

SWP REGIONAL FUNDS

Fiscal Updates 10/04/2022

REMINDERS ON SWP REGIONAL FUNDING INVESTMENTS

- As with all CTE investments, colleges should judge the appropriateness of investment by assessing the extent to which it supports the Strong Workforce Program goals. As 888824(5) states, districts must certify that the use of Strong Workforce Program funds meets the following requirements:
 - i) Increase the number of students in quality CTE courses, programs, and pathways that will achieve successful workforce outcomes
 - ii) Increase the number of quality CTE courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging CTE courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
 - iii) Address recommendations from the [Strong Workforce Taskforce](#), including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.
- All costs must be directly tied to the activities included in the approved Strong Workforce Program (SWP) Regional Funds plans. As with all fiscal matters local policies and LARC Fiscal Agent's policies must also be followed.
- When the LARC Fiscal Agent is reviewing quarterly/final invoice and supporting documentation there are times when additional supporting documentation will be requested to determine eligibility of expenditures/reimbursement and comply with future requests from Pasadena Area Community College District or external Auditors.
- Oftentimes email communication can be misinterpreted, we encourage interaction between our LARC Fiscal Agent staff and stakeholders. When in doubt on the allowability of expenditures, please reach out to the Regional Monitor (LARC Fiscal Agent, Pasadena Area Community College District). We are happy to setup a Zoom session with you to clarify any questions you or your team may have.

LARC Fiscal Agent Contacts:

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PROMOTIONAL MATERIALS USING SWP REGIONAL FUNDING

- Promotional materials should be program-specific and designed solely to promote CTE programs, must be tied directly and exclusively to CTE programs indicated in the approved SWP Regional plans.
- Promotional material designed to solely promote the college and/or district i.e ABC College are not allowed with this funding.
- Promotional materials which provide direct monetary value to a student are considered a public gift of funds (eg Gift Cards to use at a Retail Store).

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20/21 SWP REGIONAL PROJECTS

- The end of the term for the 20/21 SWP Regional projects ended on **September 30, 2022**. No extensions are being granted.
- Project activities may not continue after this date, and all funds must be completely spent and/or encumbered. Reimbursements will not be issued for encumbrances generated after September 30, 2022.
- Delivery of goods, furniture, equipment, payroll and services may occur after September 30, 2022 as long as the funds are encumbered/obligated by that date. **Items must be received and encumbrances need to be cleared by the time the final invoice is submitted**. Payment for goods, furniture, equipment and services delivered after September 30, 2022 must be reflected as expenditures on the general ledger detail and backup documentation submitted for the Final Invoice due October 31, 2022.
- 2022-23, Quarter 1 (Final invoices) for 20/21 projects will be due on October 31, 2022. Back-up documentation must be submitted for all activities through September 30, 2022. Purchase Orders, executed contracts, and/or additional documentation may be requested in order to substantiate and justify reimbursements of reported encumbrances and final expenditures.

BUDGET MODIFICATIONS (AMONG OBJECT CODE CATEGORIES)

- A new Budget Modification Request form has been implemented this active Fiscal Year, 2022-23, please use the LARC Budget Modification Request Form located on the LARC SWP CC page. The form can be accessed on this [page](#).
- Budget modification requests to modify the line-item amounts within an approved project must be submitted when the change has surpassed the 10% threshold and/or new budget categories are being **added** or **deleted**.
- Budget modification requests a) Do not affect the total project allocation for the college b) are for allowable costs c) are consistent with the purpose and intent of the approved project.
- Budget modification requests forms must be submitted to the Fiscal Agent (FA) by the college's Project Lead.

FISCAL REMINDERS

- 2022-23, Quarter 1 FINAL Invoices for 20/21 projects will be due on **October 31, 2022**. Back-up documentation must be submitted for all activities through September 30, 2022. Purchase Orders, executed contracts, and/or additional documentation may be requested in order to substantiate and justify reimbursements of reported encumbrances and final expenditures.
- 2022-23, Quarter 2 and Quarter 4 NOVA Fiscal Reporting for 20/21 projects must be submitted by **November 15, 2022**. The 2022-23 Q4 report will reflect the same expenditures entered in the 2022-23 Q2 NOVA fiscal report.
- 2022-23, Quarter 1 Invoices for 21/22 projects will be due on **October 31, 2022**, NOVA fiscal reporting for Quarter 1 is not due at this time.