



TO: Chief Business Officers
Regional Consortia Chairs
Career Technical Education Deans

FROM: Sandra Sanchez, Interim Vice Chancellor
Workforce and Economic Development Division

CC: Lynda Phan, Dean
Workforce and Economic Development Division

Peter Callas, Division Director
California Department of Education

California Community Colleges Chancellor's Office Staff

RE: Fiscal Agent Close Out of K12 Strong Workforce Program Round Two

This memo is to provide guidance to the Fiscal Agent charged with managing and administering the K12 Strong Workforce Program funding for the region related to Round Two awards – July 2020 to December 2022.

Reporting and Reconciliation Requirements

Regional Consortia Fiscal Agents are expected to verify all reporting and accounting of K12 SWP funds. This process will begin after the completion of Round Two funding on December 31, 2022. Please note the steps to close out the Round Two grants as outlined below:

K12 SWP Fiscal Agent Required Actions

Regional Consortia are required to reconcile what the K12 LEAs have reported in NOVA to their internal financial systems.

Ensure K12 SWP certification for all outstanding Expenditure/Progress Reports are completed in NOVA. The Chancellor's Office is requiring *all outstanding Round Two expenditure reports to be submitted no later than February 28, 2023*

Round Two (Performance Period July 1, 2020 through December 31, 2022) – The complete reporting schedules for Round Two (2) recipients are as follows:

Quarter	Performance Period	Due Date
2	(07/01-12/31)	02/28/2021
4	(01/01-06/30)	07/31/2021
2	(07/01-12/31)	02/28/2022
4	(01/01-06/30)	08/31/2022
2	(07/01-12/31)	02/28/2023
	Final Report Due	03/31/2023

1. **Regional Fiscal Agents to Ensure K12 SWP Final Expenditures and Final Report certifications are completed in NOVA.** The Chancellor’s Office is requiring Regional Consortia Fiscal agents to confirm *certification of LEAs’ Final Reports be completed no later than April 28, 2023.*

2. **Each Regional Fiscal Agent must provide a summary of the K12 SWP Round 2 allocation in the provided template documenting the following information:**

- a. Total Regional funds expended from Round Two funding cycle
- b. Total Regional unspent funds from the Round Two funding cycle

The template should be submitted to the K12 SWP Analyst, Cora Vay at cvay@cccoco.edu by May 19, 2023

Return of Remaining Balances

Upon completion of the reconciliation process, the Chancellor’s Office will invoice each Regional Consortia/Fiscal Agent for the Round 2 remaining balances *no later than June16, 2023* to ensure closeout prior to the end of FY 22-23.

If you have any additional questions, please email them to K12SWP@cccoco.edu.