be completed by SCCRC and emailed to Lead LEA Contact

Budget & Match Requirements:

- Grant funds must exactly match the allocated award amount
- Update Match Funds (1:1 or 2:1, as applicable)
  - Financial match only
- Each partner LEA listed in the application must have a separate budget
- Budgets must itemize expenditures by object code (description, cost, quantity, total, etc.)
  - Greater detail strengthens approval
  - Refer to **K12 SWP FISCAL MEMO - OCT 2025**
- Indirect costs capped at 4%

Final Review:

- Review Appendix C: Guidelines, Definitions, and Allowable Expenditures (RFA, p. 45)
- Contact SCCRC with any questions

Completing the Plan in NOVA

☐ Update **Workplan, Budget, and Match** in NOVA based on feedback

    ❖ Receive **SCCRC-provided Work Plan Template (Word)**

☐ Grant budget **matches allocation amount**

☐ Match funds updated (**1:1 or 2:1, financial only**)

☐ Separate budget for **each partner LEA**

☐ Budget details by **object code** (description, cost, quantity, total)

☐ **Indirect costs ≤ 4%**

☐ Review **Appendix C – Allowable Expenditures** (RFA p. 45)

☐ Reference **K12 SWP Fiscal Memo – Oct 2025**

☐ Contact **SCCRC** with questions

NOVA PLAN UPDATES AND CERTIFICATION

| South Central Coast | 2022-23 | Certified | None |
| South Central Coast | 2022-23 | Draft | Expand Budget |

CERTIFIED PROJECTS: Fully funded project have been automatically certified in NOVA. If revisions are required, you must **UNCERTIFY** the plan, make required adjustments, request a review by the SCCRC, and **SUBMIT.**

K12 Strong Workforce Program
plans (Grant: K12 SWP Round 5 (2022-23))

Luann Swanberg

High Quality Pathways   CERTIFIED   Share Uncertify Close Plan

Workflow

Contacts
Completed

Preview & Submit

Preview & Submit   Fiscal Reporting   Application History

Details

Pathway Improvement Name *

High Quality Pathways

DRAFT PROJECTS: Projects in DRAFT are required to update their Plan and Budget. Click on **EXPANDED BUDGET** and make the required adjustments, request a review by the SCCRC, and SUBMIT.

Workflow

Contacts
Incomplete

Preview & Submit

Contacts

Contact Information Form

Required Contacts

ALL GRANTEES:
Ensure all contacts are current, complete are updated as needed.

Match: Planning Ahead

MATCH FUNDING
$2 for every $1 awarded for LEAs
$1 for every $1 awarded for ROPs

Must directly support and benefit the projects proposed in the grant

Must be expended during the entire term of the grant and is based on what is expended at the end

Match does not have to align with the budget years or line items

- Financial Only – upload required for quarterly
- reporting
- Tracking Match during the term of the grant
- Producing separate match for K12 SWP & CTEIG
- Securing Match letters

K12 SWP Financial Match Guidance Memo

Match Guidance – CTEIG & K12 SWP

K12 Strong Workforce Program Calculating Indirect Costs

Instructions: *K12 SWP allows LEAs to charge up to 4% indirect in their K12 SWP budget. Indirect can only be charged in the budget and not be listed as match. Indirect is calculated based on your direct project costs and not based on the total award amount. Use the steps below to calculate the maximum indirect for your award.*

1. Since you already know your total award amount, start there.

2. Divide your total award amount by 1.04. The result is your **direct cost base**.

3. Multiply your direct cost base by 4%.

4. If the product includes cents, **round down to the nearest dollar**. The result is your **maximum indirect**.

5. Add your direct cost base to your indirect to get to your total award amount.

6. See the examples below.

Examples

Steps to Calculate Maximum Indirect	Grant A	Grant B	Grant C
1. Total award amount	$885,000	$459,876	$190,000
2. Total / 1.04 = direct cost base	$850,961.53	$442,188.46	$182,692.30
3. Direct cost base x .04	$34,038.46	$17,687.54	$7,307.69
4. Drop cents to get maximum indirect amount	$34,038	$17,687	$7,307
5. Direct cost + indirect = total award amount	$850,962 $34,038 $885,000	$442,189 $17,687 $459,876	$182,693 $7,307 $190,000

Reporting Timelines

RFA Page 38-39
Table 7. K12 SWP Progress and Expenditure Due Dates

Table 7. K12 SWP Expenditure and Course Data Report Due Dates

Date	Reports Due	Reporting System	Time Period Covered
August 31, 2026	Quarter 4 (Q4) Expenditure Report	NOVA	January 2026 through June 2026
February 26, 2027	Quarter 2 (Q2) Expenditure Report	NOVA	July 2026 through December 2026
August 31, 2027	Quarter 4 (Q4) Expenditure Report	NOVA	January 2027 through June 2027
February 25, 2028	Quarter 2 (Q2) Expenditure Report	NOVA	July 2027 through December 2027
August 31, 2028	Quarter 4 (Q4) Expenditure Report	NOVA	January 2028 through June 2028
November 30, 2028	Final K12 SWP Expenditure Report with Narrative	NOVA	January 2026 through June 2028
November 2, 2026	Annual Course Data Report	Cal-PASS	2025 – 2026 School Year
November 1, 2027	Annual Course Data Report	Cal-PASS	2026 – 2027 School Year
November 1, 2028	Annual Course Data Report	Cal-PASS	2027 – 2028 School Year

