



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 Division

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

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 Four awards – Jan. 2022 to June 2024.

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 Four funding on Jan. 31, 2025. Please note the steps to close out the Round Four 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 Four (Performance Period Jan. 1, 2022 through June 30, 2024) – The complete reporting schedules for Round Four (4) recipients are as follows:

K12 SWP Progress and Expenditure Report Due Dates		
Quarter	Performance Period	Due Date
2	(01/01/2022 – 6/30/2022)	07/29/2022
4	(07/01/2022 – 12/31/2022)	01/27/2023
2	(01/01/2023 – 06/30/2023)	07/28/2023
4	(07/01/2023 – 12/31/2023)	01/26/2024
2	(01/01/2024 – 6/30/2024)	07/26/2024
	Final Report Due	10/31/2024

- 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 **Feb. 28, 2025**.

- 2. Each Regional Fiscal Agent must provide a summary of the K12 SWP Round Four allocation in the [K12 SWP Round Four 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, Betsy Yee at BYee@CCCCO.edu by April 30, 2025.

Return of Remaining Balances

Upon completion of the reconciliation process, the Chancellor's Office will invoice each Regional Consortia/Fiscal Agent for the Round Four remaining balances **no later than May 31, 2025** to ensure closeout prior to the end of FY24-25.

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

cc: Gary W. Adams, Dean of K12 Strong Workforce
Workforce and Economic Development Division