

SWP Regional Funds Fiscal Updates



FISCAL UPDATES

20/21 SWP Regional Projects

Promotional Materials using SWP Regional Funds

Budget Modification Requests (Object Codes)

LARC Fiscal Agent (FA) Communication

Fiscal Reminders



SWP RF 20/21 Projects

- The 20/21 SWP Regional projects ended on September 30, 2022
- Project activities may not continue after this end 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 grant end date must be reflected as expenditures on the general ledger backup documentation submitted with the Final Invoice.

GUIDANCE ON PROMOTIONAL MATERIALS

- 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 an/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 gift of public funds (e.g Giftcards to use at a Retail Store) and not allowed with this funding.

BUDGET MODIFICATIONS

- Budget modification request must be submitted when the budget categories have surpassed the 10% threshold and/or new budget categories have been 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 request forms must be submitted to the Fiscal Agent (FA) by the college's Project Lead.
- Budget modification request form template can be accessed at <https://losangelesrc.org/swp-cc/> page

STRONG WORKFORCE PROGRAM (SWP) CC

Strong Workforce Program: More and Better Career Technical Education to Increase Social Mobility and Fuel Regional Economies with Skilled Workers

To develop more workforce opportunity and lift low-wage workers into living-wage jobs, California took a bold step in 2016 to create one million more middle-skill workers. At the recommendation of the California Community College Board of Governors, the Governor and Legislature approved the Strong Workforce Program, adding a new annual recurring investment of \$248 million to spur career technical education (CTE) in the nation's largest workforce development system of 115 colleges.

Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by "more and better" CTE. The "more" is increasing the number of students enrolled in programs leading to high-demand, high-wage jobs. The "better" is improving program quality, as evidenced by more students completing or transferring programs, getting employed or improving their earnings.

The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. CTE Data Unlocked, a component of the program, helps colleges use CTE data to strengthen regional workforce plans by furthering local

Key Links

- [CCCCO SWP](#) →
- [CCCCO GUIDANCE MEMOS](#) →
- [SWP ALLOCATION BASE AND INCENTIVE FUNDS](#) →
- [CCCCO SWP FAQs](#) →
- [NOVA YOUTUBE CHANNEL](#) →
- [SWP ARCHIVE](#) →
- [FISCAL YEAR 2022-23 FISCAL DEADLINES](#) →
- [LARC BUDGET MODIFICATION REQUEST FORM](#) →



BUDGET MODIFICATION REQUEST

(Requests to modify the budget line-items within an approved plan)

SWP - Regional Funds funded projects may request modifications to their approved budget by emailing this completed form to:
TO: **Denise Cordova Vidrio** (Accountant, Fiscal Agent(FA) dmvidrio@pasadena.edu & **Alejandra Landa-Flores** (FA Representative) alf@alejandralanda.com
CC: **Dr. Narineh Makijan** (LARC Chair) Nmakijan@pasadena.edu

Requests are reviewed to ensure allowability under the program RFA and alignment each grantees Work Plan. The decision of the LARC, along with any necessary next steps, will be communicated to the individual submitting this form and to the individual identified as the contact for project/program related matters in the related SWP Agreement.

Funding Year (e.g. July 1, 2021 - December 31, 2023)

Funding Round

Request Date

PROJECT TITLE FROM NOVA APPLICATION (e.g. "LA-21 LBCC: Regional Occupational Clusters")

College

College

Contact Name

Email Address

BUDGET MODIFICATION REQUEST

Part I. Spreadsheet: Enter only whole dollar amounts

Expenditure Type	Current Approved Budget <i>(must match amount in NOVA)</i>	Amount of Total Expenditures Reported to Date in NOVA	Amount Remaining	Amount to be Added / Subtracted from Budget Category <i>(total must equal zero)</i>	Balance After Budget Modification <i>(amounts less than zero are not allowed)</i>
1000 - Instructional Salaries			\$0		\$0
2000 - Non-Instructional Salaries			\$0		\$0
3000 - Employee Benefits			\$0		\$0
4000 - Supplies and Materials			\$0		\$0
5000 - Other Operating Expenses and Services			\$0		\$0
6000 - Capital Outlay			\$0		\$0
Totals	\$0	\$0	\$0	\$0	\$0

Part II. Narrative: Description of the requested movement of funds and the rationale/justification for the move and impact on the Strong Workforce Program outcomes.

