



**MEMORANDUM**

March 8, 2021

21-004 | Via Email

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
Regional Consortia Chairs  
CTE Deans  
Strong Workforce Directors

**FROM:** Sheneui Weber, Vice Chancellor  
Workforce and Economic Development Division

**CC:** Eloy Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Sandra Sanchez, Assistant Vice Chancellor  
CCCCO Staff

**RE:** Use of Unspent Expired funds from Strong Workforce Program 1<sup>st</sup> Four Year Cycle (2016-17 to 2018-19)

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This memo is to provide guidance to colleges regarding expenditure and closeout of expired Strong Workforce Program funds from the first four-year cycle for funds allocated in 2016-17, 2017-18, and 2018-19, as a number of colleges have reported that expired funds have not been fully expended.

**Closeout of Expired Funds from FY 2016-17, 2017-18, and 2018-19**

By December 31, 2020, all unspent funds from Allocation Years 2016-17, 2017-18, and 2018-19 must be fully expended.

If colleges have unspent Strong Workforce Program funds from the Allocation Years 2016-17, 2017-18, or 2018-19 past the December 31, 2020 deadline, colleges have up to one year to expend these unspent funds.

- Colleges will have 12 months beginning April 1, 2021 to April 1, 2022 to fully expend these dollars.
- **The SWP plans for unspent funds must be entered into the NOVA system -- using the unspent fund identifier when creating a new project. This feature went live in NOVA on 2/26/2021.**
- Submitted and Certified Unspent fund plans are due in NOVA no later than April 1, 2021.
- Late plans do not get additional spend down time, they must still be expended by April 1, 2022.

## How to Input Expired Unspent funds into SWP 2.0 in NOVA

**Creation of a New Spend Down Plan using Expired Unspent Funds from 2016-17 to 2018-19 SWP Allocations.** The “Create SWP 1.0 Plan” button in NOVA will remain available for users.

**NOTE:** New plans for unspent funds from the first four year cycle will be created using the old SWP template. In this window, you will notice a check box to designate this plan as using unspent dollars from the first four year cycle (see figure 1.).

Figure 1

Strong Workforce Program - Regional Share  
New 1.0 Plan

NOVA  
PLAN. INVEST. TRACK.

Paul PM  
All Programs

SWP-REGIONAL

- Plans
- Fiscal Reporting
- Analytics
- Program Settings

Admin  
Fiscal Agent Hub  
Institutions  
Help

### SWP 1.0 Project

Base Funding Source  
SWP Regional Share

Project

Lead Institution  
If you cannot find your institution in the list, please put a request in for it to be added here.

Use of Unspent Funds  
Check the box below if this plan uses unspent funds pursuant to the [February 2021 Chancellor's Office memo](#).

This plan uses unspent SWP funds from allocation years 2016-17, 2017-18, or 2018-19.

Project Timeline

Select the Funding Year for this project.

Enter the number of fiscal years the project will span.

Actual Project Start Date

Actual Project End Date

Cancel Create 1.0 Project

### Guidance on Encumbered but Not Expended Funds

1. Strong Workforce Program funds which have been encumbered under 2018-19 projects must be fully expended by June 30, 2021.
2. If you do not plan on fully expending encumbered funds prior to June 30, 2021, you may also close the plan using the “Close Plan” option in NOVA. The “Close Plan” process requires completion of fiscal reporting for all previously expended funds and the same approval process as certifying a regular SWP plan. Upon plan closure, these unspent funds will be considered expired unspent funds. Thereafter, they may be reallocated to a new spend down plan with any unspent expired funds.

Please note 2019-20 funds are still active and the deadline to fully expend these funds is December 31, 2021.

If you have any additional questions, please email them to your [Strong Workforce Program Monitor](#) or to the general inbox [strongworkforcehelpdesk@cccco.edu](mailto:strongworkforcehelpdesk@cccco.edu).