



TO: Chief Business Officers
Regional Consortia Chairs
Career Technical Education Deans
K14 Technical Assistance Providers

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

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

This memo is to provide guidance to the Fiscal Agent charged with managing and administering the K12 Strong Workforce Program (SWP) funding for the region related to Round Five awards – Jan. 2023 to June 2025.

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 Five funding on Jan. 31, 2026. Please note the steps to close out the Round Five grants as outlined below:

K12 SWP Fiscal Agent Required Actions

Regional Consortia are required to reconcile what the K12 Local Education Agencies (LEAs) have reported in NOVA to their internal financial systems.

Round Five (Performance Period Jan. 1, 2023 through June 30, 2025) – The complete reporting schedules for Round Five (5) recipients are as follows:

K12 SWP Progress and Expenditure Report Due Dates:

Quarter	Performance Period	Due Date
2	1/1/2023–6/30/2023	8/31/2023
4	7/1/2023–12/31/2023	2/29/2024
2	1/1/2024–6/30/2024	8/30/2024
4	7/1/2024–12/31/2024	2/28/2025
2	1/1/2025–6/30/2025	8/29/2025
Final Report Due		11/28/2025

Fiscal Agent Close Out of K12 Strong Workforce Program - Round Five

April 21, 2026

- 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 30, 2026**.
- 2. Each Regional fiscal agent must provide a summary of the K12 SWP Round Five allocation in the [K12 SWP Round Five Close Out Summary Form](#) documenting the following information:**
 - a.** Total Regional funds expended from Round Four funding cycle
 - b.** Total Regional unspent funds from the Round Four funding cycle

The template should be submitted to the K12 SWP Analyst, Steve Nguyen at SNguyen@CCCCO.edu by May 29, 2026.

Return of Remaining Balances

Upon completion of the reconciliation process, the Chancellor's Office will invoice each Regional Consortia/Fiscal Agent for the Round Five remaining balances **no later than June 30, 2026** to ensure closeout prior to the end of 2025–26.

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

cc: Paige Mustain, Dean of K12 Strong Workforce, Workforce and Economic Development