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 when data has been reported

The SCCRC may seek additional progress and expenditure information through the term of the grant

If your agency has more than one K12 SWP grant – PLEASE keep financial records, data, and all tracking separate and **use the NOVA ID number as the reference in all correspondence.**

INVOICING

- **Lead LEAs must submit the following to to receive the 70% advance payment:**

  - Signed Master Agreement
  - Certificate of Insurance
  - W-9
  - Completed Workplan Template (will be provided)
  - Copy of the Certified Plan from NOVA
  - 70% Invoice
    - Using sample template provided by the SCCRC
    - or LEA generated invoice containing all of the same information

- **Up to 20% progress payment**
- **Final payment – minimum of 10% after all of reporting in NOVA is complete**

Budget Modification and Capital Outlay Requests

PRIOR TO EXPENDITURE!!!

What is the K12 Strong Workforce Program?

The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), is pleased to announce the K12 Strong Workforce Program (K12 SWP). Beginning in 2018-2019, Education Code §§ 88827 establishes the kindergarten through 12th grade component of the Strong Workforce Program appropriating $150,000,000 in annual ongoing career education funding to strengthen the pathways for students from secondary to post-secondary education.

K12 SWP intends to create, support, and/or expand high-quality career education programs at the K12 level that are aligned with the workforce development efforts occurring through the community college Strong Workforce Program and regional priorities.

Goal of K12 Strong Workforce Program

The goal of the K12 SWP is to increase the levels of college and career readiness among students which will support their successful transition from secondary education to post-secondary education and, ultimately, to career.

- ★ California Community Colleges K12 Strong Workforce Program ★
- From the Chancellor's Office
- Memos & Documents - ALL Rounds
- Budget Modification & Capital Outlay
- K12 SWP Funding Rounds
- K12 Pathway Coordinators
- Additional Information

Budget Modification & Capital Outlay

CAPITAL OUTLAY REQUESTS:

REQUIRED IF OVER $5K AND IF NOT ALREADY IN THE APPROVED NOVA PLAN

K12 SWP ROUND 8 TIMELINE

TIMELINE	ACTIVITY
December 19, 2025	K12 SWP Round 8 Intent to Award to LEAs.
January 15, 2026 3 pm Zoom	Regional K12 SWP Round 8 Grantee Webinar (NOVA, Master Agreements, Timelines, etc.)
January 22, 2026	K12 SWP Round 8 Master Agreement Template will go to the Santa Barbara Community College District Board for Approval.
January 30, 2026	Awardees must accept funding amounts in NOVA
January/February/March 2026	• Individual meetings will be scheduled with K14TAP and SCCRC Fiscal Team to review the comments by the Selection Committee and get feedback on the Budgets and Budget Narratives to inform changes required prior to submitting for approval. • LEAs Enter Contacts/Plan/Budget Changes and Expanded Budgets in NOVA
January/February/March 2026	K12 SWP Master Agreements to Lead Local Educational Agency (LEA) for Board Approval and/or for Signature and returned to be fully executed.
March 20, 2026	Due Date for NOVA plans and budgets to be submitted into NOVA. **Email the SCCRC to review NOVA input and email the Workplan (we will upload or insert link into to NOVA) prior to submitting it for Approval/Certification in NOVA.**
March 31, 2026	SCCRC Review and Certify Plans/Budgets in NOVA and associated Workplan
March/April 2026	LEAs submit 70% Advance Payment Invoice with signed Master Agreement, Copy of Certified Plan in NOVA, Completed Workplan Template, Certificates of Insurance, and W-9.
Period of Performance	January 1, 2026 - June 30, 2028 *NOTE: The Master Agreement with SBCCD will be from January 1, 2026 to June 30, 2026. A new Master Agreement will be put in place by the new Regional Fiscal Agent starting July 1, 2026 and cover the remainder of the Performance Period and associated closeout.*

Other Support, Information and Resources

Additional Regional Support:

- Individual Meetings as requested (Fiscal Team, K14 TAP and/or K12 PC)
- Quarterly Meetings with each Grantee
- Regional Reporting Webinars
- Monthly Regional Meetings

SCCRC K12 SWP Website

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

California Community College Chancellor's Office (CCCCO) K12 SWP FAQs

NOVA - K12 SWP YouTube

SCCRC K12 SWP Contacts

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