Approval of LARC Chair

Printed Name

Signature

Date

Approval of LARC Fiscal Agent

Printed Name

Signature

Date

LARC Fiscal Agent (FA) Communication

- LARC FA updates are sent at the beginning of the month. If you have been receiving emails please contact LARC Staff to be added on the distribution list.
- When the LARC FA is reviewing quarterly/final invoices and supporting documentation there may be occasions where further documentation is needed to comply with LARC FA (PACCD) fiscal procedures (i.e PACCD or external auditors)
- When in doubt on the allowability of expenditures please reach out to the Regional Monitor (LARC FA). Our Team would be happy to meet via Zoom to clarify any questions/concerns.

FISCAL REMINDERS

- 2021-22 Q4 NOVA fiscal reports for 20/21 & 21/22 projects must be reconciled in order for LARC Fiscal Agent to process payment and generate the following quarterly invoice templates.
- 2022-23, Quarter 1 Final Invoices for 20/21 and 21/22 projects are due on October 31, 2022

SWP REGIONAL FUNDS
Fiscal Year 2022-23 Fiscal Deadlines

20/21 Projects ending on 09/30/2022

Quarter	Reporting Period	Invoice Due Date	NOVA Fiscal Reports Due	Budget Modifications Due
1	7/1/2022 - 9/30/2022	10/31/2022	11/15/2022	10/31/2022

21/22 Projects ending on 12/31/2023

Quarter	Reporting Period	Invoice Due Date	NOVA Fiscal Reports Due	Budget Modifications Due
1	7/1/2022 - 9/30/2022	10/31/2022	N/A	10/31/2022
2	10/1/2022 - 12/31/2022	1/31/2023	2/15/2023	12/31/2022
3	1/1/2023 - 3/31/2023	4/30/2023	N/A	3/31/2023
4P*	4/1/2023 - 6/30/2023	6/30/2023	N/A	N/A
4A**	4/1/2023 - 6/30/2023	7/31/2023	11/15/2022	6/30/2023

*Quarter 4P represents estimated expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Provisional invoice.

**Quarter 4A represents actual expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Actuals invoice.

Invoice Reminders:

- Submit(upload) signed invoices along with annotated general ledgers, completed GL cover sheets and other backup documentation in your College's designated "Quarterly Invoice Submissions folder" located in the SWP Regional Microsoft (MS) Team.
- Back-up documentation must be submitted for all expenditures. Annotate the detailed general ledger reports to indicate which project the expenditures are for if it is not clear from the budget report itself.
- Purchase Orders, executed contracts and/or additional documentation may be requested in order to substantiate and justify reimbursement of reported expenditures.
- Project expenditures will only be reimbursed up to the approved project budget amounts.
- Invoices will be compared against fiscal reporting in NOVA. Any inconsistencies will result in non-payment of invoices until all expenditures are reconciled.
- If no expenditures occurred during the reporting period, submit an invoice with \$0.00.
- Invoices must be submitted on a quarterly basis even though the NOVA reporting is on a bi-annual schedule.

Questions???

Contact:
Denise Cordova-Vidrio, LARC Accountant
dmvidrio@pasadena.edu

Alejandra L Landa-Flores, Fiscal Agent Representative
alf@alejandralanda.com

LARC SWP Fiscal Team Contacts

Dr. Narineh Makijan, LARC Chair	Nmakijan@pasadena.edu
Denise Cordova –Vidrio, SWP Accountant	dmvidrio@pasadena.edu
Alejandra Landa-Flores, Fiscal Agent Representative	alf@alejandralanda.com



Thank You. Questions?

