

**From:** Chief Executive Officers <[CEO-ALL@LISTSERV.CCCCO.EDU](mailto:CEO-ALL@LISTSERV.CCCCO.EDU)> **On Behalf Of** Alvarado, Marty  
**Sent:** Wednesday, April 27, 2022 10:20 AM  
**To:** [CEO-ALL@LISTSERV.CCCCO.EDU](mailto:CEO-ALL@LISTSERV.CCCCO.EDU)  
**Subject:** [EXTERNAL] STRONG WORKFORCE PROGRAM EXTENSION REQUESTS

**\*\*External Email\*\***

Colleagues,

We have received a number of requests regarding an extension of Strong Workforce Program funding that appears to be a common form letter sent to our Deputy Chancellor. We want to remind you that requests for funding extensions need to be processed directly with your grant monitors and will be considered on a college by college basis.

We also want to remind you that we have issued three prior guidance memos that contain information related to providing extensions and required reporting and expenditure deadlines; see memos [21-004](#) and [21-017](#). At no point have we denied extension requests for these funds and that brings us to the reality that a majority of campuses are carrying forward multiple years of funding. Per guidance memos [21-001](#) issued January 2021 and [21-012](#) issued October 2021, beginning with 2022-23 allocations we will begin holding back funds for districts and regions that are underspent by 50% or more of prior year allocations. Regions or Districts will be required to provide a spend down plan for unspent and expired funds, show a satisfactory spend rate, and demonstrate program outcomes progress for held back funds to be released. We would encourage you to work with your staff to ensure your campus reporting is current and accurate in the NOVA system, as your reporting data directly informs your college's future allocations.

We also want to clarify, given the request form letters cite issues with supply chains as the reason for the extension requests, colleges simply experiencing delays with receiving purchased goods would not require an extension for purchases in progress and where funding is actively encumbered. Encumbered funds would be considered expended for reporting purposes. Given the amount of funding that is showing as currently unspent, we would encourage you to work with your staff to get a clear picture on your funding balances and the full scope of the constraints that are impeding progress on spending.

We remain committed to working with each college to support the delivery of critical workforce programs and to confirm the scope and impact of carry-forward to future allocations. For general questions or concerns please reach out to me directly at [malvarado@cccco.edu](mailto:malvarado@cccco.edu) and for information on your reporting and allocation status please direct staff to contact their grant monitor directly or our helpdesk at [strongworkforcehelpdesk@cccco.edu](mailto:strongworkforcehelpdesk@cccco.edu) .

Thank you,

**Marty J. Alvarado**

**Executive Vice Chancellor**

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