

MEMORANDUM

TO: South Central Coast Regional Consortium K12 Strong Workforce Program Grantees.

FROM: Santa Barbara Community College District
Vice President, Business Services
K12 Strong Workforce Program (SWP) Fiscal Agent

DATE: July 24, 2020

RE: Guidance for Reporting and Invoicing all K12 SWP Funding Rounds to Date and Going Forward.

As community college and K12 Strong Workforce Program fiscal agent for the South Central Coast Region, we want to apprise all grantees of the following requirements:

- 1) The signed Master Agreement for each round of funding serves as the legal contract for funding.
- 2) The fiscal agent cites the following clause(s) from the Master Agreement with regard to reporting, invoicing and documentation required:

"K12 SWP funding is project-based with project submissions and reporting expenditures in NOVA. The Grantee agrees to adhere to the fiscal reporting frequency as identified in Exhibit B: K12 Strong Workforce Program RFA. Grantee will be provided 30 days notice of report due dates and any changes to the reporting schedule. Periodic fiscal and narrative progress reports of project progress may be requested by the Fiscal Agent at any time.

Parties agree that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement."

- 3) Permission is required for all planned capital expenditures for each approved K12 SWP grant. The expenditure must be expressly detailed in the NOVA Expanded Budget or requested in writing to the Regional Chair. The Fiscal

Agent retains the right to deny purchases that do not meet the allowable criteria delineated in the RFA for the respective grant.

4) The Fiscal Agent/South Central Coast Regional Consortium may require periodic narrative and fiscal reports separate from grant reporting in NOVA. Grantees will be given a minimum of 30 days to prepare reports.

5) When submitting the invoice for the remaining 30% of funding for K12 SWP Round 1 and 2 grants, as well as rounds going forward, the fiscal agent requires a copy of the lead agency's general ledger as well as the general ledger from any or all of the grant partner agencies showing that 70% of the funded amount has been expended or encumbered.

6) The Regional Chair will send grantees a K12 SWP Guidance Memorandum with each round of funding. This memo will include the above guidelines, requirements and associated timelines.

Respectfully,


Lyndsay Maas (01/29/2020 10:42 PDT)



Lyndsay Maas

Vice President, Business Services

721 Cliff Drive

Santa Barbara, CA 93109

(805) 730-3094 • lmmaas@sbcc.edu

Fwd: ATTENTION: South Central Coast Region K12 SWP Grantees (Round 1 and Round 2) - Budget Updates (Due Aug 28)

Amanda L.

Fri, Aug 7,
11:27 AM

to Sharon, Nadia, Betsy, Diane, Laurie, Monica, Erin, Rebecca, me, Diane, Giselle

South Central Coast Region K12 SWP Grantees,

Please review and save the attached memo from the Vice President of Business Services at Santa Barbara Community College District SBCCD), which reiterates the contractual, fiscal and reporting requirements of K12 SWP grantees.

ACTIONS REQUIRED BY AUGUST 28, 2020:

In light of recent meetings with the Business Services and the attached memo, we are asking all of the K12 SWP Round 1 (18-19) and Round 2 (19-20) grantees to go into NOVA and add specific detail regarding each Capital Expenditures over \$5,000 if it isn't there already. The budget detail required in NOVA is summarized below. Although the input screens in NOVA are different for Round 1 and Round 2 grantees, the information required is still the same.

Please also update any budget description/budget summary section in the other object codes with the detail called out below. You will need to UNCERTIFY your project(s) in NOVA, make the changes, and resubmit. The Regional Chair, K14 Technical Assistance Provider along with SBCC fiscal will review and approve the updates and RECERTIFY them.

Please email Luann Swanberg (lswanberg@pipeline.sbcc.edu) with a cc to Diane Hollems (diane.hollems@gmail.com) and Amanda Lake (amanda.j58@gmail.com) if you need to get a Capital Expenditure(s) approved before you are able to make all of the updates and get your expanded budgets recertified in NOVA.

What to Include – Budget Detail (PPT from SCCRC K12 SWP webpage)

[K12 SWP Round 2 SWP- NOVA and Next Steps Training 4-22-2020 FINAL](#)

1000 – Certificated Position title(s), # FTEs for each position title, Dollar Amount of Salary Funded through SWP for each position

2000 – Classified Position Title(s), # FTEs for each position title, Dollar Amount of Salary Funded through SWP for each position

3000 – Brief description of associated fixed costs for salaries from 1000 and 2000

4000 – General/Brief description of supplies that will be purchased

5000 – Brief description of contracted services, consultants, and other services not otherwise defined with general/approximate amount for each

6000 – Capital Outlay – itemized, details for all planned purchases (no Capital Outlay forms)

7000 – Lead LEA's CDE indirect rate for most current year (percentage)

Amanda will be reaching out to schedule a grantee meeting in the next week or so with the Regional Chairs and the new K14 TAP, Dr. Giselle Bice to discuss the above, timelines, get an update on where your projects are to date, and answer any other questions you may have.

Respectfully,

Luann