



LARC

LOS ANGELES
REGIONAL
CONSORTIUM

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SWP-Regional Project Budget Modification Process

Intent to Release/Receive Funds

TYPE OF REQUEST	FEATURES OF THE REQUEST	PROCESS	EXAMPLES
<p><i>Project Budget Modifications:</i> Requests to move funds among college partners in an approved project.</p>	<ul style="list-style-type: none"> ● Does not change the total approved allocation for the regional project. ● Involves reallocating funds between the Lead and Partner colleges. ● Applies only to allowable costs. ● Aligns with the purpose and intent of the approved project. 	<p>STEP 1: Initiating the Intent to Release Funds</p> <ol style="list-style-type: none"> 1. College Notification: <ul style="list-style-type: none"> ○ The college sends an email to the Regional Project Lead, the Regional Consortium (RC) Chair, and the Fiscal Agent (FA) to inform them of its intent to release funds for an approved project. 2. Worksheet Distribution: <ul style="list-style-type: none"> ○ After reviewing the request, the FA provides the college with the Intent to Release Funds Worksheet. ○ The worksheet must be completed and signed by the college’s respective Voting Member and CEO. 3. Submission of Signed Forms: <ul style="list-style-type: none"> ○ Once signed, the completed worksheet is submitted to the RC Chair, FA, and Regional Project Lead for processing. <p>STEP 2: Notification and Allocation of Additional Funds</p> <ol style="list-style-type: none"> 1. Notification to Participating Colleges: <ul style="list-style-type: none"> ○ The Regional Project Lead sends an email to participating colleges notifying them that funds are available. ○ The email should include details on the submission timeline for proposals requesting additional funding. ○ The RC Chair and FA must be CC'd on this email. 	<p>Request: Five college partners each receive \$25,000, totaling a project allocation of \$125,000. Each college allocates \$15,000 for curriculum development and \$10,000 for professional development.</p> <p>One partner identifies that their \$15,000 allocation for curriculum development is no longer needed. Two other partners require additional curriculum</p>



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		<p>2. Communication with CEOs and CIOs:</p> <ul style="list-style-type: none">○ The RC Chair forwards the information to the CEOs and CIOs of the participating colleges to ensure they are informed about the availability of additional funds. <p>STEP 3: Submitting Intent to Receive Funds</p> <p>1. Request Form Completion:</p> <ul style="list-style-type: none">○ Participating colleges complete the Intent to Receive Funds form and obtain approvals from their respective Voting Member and CEO. <p>2. Submission of Approved Requests:</p> <ul style="list-style-type: none">○ Once all participating colleges have submitted their approved Intent to Receive Funds forms to the Regional Project Lead, the Regional Project Lead compiles all partner colleges' budget modification request forms. <p>3. Submission to RC Chair and FA Team:</p> <ul style="list-style-type: none">○ The compiled forms are submitted in a single email to the RC Chair and the LARC FA Team. <p>STEP 4: Review and Approval</p> <p>1. RC Chair Review:</p> <ul style="list-style-type: none">○ The RC Chair reviews the request to ensure it meets project requirements. <p>2. FA Team Review:</p> <ul style="list-style-type: none">○ The FA Team ensures compliance with Strong Workforce Program (SWP) requirements. <p>STEP 5: Participation Agreements (PAs) Amendment and Execution</p> <p>1. Amending PAs:</p> <ul style="list-style-type: none">○ Once all forms are reviewed and approved by the LARC Team, the Participation Agreements (PAs) are amended.○ The amended PAs are routed to each participating college via AdobeSign. <p>2. Execution and Distribution:</p> <ul style="list-style-type: none">○ After execution, the college will receive a copy of the amended PA via AdobeSign, and a copy will be stored in the college's private channel in MS Teams.	<p>development funds.</p> <p>The partners and Lead agree to reallocate the funds: one college will release \$15,000, and two other colleges will each increase their curriculum development budgets by \$7,500.</p>
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