



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

FROM: Anthony Cordova, Vice Chancellor
Workforce and Economic Development Division

CC: Lucia F. Robles, J.D.; M.A., 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 Three

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 Three awards – January 2021 to June 2023.

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 Three funding on January 31, 2024. Please note the steps to close out the Round Three 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.

Round Three (Performance Period January 1, 2021 through June 30, 2023) – The complete reporting schedules for Round Three (3) recipients are as follows:

Quarter	Performance Period	Due Date
2	(01/01-6/30)	08/31/2021
4	(07/01-12/31)	02/28/2022
2	(01/01-06/30)	08/31/2022
4	(07/01-12/31)	02/28/2023
2	(01/01-6/30)	08/31/2023
	Final Report Due	09/31/2023

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 March 31, 2024.*
2. **Each Regional Fiscal Agent must provide a summary of the K12 SWP Round Three allocation in the provided template documenting the following information:**
 - a. Total Regional funds expended from Round Three funding cycle
 - b. Total Regional unspent funds from the Round Three funding cycle

The template should be submitted to the K12 SWP Analyst, Betsy Yee at byee@cccoco.edu by April 30, 2024.

Return of Remaining Balances

Upon completion of the reconciliation process, the Chancellor’s Office will invoice each Regional Consortia/Fiscal Agent for the Round 3 remaining balances *no later than May 31, 2024* to ensure closeout prior to the end of FY 23-24.

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