

South Central Coast Regional Consortium

SWP Invoice and Participation Agreement Flow Chart

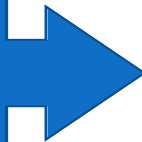


Districts/Colleges
Fiscal offices set up fund account for regional funds, separate from local funds.

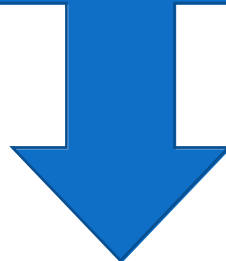
Fiscal Agent (SBCC)
Fiscal agent will receive regional SWP funds and will notify colleges accordingly. Participation agreement and invoice can be submitted after Steering Committee approval.



All approved regional projects must be input into the NOVA system by January 31



Districts/Colleges
Must submit a Participation Agreement for each individual project accompanied by one invoice listing all the projects.
E-mail to Luann and Diane (lswanberg2@gmail.com, diane.hollems@gmail.com) with cc to your CIO and voting CTE dean



Fiscal Agent (SBCC)
Remit check for each project submitted.

Districts/Colleges
Maintain appropriate backup for invoices submitted and prepare quarterly narratives and semi-annual fiscal reports sent to the regional chairs with an annual progress report completed in the NOVA system by December 1st of each year.