



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Regional Consortium Chairs
CTE Deans

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

CC: Sandra Sanchez, Assistant Vice Chancellor, WEDD
Ioanna Iatridis, Dean of SWP and K12 SWP, WEDD
Peter Callas, Division Director, California Department of Education
CCCCO Staff

RE: K12 Strong Workforce Program - Updated Reporting Timelines

This memorandum is regarding a change in reporting timelines to the K12 Strong Workforce Program Expenditures and Progress reporting in the NOVA system. The current quarterly schedule will change to a bi-annual schedule. To ensure that the K12 SWP legislative reporting requirements are met, all grant recipients, both lead and partnering LEAs, are required to input Expenditure and Progress reporting into the NOVA system: <https://nova.cccco.edu/login>.

In addition, Annual Data Reporting will be due to Cal-PASS Plus on an annual basis: <https://www.calpassplus.org/Home>. *Per Education Code 88828(d)(8)(D), data collected pursuant to this section shall be reported by the grant recipient to the State Department of Education and to the grant recipient's K-14 Technical Assistance Provider by November 1 immediately following the fiscal year for which the data is being reported. The K-14 Technical Assistance Provider shall annually notify the K-12 Selection Committee in each region of any grant recipient that fails to provide the required outcome data. The K-12 Selection Committee, in consultation with the consortium, may terminate or rescind contracts and grants from grantees that fail to provide the required outcome-based data pursuant to this paragraph.*

The following tables are an addendum to the Reporting Schedules that were previously posted in the K12 Strong Workforce Program RFAs (Request for Applications):

Round One (Performance Period July 2019 – December 2021) – The complete reporting schedules for Round One (1) recipients are as follows:

Expenditures and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	1	(07/01-09/30)	10/31/2021
2021/2022	2	(10/01-12/31)	01/31/2022
		Final Report Round 1	03/31/2022

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2021/2022	2	(07/2020-06/2021)	11/19/2021
2022/2023	3	(07/2021-12/2021)	11/18/2022

Round Two (Performance Period July 2020 – December 2022) – The complete reporting schedules for Round Two (2) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	2	(07/01-12/31)	01/31/2022
2021/2022	4	(01/01-06/30)	07/30/2022
2022/2023	2	(07/01-12/31)	01/31/2023
		Final Report Due	03/31/2023

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2021/2022	1	(07/2020-06/2021)	11/19/2021
2022/2023	2	(07/2021-06/2022)	11/18/2022
2023/2024	3	(07/2022-12/2022)	11/24/2023

Round Three (Performance Period January 2021 – June 2023) – The complete reporting schedules for Round Three (3) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	2	(07/01-12/31)	01/31/2022
2021/2022	4	(01/01-06/30)	07/30/2022
2022/2023	2	(07/01-12/31)	01/31/2023
2022/2023	4	(01/01-06/30)	07/28/2023
		Final Report Due	09/29/2023

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2021/2022	1	(01/2021-06/2021)	11/19/2021
2022/2023	2	(07/2021-06/2022)	11/18/2022
2023/2024	3	(07/2022-06/2023)	11/24/2023

Round Four (Performance Period January 2022 – June 2024) – The complete reporting schedules for Round Four (4) recipients are as follows:

Expenditure and Progress Reports – in NOVA

Fiscal Year	Quarter	Performance Period	Due Date
2021/2022	4	(01/01–06/30)	07/29/2022
2022/2023	2	(07/01–12/31)	01/27/2023
2022/2023	4	(01/01–06/30)	07/28/2023
2023/2024	2	(07/01–12/31)	01/26/2024
2023/2024	4	(01/01–06/30)	07/26/2024
		Final Report Due	09/27/2024

Annual Data Reports – in Cal-PASS Plus

Fiscal Year	Year	Performance Period	Due Date
2022/2023	1	(01/2022–06/2022)	11/18/2022
2023/2024	2	(07/2022–06/2023)	11/24/2023
2024/2025	3	(07/2023–06/2024)	11/22/2024