



**ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.**

## **South Central Coast Regional Consortium (SCCRC)**

### **MEMORANDUM**

**February 19, 2021**

**TO:** South Central Coast Regional Consortium CTE Deans, SWP grant leads, and SWP fiscal analysts

**FROM:** Luann Swanberg, Director/Chair SCCRC and Diane Hollems, SCCRC Co-chair

**RE:** Final Reconciliation of SWP 1.0 and SWP Rounds 1 thru 3 for **Regional Funds**

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The SCCRC has obtained an extended deadline for regional projects of February 25<sup>th</sup> to reconcile NOVA budgets with district/college general ledgers and to submit a spend-down plan with timeline for any unexpended expired funds for Rounds 1 thru 3 projects ending December 31, 2020. The Chancellor's Office did not provide a spend-down plan template, but SCCRC provided each college with an Excel spreadsheet that could be used for that purpose if desired. The email was sent by Diane on January 25, 2021.

Each district/college must follow the January 5<sup>th</sup> Guidance Memo [HERE](#) for sending fiscal documentation which must be sent to [strongworkforcehelpdesk@cccco.edu](mailto:strongworkforcehelpdesk@cccco.edu) in a pdf format **with cc to the Regional Chairs** no later than close-of-business on February 25<sup>th</sup>. In the subject line of your email, please use the following naming convention: South Central Coast Regional SWP for \_\_\_\_\_ college/district.

SCCRC has engaged Tessa Miley as a NOVA consultant to help districts/colleges with the process. Her services will be made available to you through February. Please contact the Regional Chairs if you would like an appointment with Tessa.

Please let us know if you have any questions or need further help.

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