

SWP REGIONAL FUNDS – LA REGION

LARC FISCAL AGENT UPDATES 10/08/2024

FY 2024-25 QUARTER 1 INVOICES

Fiscal Year 2024-25, Quarter 1 Invoice templates for the SWP RF 23/24 (Round 8) plans have been uploaded to MS Teams and are ready for review and preparation. The project budget amounts listed on your invoice template should correspond with the budget amounts listed in your SWP RF 23/24 Round 8 executed Participation Agreements. If you note any discrepancies, please reach out to us.

Please plan accordingly and proceed with preparing invoices as soon as possible and upload to MS Teams no later than EOD Thursday, October 31st. Ensure that you are also reporting encumbrances to provide spending progress. Attached you will find the invoice submission instructions.

SWP REGIONAL 2023/24 ROUND 8 PROJECTS

The performance period for the 2023/24 projects is July 1, 2023 through June 30, 2025. No extensions will be granted.

Please review your executed Participation Agreements to ensure that all project budgets have been setup properly at your institution. A copy of your college's executed Participation Agreement can be accessed in your MS Teams private channel under the SWP RF 23-24 sub-folders. For LARC MS Teams access guidelines and instructions click [here](#).

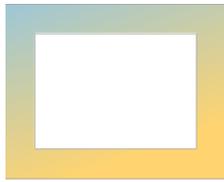
As a reminder, funds for the 2023/24 (Round 8) projects must be encumbered by the June 30, 2025 deadline to be considered. If your college is not planning on fully spending funds, please reach out to the Regional Project Lead to reallocate funds to another college to ensure project funds are spent timely. Below is the list of the 2023/24 Regional Project Leads



PROJECT NAME	LEAD COLLEGE	REGIONAL PROJECT LEAD
Allied Health	West LA	Tiffany Miller millerts@wla.edu
Baccalaureate Degree Support	LARC	Dr.Narineh Makijan nmakijan@pasadena.edu
Blue Economy and Climate Action Pathways (BECAP)	Santa Monica	Dr.Patricia Ramos ramos_patricia@smc.edu
Career Pathways Partnership	Rio Hondo	Bridgette Hernandez bmhernandez@riohondo.edu
Credit for Prior Learning	LARC	Dr.Narineh Makijan nmakijan@pasadena.edu
Faculty Innovation Hub	LARC	Dr.Narineh Makijan nmakijan@pasadena.edu
LA Game Design, Gaming Technology, & eSports (LA Game)	LA City	Vivian Alonzo alonzovl@lacitycollege.edu
LA Regional Job Placement and Employment Success	East LA	Erica Mayorga mayorge@elac.edu
LA RHT+ Project	East LA	Erica Mayorga mayorge@elac.edu
Local College Marketing	LARC	Dr.Narineh Makijan nmakijan@pasadena.edu
Noncredit Career Pathways	Mt.SAC	Shannon Rider srider@mtsac.edu
Regionally Expanding and Enhancing WBL	Pasadena City	Dr.Armine Derdarian aderdarian@pasadena.edu

LARC FISCAL DEADLINES AND REMINDERS

- Alejandra Landa-Flores will hold LARC Fiscal Virtual Office Hours on Thursday, October 10th and Thursday, October 24th from 8:30am – 11:30am. To schedule time to meet and address any SWP Regional Share fiscal matters please use this Calendly [link](https://calendly.com/alf-alejandralanda/larc-fiscal-virtual-office-hours). <https://calendly.com/alf-alejandralanda/larc-fiscal-virtual-office-hours>
- Fiscal Year 2024-25, Quarter 1 Invoices for 23/24 (Round 8) projects are due by **October 31, 2024**.
- Project Budget Modification Requests (allocating funds from one college to another) for 23/24 (Round 8) projects are due by **January 31, 2025**.
- The LARC Fiscal Agent Fiscal Year 2024-25 Fiscal deadlines document can be accessed [here](#).
- For other LARC Fiscal Resources please visit our webpage at <https://losangelesrc.org/swp-cc/>



LARC LOS ANGELES
REGIONAL
CONSORTIUM
#19STRONG. Community and colleges transforming futures.

FY 2024-25 Quarter 1 Invoice Submission Instructions

To access invoice templates, navigate to the "Quarterly Invoice Templates" folder in Teams, then to the **"SWP RF 23-24"** and to the **"FY24-25"** subfolder, and you will find the Q1 template under the following naming convention: **SWPRF_23-24_Invoice_College Name_Q1_FY24-25.**

Please continue to use the naming convention mentioned above when you upload the completed invoices to Teams. The invoices should be uploaded to the **"Quarterly Invoice Submissions"** folder, in the **"SWP RF 23-24"** respective subfolder.

NOTE/REMINDER: You must fill out both the GL cover sheet for the expenditures and the encumbrances for the Round 8 invoices. Do not make any changes to the dollar amounts on the invoice page; once the GL sheets are completed, the information will automatically populate to the invoice page. **Please ensure that ALL pages have the invoice number and date fields filled out, and the signature and "remit to" sections are completed.**

Additionally, please ensure you are providing and using an invoice number that has not been used in the respective round in the past.

As a reminder, **the invoice, the GL cover sheets, and the GL (backup documentation) must all be uploaded to teams in the same folder as the invoice submitted, and the invoice must be fully completed, signed, dated, and have the appropriate invoice number. Once uploaded, please send [Alejandra Landa-Flores](#) an email to confirm.**