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 1st Four Year Cycle (2016-17 to 2018-19)

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

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.